**FAXING ... on the Xerox copier in AND 115 (revised January 2010)**

Only the AND 115 machine is connected to a fax line. However, you can fax electronic files from your desktop.

**Incoming faxes***

The School supports one fax line in Anderson/Bloedel/Wikenwerder: **206.685.0790.** All faxes coming to 206.685.0790 arrive electronically and are rerouted to your email address for you to choose to print or not.

**To send a physical fax at the machine***

- Load the document into the Document Handler or on the glass.
- Touch the Services button on the Control Panel.
- Touch the Fax icon on the Touch Screen.
- Enter your copy code (Xerox calls this “User ID”) and press Enter.
- Use the Number Keypad to enter the **Recipient’s fax number** (5 numbers OK for campus numbers). For **long distance faxes**, remember to include your UWATS code, following the basic syntax detailed on your UWATS card: 77,,1<area code><telephone number>,,,<UWATS code>. For **international faxes**: 011,,<country code><city code><telephone number>#,,,<UWATS code>. The commas indicate pauses, and sometimes additional ones will be needed.
- Select the appropriate Settings on the Touch Screen. Examples:
  - 2-sided
  - Original Type (photo, test, photo & text)
  - Resolution
  - Image Quality
  - Layout Adjustment (original size, book faxing, ...)
  - Fax Options (transmission header text...)
  - Job Assembly (build job for grouping several originals into one fax)
  - You can turn on the confirmation page under Fax Options
- Press the **Start** button on the Control Panel.

**To send a fax from your desktop***

- Add the special fax “module” to your print queue via the usual “add printer” tool (look for AND115-FAX).
- With your document selected, “print” to AND115-FAX
- Complete the recipient fields (you must use at least 7 numbers in the phone number when faxing from your desktop; the shortened campus version will not work. For **long distance faxes**, remember to include your UWATS code, following the basic syntax detailed on your UWATS card: 77,,1<area code><telephone number>,,,<UWATS code>. For **international faxes**: 011,,<country code><city code><telephone number>#,,,<UWATS code>. The commas indicate pauses, and sometimes additional ones will be needed. **NOTE** that use of the UWATS code will also require unchecking, under “Options,” the Fax Dialing Option, Dialing Prefix.
- Enter your copy code and press OK.

**Additional notes**

- Although you must provide a copy code to use the faxing function, there is no charge to your code for faxing.
- The eraser end of a pencil makes a good selecting tool on the Control Panel; don’t use anything sharp.

Questions/problems? Email **sfrcopy@u.washington.edu**