COQUITLAM
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How to Fax a Document (Poirier Branch)

NOTE: You can send a local fax, within Canada or to the US.

For One Page:

1. Lift the machine lid.

2. Place document (**face down**) on the scanner glass
   - for letter size (8.5" x 11"), place vertically in the top left-hand corner
   - for legal size (8.5" x 14"), place horizontally in the top left-hand corner.

For Multiple Pages or Double-Sided Documents:

1. Leave machine lid closed.

2. Place all pages (**face up**) in the document feeder
   - remove any staples or paper clips
   - adjust the feeder to accommodate the paper size.

3. Insert enough money to cover the cost of your entire fax. Coins or bills up to $20 are accepted; the coin box screen displays amount of money inserted.

4. On the number pad, press "**Scan/Fax**".

5. **Double-sided documents:** If your document(s) are double-sided, tap on the "1-sided" button and change it to "2-sided".

6. Get your fax number ready and use the number pad. To dial on screen, tap on "**Direct Input**" followed by "**Fax**":
   a. For local fax, dial "**9**" and then the fax number.
   b. For long distance fax, dial "**9**" **and** "**1**", followed by the fax number.
   c. Press the blue "**Start**" button located on the number pad.

5. The top right of the screen displays the status (e.g. dialing, sending).
   a. The job may take a few minutes.
   b. When the fax is done, the communication report prints out.
   c. Check that the Communication Report shows "**OK**" under 'Result'.
   d. If your fax does not go through, please verify the fax number and try again.

6. If your fax job costs less than the amount you inserted, collect change by pressing the change release button on the coin box.