

QUICK STEPS ...

FAXing on the Xerox 7132

Press "All Services" (Physical Button)

Physical Button

Touch "Email" (Button on Screen)

Button on Screen

Touch icon to the left of the word "Keyboard"

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)

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 "Close"

Place or Load documents

Press "Start"

When FAXing has finished, press "All Services"

Touch "Copy"

You're finished