



Sending a Fax from the Xerox M20i

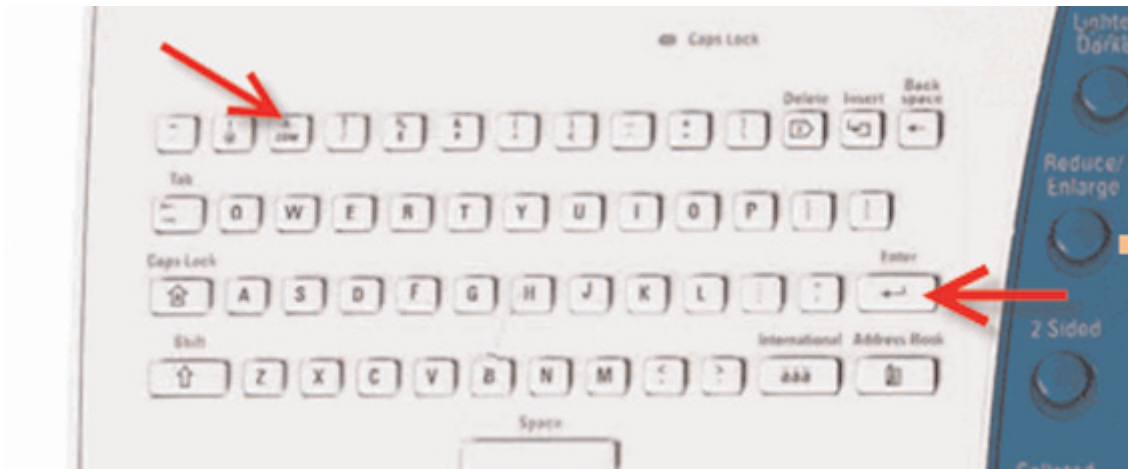
Press the Email Button



From Address - Enter the username then press the ".com" button to auto fill "email address" - Press "enter"
 o This is the address the confirmation will be delivered to when the fax is complete

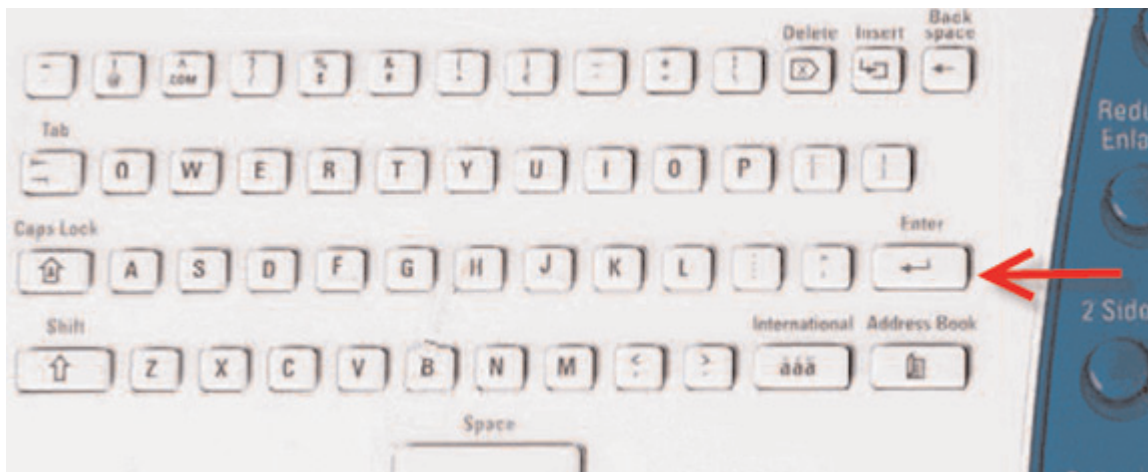


To Address - Enter the fax number then press the ".com" button twice to auto fill "@fax.company.com" - Press "enter"
 o This is the number the fax will be sent to



Another Address - Enter another fax number if desired - Press "enter"

- o Optional - Add multiple fax numbers



Review Address - Review the address if desired - Press "enter"

- o Optional - review all fax numbers entered

Subject - Change to the desired subject if necessary - Press "enter"

- o Changes to the subject will appear on the fax cover sheet

Select File Type - Leave default - Press "enter"

- o The default is PDF, leave it as is

Press Start to Send - Press the green "start" button

- o Documents will be scanned and faxed - Confirmation will be sent to the email address entered



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