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# Methods of Sending Faxes

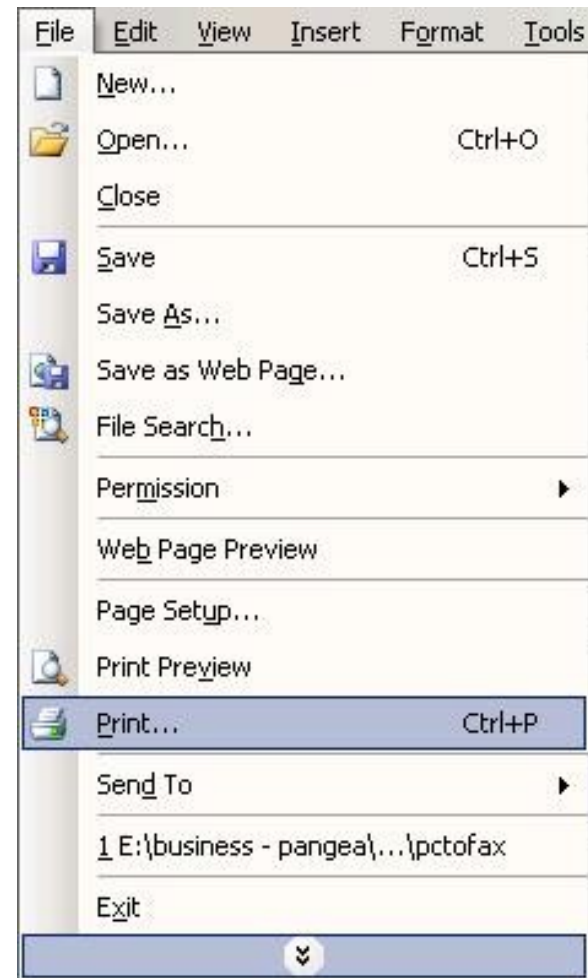
- Email to Fax
- Web to Fax
- PC to Fax



**File Print to send a fax**

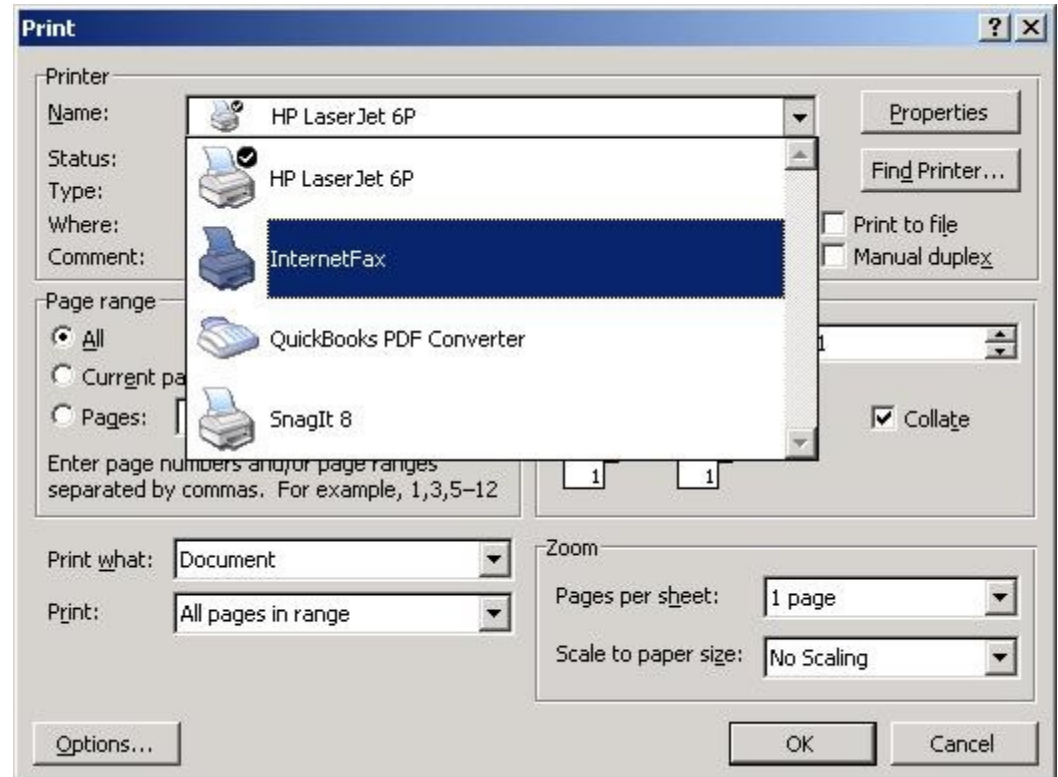
# File Print to Fax

- From the application that you've created the document that you want to fax, select File Print



