

# Sending Faxes

To send a fax on campus, follow the following steps:

- Download the [Fax Transmittal Form](#) (Word)
- Fill out the form
- Take your fax along with the filled out form down to the front desk (WCC Link entry)
- Talk with one of the receptionist and have them send the fax for you

If you have any questions, stop down at the front desk and ask!

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