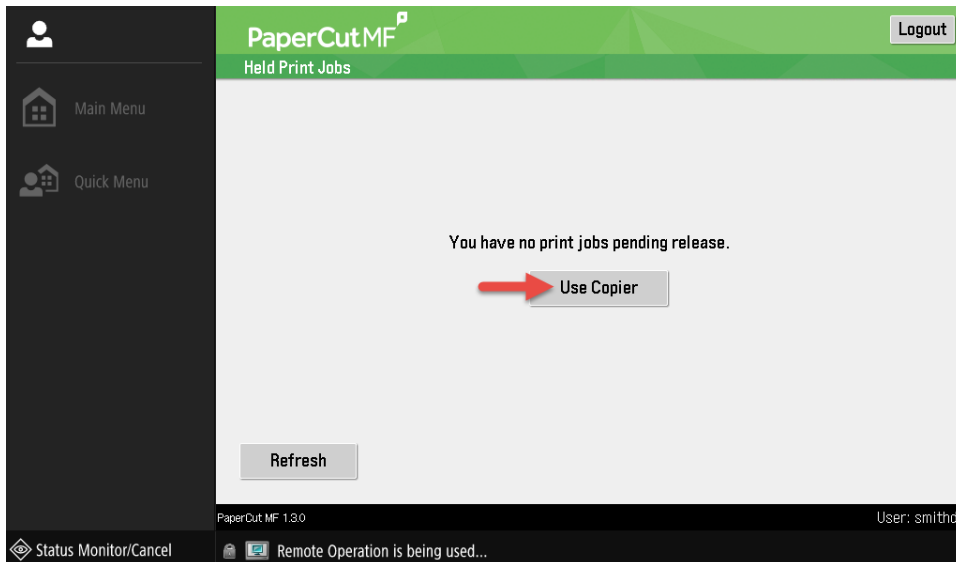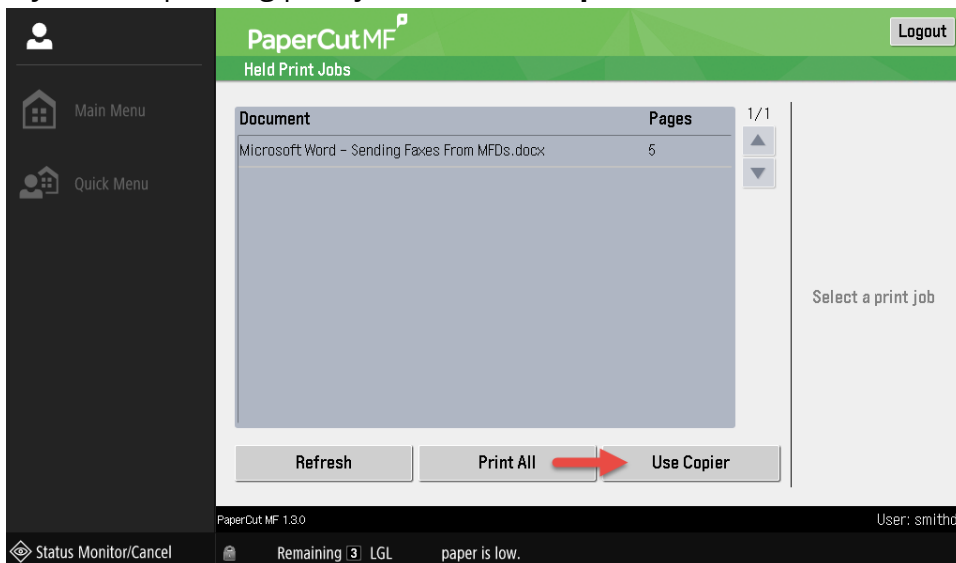## Logging In to the MFD

