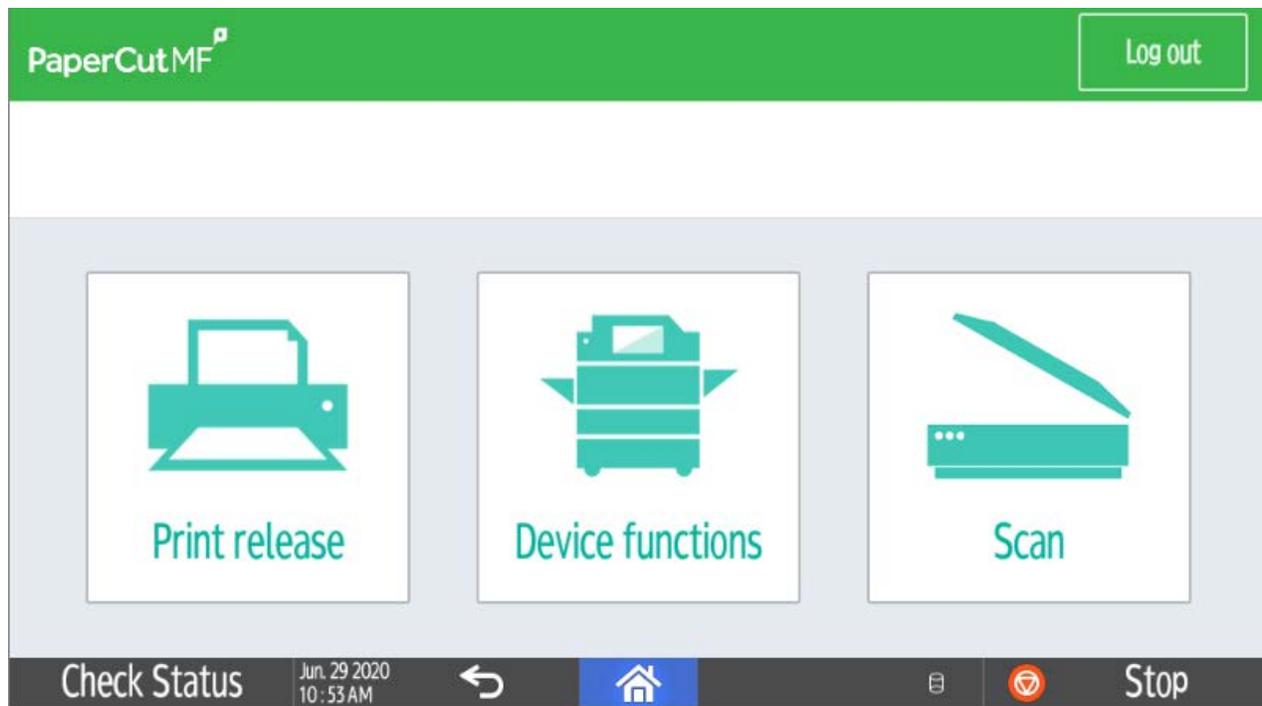


Scanning and Faxing Documents Using District Copiers 2020-2025



Scanning Documents

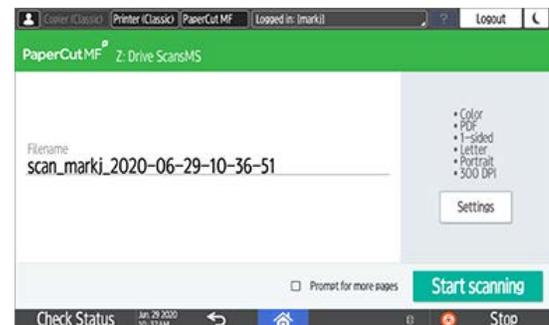
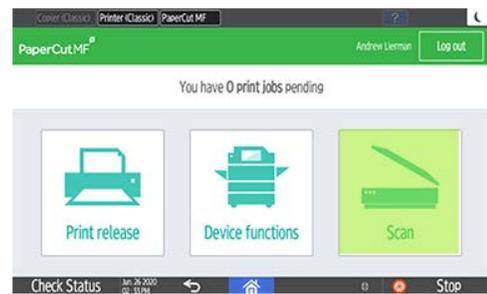
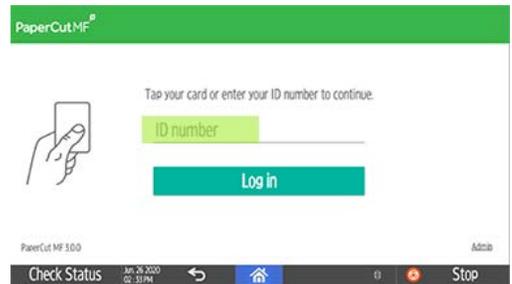
Because we purchased new copiers during the summer of 2020 scanning documents will be somewhat different from the past. All copiers in the district can be logged into using either your door FOB or your copier PIN.

Login to the copier using your FOB or PIN.

Touch the Scan icon then select the one of the following options. Scan to Z: Drive (JPEG), Scan to Z: Drive (PDF), Scan to Google DRV (JPEG), Scan to Google DRV (PDF) or Scan to Email. The first time you scan to Google Drive you will get an email that prompts you to authorize PaperCut to save scans to your Google Drive.