# Select the Internet Fax printer

- Select the Internet Fax printer from the list of printers
- Select OK to print the document

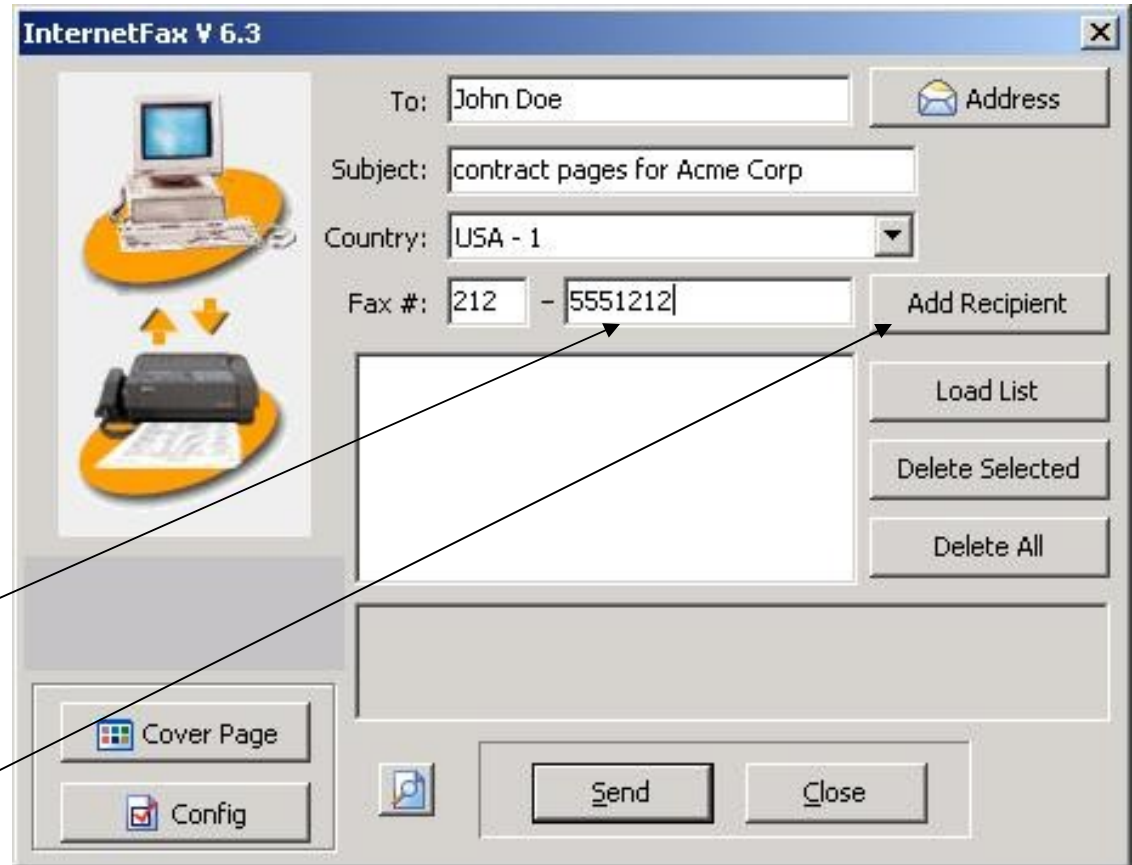


# Enter Recipient Information

- Enter in the recipient information
- Click Add Recipient

Enter number without dashes

Click Add Recipient after you enter the number



The screenshot shows the 'InternetFax V 6.3' application window. On the left, there is a graphic of a computer and a fax machine with arrows indicating a connection. The main area contains several input fields: 'To:' with the text 'John Doe', 'Subject:' with 'contract pages for Acme Corp', 'Country:' with a dropdown menu showing 'USA - 1', and 'Fax #' with '212' in a separate box and '5551212' in the main box. To the right of the 'Fax #' field is an 'Add Recipient' button. Below these fields are three buttons: 'Load List', 'Delete Selected', and 'Delete All'. At the bottom of the window are buttons for 'Cover Page', 'Config', 'Send', and 'Close'. Two arrows point from the yellow callout boxes to the 'Add Recipient' button and the 'Fax #' input field.

