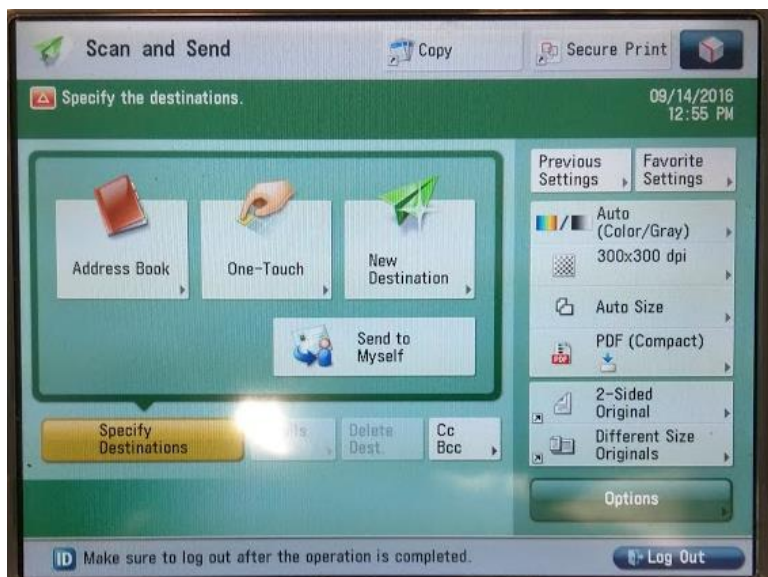


# Faxing Made Easy

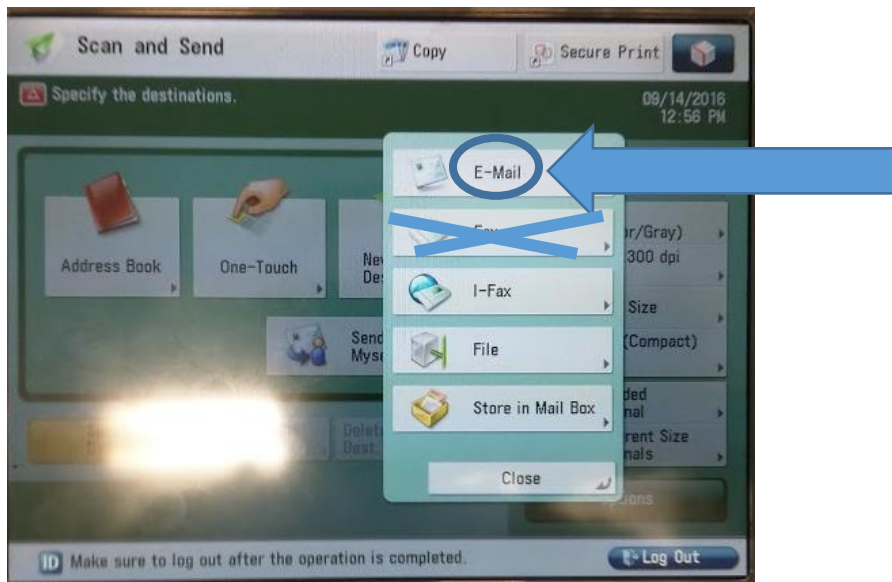
After logging in, press the Main Menu on the left side of the printer. Then press “Scan & Send”



Press “New Destination”

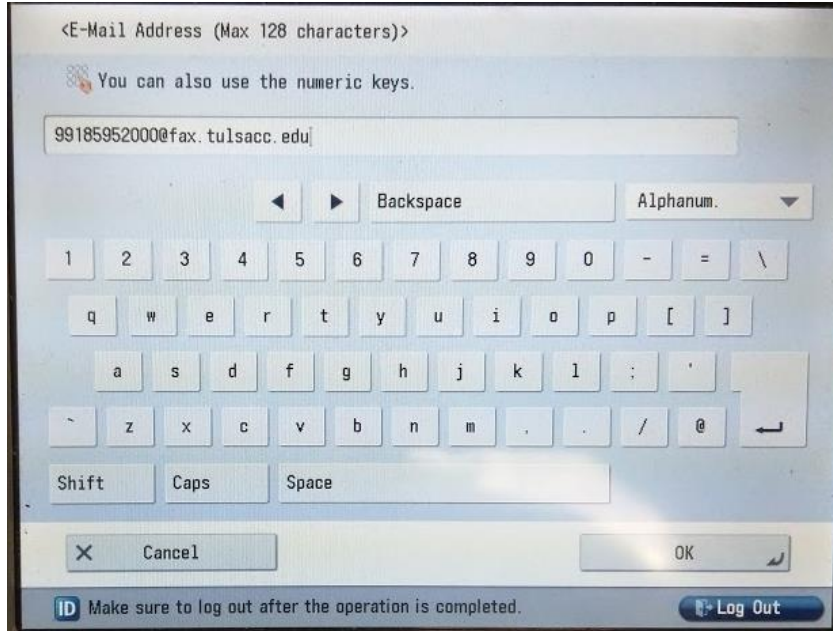


Select E-Mail, not Fax.

