

Cleo's Stream and Xerox Server Fax and Network Fax Scan Templates

Stream Fax integrates seamlessly with Xerox Multi-function Devices (MFD) to provide complete scan to network fax capabilities. The Xerox product family offers a range of modular and upgradeable printing, copying, faxing, and scanning solutions. Incoming fax documents can be forwarded directly to a Xerox MFD for printing. Users can fax directly to any destination from a Xerox MFD via the Stream System.

Sending a Fax - Server Fax

Step 1

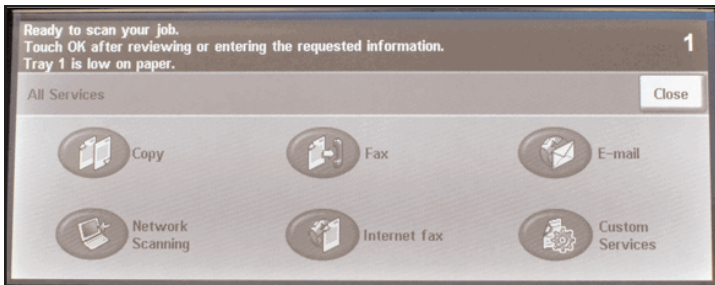
Load the documents into the feeder or place them face down on the glass.

Step 2

From the touch screen, select 'Fax' or 'All Services', depending on the model and configuration of the device.

Step 3

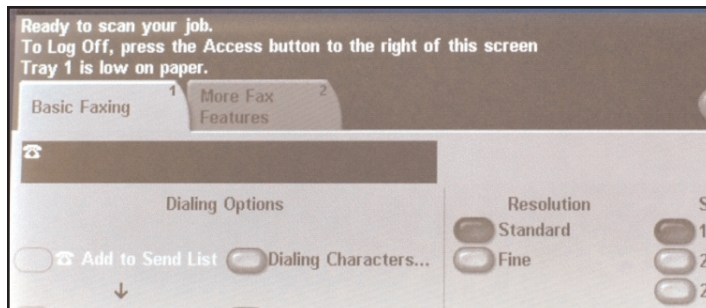
Select 'Network Scanning' if 'All Services' was selected on the prior screen.



Note: The buttons available in Step 3 will vary depending on the configuration of the device.

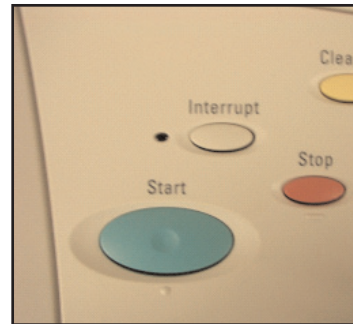
Step 4

Type in the fax number using the keypad. The number will appear in the black field. Select the 'Fine' resolution for clearer quality faxes and to allow the confirmation report to print correctly. Use the *Asterisk between multiple destinations.



Step 5

On the device, select the 'Start' button to send the fax.



Step 6

A confirmation will print out of the device tray automatically upon completion of the fax.



Sending a Fax - Network Fax Scan Templates

Step 1

Load the documents into the feeder or place them face down on the glass.

Step 2

From the touch screen, select 'Fax' or 'All Services', depending on the model and configuration of the device.



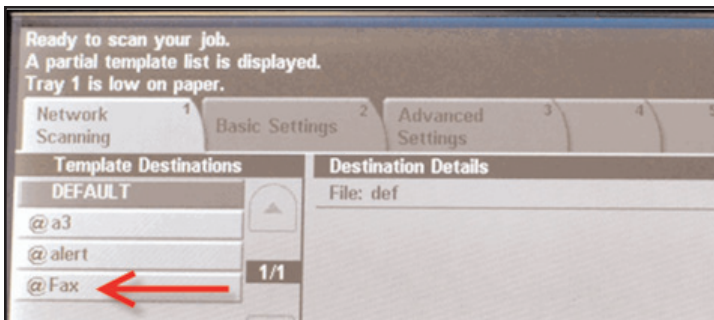
Note: The buttons available in Step 3 will vary depending on the configuration of the device.

Step 3

Select 'Network Scanning' if 'All Services' was selected on the prior screen.

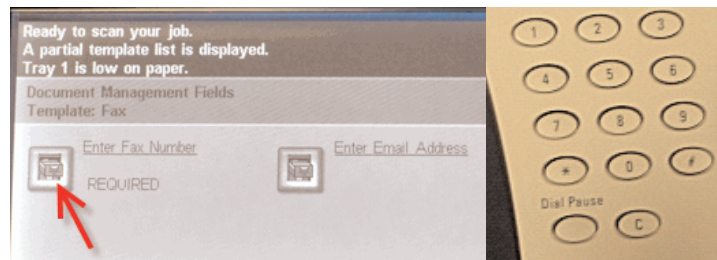
Step 4

Scroll through the list of Template Destinations and select '@Fax'.



Step 5

Select 'Enter Fax Number' on the screen and then key in the fax number using the keypad. Use the *Asterisk between multiple destinations.



Step 6

Select 'Enter Email Address' on the screen and enter the email address.



Note: You may be given the choice to have the confirmation sent to your email rather than printed out by the device. If you want it sent to your email, then press 'Enter Email Address'. Otherwise a confirmation page will automatically print on the device once your fax has been sent.

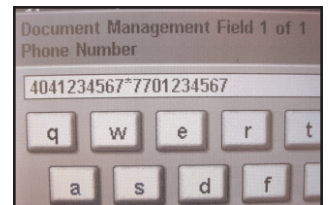
Step 7

Type in the email address using the screen keypad. and select 'Done' when complete.



Step 8

Verify the phone number(s) and select 'OK' on the touch screen.



Step 9

Press the 'Start' button to send the fax.

A confirmation report will print or be emailed based on the note in step 5.

