



I. WHAT IS A FAX?

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- A. Fax Is Short for Facsimile
- B. Fax Is Vital Communications Equipment
 - 1. Sends or receives hard copy of an original document
 - a. typed
 - b. handwritten
 - c. photograph
 - d. anything that is on a page
 - 2. Sends or receives copy
 - a. to or from anywhere in the world
 - b. within seconds
 - c. cost is same as a phone call

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II. HOW TO FAX

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- A. Connect Unit to Phone Line
- B. Connect Unit to Wall Outlet
- C. Supply Unit with Paper
- D. Begin Transmission
 - 1. Feed document into fax unit
 - 2. Wait for dial tone
 - 3. Dial telephone number of receiving unit
 - 4. Wait for tone on receiving end
 - 5. Press appropriate button to begin transmission
- E. Receive Transmission
 - 1. Fax rings
 - 2. Transmission begins
 - a. fax can be set on auto receive
 - b. operator need not be present