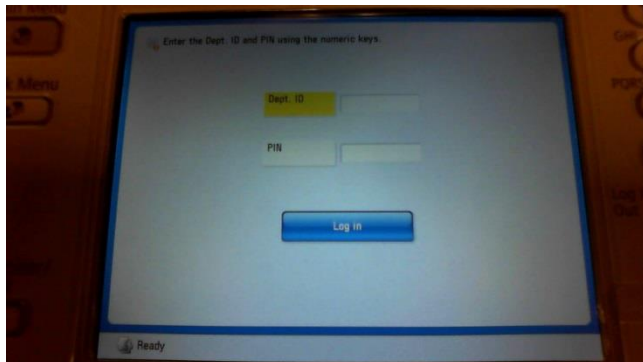This guide is intended to show how to use the Departmental Canon Printer to fax documents. Faxing is performed at the Canon Printer.

FAXING FROM THE CANON

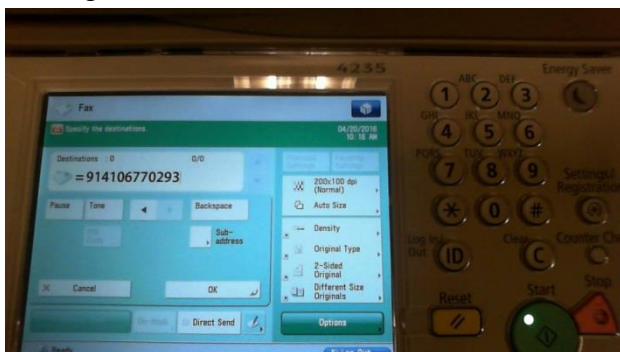The Canon Printer has the ability to send and receive faxes.

- Enter your department's ID code and press the **ID** button at your Canon Printer.
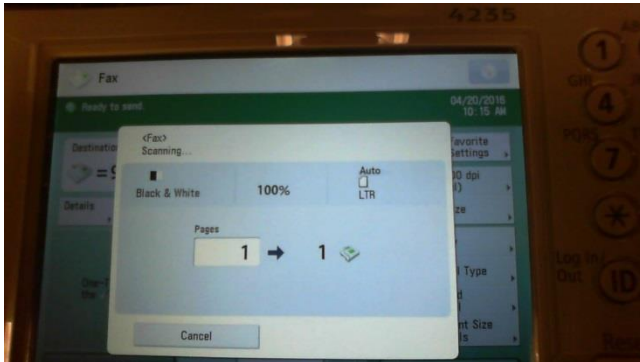

- Select the **Fax** tab.

- Enter the destination fax number on your Canon keypad.
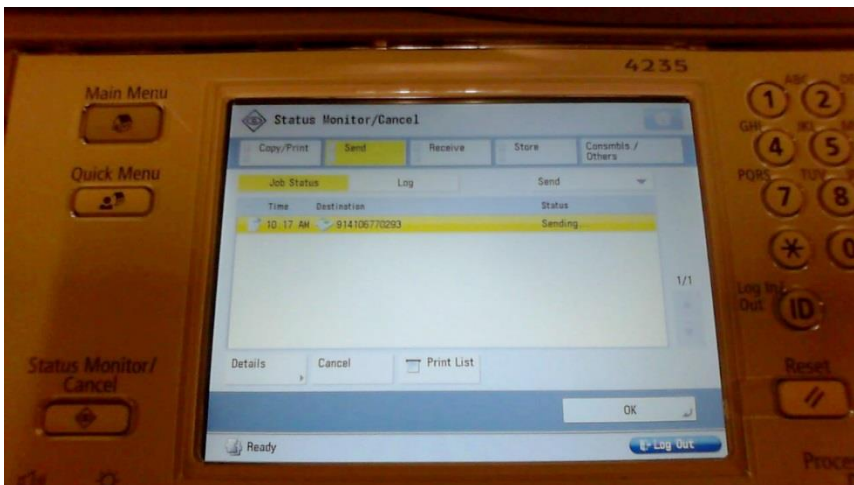 - If dialing an outside fax, dial 9 and 1 before the number.

- o   If you want to set any additional options, click the Options button.

- Click the **Start** button on your Canon to fax.

- Press the Status Monitor/Cancel button on the Canon to monitor the status of the fax.

- A report will print with the status of the fax when complete.