

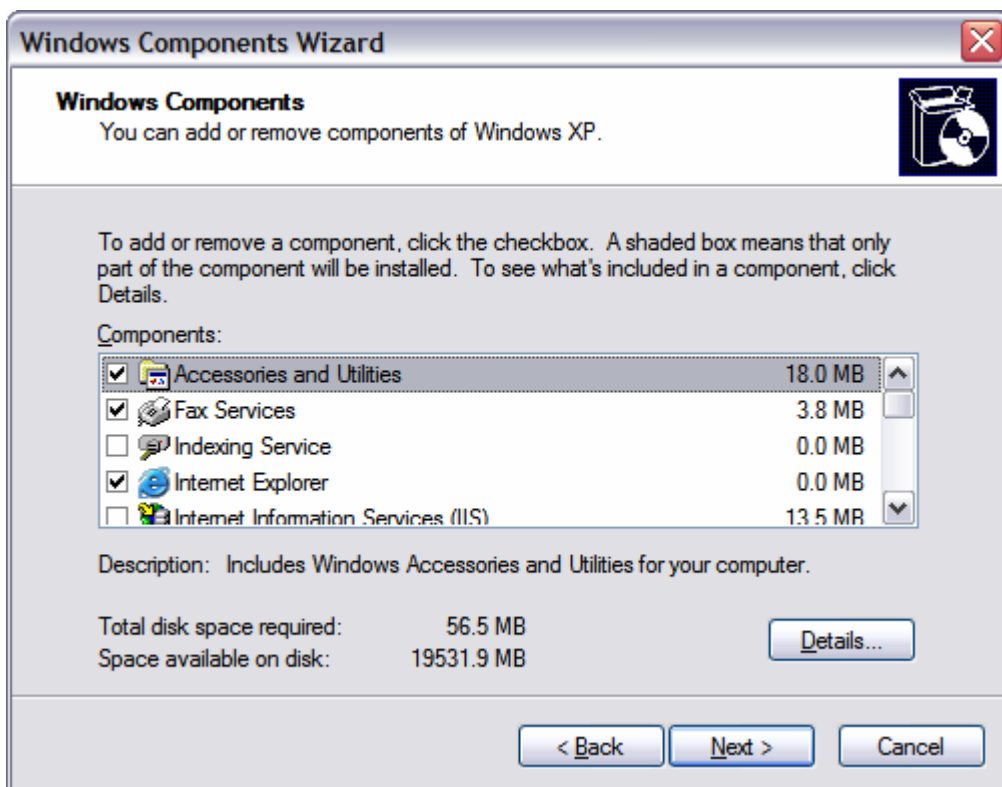
# Fax Install and Configuration (XP Only)

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.

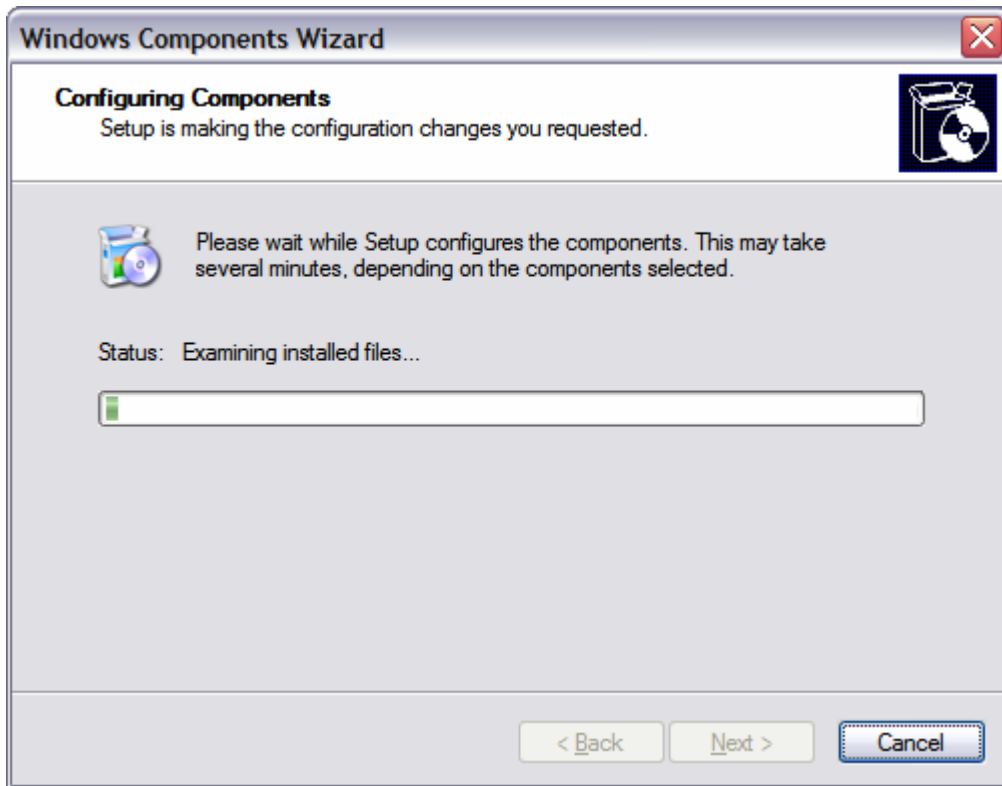
To install the Fax component

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:

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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:


# Fax Install and Configuration (XP Only)



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:  Fax number:

E-mail address:

Title:  Company:

Office location:  Department:

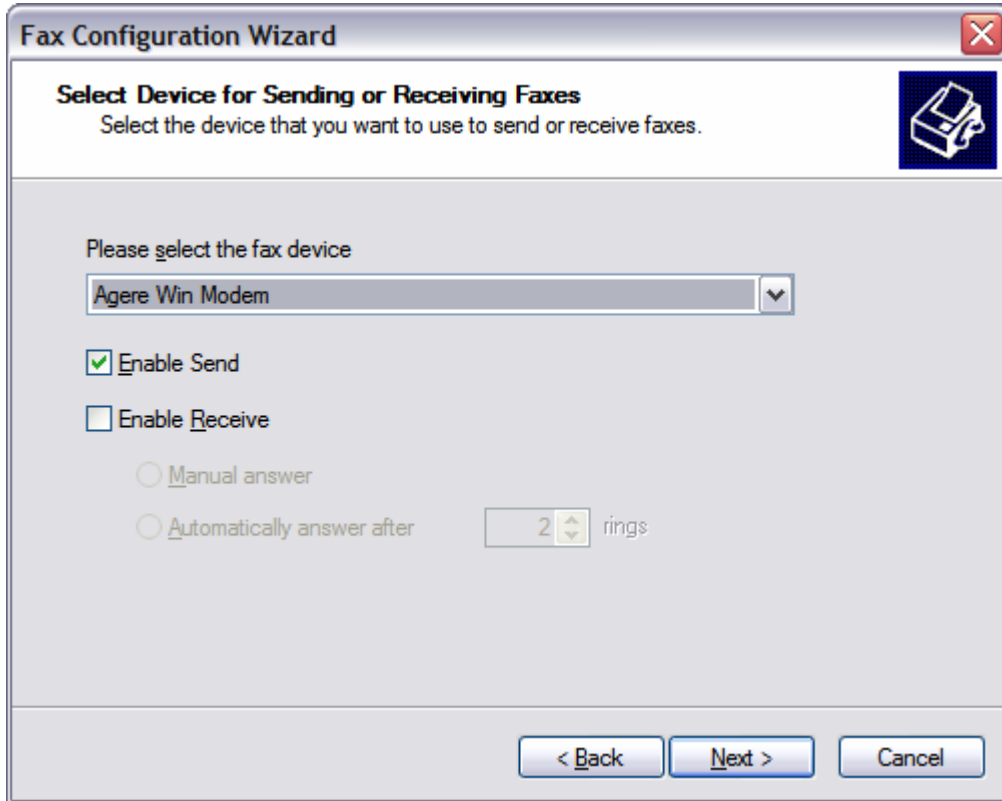
Home phone:  Work phone:

Address:

Billing code:

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

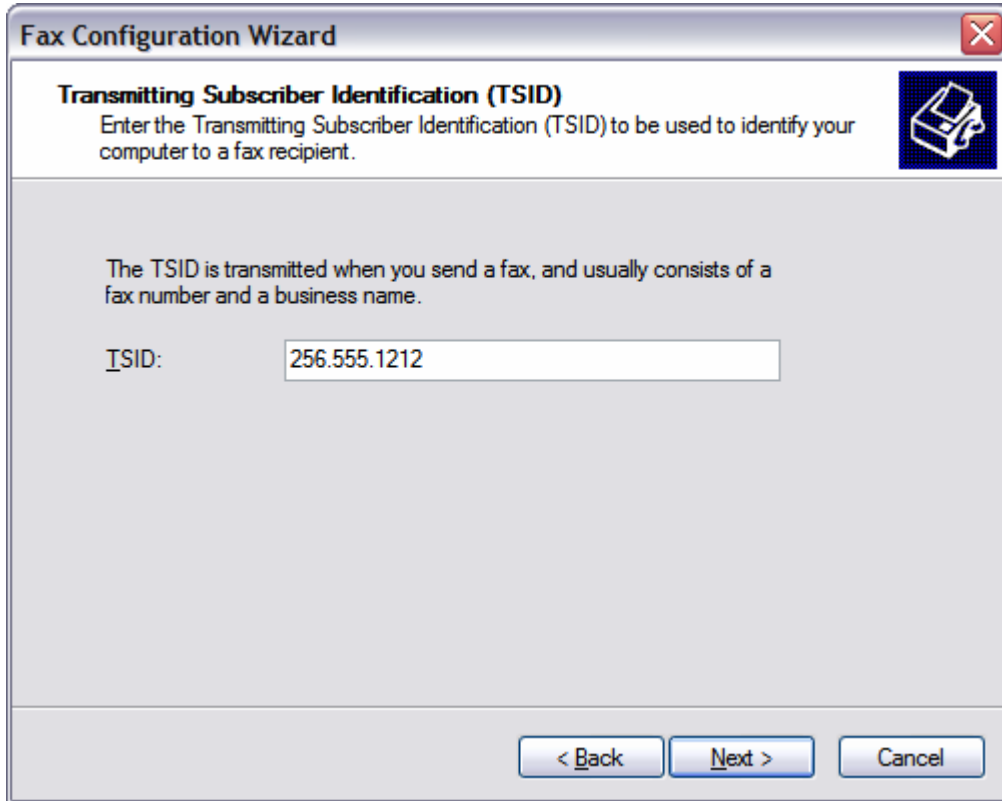
# Fax Install and Configuration (XP Only)



