Fax
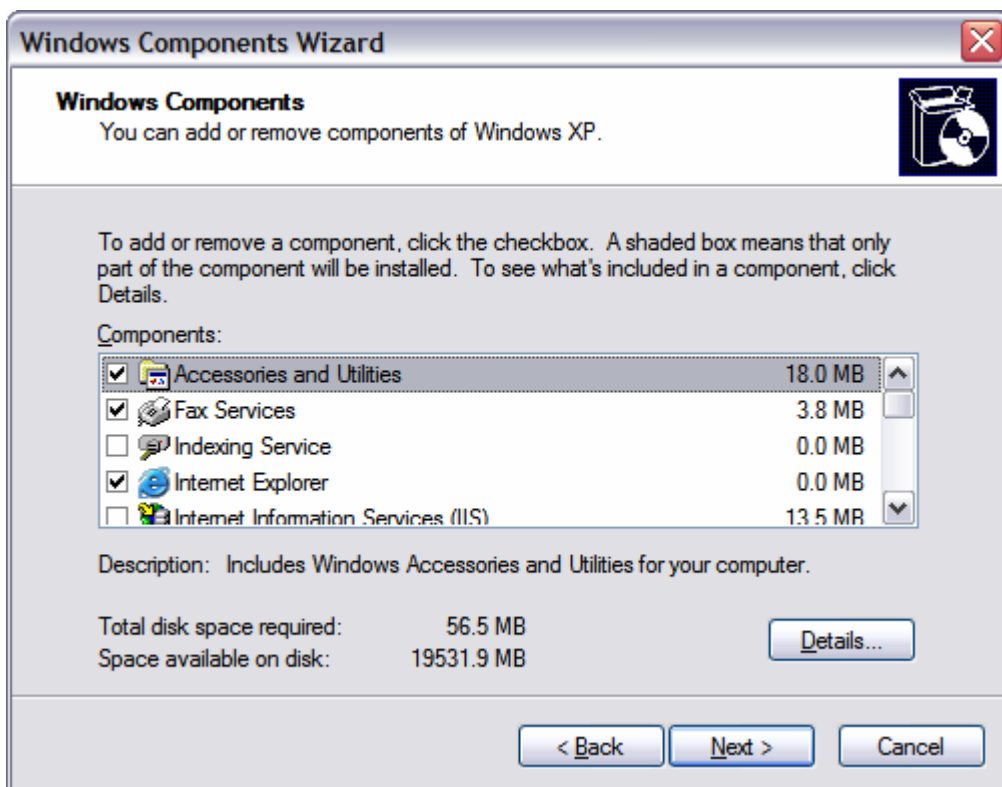# Install and Configuration
(XP Only)

Fax provides you with complete fax facilities from your computer. You can configure fax settings, send and receive faxes, track and monitor fax activity, and access archived faxes. Using Fax, you can choose to send and receive faxes with a local fax device attached to your computer, or with a remote fax device connected to fax resources located on a network.

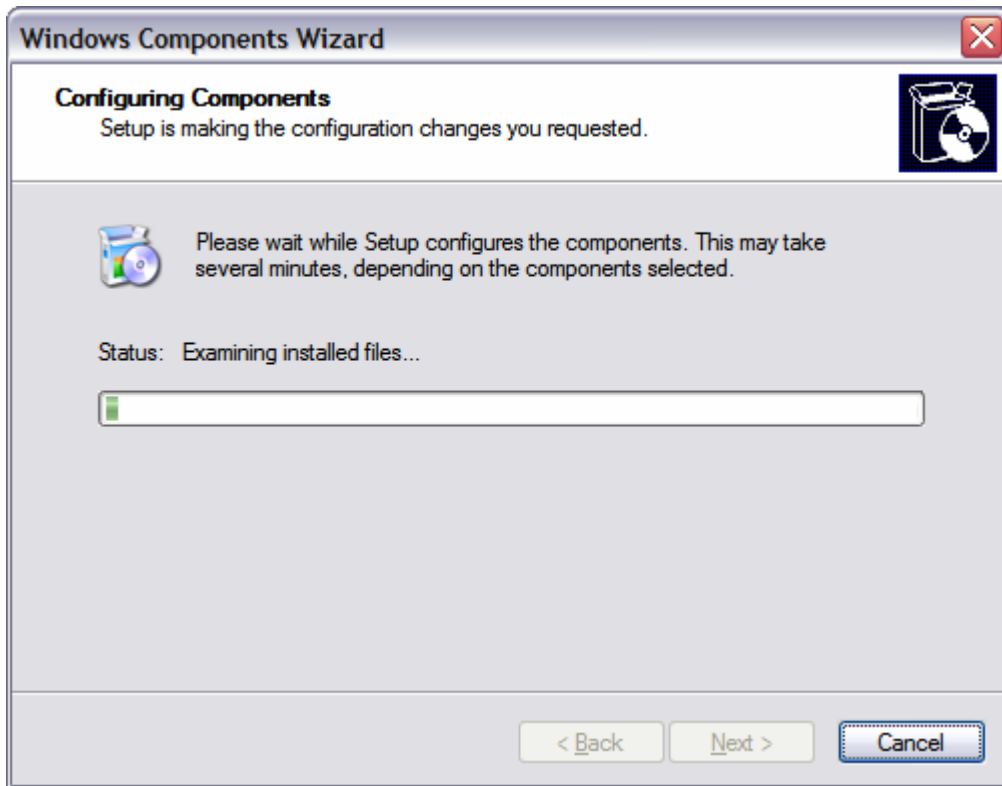Fax is not installed by default during Windows Setup.

