Sending a Fax from your PC

When sending a fax from your PC, the first thing you want to do is open the document you wish to fax.



Click File then Print:

- 11	*Untitled - Notep	bad				—	\times
File	Edit Format	View Help					
	New	Ctrl+N		4			\sim
	New Window	Ctrl+Shift+N		+ +			
	Open	Ctrl+O					
	Save	Ctrl+S	y G		L		
	Save As	Ctrl+Shift+S					
	Page Setup						
	Print	Ctrl+P					
	Exit						
			-				
<							>

Select your Fax printer and click print. This will be your printer the fax is hooked into with '**FAX'** at the end. (Ex. FPI-ITM-250-FAX)

EPI-ITM EPI-ITM	-250-P02 on FPI-Print01 -250-P03 on fpi-print01 	Microsoft Microsoft	: Print to PDF : XPS Documen		
 Status: Location: Comment: 	Ready 250 W. Pratt St. Suite 900	Print to file	> Preferences Find Printer		
Page Range All Selection Pages:	Current Page	Number of copies	s: 1 ≑ 1 22 33		
	P	int Cance	Apply		

A new window will open. Enter a name for your fax and the fax number (as you would enter it into the keypad) then press add. (Internally use 8-XXXX; externally use full number 9-1-XXX-XXXX).

Manual Entry Phone Book E	Entry			
Destination	Church	ที		
Fax Number:	410-838-8739			
Si Use F-Code	Jb Address:			
	Pass Code:			
C 1-Fax Address:	20 1	<u> </u>	Reception Cor	ifirm(Q)
		Add		Add All
Fax Number	Name	Sub Address	Pass Code	

Destination	k Entry			
Destination				
Name:				
Fax Number				
Use F-Co	de			
	Sub Address:			
	Pass Code:			
C I-Fax Address:	1		leception Confirm(Q)	
C Direct SMTP Addr	ess:			
		Add	Add All	
Destination List:	Name	Sub Address Pa	uss Code Be I	-1
A10 020 0720	Church			
410-838-6735				

Once you have added the fax number to the "Destination List:" press next.

From this point, continue to press next until you get to the Preview Fax Image.

Preview	sot .
Preview Fax Image To see image detail press the "Zoom" button.	
Preview	View Mode
	 Scale Fit to Area
Untitled	C Actual Size
This is a test	7000
	20011
Page 1	
Page Number 1	

If everything looks correct, select finish. The window will close, and the Log Viewer window will open. From the Log Viewer, you will be able to see the status of your fax. Once completed, you will see "Finished" in the Status column.

🛎 Log Viewer					—		×
File Edit View Help							
b b c c							
Send Date and Time	Job Name	Name	Fax Number	Page No.	Status		
2020/03/12,10:09:39	*Untitled - Notepad *Untitled - Notepad	Test Fax to Church Test	9-1-410-838-8739 8-6766	1	 Finishe Reserve 	d ed	
Ready					1	MUM	//