

## Faxing From Your Seat

These instructions revolve around faxing a word document from your seat while working within the MCS network.

**ALL FAXES FROM WITHIN THE MCS NETWORK MUST CONTAIN A FAX COVERSHEET.** If you have a different file type reach out to IT for assistance with inserting a fax coversheet.

1. Open the Word document you intend to fax
2. Click on the **Insert** tab, then click on the dropdown arrow next to **Cover Page**, scroll down to your Fax template, and click on it.
- 3 The coversheet is now inserted into your document. Fill in the information necessary such as To, From...
- 4 When ready to fax, click **File**, then **Print** and choose one of the four Fax options available. Anyone can use any of the four machines



Fax - 1st floor  
Main



Fax - 2nd floor



Fax - AFC



Fax - FSP Wing

5. Once you select your machine, click Print
6. You will get a popup for the *Fax Sending Settings*. Here you enter the phone number for your destination. Click the **Add Destination** button

Fax Sending Settings ×

Select Destination Enter Destination

Profile: Default Settings Add(1)... Edit(2)...

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Address Book List: Canon Fax Driver Address Book Edit Address Book...

Address List:

Search:  🔍

Destination Name	Company	Dept./Div.	Communication M...	Fax Number/URI

Current Group Members:

↓ Add to Destination List

Destination List:

Destination Name	Company	Dept./Div.	Communication M...	Fax Number/URI

Add Destination...  
Edit Destinations...  
Delete

Number of Destinations: 0

Store Sent Fax Information and Image Cover Sheet... Detailed Settings(J)...

Send Cancel Help

7 In the new popup, you can give the destination a name if you would like, but all you need is a fax number. Be sure to leave the default settings for Communication Mode and Fax Numer/URI. (See screenshot below)

Add Destination ×

Destination Name:

Communication Mode: G3 ▼

Fax Number/URI: Fax Number ▼

Fax Number:

Confirm Fax Number:

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Use Subaddress

Subaddress:

Password:

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Register to Address Book

OK
Add Next Destination
Cancel
Help

Once you have the fax number typed in, click **OK**. Back on the Fax Sending Settings popup, click Send, and your fax should be sent. If someone is using the fax, your document will be queued until the fax is free.

Please note that you can have multiple destinations for a document. You just need to add the fax number for each destination.

Fax Sending Settings ×

Select Destination | Enter Destination

Profile:  Add(1)... Edit(2)...

Address Book List:  Edit Address Book...

Address List:

Search:  🔍

Destination Name	Company	Dept./Div.	Communication M...	Fax Number/URI
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Current Group Members:

↓ Add to Destination List

Destination List:

Destination Name	Company	Dept./Div.	Communication M...	Fax Number/URI
BCF			G3	14134390373

Add Destination...  
Edit Destination...  
Delete  
Number of Destinations: 1

Store Sent Fax Information and Image Cover Sheet... Detailed Settings(J)...

Send Cancel Help

To verify your fax went through, walk over to the copier and check for the transmission report.

If you have any problems with faxing from your seat, please put in an IT support ticket using the shortcut on your MCS desktop.