

# **USING THE PUBLIC FAX**

**WE DO NOT RECEIVE FAXES**



## **To send a fax:**

- 1. Verify the digital display reads “Ready to Fax.”**  
*(Upper button to right of digital display should be highlighted in blue).*
- 2. Load documents “Print Side Up” into the document feeder.**
- 3. Enter the fax number on the keypad.**  
*(Don’t forget to include #1 and area code if sending outside the local calling area).*
- 4. Press the “Green Button” to start your fax.**
- 5. Watch the digital display for pages sent.**
- 6. When finished, the digital display will read “Completed”.**  
*(The fax machine will not print a confirmation report.)*

**NOTE: DO NOT USE THE REDIAL BUTTON!!**