**Indiana IEP EASYFax Tip Sheet**

**EASYFax Number** 1-888-865-5615

### Recommended fax machine settings:

1. Set to the highest resolution.
2. Ensure it is **not** on photo setting.
3. Set Contrast to standard.

### Document specifics:

1. Do not use a cover sheet for pages with system generated bar codes.
2. Send final document copies, not drafts.
3. Ensure you fax the printed side of the document.
4. Fax cover sheet with barcode, when needed, immediately before the document.

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If you follow the above procedures and are still experiencing error messages, please consult your local IT department.