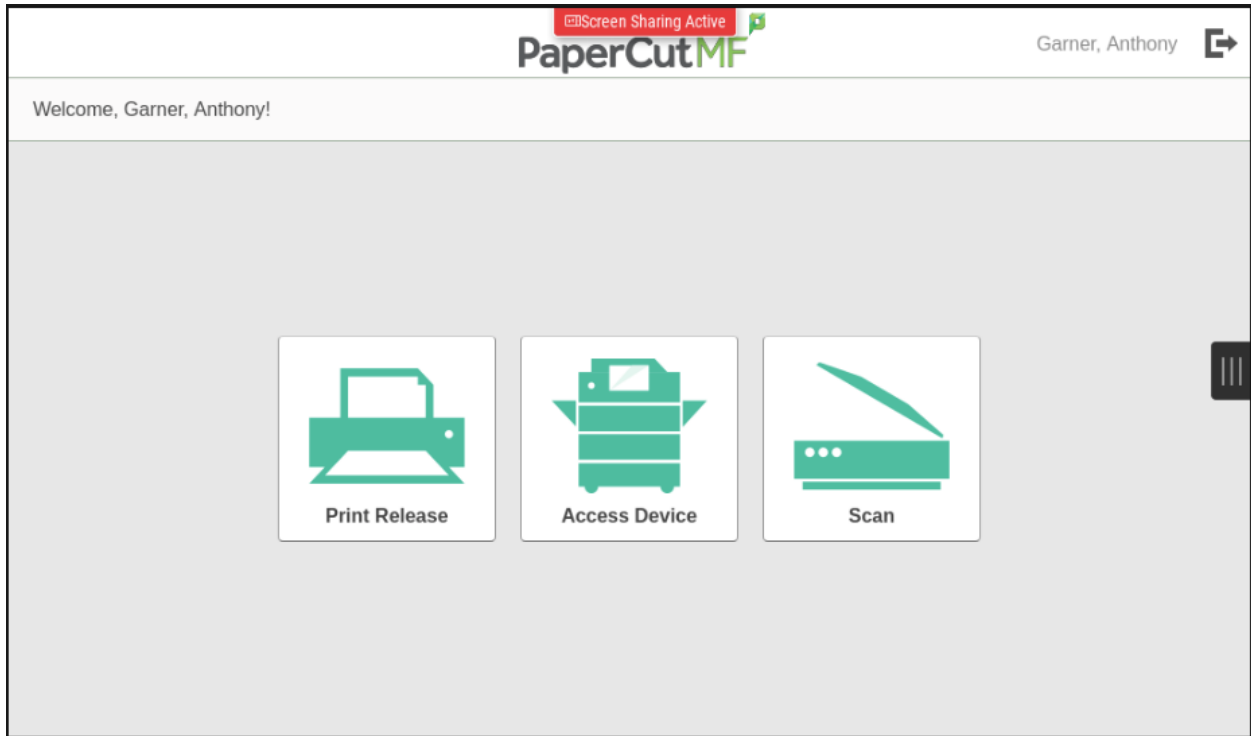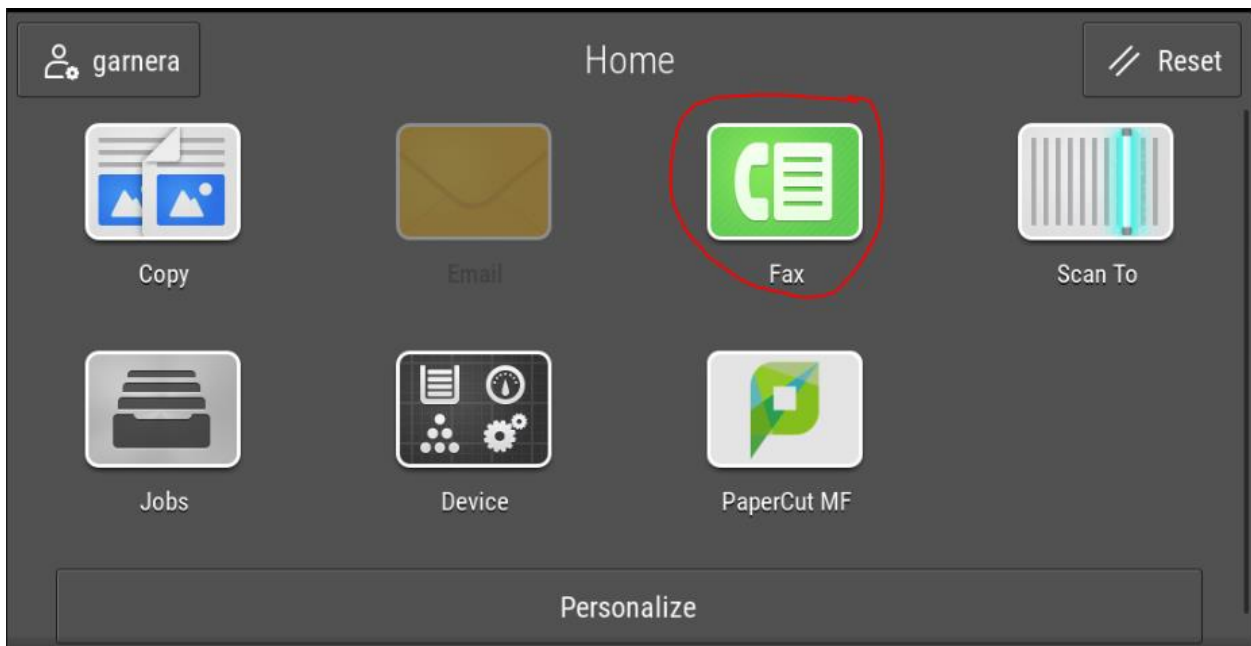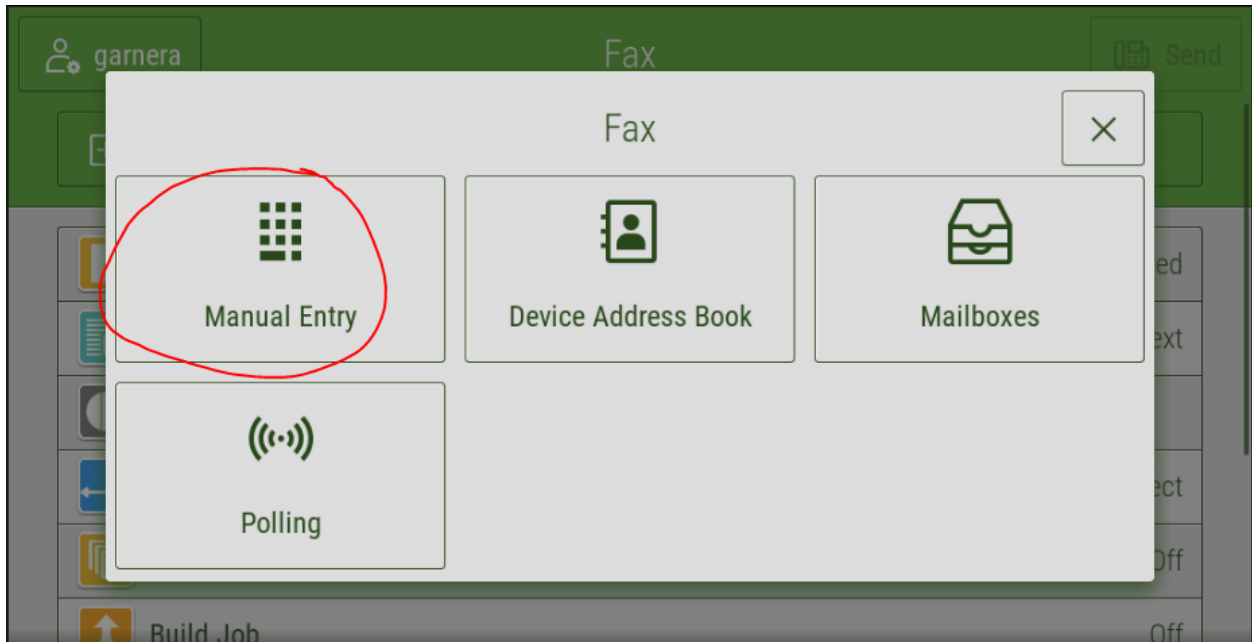# Xerox Fax Procedure

