********** -COMM. JOURNAL- ********** DATE 10-FEB-2012 ***** TIME 15:11 ********

MODE = MEMORY TRANSMISSION START=10-FEB 15:10 END=10-FEB 15:11

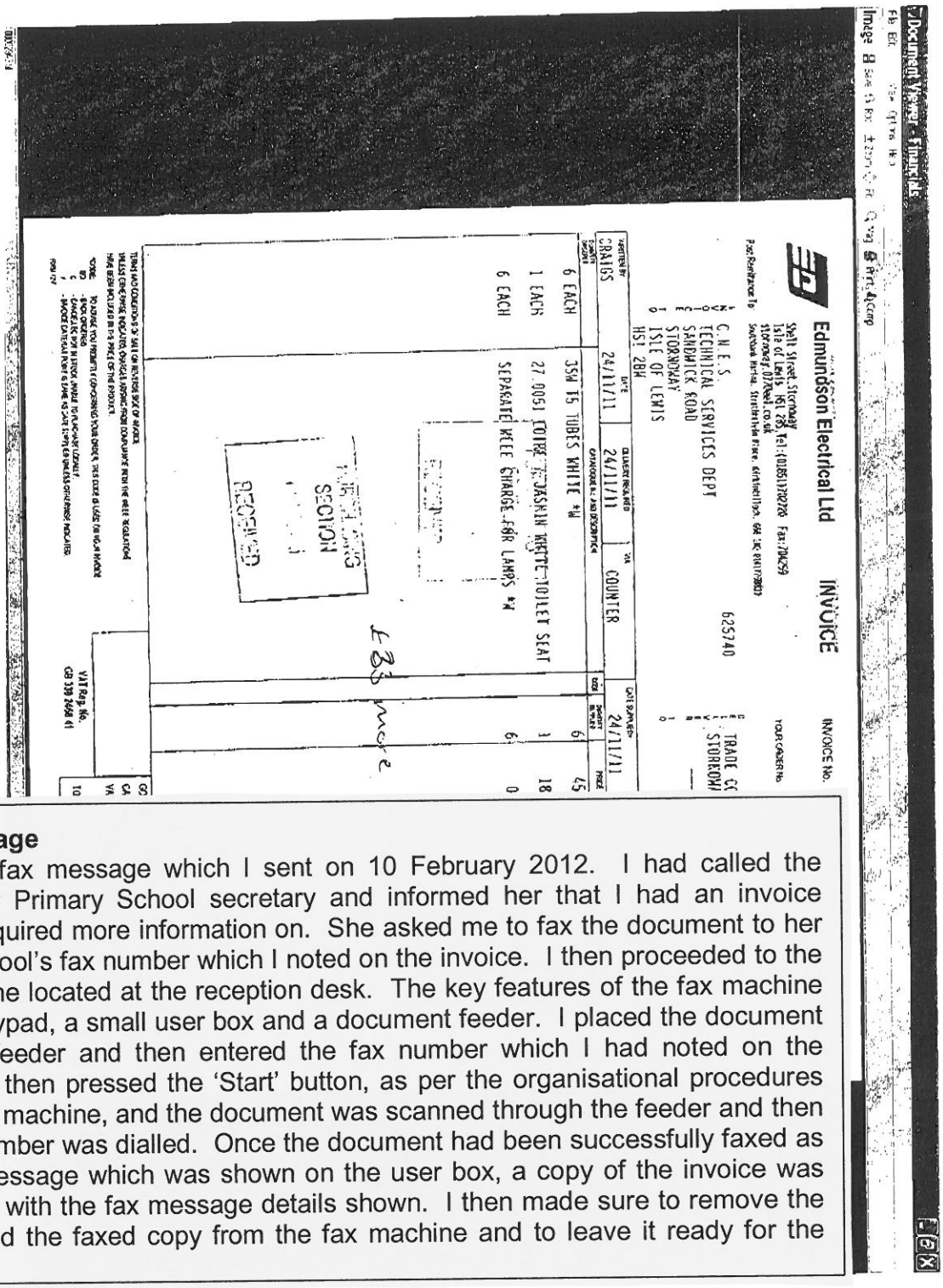
FILE NO.=690

STN NO.	COMM.	ONE-TOUCH/ ABBR NO.	STATION NAME/EMAIL ADDRESS/TELEPHONE NO.	PAGES	DURATION
001	OK	05	01851706257	001/001	00:00:51

-C N E S -

***** UF-7100 ********** - - ***** - 01857053491- *********

FOR INFORMATION FAX: 706257



Fax Message

This is a fax message which I sent on 10 February 2012. I had called the Stornoway Primary School secretary and informed her that I had an invoice which I required more information on. She asked me to fax the document to her on the school's fax number which I noted on the invoice. I then proceeded to the fax machine located at the reception desk. The key features of the fax machine were a keypad, a small user box and a document feeder. I placed the document onto the feeder and then entered the fax number which I had noted on the invoice. I then pressed the 'Start' button, as per the organisational procedures for the fax machine, and the document was scanned through the feeder and then the fax number was dialled. Once the document had been successfully faxed as per the message which was shown on the user box, a copy of the invoice was printed off with the fax message details shown. I then made sure to remove the invoice and the faxed copy from the fax machine and to leave it ready for the next user.