Sending Faxes From this Printer

You can send faxes via email to campus, local, and US long distance numbers.

1. Select Scan and Send from the Main Menu

2. Select New Destination

3. Select Email

4. Use the displayed keyboard and fixed number pad to type the number you want to fax using the format:

Destination	Format where X equals a Single Digit
Off Campus (10-digit Dialing)	XXXXXXXXXX@efax.usm.edu
On Campus (5 Digit Dialing)	XXXXX@efax.usm.edu

Destination	Format where # equals the International Number
International	011#@efax.usm.edu

5. After you have entered the number followed "@efax.usm.edu", Select OK.

6. Select OK again to confirm your destination.

7. You should now see your destination in the format of #@efax.usm.edu in the destination field.

8. You can now begin scanning you document to send by pressing the Start Button.

9. Once the Fax Service attempts to send your Fax it will Print a Confirmation of Success or Failure to this Printer.

Faxes sent from this printer will display the Calling Number of

(601) 266-2000