1. Log in to the campus MFD following the directions in the **Logging in to the Campus MFDs** document.

Accessing MFD Functions

2. If you have not already done so, press the **Use Copier** button on the PaperCut screen.
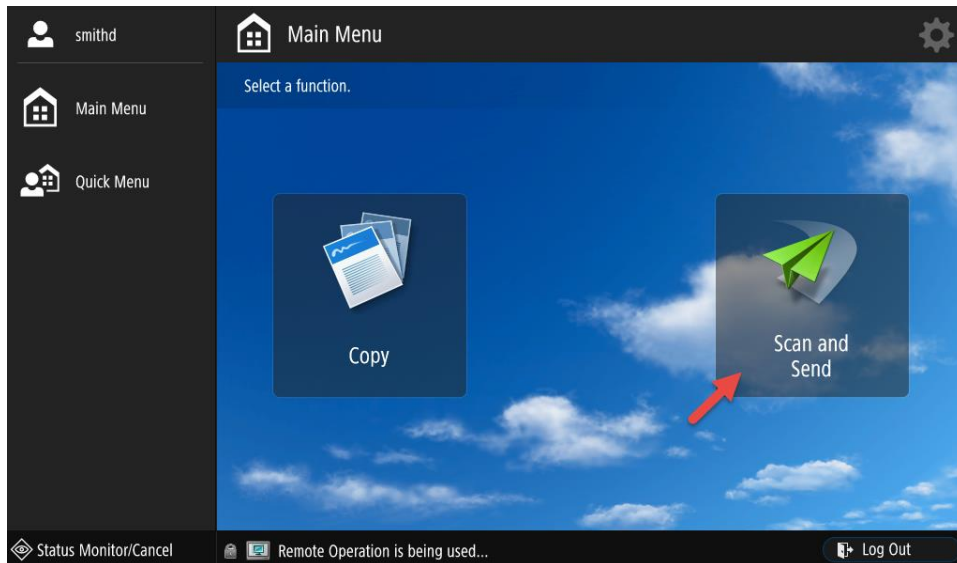

If you have pending print jobs, the **Use Copier** button will be located at the bottom of the screen.
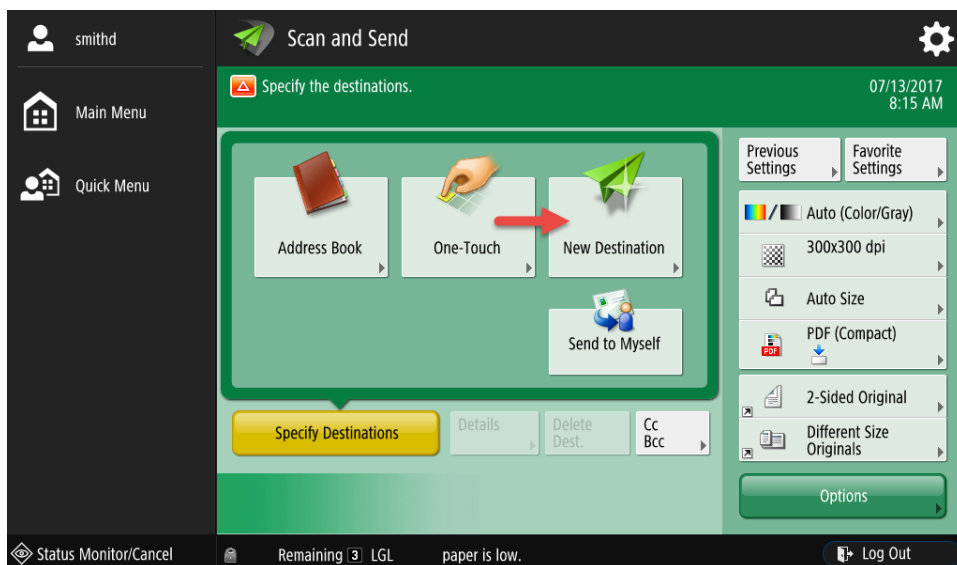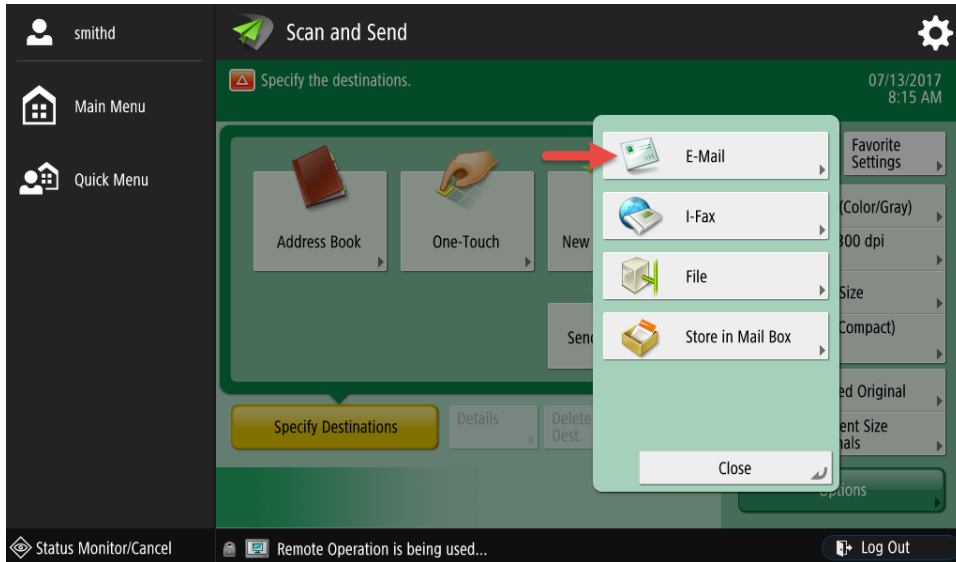
Sending a Fax

