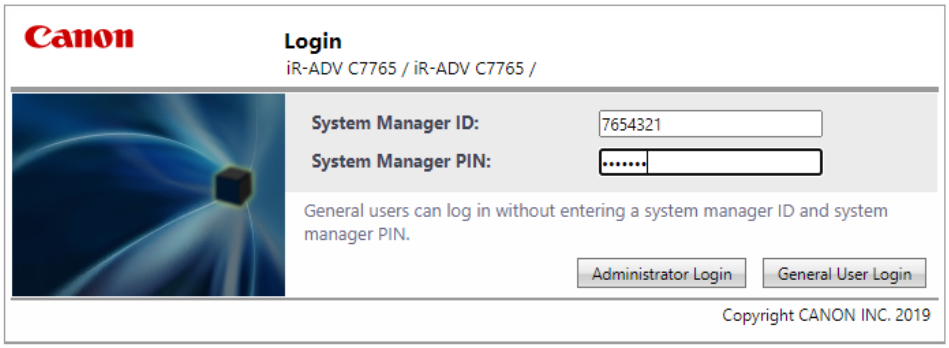
Advance

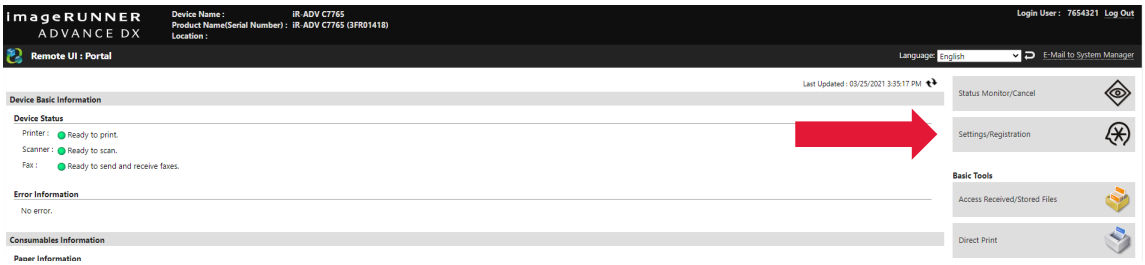
TRAINING

How to Set up Fax Forwarding on Your Canon Copier

1. Open Internet Explorer
2. Type the IP address in the address field
3. Log in



5. Select ‘Settings/Registration’



For More Information:

Contact Your Customer Support Specialist

410.252.4800 **or** SalesTrainers@advancestuff.com

advancestuff.com

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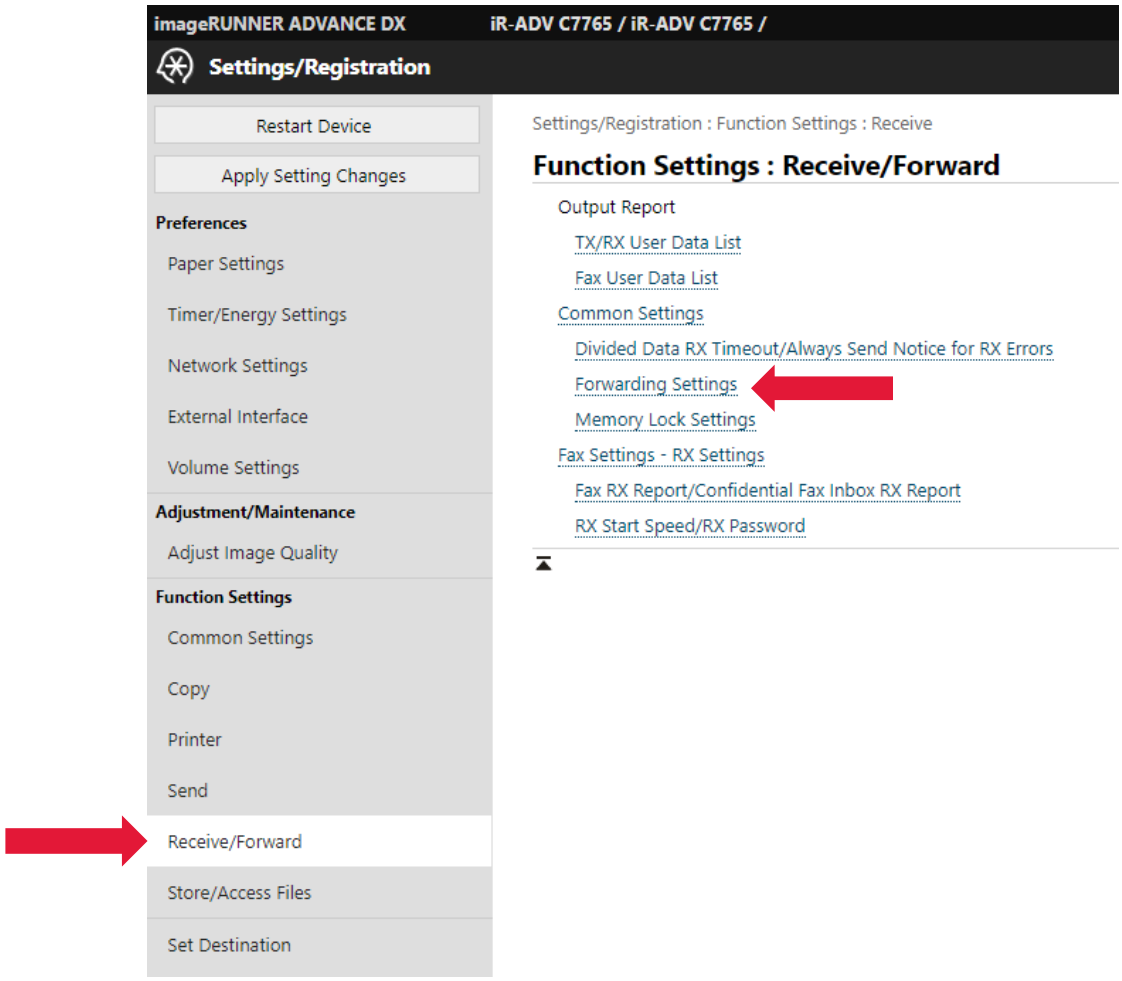
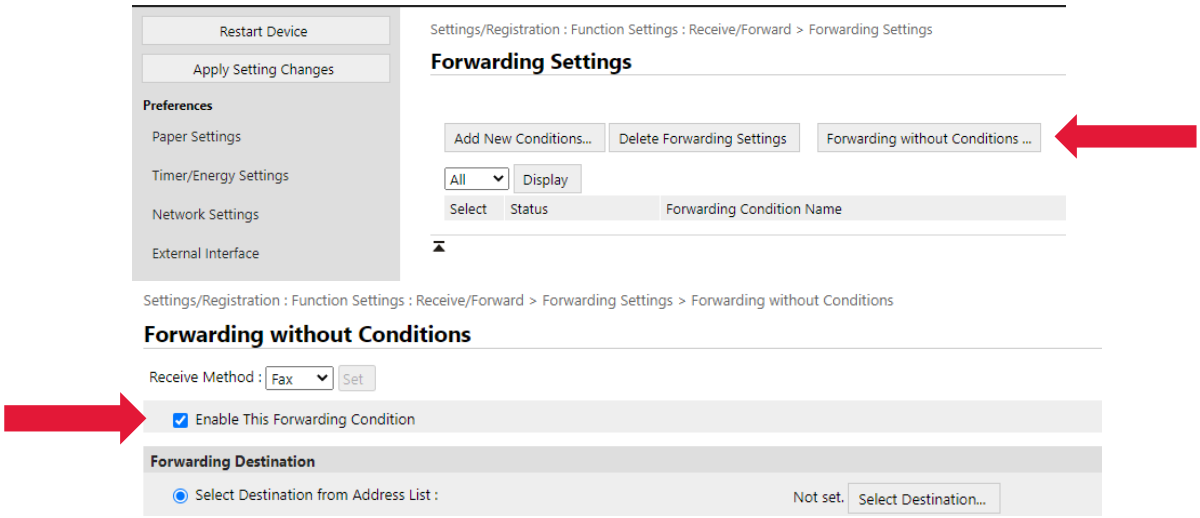
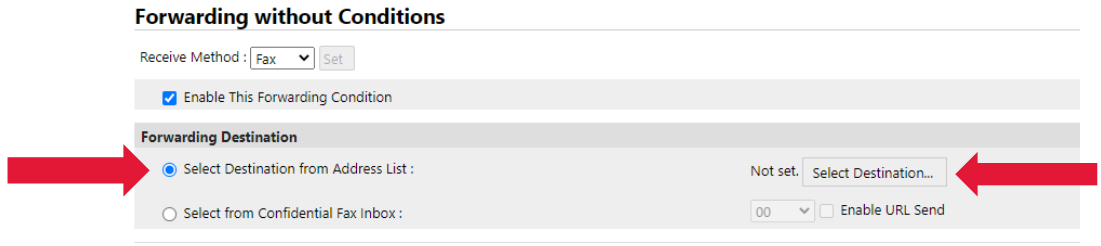
6. Under ‘Function Settings’ select ‘Receive/Forward’
7. Select ‘Forwarding Settings’



