

## Update on Go Live Scanning Documents to HIM

There is a delay in deploying the Point of Service scanning. We will need to follow an interim process at Go Live until IT is able to get the proper folders added. This will be a temporary process and you will be notified when the proper set up is completed. This process cannot be used long term due to the volume constraints with the fax line and quality of scans.

### Clinic Sites

All information to be sent to fax number **8-1-715-841-4604\***

\*Please note, if “8” is not your long-distance code please use your current long-distance code for this

**Hot Button:** HIM is working on loading a hot button for this. Check to see if there is a hot button for this line. If you see it’s not loaded, instructions for loading this yourself at the end of this document.

### Hospital Units

All information to be sent to fax number: **8-1-715-841-4603\***

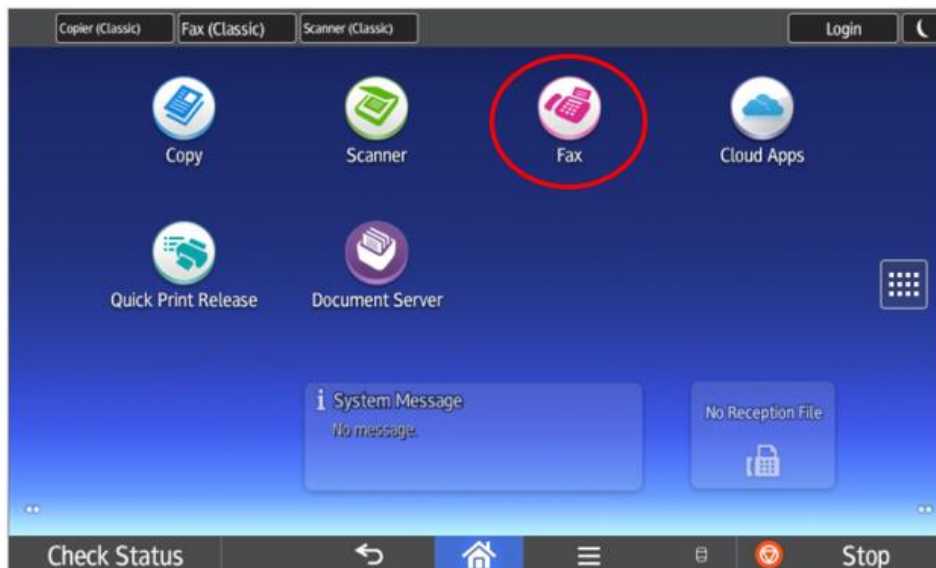
\*Please note, if “8” is not your long-distance code please use your current long-distance code for this

**Hot Button:** HIM is working on loading a hot button for this. Check to see if there is a hot button for this line. If you see it’s not loaded, instructions for loading this yourself at the end of this document.

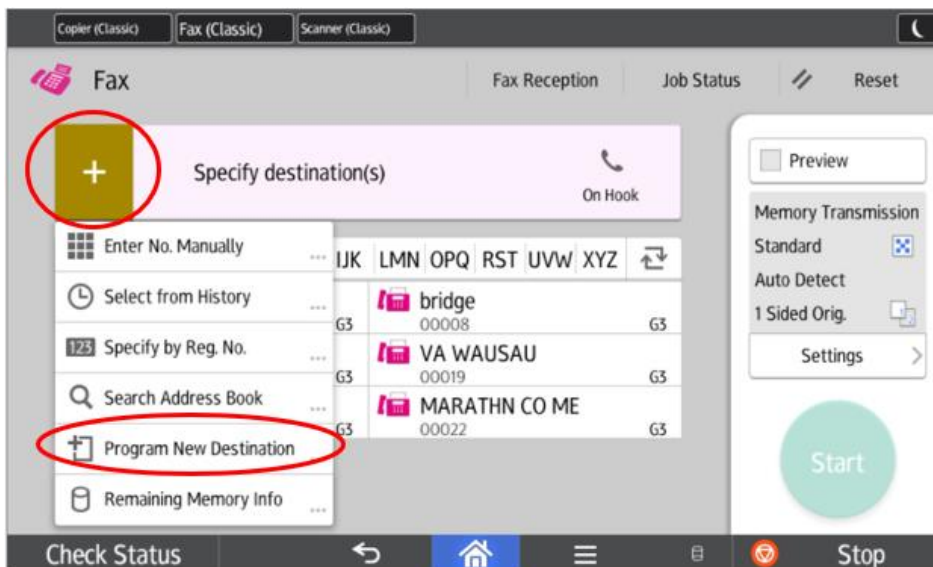
**If you have issues, please contact Linda Wolloch 715-899-0151**