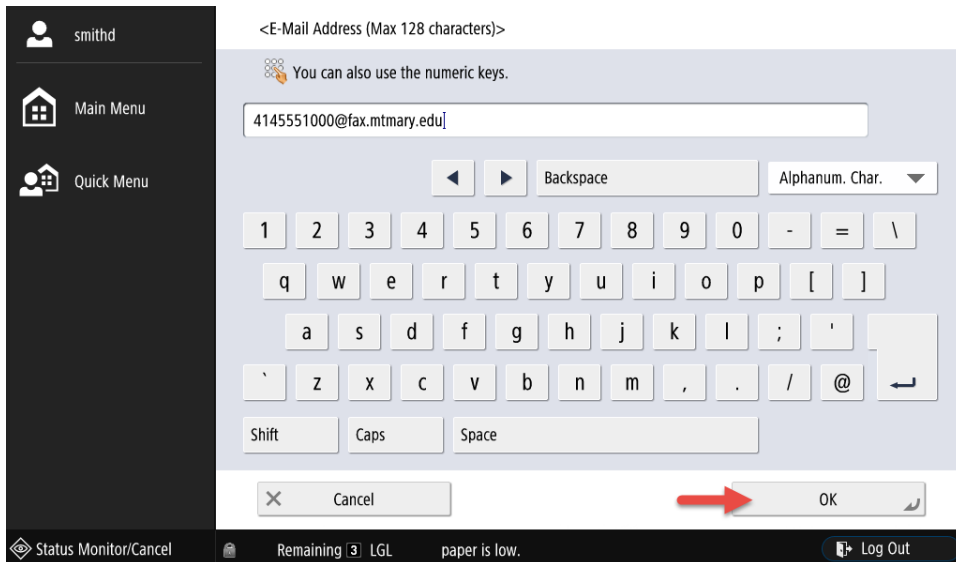1. Select **Scan and Send** from the MFD menu.


2. Select **New Destination**.

3. Select **E-Mail**.

4. Using the on-screen keyboard, enter the 10-digit fax number of the recipient, without punctuation, followed by *@fax.mtmary.edu*. For example, if you were attempting to send a fax to *414-555-1000*, you would enter the recipient address *4145551000@fax.mtmary.edu*. Then press the **OK** button.

