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Sending Faxes

Michael Wagner - 2017-09-02 - Comments (0) - Telephone

Making Long Distance Calls

Below are the directions for sending on-campus, local, national, and international faxes.

Sending on-campus faxes:

1. Insert the document to be faxed.
2. Dial the **5-digit extension** (e.g. 2-6900) of the fax you wish to receive the message.

Sending local faxes:

1. Insert the document to be faxed.
2. Dial the **10-digit telephone number** (e.g. 541-552-6900) of the fax you wish to receive the message.

Sending domestic long distance faxes:

1. Insert the document to be faxed.
2. Dial **9+1+area code+phone number+your 7-digit authorization code number**.
   1. You may need to add a pause between the telephone number and the authorization code. Most fax machines have a '**Pause**' or '**Redial/Pause**' button. You can add more than one pause if necessary, but usually one pause (if needed) is sufficient for domestic long distance

Sending international long distance faxes:

1. Insert the document to be faxed.
2. Dial **9+011+country code+city code+phone number+your 7-digit authorization code number**.
   1. You may need to add a pause between the telephone number and the authorization code. Most fax machines have a '**Pause**' or '**Redial/Pause**' button. You can add more than one pause if necessary.

For a list of country codes click here.