This guide is intended to show how to use the Departmental Canon Printer to fax documents. Faxing is performed at the Canon Printer.

**FAXING FROM THE CANON**

The Canon Printer has the ability to send and receive faxes.

- Enter your department’s ID code and press the **ID** button at your Canon Printer.

- Select the **Fax** tab.

- Enter the destination fax number on your Canon keypad.
  - If dialing an outside fax, dial 9 and 1 before the number.
- If you want to set any additional options, click the Options button.

- Click the **Start** button on your Canon to fax.

- Press the Status Monitor/Cancel button on the Canon to monitor the status of the fax.

- A report will print with the status of the fax when complete.