5. Confirm that the entered recipient address is correct, and select **OK**.
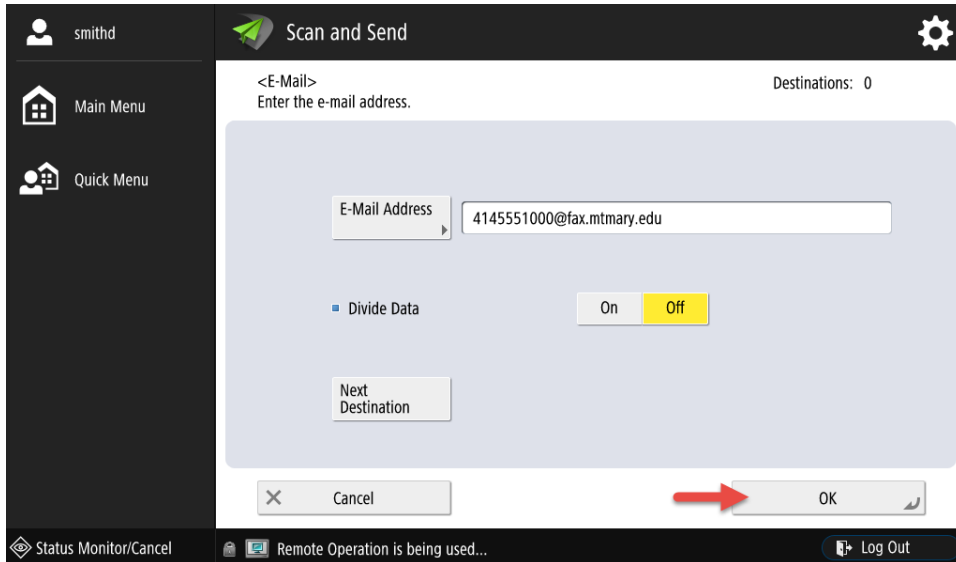
6. The recipient will now be displayed as a destination. If necessary, make any changes on how the MFD should handle your document (for example, marking the original document as 2-sided). **Please note that for sending faxes, the document type must be left as the default - PDF (Compact).**
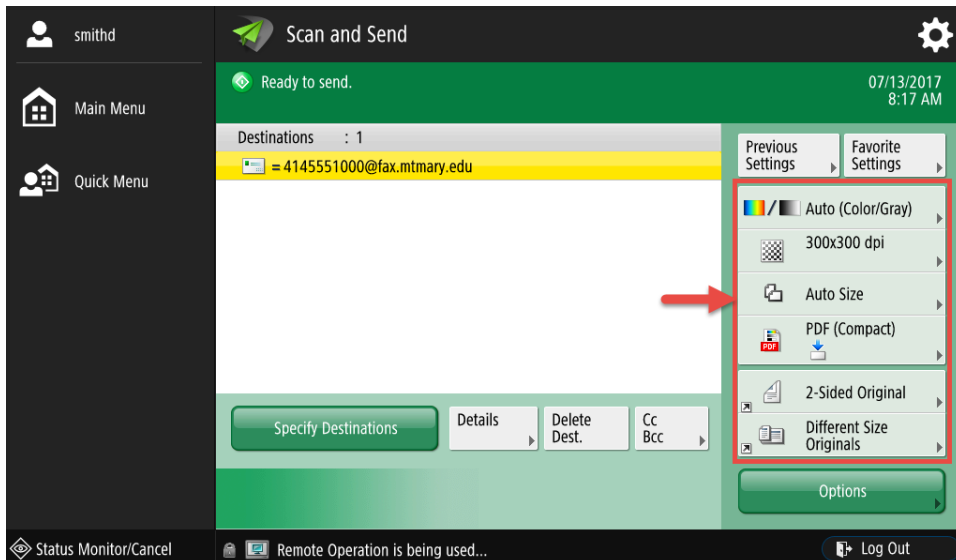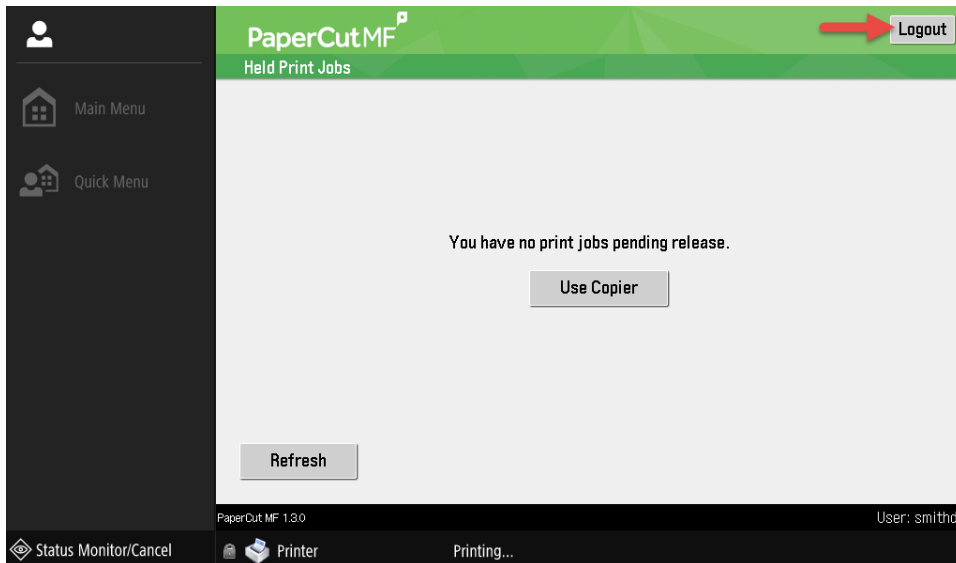
