To Operate the Fax Machine

Our fax number is 330.325.6522

It is $1.00 per page to fax

1. Log into the machine
2. Tap the direct input tab then tap the fax tab
3. Dial your fax number starting with a 9 for an outside line
4. Tap okay then press the blue start button
5. The machine will print a confirmation page when the fax is done