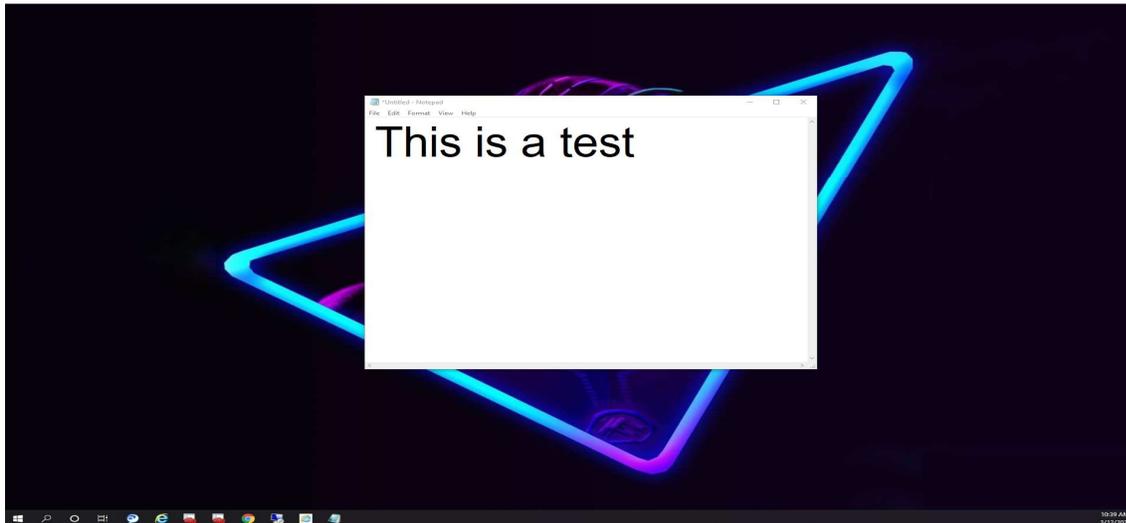
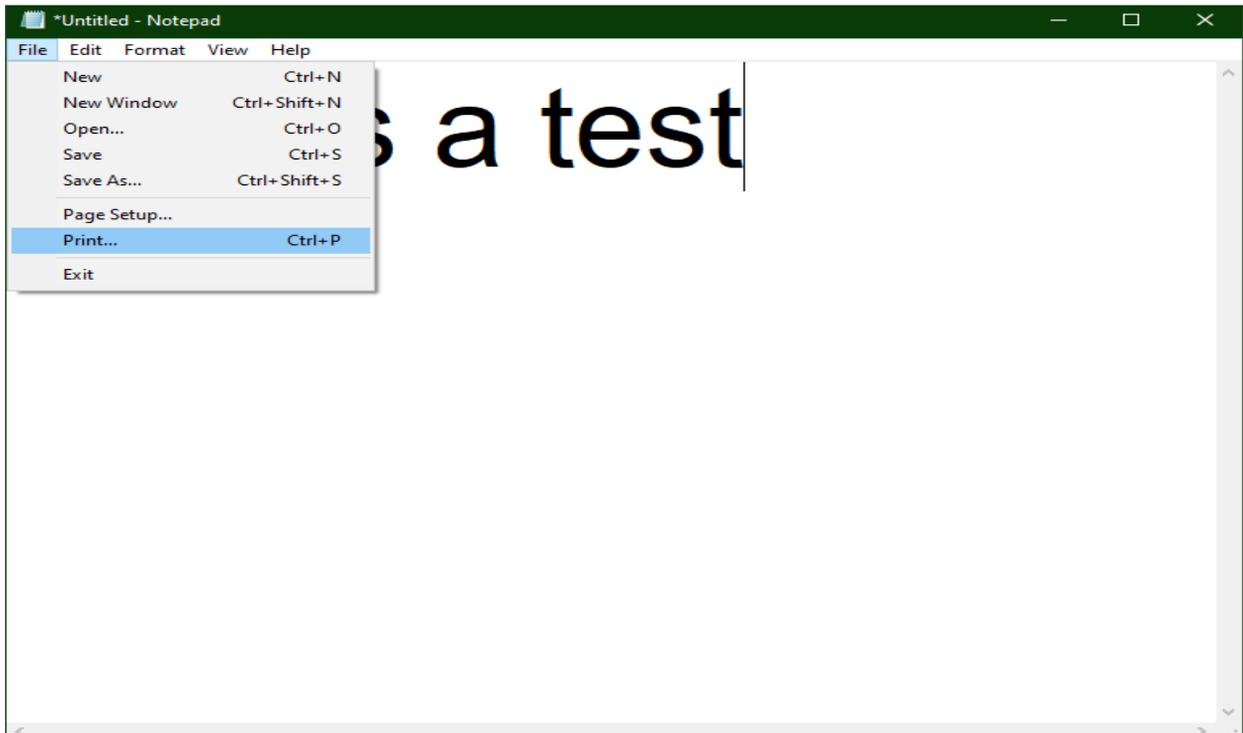


