



Centre for
Heart Lung Innovation
UBC and St. Paul's Hospital

Fax Instructions

1. Power on Xerox machine
2. Use HLI fax cover sheet (copies located above Xerox machine – if they are out please notify Reception)
3. Put pages **FACE-UP** in feeder tray – on top of Xerox machine
4. Click on FAX icon
5. Enter recipient fax number
 - i. **Local Calls:** Dial 9 – 604 – fax number
 - ii. **Long Distance:** Dial 9 – 1 – area code – fax number
 - iii. **Overseas:** Dial 9 – 011 – country code – fax number
6. Press “**ADD**” button on screen
7. Press green **START** button to send fax
8. Watch screen to ensure fax has sent (the Xerox machine will only print a record sheet if there is an error and fax **did not** send)



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