

Faxing from the Simple Scan Station

Faxing costs \$0.50 per page to U.S. numbers and \$1.00 per page to International numbers.
This machine accepts print cards, coins, and \$1 and \$5 bills.

1) Press



2) Select a scanner. If you are using the flat scanner, place your document or book anywhere on the glass, face down. If you are using the feeder, place your pages in the feeder, face down and pointing down. Press "Next".



3) Select "Scan to Fax" and press "Next".



4) Read and accept the Copyright statement.



5) On the "Fax Settings" screen, select your fax destination: U.S. or International.

Choose whether you want to make a cover page.

Please note that choosing "Cover Page" will add an additional page to your total fax cost.

If you already have a physical cover page or do not need one, choose "No Cover Page."

If you want to use the keyboard to type in a cover page, choose "Cover Page." Later in the process you will be given a form to type in your cover page information.



Choose an **e-mail confirmation**. Please note that the Simple Scan Station uses an Internet fax service and that you will receive two confirmation e-mails. The first will confirm that your document was sent to the Internet fax service, and the second will confirm whether your fax arrived at its destination.

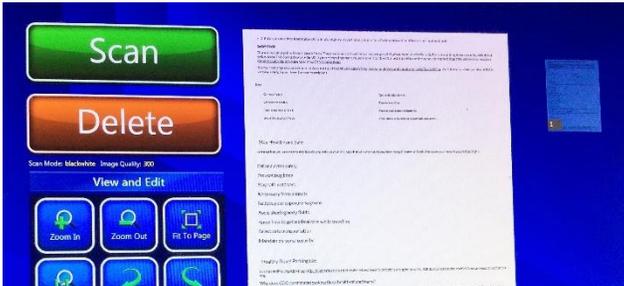
If the second message reports any kind of failure or error, please come to the 2nd floor Reference desk and we will re-fax your item free of charge.

6) Once you have selected your settings, press "Next." Scan your document by pressing the large green "Scan" button at the top of the screen. If you are using the feeder, you will have the option to scan just the front sides of the pages or the front and back sides. The flat scanner scans the front side only.



You will see a preview of each page with the option to delete or edit pages.

This screen will also display your total at the bottom. Insert cash or your print card into the machine to proceed, and then press "Next."



7) Next will be a screen to enter your e-mail address for your fax confirmation. Type in your address. You can also change the subject or add a message to yourself. Press "Next."



8) Enter the fax destination number, including area code. You do **not** need to dial "1". Press "Next."



9) On the final screen, press



Don't forget to remove your document from the scanner, and check your e-mail for the fax confirmations.

Questions? Ask at the Reference Desk!