Sending a Fax from your PC

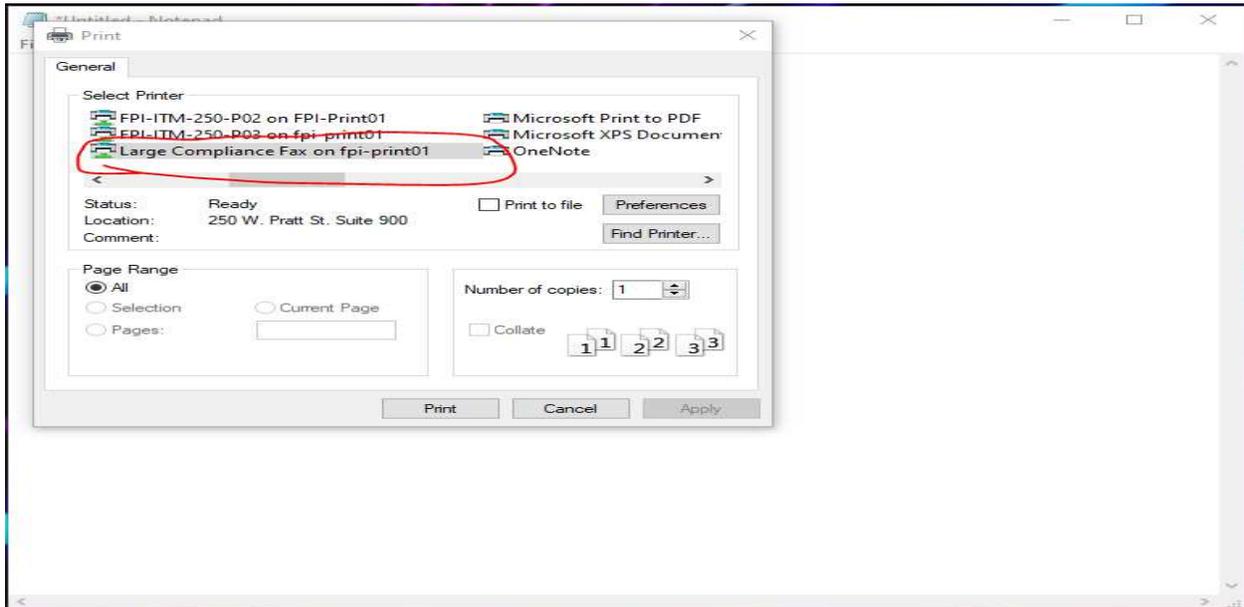
When sending a fax from your PC, the first thing you want to do is open the document you wish to fax.