# After Recipient Added

- After you click Add Recipient, your recipient will be added to the list
- Add another if you want by entering info for another recipient and clicking Add Recipient

**Your Recipient will show up here after you click Add Recipient**

InternetFax V 6.3

To: Last Name First Name

Subject: contract pages for Acme Corp

Country: USA - 1

Fax #:  -

12125551212@John Doe

Add Recipient

Load List

Delete Selected

Delete All

Cover Page

Config

Send Close

# Enter Your Information

- Click the Config button

InternetFax V 6.3

To: Last Name First Name

Subject: contract pages for Acme Corp

Country: USA - 1

Fax #:  -

12125551212@John Doe

# Enter Config Information

- This includes info about you and your account
- You only need to do this once

**This information will be used on the cover page, if you use one**

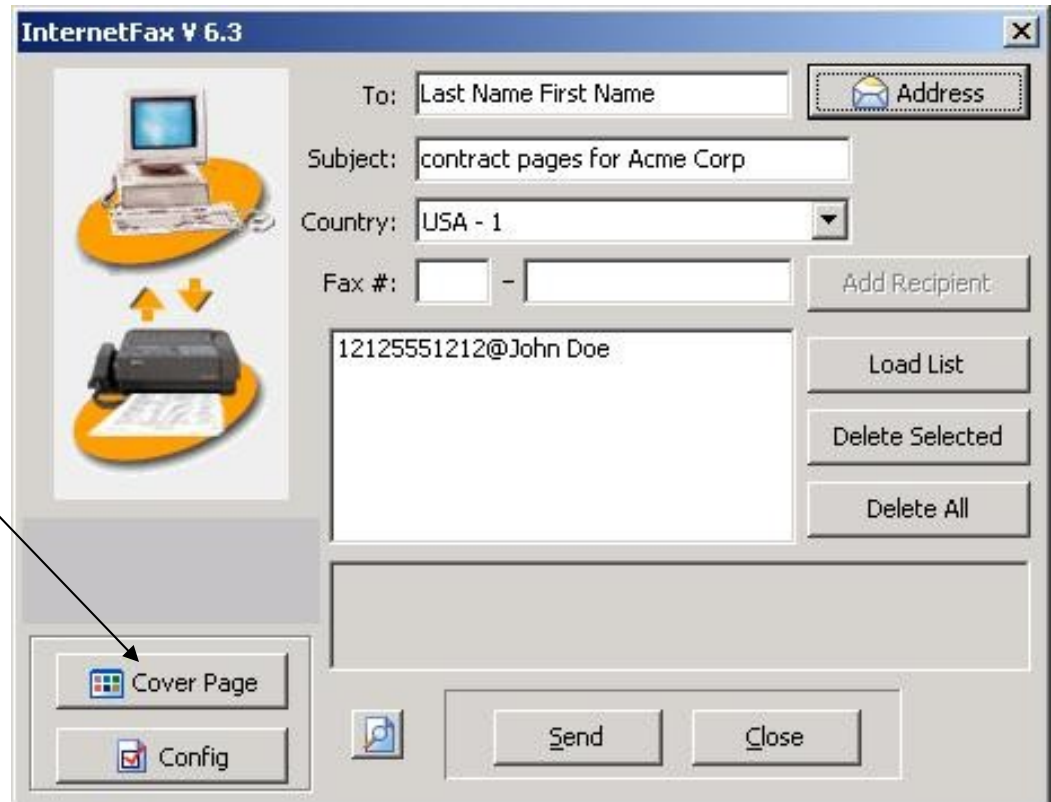
The screenshot shows a 'Settings' dialog box with two main sections: 'Cover Page Information' and 'Authorization'. The 'Cover Page Information' section contains four text input fields: 'Full Name' with placeholder text '[enter your name here]', 'Company' with '[your company name - optional]', 'Your Email Address' with '[your email address]', and 'Your Fax Number' with '[your return fax number]'. The 'Authorization' section contains two text input fields: 'User Name' with '[your username]' and 'Password' with '\*\*\*\*\*'. At the bottom of the dialog are two buttons: 'Save' and 'Close'. A yellow callout box with an arrow points to the 'Full Name' field, and another yellow callout box with an arrow points to the 'Authorization' section.

