Faxing for Canon 3225, 3235 and 3245

These faxing instructions apply to the following Canon copier/printer model numbers: 3225, 3235 and 3245

1. Follow the instructions for logging in at http://www.mu.edu/its/help/printing/documents/login.pdf

2. Select Send.
3. Select **New Address**.

4. Select **E-Mail**.
5. Using the onscreen keyboard or numeric keypad, enter the recipient’s fax email. Then press **OK**.
   - For faxes within the 414 area code, you would enter a "@fax.mu.edu" email address based on the phone number, plus a "9" prefix.
     **Example:** For the fax number 288-3300, you would enter 92883300@fax.mu.edu
   - For faxes outside the 414 area code, you would enter a "@fax.mu.edu" email address based on the phone number with area code, plus a "91" prefix.
     **Example:** For the fax number 262-555-1212, you would enter 912625551212@fax.mu.edu
6. Confirm the fax destination by selecting **OK**.

7. The recipient will now be displayed as a destination. If necessary, make any changes on how the Canon device should read or process your document. Selection areas are outlined right.
8. Place the document to be scanned into the document feeder or on the platen glass and press the Start button located on the control panel to begin faxing.

Learn more about enterprise fax at [http://www.mu.edu/its/help/fax.shtml](http://www.mu.edu/its/help/fax.shtml)

If you have questions, please contact the IT Services Help Desk at (414) 288-7799.