To install the Fax component

1. Open **Add or Remove Programs** in Control Panel.
2. Click **Add/Remove Windows Components**.
3. In the Windows Components Wizard, select the **Fax Services** check box, and then follow the instructions on your screen.

Fax
Install and Configuration
(XP Only)

Click Next. You should see:

Wait while the files are loaded. You may need your original XP system CD.
After a few moments you will see:

Fax
Install and Configuration
(XP Only)

Click Finish. When you return to your desktop Shutdown your PC.

Restart your PC and configure your new Fax service.

To open Fax after installation, click **Start**, point to **All Programs**, point to **Accessories**, point to **Communications**, and then click **Fax Console**.   You should see the window for the Fax configuration Wizard:

Click Next. You should see:

Fax
Install and Configuration
(XP Only)

Fax Configuration Wizard

Sender Information
Enter sender information that will appear on fax cover pages.

Your full name:	John Q. Public	Fax number:	(256) 555-1212
E-mail address:	JohnQPublic@SomeISP.net		
Title:	Mr.	Company:	•••••
Office location:		Department:	
Home phone:		Work phone:	(256) 555-9999
Address:			
Billing code:			

< Back   Next >   Cancel

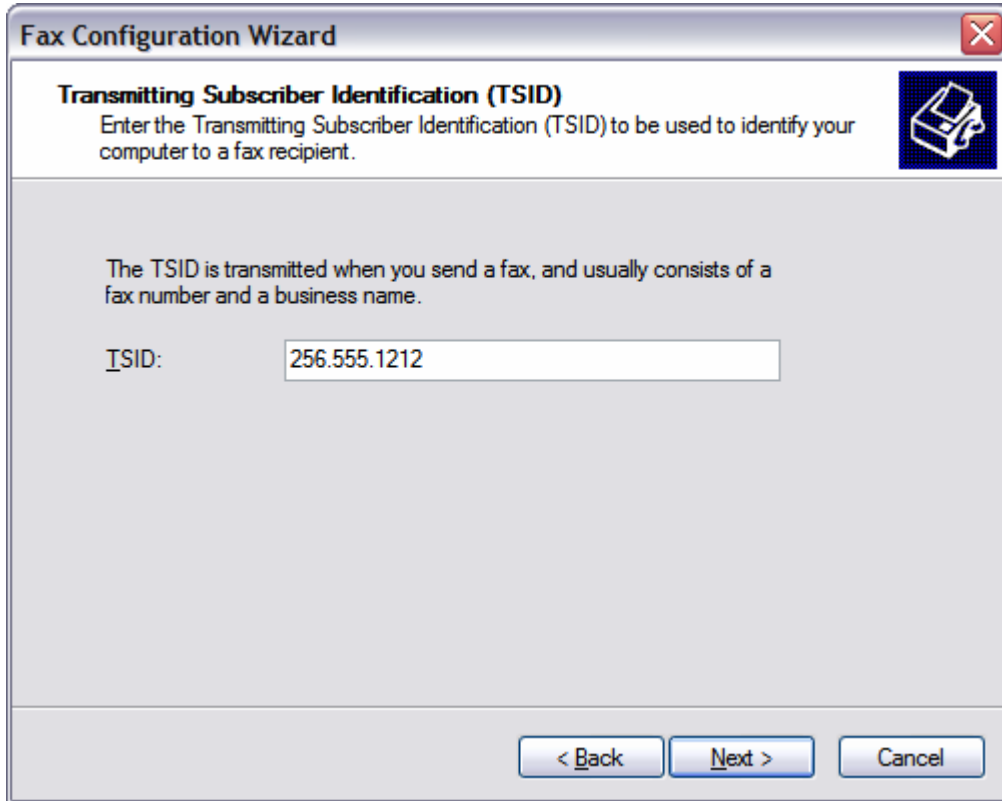Fill in the blanks similar to what is shown above. Click Next.

