

How do I send a fax to an internal CSU number?

You shouldn't need to send a fax to an internal CSU number. If you are within the University you should just send the document via email.

If you have a hard copy of the document you wish to send then you can do this from your multi-function printer using the 'Scan' feature, and send it to the recipient from there via email as well.

If you do have to send a fax to an internal CSU number you will have to make sure that the person to whom you are sending it has the IC Fax software installed on their computer.

In order to successfully send a fax to a CSU internal phone number & in order for that person to successfully receive that fax you must send it to their full phone number. This is because fax tone checking is not enabled for internal calls.

For Example:

To send a fax to extension 84357 - you must type the number into IC Fax Client as 63384357