## Instructions for Setting up a Hot Button

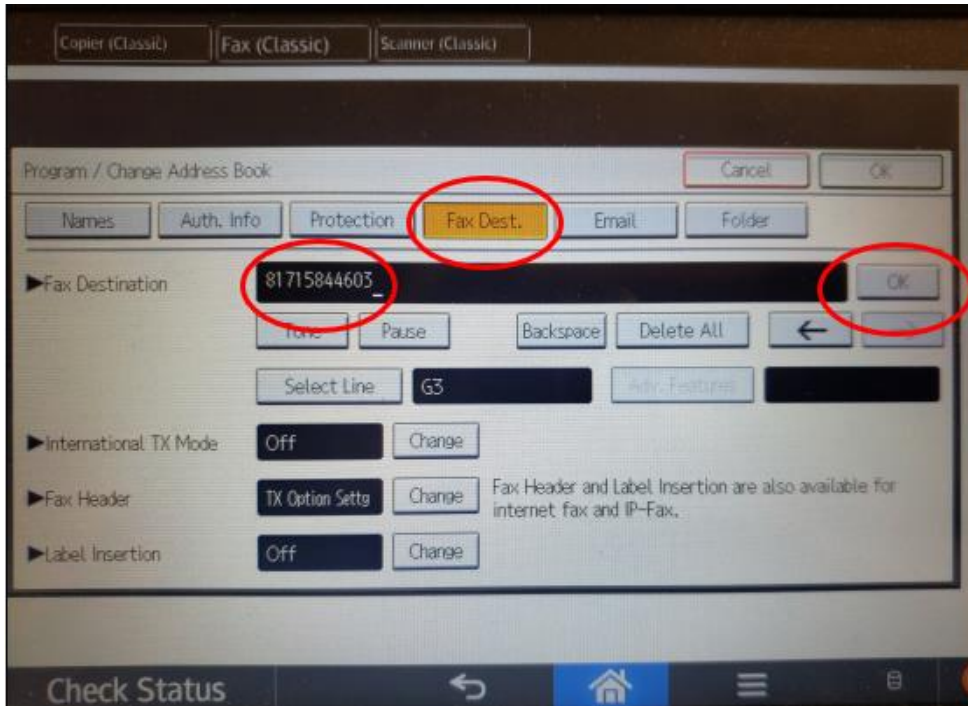
1. On the home screen of your Multi-Function Device (MFD). Find the fax button.
  - a. Please note, if your machine is different it will not match the screen shots



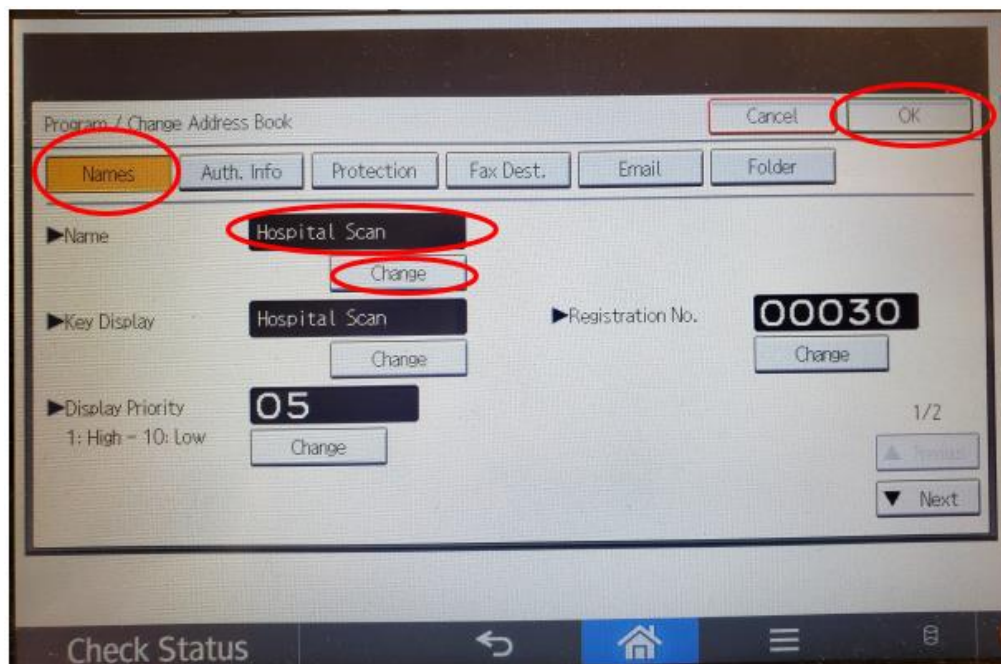
2. On the fax screen, hit the plus sign (+) and choose "Program New Destination"



- On the "Fax Dest." Tab, enter the fax number with the correct long-distance code into the Fax Destination Field and hit OK




- Go to the "Names" tab and label your folder under the Name field by hitting the 'Change' button. Hospital: Hospital Scan; Clinic: Clinic Scan. Then hit "OK" in the upper right corner.



- Copier (Classic)


Fax (Classic)

Scanner (Classic)

 Fax


Fax Reception








Job Status

 Reset

+


Specify destination(s)

 On Hook


Freq.	AB	CD	EF	GH	IJK	LMN	OPQ	RST	UVW	XYZ	
 marathon co med					G3	 bridge					G3
00006						00008					
 bridge community					G3	 VA WAUSAU					G3
00016						00019					
 STOCKBRIDGE*MU...					G3	 MARATHN CO ME					G3
00028						00022					
 Hospital Scan					G3						
00030											

☐ Preview

Memory Transmission

Standard 


Auto Detect


1 Sided Orig. 


Settings >


Start


Check Status









 Stop