

Fax machines at Lewis & Clark use analog phone lines. As such, in order to send a fax, follow these steps:

1. Dial 9
2. Then dial the phone number as you would using any other phone.
 - a. You do not need a long distance code.

For example, to fax the IRS you would dial:

9 1 859 669 5760

For international faxing, you will need to dial 9 then # then the phone number then # again. For example, if you wanted to fax Disneyland Paris, you would dial:

9 # 011 33 1 60 43 74 95 #