Fax
Install and Configuration
(XP Only)
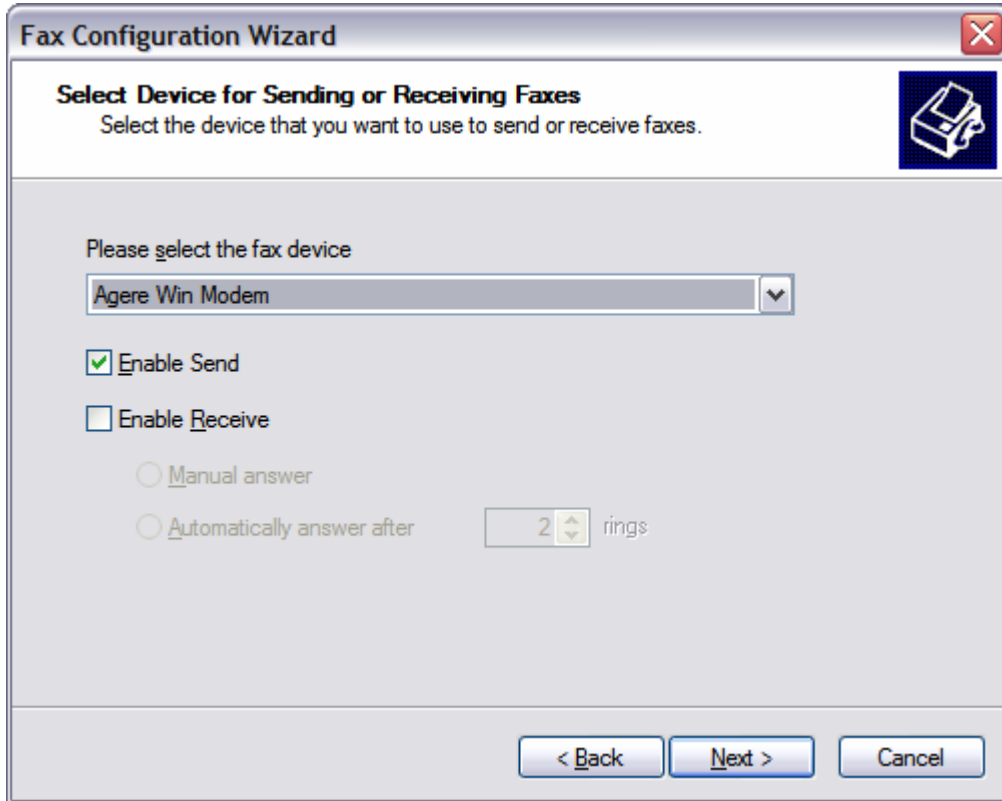
Select your fax modem. Then select "Enable Send." We recommend that you do not enable (use) the "Receive" capability of the program. There are much better solutions for your inbound faxes.
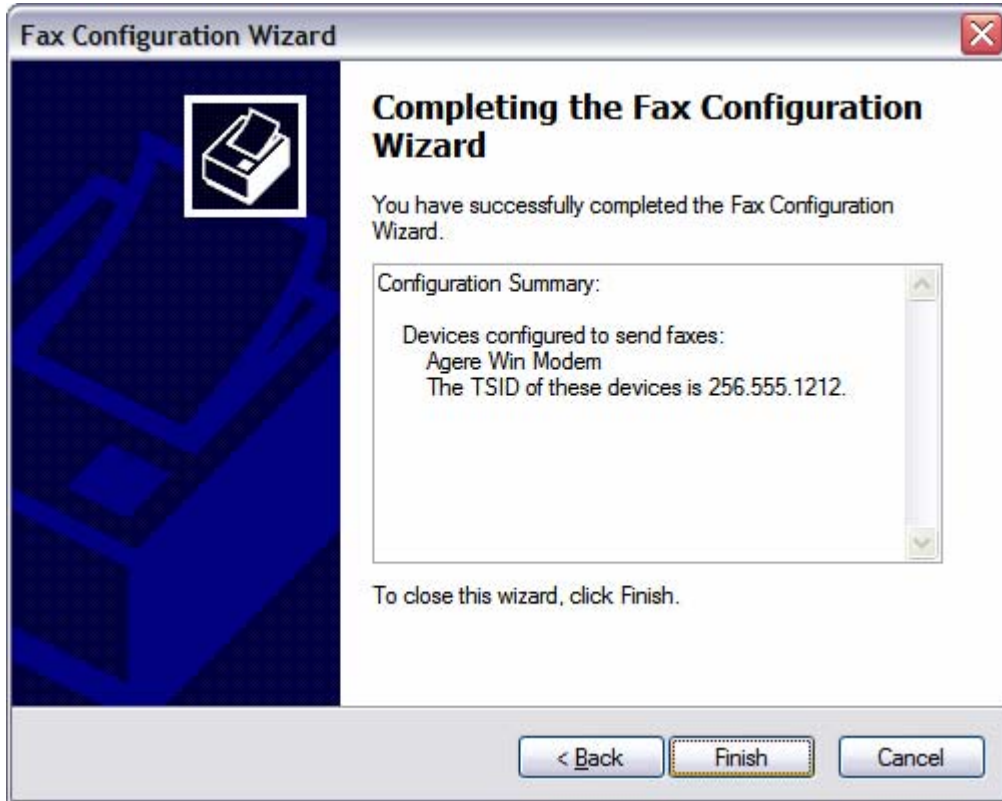
Click Next.

Fax
Install and Configuration
(XP Only)

Enter your phone number as your TSID. This is a legal requirement.

Click on Next.

Fax
Install and Configuration
(XP Only)

Click on Finish.

You are now ready to use your outbound Fax service. Simple create a document and "Print" to your Fax Printer. An XP wizard will guide you through creating a cover page and faxing the document.