Once logged into the printer, locate the **Access Device** icon and tap it.
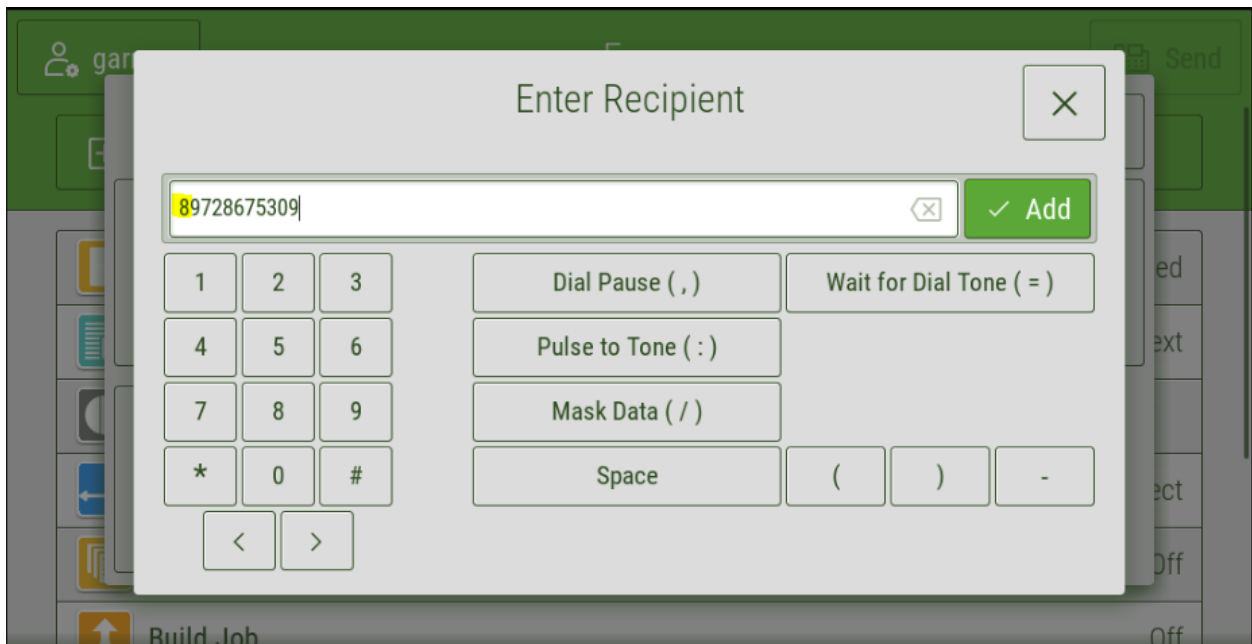