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.

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The image shows a Windows XP-style dialog box titled "Fax Configuration Wizard". The main heading is "Transmitting Subscriber Identification (TSID)". Below this, it says "Enter the Transmitting Subscriber Identification (TSID) to be used to identify your computer to a fax recipient." There is a small icon of a fax machine to the right. A paragraph explains: "The TSID is transmitted when you send a fax, and usually consists of a fax number and a business name." Below this is a text input field labeled "TSID:" containing the number "256.555.1212". At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

**Fax Configuration Wizard**

**Transmitting Subscriber Identification (TSID)**  
Enter the Transmitting Subscriber Identification (TSID) to be used to identify your computer to a fax recipient.

The TSID is transmitted when you send a fax, and usually consists of a fax number and a business name.

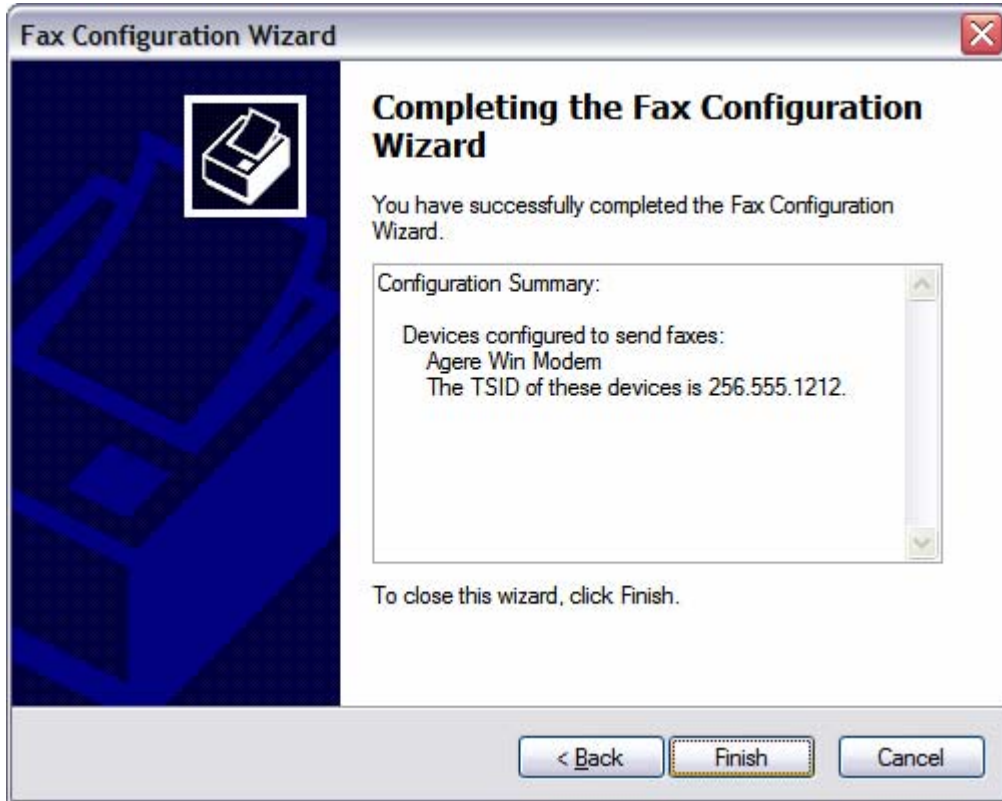
TSID:

< Back   Next >   Cancel

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.