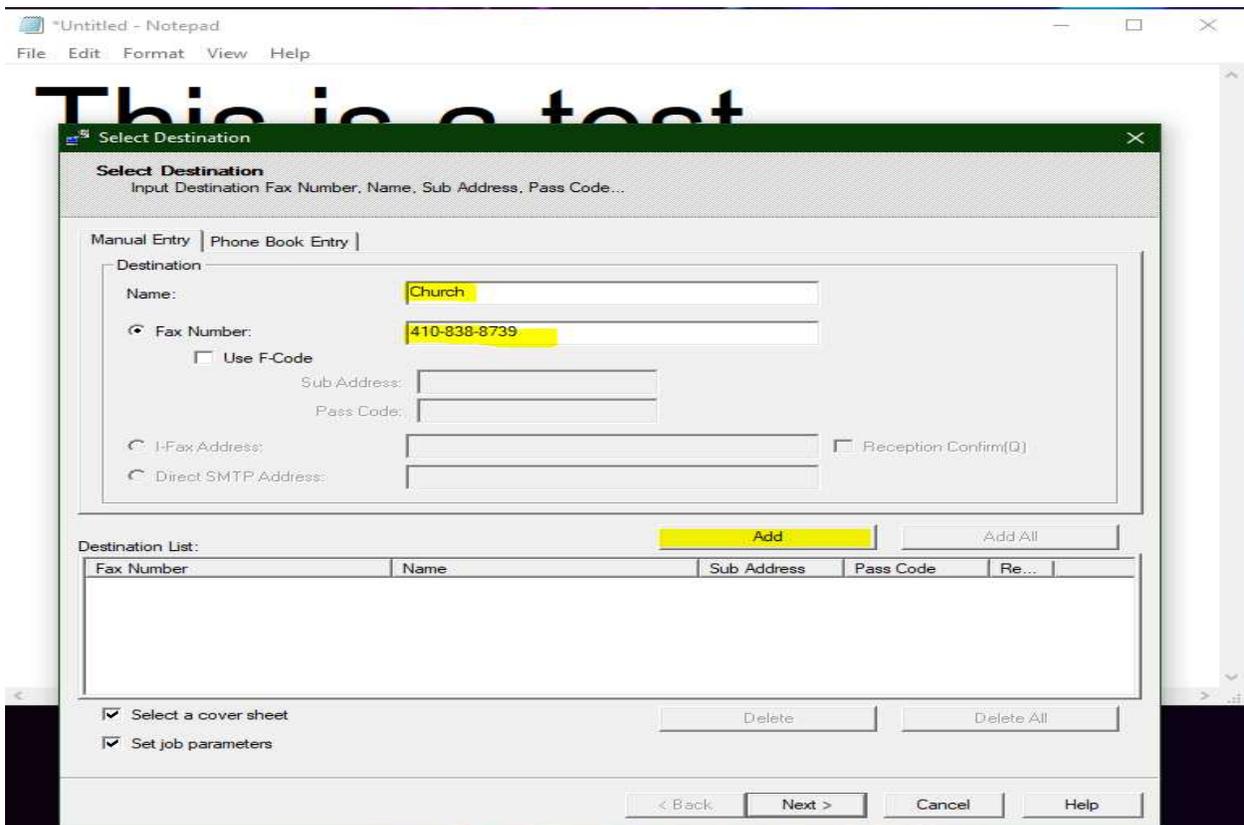
Click File then Print:



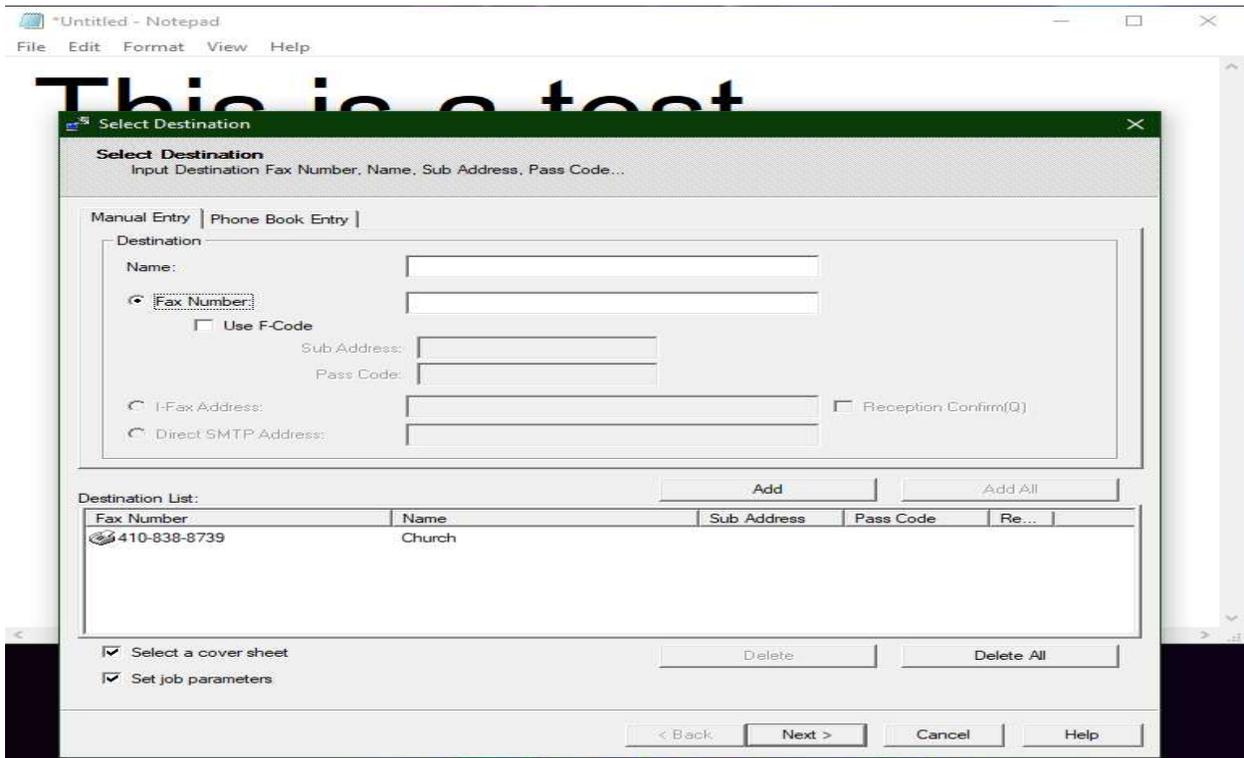
Select your Fax printer and click print. This will be your printer the fax is hooked into with 'FAX' at the end. (Ex. FPI-ITM-250-FAX)



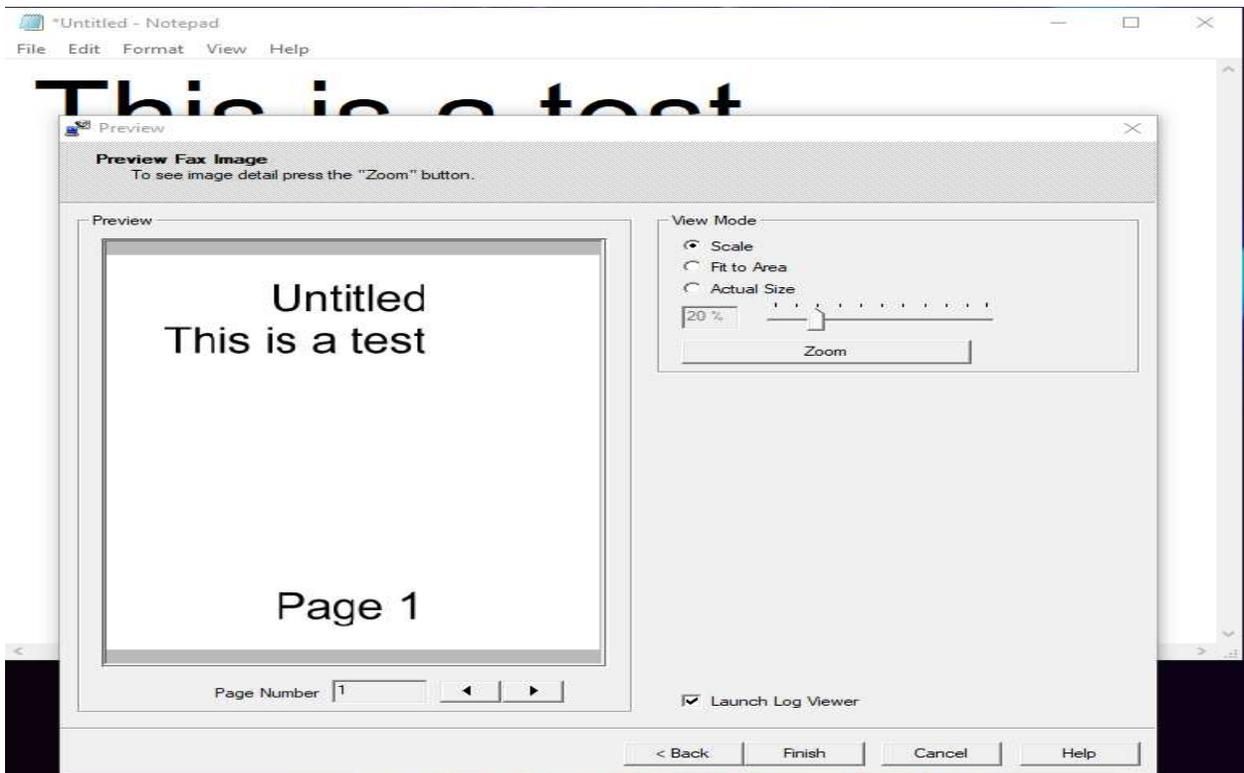
A new window will open. Enter a name for your fax and the fax number (as you would enter it into the keypad) then press add. (Internally use 8-XXXX; externally use full number 9-1-XXX-XXX-XXXX).



