

# QUICK STEPS ...

## FAXing on the Xerox 4150

Place or Load documents

Touch "Email" (If not available, Touch "All Services", then Touch "Email") (Button on Screen)

Button on Screen

Touch "Remove All" (If greyed out, skip this step)

Touch rounded icon to the left of the word "To..."

Touch button labeled "123" (looks like this) ----->

123

Type destination FAX phone number, just as you would from any phone on campus (including the "9", "1", country code and area code, as needed)

Touch button labeled "abc" (looks like this) ----->

abc

Type the following characters directly after your phone number (without the quotes): "@f.x"

*Example: Format for long distance destination Fax is:*

<full number including "9", "1" and area code>@f.x

*Example: 915035554537@f.x*

Touch "Enter"

Press "Start" (Physical Button)

Physical Button

When FAXing has finished, Touch "Remove All"

Touch "Confirm" (if requested)

Touch "All Services"

Touch "Copy"

You're finished