

TO FAX FROM THIS COPIER:

1. User logs in at copier
2. Select the option **SCAN and SEND**
3. Select **NEW DESTINATION**
4. Select the option for **EMAIL**
5. At this window, the user will type in the desired [“faxnumber”@fax.jpsd](#)
For example, to fax to 601-555-1212 you would enter [6015551212@fax.jpsd](#)
6. Select **OK** twice
7. Click **START** (GREEN BUTTON)



Need assistance? Please call the JPS Help Desk at 601-973-8601