**This is your account information**



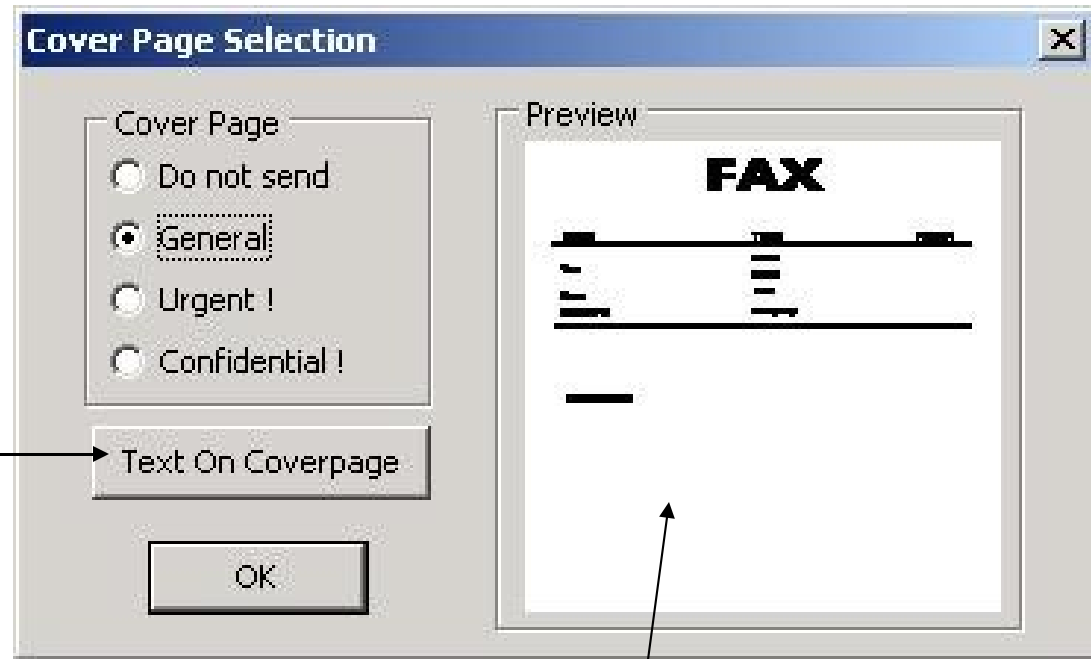
# Adding a Cover Page

- Click on the Cover Page button



# Select Cover Page Type

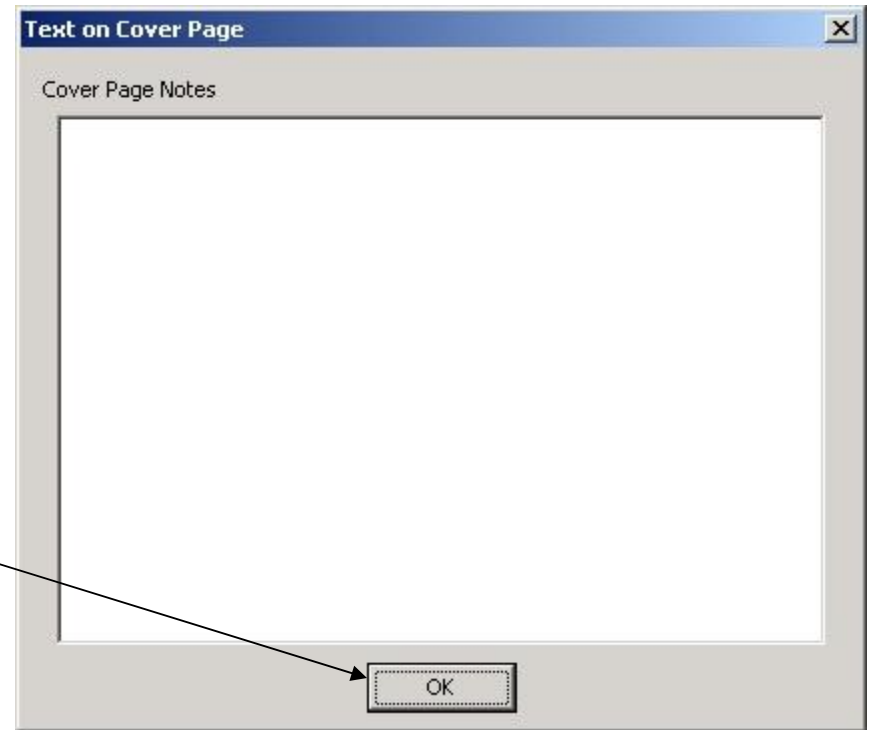
- Select one of the 3 cover page types
- Click on Text On Coverpage to fill out data for cover page