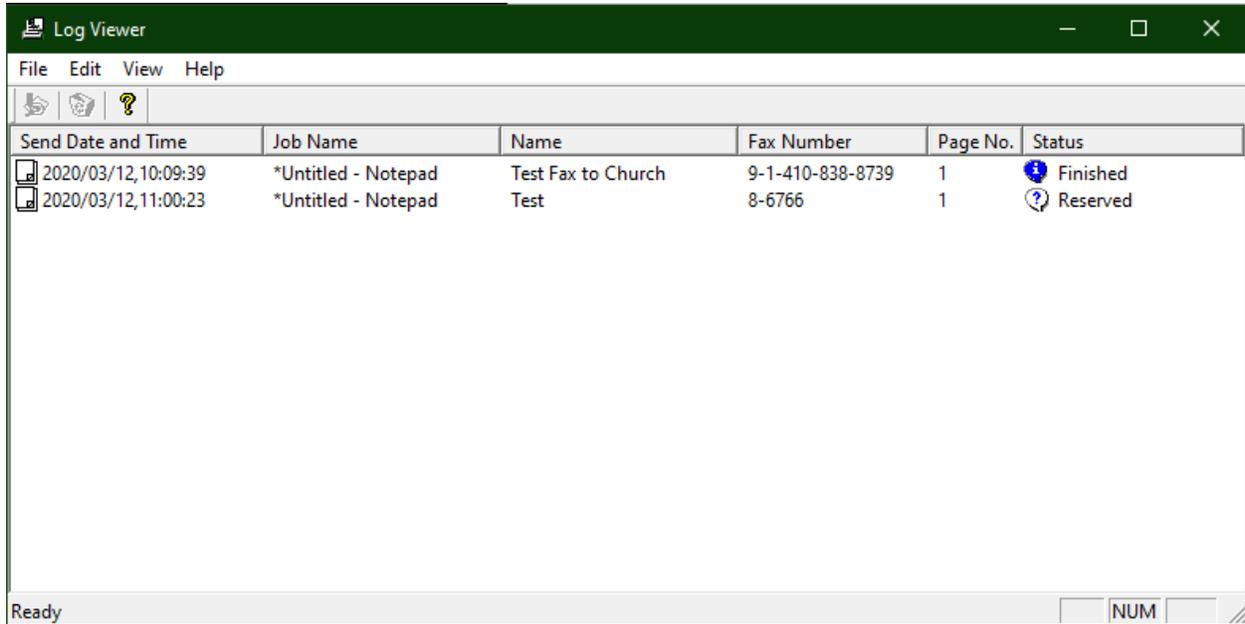
Once you have added the fax number to the "Destination List:" press next.



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



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.



The screenshot shows a window titled "Log Viewer" with a menu bar (File, Edit, View, Help) and a toolbar. Below the toolbar is a table with the following data:

Send Date and Time	Job Name	Name	Fax Number	Page No.	Status
2020/03/12,10:09:39	*Untitled - Notepad	Test Fax to Church	9-1-410-838-8739	1	Finished
2020/03/12,11:00:23	*Untitled - Notepad	Test	8-6766	1	Reserved

The status bar at the bottom left shows "Ready" and the bottom right shows "NUM".