

Sending an eFax

Sending a document you have saved on your computer

1. Open Compose Fax on your desktop
2. In the 5th box down on the left "Fax Number:" field type the fax number you are wanting to send the fax to, you do not need to put a 1 before the full number. Example: 323-555-4444
3. You can decide now if you would like to send the fax cover page or not, use the checkbox "Include cover page."
4. Below in the cover page you can type a "RE" subject or a cover page message.
5. At the bottom of your screen you will see attachments options. Click on "Attach..." to attach your saved document. Once you find your document click open to attach the file to fax. Your attachment will be listed in the white box to the right of "Attach..."
6. You are now ready to send your fax. At the very top left you will find a button "Send Fax" once you have verified the fax number is correct and the correct attachment is listed go ahead and press the "Send Fax" button.
7. The secretary will get an email notification saying if the fax went thru or not.

Sending a document with the Ricoh printers

1. Place you document on the scanner either the flat scanner or the feed scanner.
2. Press the scan button on the left side.
3. On the screen choose "Manual Entry" to open the "Enter email address" screen.
4. Type the fax number you want to send this too, for example: 3235554444@efaxsend.com
do not include the "1" in front of the number.
5. Once you have verified the fax number email is correct press "OK" at the top right of the screen.
6. You are back to the scan home screen. You are ready to press the green "Start" button on the right.
7. The secretary will get an email notification saying if the fax went thru or not.