

# Sending a Fax

The initial screen allows you to choose from the available options on the Xerox copier.

- Press **Fax**.



\*\*\* If the department is using accounting codes, the copier will prompt for a **User ID**. This is the accounting code assigned to the department.

- Enter the code.
- Press **Done**.



- To send the fax, enter 9 + the telephone number that will be receiving the fax. For example, 97571112222.
- Press **Start**.



\*\*\* Please note that if you entered a **User ID** you are still signed into the machine.

Press the **Log In/ Out** button to finish using the account.

