How to Use the Public Fax Machine

Cost: **$2.00** for the *first* page, **$1.00** for *each* additional page.

**Sending**

1. Press the **Fax** button on the machine, and then insert the page(s) you want to send face-down into the document feeder. **Note:** If faxing more than one page at a time to the same number, arrange them so the first page is at the bottom.

2. Enter the 10-digit fax number (including the 3-digit area-code using the number keypad and press the **Start** button. Faxes must be sent to **US locations only**. For long distance faxes (out-of-state, or outside of the local area code), dial 1 in front of the 10-digit fax number.

3. It will take a minute or two for the fax to send. A Transmission Verification Report will print out shortly after the fax goes through. If the submission is successful, the Result on the report will read “**OK**”, if not, it will read “**BUSY**”. **We will not charge you for faxes that do not go through.**

**Receiving**

1. If you receive faxes using our fax machine, the cost is **$1.00** per page. If you are not present to pick up the page(s), **the documents will be held for 48 hours.**