



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.

6/12/2012

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