This shows a thumbnail image of the cover page

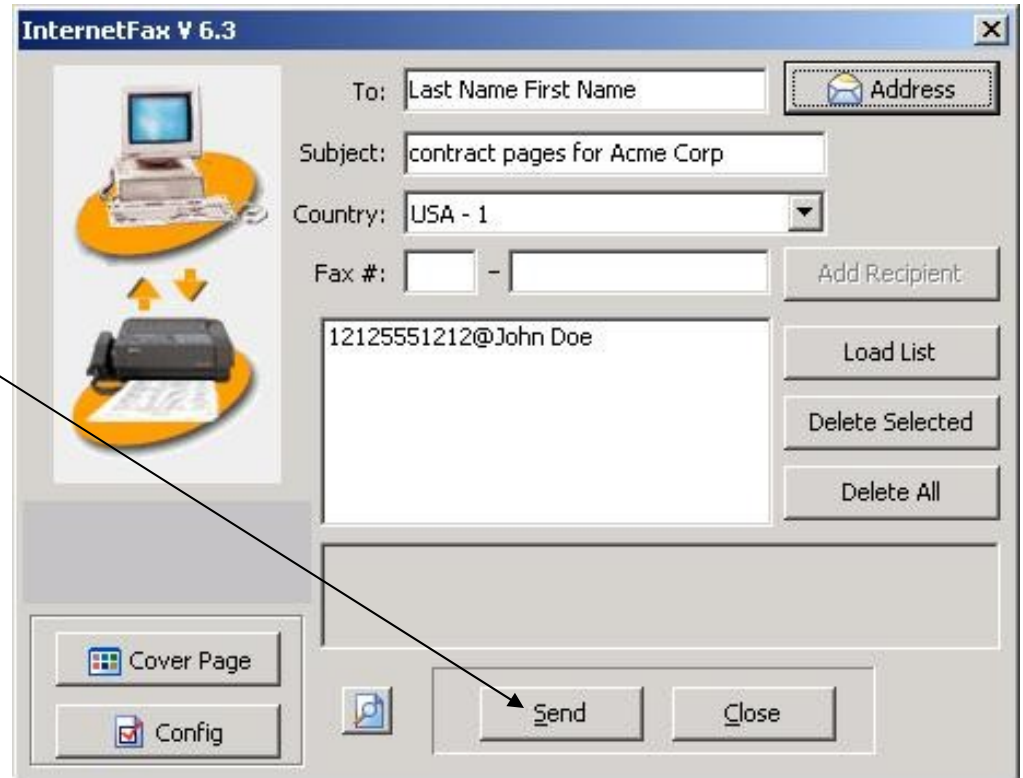
# Enter Cover Page Info

- This information will be put on the cover page
- Click the OK button to save



# Click Send

- Click Send to send your fax



# Confirmations and Queue

- This screen confirms that the system has received your fax and is attempting to send



- This shows the history of the faxes you've sent, and whether they were successful or not



**This shows your fax waiting to be sent. You can keep this open to see when your fax is successfully sent by the system to your recipient, or you can close it and wait for your email confirmation**