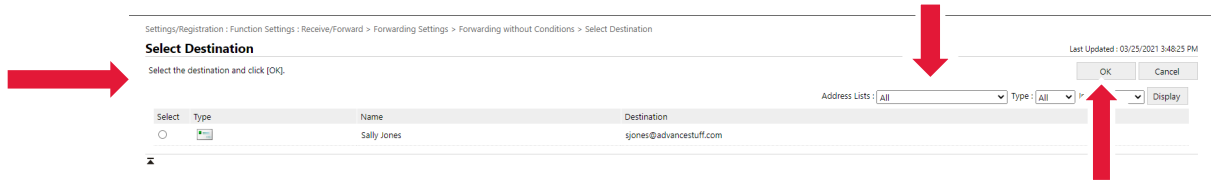
8. Select ‘Forward without Conditions’ and confirm ‘Enable this Forwarding Condition’ is checked



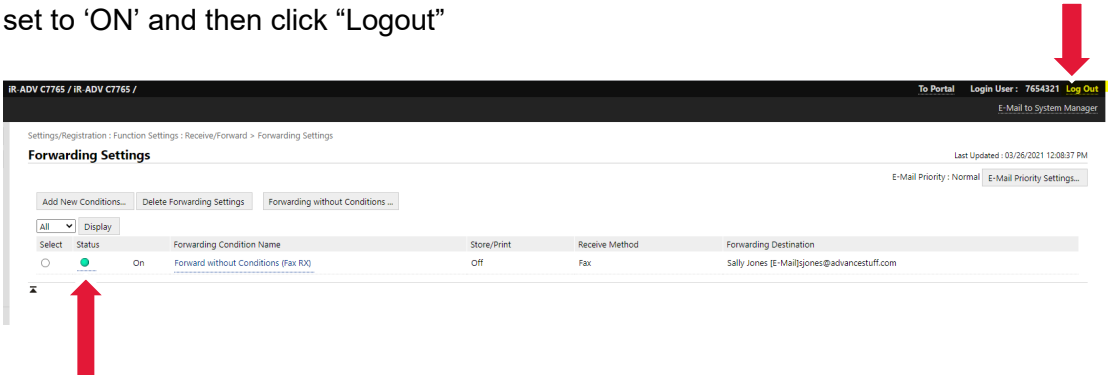
9. Under ‘Forwarding Destination’ click on ‘Select Destination from Address List’ select ‘Select Destination’



10. Select dropdown for ‘Address List’ and select ‘All’ then select “Display” and select the destination you wish to have your faxes forward to and select ‘OK’



11. View your newly created entry on the screen to confirm the ‘Status’ showing green and set to ‘ON’ and then click “Logout”



12. You’re all set!