

Bulletin MF #97-10

Date: October 8, 1997

To: All Minolta Dealers

From: Office Products Division

Subject: **MINOLTAFAX SELF-PACED FACSIMILE TRAINING MANUAL**

Minolta is pleased to announce the availability of the *MinoltaFax Self-Paced Facsimile Training Manual*. The MinoltaFax Self-Paced Facsimile Training Manual was designed to assist you in your fax training efforts. This self-paced guide will enable your sales staff to learn more about fax at their own pace. Although this guide will be a valuable learning tool, it should be used as a supplemental training approach and not a substitute for your fax training classes. The MinoltaFax Self-Paced Facsimile Training Manual can be considered a prerequisite to your fax training sessions.

To check their progress, there are review questions at the end of each section with easy access to the answers at the end of the manual. Topics covered in this self-paced manual include:

- ◆ Overview of Fax
- ◆ History of Fax
- ◆ Standardization (CCITT/ITU)
- ◆ Basic Facsimile Principles
- ◆ Sending and Receiving Faxes
- ◆ MinoltaFax 1800/2500/3500/5500 Features and Benefits

A sample of this manual is attached for your review. To order additional copies, please contact the Order Department in Blauvelt at 914-358-6061 and request the MinoltaFax Self-Paced Facsimile Training Manual, Item Number 8909-1525.

Regards,

Maria Krawsek
Product Manager, Facsimile