If your documents are 2-sided or special, touch the Settings button to change the document settings.

Touch the Start Scanning button to begin the scan.

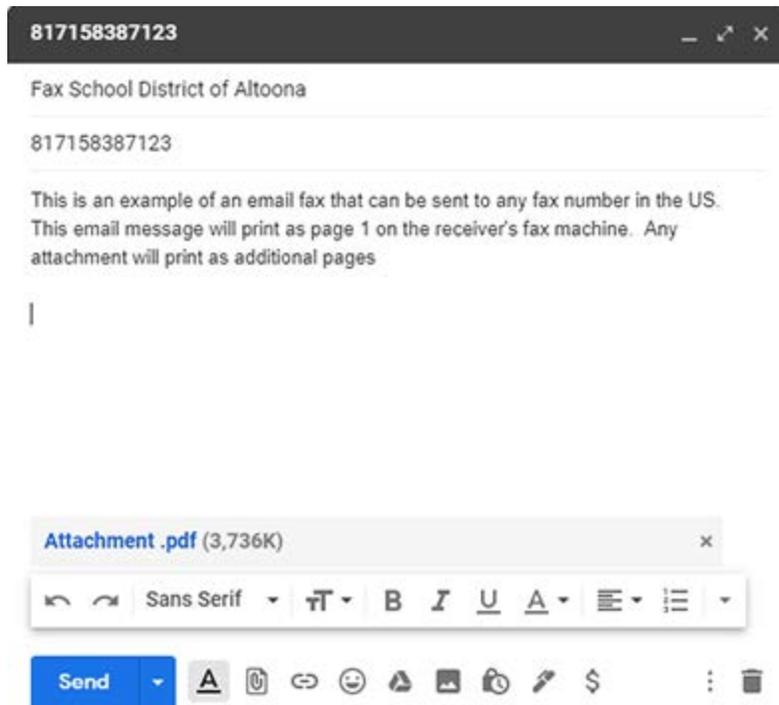


Faxing From Email

Because we purchased new copiers and switched from traditional telephone lines to digital lines, faxing documents from school has changed. Now you can fax from your school email.

Here is how to send faxes from email

Compose a new email to be sent to fax@altoona.k12.wi.us



In the subject line enter the fax number formatted like this example ex. 817158387123

Type the email message, which will be page 1 of the printed fax on the receiving end. This email should be considered your fax cover page and it should have all of your contact information so the receiver will know where the fax is coming from.

Attach any documents to be printed on the receiving end. Types of documents that can be sent via attachments are .PDF and .DOCX. Caution should be used when faxing documents with many pages because all the pages will print on the receiving end.

Click the Send button to send the email. Within a few minutes, an automated email will let you know that your fax was queued and a few minutes later another email will let you know your fax was successfully sent.

Faxing From Copiers (External Fax Numbers)

Sending faxes from the copiers (External Fax Numbers)

If you would like to include a fax cover page, it should contain all of your contact information and the reason for the fax. Create your cover page using Microsoft Word or Google Docs and include the cover page with your other document.

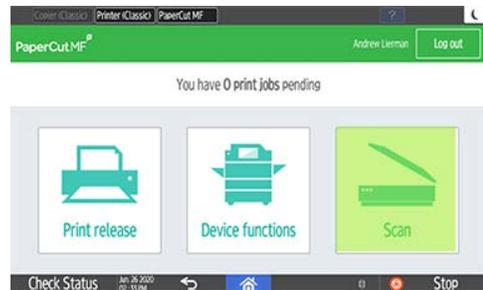
Login to the copier using your FOB or PIN.

Touch the Scan icon then select the Fax (External) Fax button.

Enter the 10 digit fax number and place the document in the document feeder.

If your documents are 2-sided or special, touch the Settings button to change the document settings.

Touch the Start Scanning button to begin the fax.



Faxing From Copiers To Other District Copiers

Sending faxes from one district copier to another. (Fax Internal)

If you would like to include a fax cover page, it should contain all of your contact information and the reason for the fax.

Create your cover page using Microsoft Word or Google Docs and include the cover page with your other document.

Login to the copier using your FOB or PIN.

Touch the Scan icon then select the Fax (Internal) Fax button.

Enter the 4 digit fax number from the list below and place the document in the document feeder.

If your documents are 2-sided or special, touch the Settings button to change the document settings.

Touch the Start Scanning button to begin the fax.

School District Fax	Internal Number
DO_CopyColor	1101
ES_CopyCopier	1102
ES_OfficeCopy	1103
ES_WorkroomCopy	1104
HS_AALC	1105
HS_ActivitesCopy	1106
HS_BusColor	1107
HS_FoodCopy	1108
HS_GuidanceCopy	1109
HS_LMCColor	1110
HS_Office	1111
HS_OfficeCopy	1112
HS_WorkroomCopy	1113
IS_WorkroomCopy	1114
MS_6thGradeCopy	1115
MS_EENOfficeCopy	1116
MS_LMCCopy	1117
MS_OfficeCopy	1118
MS_WorkroomCopy	1119
MS_ITOfficeCopy	1100

