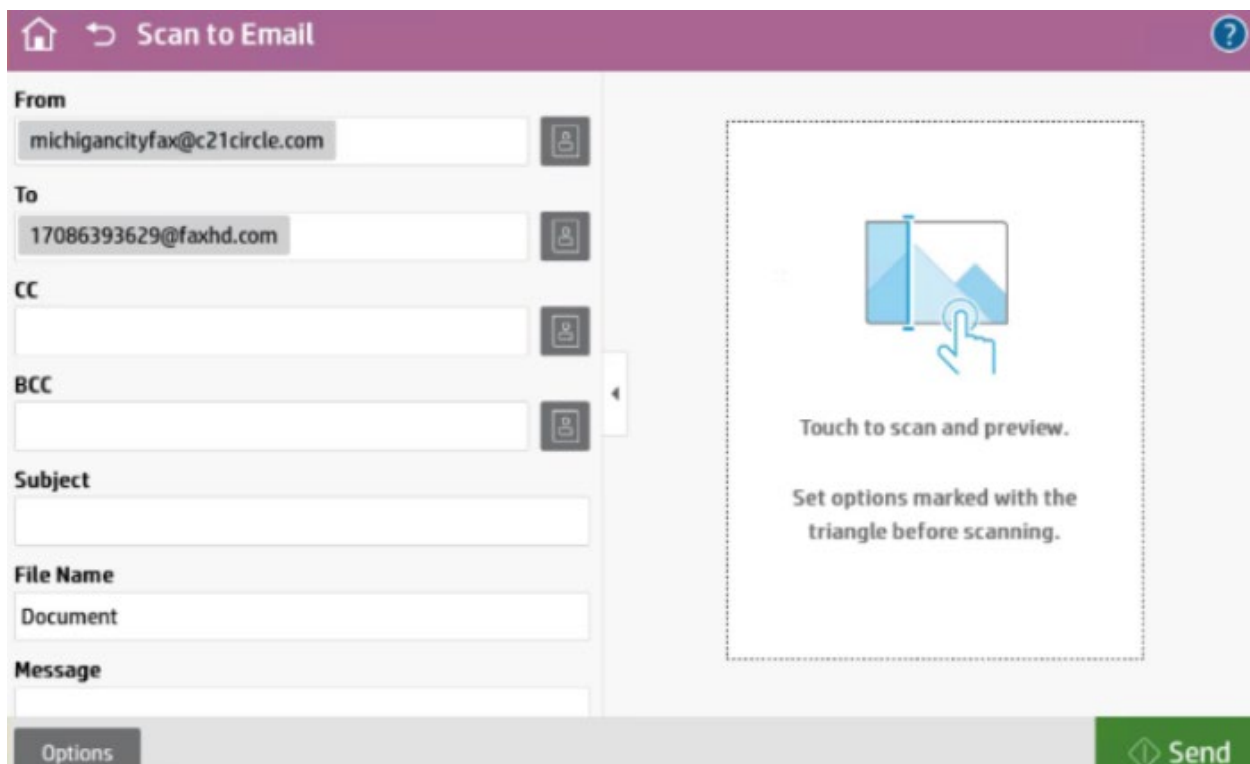


## How to send an E-Fax (HP Copier)

To Send an E-Fax from our NEW HP Copiers:

1. Click the scan button on the copier.
2. The "From" field is automatically prefilled.
3. Enter the FAX information (phone number) following the following format:  
[17086393629@faxhd.com](mailto:17086393629@faxhd.com)  
**Fax number followed by @faxhd.com**  
**-include area code**  
**-no spaces or dashes**
4. You have the option to enter a subject and message in the fields, but it is okay to leave it blank.
5. Then click Send.

See the image below for reference



Scan to Email

From  
michigancityfax@c21circle.com

To  
17086393629@faxhd.com

CC

BCC

Subject

File Name  
Document

Message

Touch to scan and preview.  
Set options marked with the triangle before scanning.

Options Send

