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

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)

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.

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.