7. Place your document (including cover page) in the auto-feeder, or on the platen glass, and press the green start button on the physical button panel to send your fax.
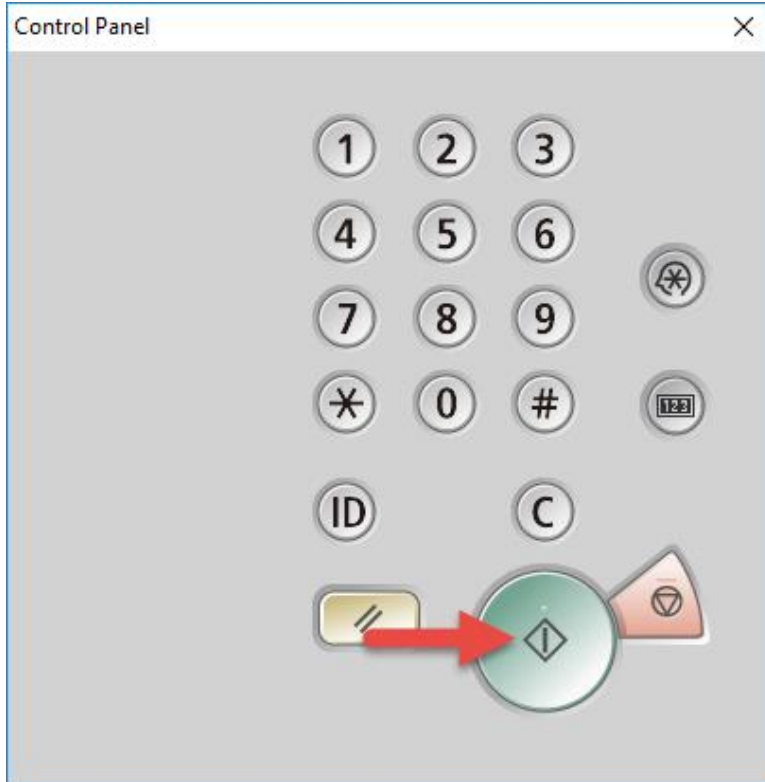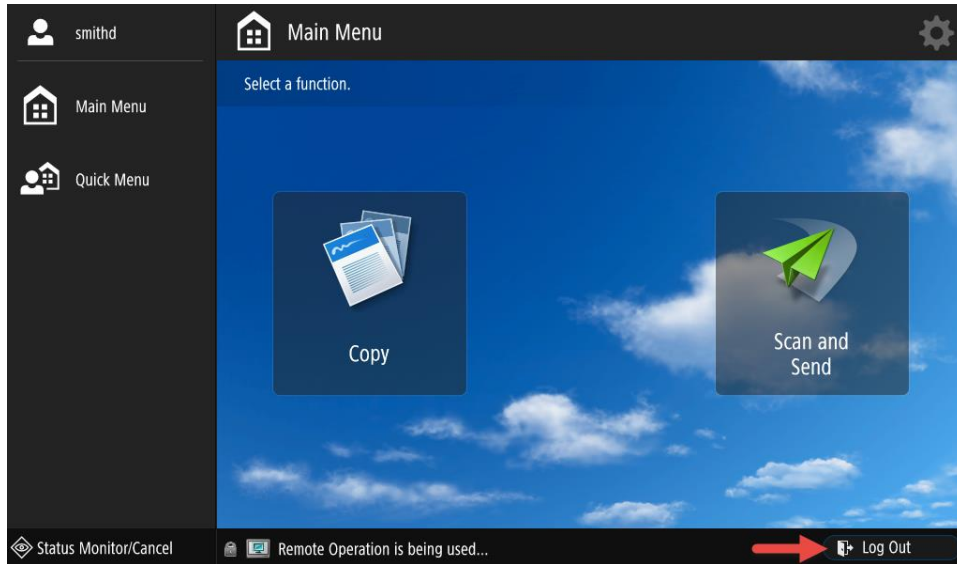

8. Shortly after sending your fax, you will receive an email from the fax server with a fax transmission report.

Logging Out

1. When you are finished using the campus MFD, log out by pressing the **Logout** button.

or

NOTE: You will be automatically logged out after approximately 30 seconds of inactivity.

If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or mmu-helpdesk@mtmary.edu.