

# How to Fax

## Send - Using Email

This section only works if you have been added to the Fax Send list for your campus. If you need to be added to the Fax Send list, please have your principal create an Eduphoria ticket.

1. Open your PISD email
2. In the destination email address, enter the phone number you want to fax followed by **@sendfax.to**
  1. e.g. If you want to send a fax to 4691234567, you will send the email to [4691234567@sendfax.to](mailto:4691234567@sendfax.to)
3. Attach the document you want to fax
  1. We currently support the following file types:
    1. PDF
    2. PNG
    3. IMG
    4. DOCX (Microsoft Word Document)
4. Anything in the body of your email will be treated as your cover page
  1. If the body of your email is empty, the subject line will be treated as your cover page
  2. Alternatively, you can attach a file named `coverpage`, and it will be treated as your cover page regardless of what is in your email's body or subject line.
5. You will receive an email with the status of your fax
  1. A successful fax will show the files attached, the time the fax was completed, and more:

1.



## Fax Sending Report

Hi [bhanford@princetonisd.net](mailto:bhanford@princetonisd.net), the fax you sent to (855) 392-2666 has completed with the following result:

Status: **Successfully Sent**

- Fax from: (469) 952-5422
- Page count: 2
- Pages sent: 2
- Remote Station ID:
- Connect Timestamp: 2023-06-26 15:02:59
- Elapsed time: 0 Minutes, and 47 seconds.
- Fax speed: 9600 bps

The fax consisted of:

- Coverpage
- FAX - Canon Test Fax Line.pdf
- coverpage.docx

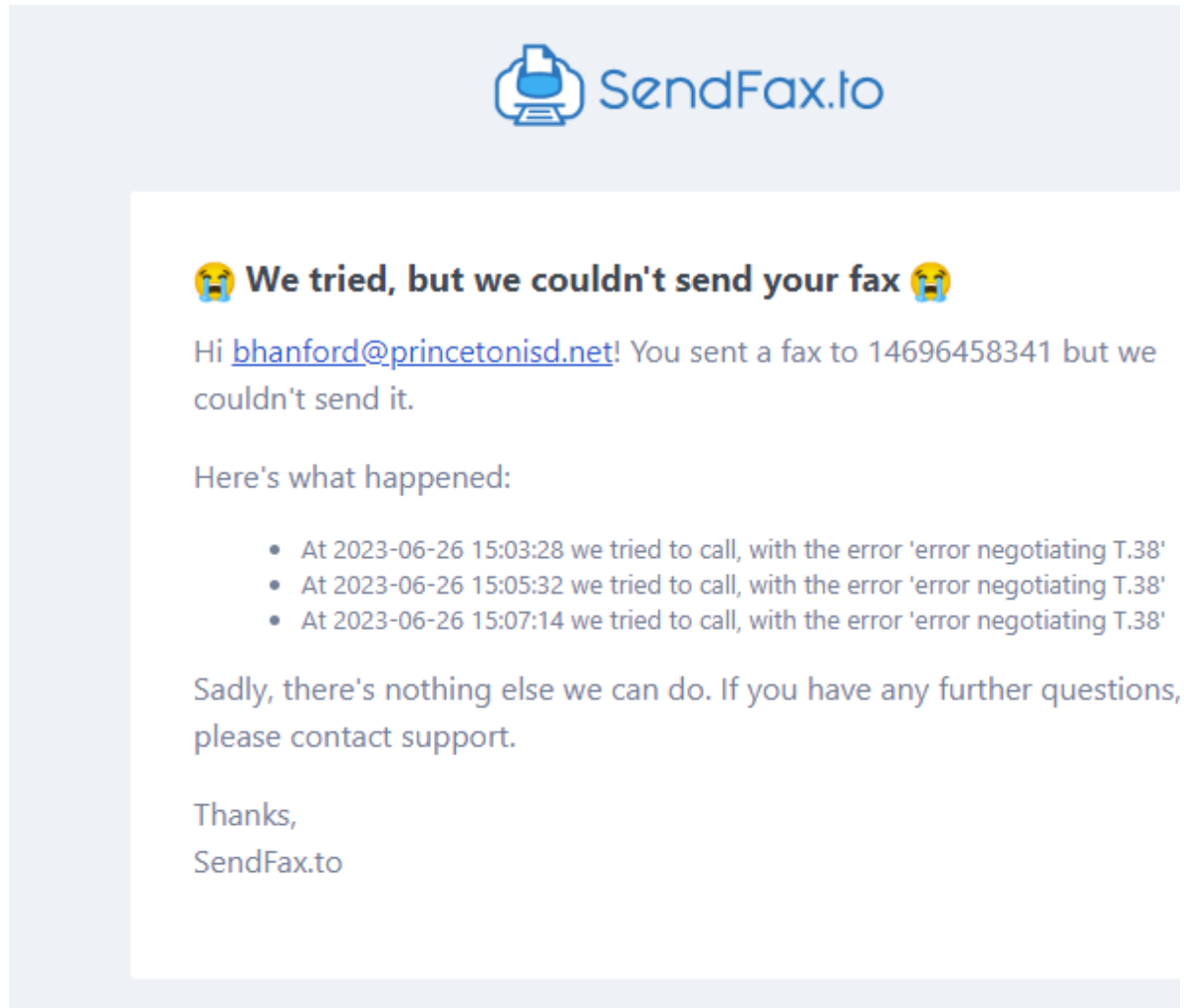
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Test

Thanks,  
SendFax.to

2. A failed fax will show the number it was attempting to reach and the times the fax was attempted.

1.



2. If your fax fails, confirm the fax number is correct in the status email. **Please Note:** it is supposed to have a **1** in front of the number if the fax is within the continental United States
3. If the number is correct, please try the fax again as the fax machine on the receiving end is likely busy

## Send - Using Ricoh Copier

Please Note: This method will not give you any information on whether the fax was successful or not

1. Open the Scanning App
2. Select *EMAIL* scan tab
3. Select *MANUAL ENTRY*
4. Enter the phone number you want to fax followed by **@sendfax.to**
  1. e.g. If you want to send a fax to 4691234567, you will send the email to [4691234567@sendfax.to](mailto:4691234567@sendfax.to)

5. Select any other desired scan settings
6. Press *START*

# Receiving

Your account must be setup to receive faxes for your campus' fax number. If you've been setup in this way, you'll receive any faxes sent to your campus' fax number in your PISD email inbox. To be setup to receive faxes, please have your principal create an Eduphoria ticket.

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