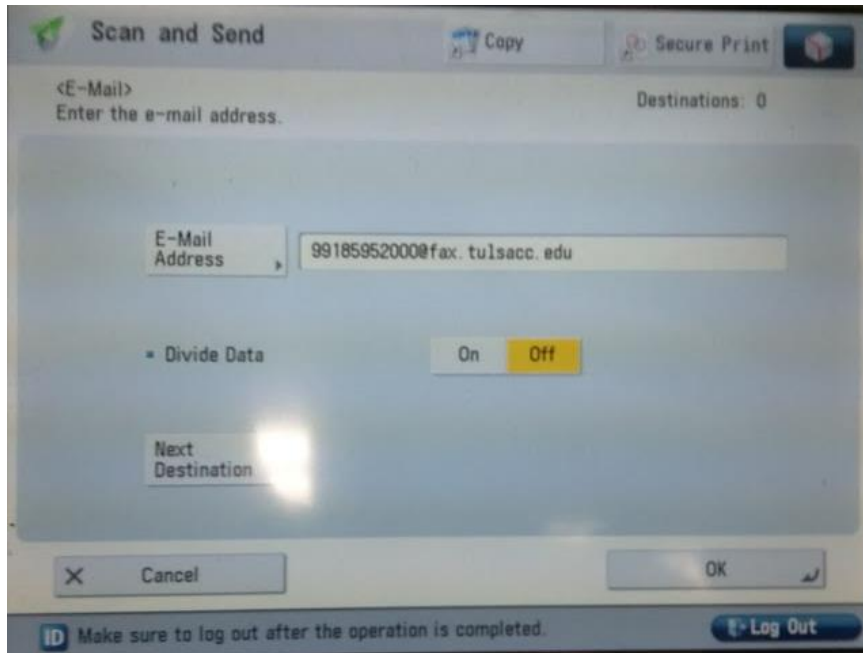


Type in the fax number as an email address, starting with 9 and ending with “@fax.tulsacc.edu”. For example, if you were faxing to (918) 595-2000, you would type in 99185952000@fax.tulsacc.edu

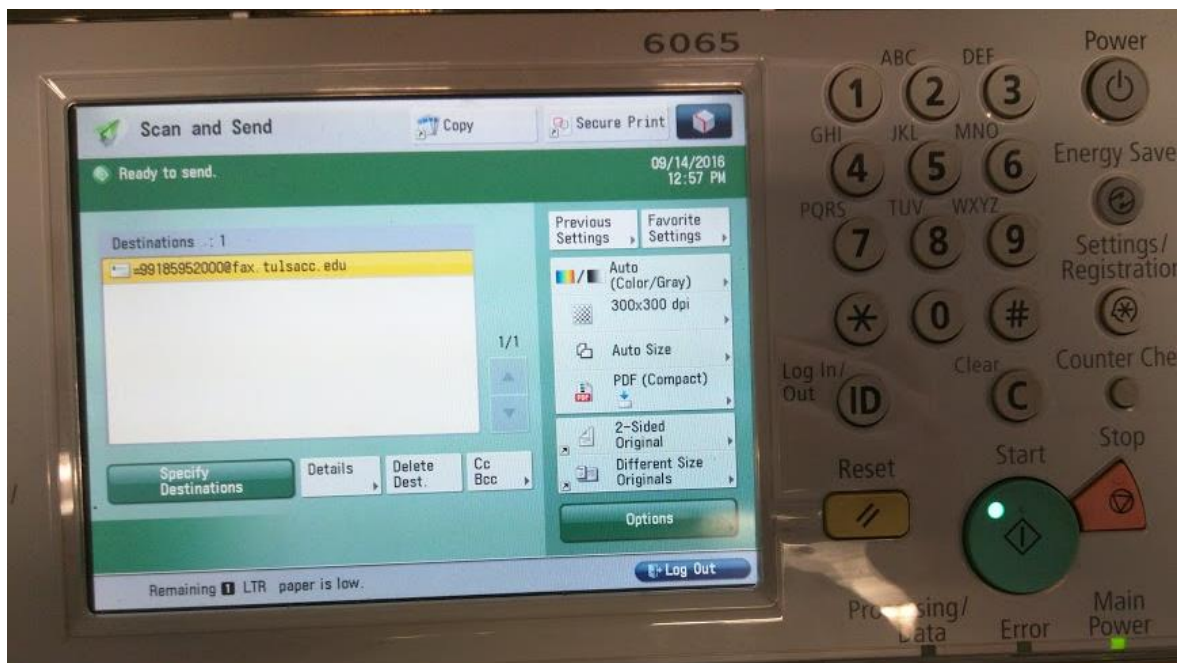
Then press OK.



Press OK.



Make sure your document's ready either on the main scanner or on the top tray. Press the green Start button.



Feel free to log out as it sends. The fax will still send, and you'll get a confirmation sheet in your TCC e-mail.