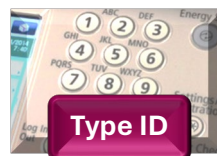


Sending a Fax at NWTC



Scanner Log In – Two Ways

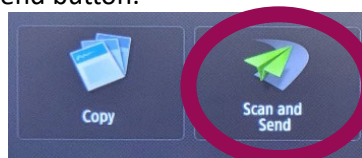
- Log in by typing your 8-digit NWTC ID number on the keypad. Then touch Login.
- Or, scan your NWTC Photo ID card (if it has security/gym access). The first time, you will also need to type in your username/password.



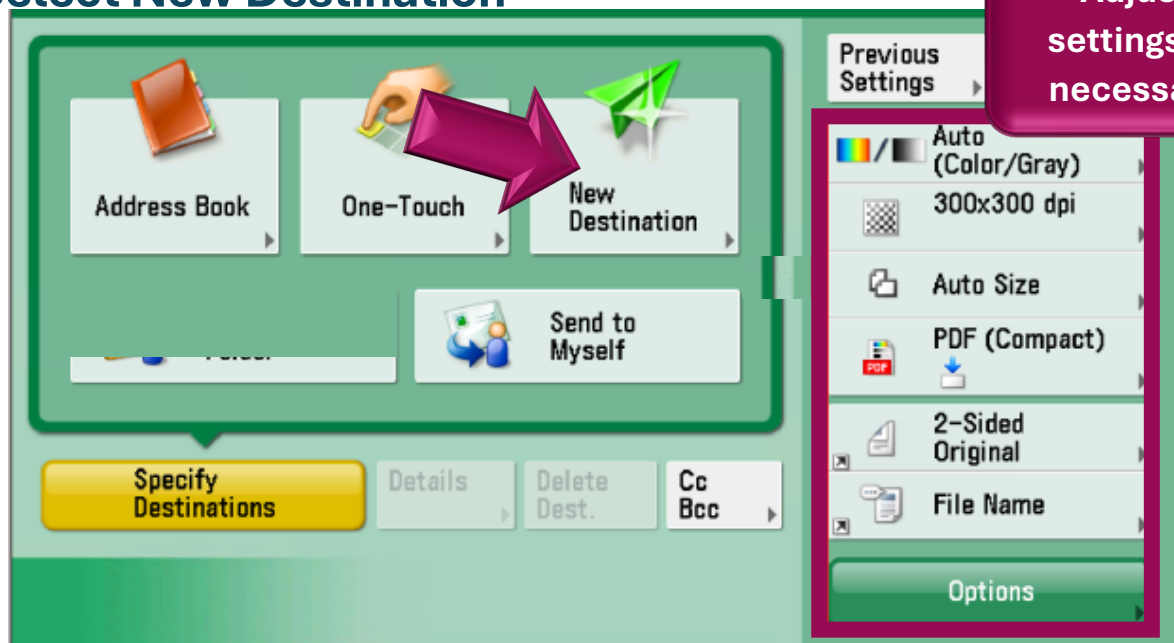
Or Swipe Card

Select Access Device and then Scan and Send

Once logged in, click Access Device to see the Scan and Send button.

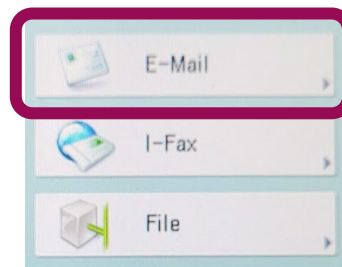


Select New Destination



Select Email and Enter the Fax Number

After selecting Email, enter the fax number as an email address at fax.nwtc.edu. For example, 9201234567@fax.nwtc.edu



Scan the Document

Place the document into the top document feeder (face-up) or onto the glass (face down in the back left corner). Then press the Start button.

For technical problems with NWTC computers, systems, or websites, contact the Student Help Desk at nwtc.edu/helpdesk or 920-498-6900

Hit Start
Button on
Scanner

