

## Using the copiers to send a FAX

You can use any copiers on the network to send out a FAX transmission – (FAX over IP)

**1.) All local faxes will begin by dialing a 9 plus the 10 digit phone number plus @fax.k12northstar.org**

- Local number formatting example: [99074516160@fax.k12northstar.org](mailto:99074516160@fax.k12northstar.org)

The above number would be used to send a fax to the main FNSBSD Fax number.

- If you are dialing a local fax, remember to dial 9 plus the 10 digit local fax number plus the @fax.k12northstar.org

**2.) All long distance faxes will begin by dialing a 9 then a 1, then the area code, then the phone number plus @fax.k12northstar.org**

- Long distance number formatting example: [912064419110@fax.k12northstar.org](mailto:912064419110@fax.k12northstar.org)

The above number would be used to send a fax to Welfare and Pension Admin Services

- If you are dialing a long distance fax number, remember to dial 9 plus 1 plus the 3 digit area code plus the 7 digit fax number plus the @fax.k12northstar.org

If you forget to dial the 1 or the area code after the 9 for a long distance fax number, your attempt to send the FAX will fail.

IMPORTANT! Any typos in the fax numbers and/or the “@fax.k12northstar.org” will result in a failed fax.

**3.) Common errors include failing to add the 1 and the area code after the 9 when it is needed.**

**4.) Please wait for the FAX report to print to verify that you have been successful. You will not have any audio feedback (such as dial tone, ringing or fax tones) as indicators of success or a problem.**

- The copy machine will print out a Fax notification sheet showing the fax was either sent, or the transmission failed.

**5.) The FAX dialing string is basically an Email address which can be stored in the copiers address book under the I-FAX folder so that they are distinguishable from your regular Email addresses. This will help eliminate dialing errors for the faxes that you send frequently.**

**6.) If the FAX number you need is not registered in the machine, you may enter the FAX number yourself, by hitting Main Menu, Scan & Send, New Destination, I-Fax, then typing in the I-Fax address (format as specified in items 1 and 2 above), pressing OK, verify the address, and press Start to send. This does NOT log the FAX number into the machine for future use though. You need to add frequently used FAX numbers from your desktop.**

FAX transmission error type questions? Please contact the help desk at Extension 11397 or email [helpdesk@k12northstar.org](mailto:helpdesk@k12northstar.org) Other questions, contact Business Services at 11303.