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 the 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!