

## Managed Printing Tutorial Series

# How to Send a Fax with a Xerox Multifunction Machine

The following instructions relate only with **faxing** a document using a Xerox multifunction machine.

These machines will **only** fax to phone numbers in the contiguous United States.

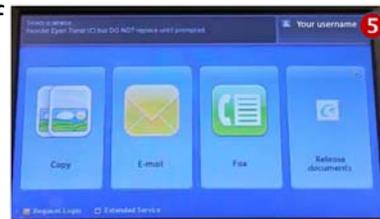
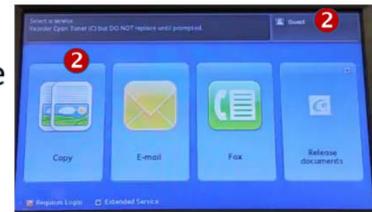
All other multifunction Xerox machine functions will be reviewed in other videos and instruction sheets.

## Swiping Your MassBay One Card to Multifunction Xerox Machine

To the right is a picture of the **Control Panel** on a MassBay multifunction Xerox machine; your machine may look a little different from this, but the instructions will work for all models.



- 1 If its **Touch Panel** is blank, press the lit **Energy Saver** button and wait a moment for it to light up.
- 2 The **Touch Panel** shows the options that this machine can provide. Note that the user is initially displayed as **Guest**.
- 3 The **card swipe reader** may be located on either the left or the right side of the MassBay printer.
- 4 With the mag-stripe on your One Card **facing up** and **toward the reader**, swipe your card through the reader (it doesn't matter in which direction).
- 5 In a few moments, if successful, your **username** will be displayed in the upper right corner of Touch Panel.

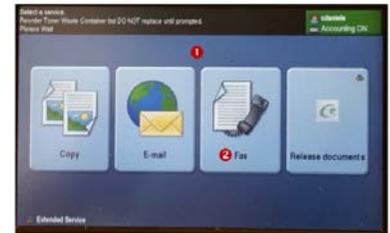


## Alternative Login to a Multifunction Xerox Machine

If you do not have your MassBay One Card with you, you may log into a multifunction Xerox machine using your MassBay username and password. For more details, refer to the HelpDesk video/instructions under Managed Printing.

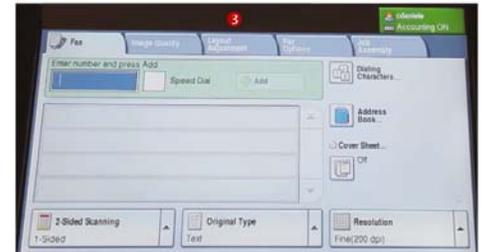
## Faxing on a Multifunction Xerox Machine

1 After logging into a Multifunction Xerox machine, the MassBay function options will appear on the **Touch Panel**.



2 To fax, **tap** the **Fax** button.

3 The Touch Panel will display the Fax “data entry” form.



4 On the **Numeric Keypad** to the **right** of the Touch Panel, enter the phone number of the destination fax.

**Note:** Most multifunction Xerox machines will have a label stating: **TO FAX DIAL 9-1-10 DIGIT PHONE NO**, The “9” is a request for a line outside of MassBay.

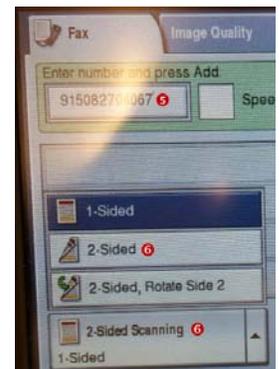
A few multifunction Xerox machines will have a label stating **TO FAX DIAL 1-10 DIGIT PHONE NO**, which does not require an outside line. Please check this before faxing!

5 Either start with a **91** or a **1** (see above note). Then enter the 10 digit fax number of the destination fax machine. The “full” number will appear in the upper left side of the Touch Panel.



**Note:** By default, the fax is set up to copy **one-sided** sheets.

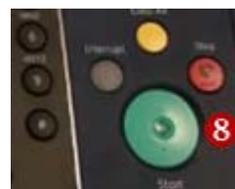
6 If your original copy is **two-sided**, tap the **2-Sided Scanning** button and then tap the **2-Sided** button.



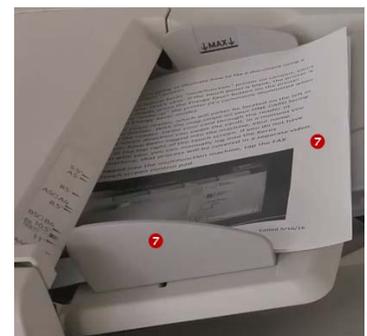
7 Stack your original sheets onto the sheet feeder at the top of the machine; make sure that they are face up with the first page on top. Adjust the guides, if necessary to ensure that they fit the sheets snugly.

**Note:** Be sure that the pages are in relatively good shape; frayed and bent corners tend to jam the page feeder.

8 Press the **Start** (large green) button on the **Control Panel**.



9 The **Touch Panel** will keep you abreast of the progress and alert you when the job is complete.



**Note:** Remember to retrieve your original document pages before leaving the machine.

## Problem with Faxing?

If the fax were **NOT** sent successfully, the machine will print a page indicating the error. In this case, you may:

- Check your fax number and try again and/or
- Check with someone at the location to where the fax is to be sent

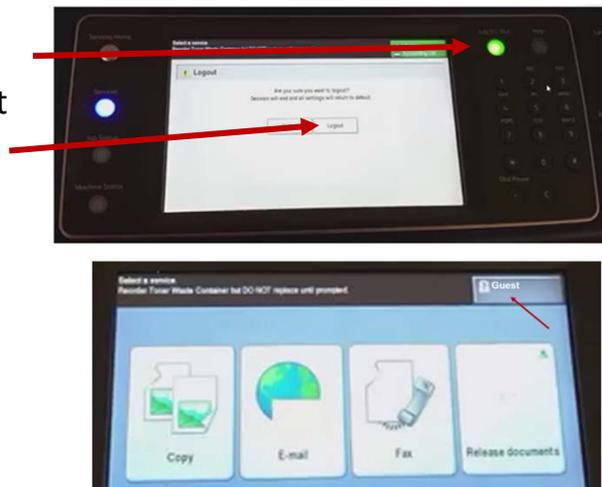
**There is NO technical support that MassBay can offer if you have any problems sending your fax.**

You do have the option of **scanning** your document to email and then **emailing** the document to its destination (for more details, view the video and instruction sheet in the MassBay HelpDesk webpage that illustrates this process).

## Don't forget to LOG OFF

Remember to log off the machine when done by pressing the **green Log In/Out** button on the **Control Panel**, then confirm that you want to logout by tapping on **Logout** button on the **Touch Panel**.

Your username will be replaced with **Guest**, indicating your logout was successful.



**Note:** If you do **not** log off the machine, others users will be able to photocopy documents and **charge** them back to **your** account!