Next, locate the **Fax** icon and tap it.

The app will open and will bring up the following window. Here you will select **Manual entry**.

Next, you will type the fax number. **For copiers in the front offices, please disregard the 8 before the fax number as this is not required.** For copiers elsewhere in the high schools, 8 is required for an outside line.

Next, press **Dial Pause** and then input your long distance code. Once finished, press **Add**.
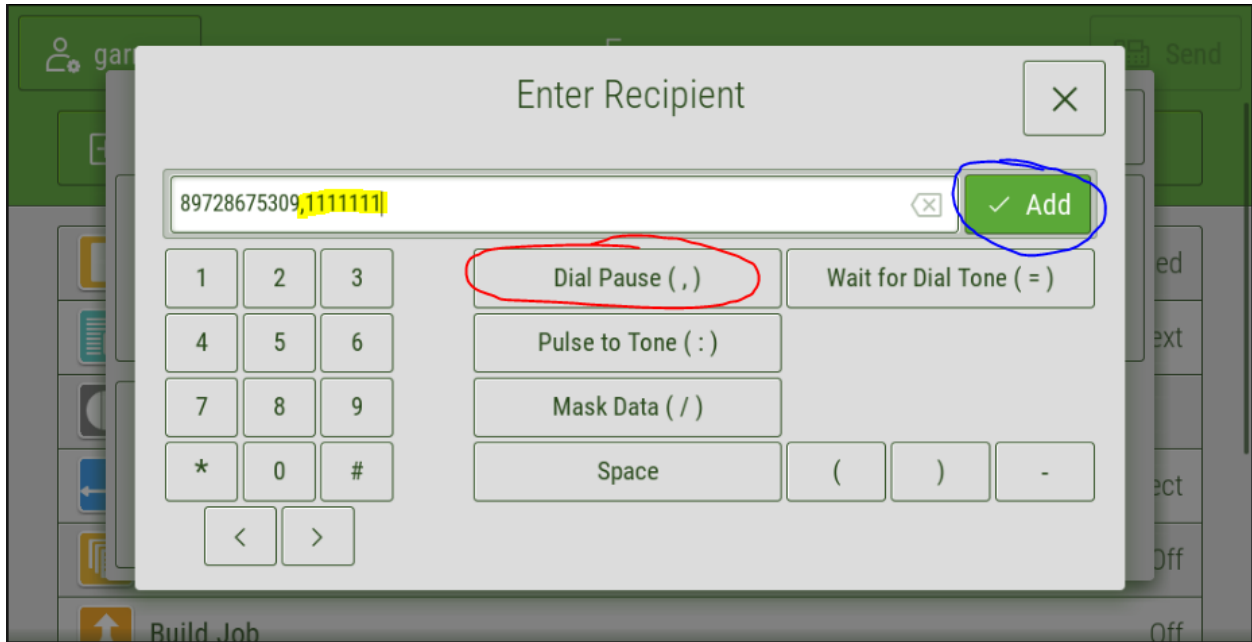
This will now bring you back to the main Fax app screen. Locate **Send** at the top right at tap it to send the fax.