

## **Fax Forwarding to Email Address without Printing at Fax or without Storing to the Hard Disk Drive for the B089/B093**

1. Preprogram the Address Book Management for Email Addresses in the Web Browser. Be sure that you can email to that location.
2. In User Tools → Facsimile Features → Reception Settings → Forwarding to “ON”.
3. In User Tools → Facsimile Features → Key Operator Tools → Forwarding to “ON” & add “Receiver” (This was pre programmed into Address Book Management).
4. In User Tools → Facsimile Features → Key Operator Tools → Reception File Settings to “Print” (This cannot be done if there are already files stored. You must delete these files first. Before deleting the files you can print or store the documents to another device i.e. your computer HDD.)
5. User Tools → Facsimile Features → Key Operator Tools → Parameter Settings: Change Bit Switch 11 bit 6 to “0”. (This will change the machine not to print forwarded faxes.)
6. If you wish to forward the faxes and also store them on the HDD on the machine you should change step 4 Reception File Settings to “Store”. The “Notify Dest” is for Notifying the email address selected that a fax was received to the HDD of the machine. This can be another email address pre programmed into the Address Book Management. This is not required if you are already forwarding to an email location.