Fax Instructions

You **MUST** have a “personal phone authorization code” to operate fax machine for *long distance* or *international* faxes.

**How do I get my “personal phone authorization code”?**

- You may obtain your authorization code via your computer by going to: [http://www.wm.edu/it/bill/](http://www.wm.edu/it/bill/) . You will need to sign in to this site with your William & Mary Campus ID.
- Follow the link to “Authorization Code and Voicemail Information”.
- After completing the requested information on the link, IT will email you an authorization code which can be used for your long distance faxes. Fax usage (Tel-Com) charges will be posted to your campus account on a monthly basis.
- If you have any difficulty with this process, please call the Campus IT Help Desk at 221-4357 (221-HELP) or visit them in Jones Hall, lower level.

**For LOCAL faxes:**

- **On-Campus:** Dial “1” plus the last four (4) digits of the campus number, then press START.
- **Off-Campus:** Dial “7”, enter the seven-digit phone number, then press START.

**For LONG DISTANCE faxes:**

- Dial 6, 1, the area code, phone number, and your personal authorization code (see above) and then press START.

**For INTERNATIONAL faxes:**

- Press the “speaker” button (you should hear a dial tone). Dial 6, 011, the country code, city code, and the fax number; wait for a short “beep”, then enter your personal authorization code (see above).
- Wait until you hear the fax connection (sound of rushing static) then press START.