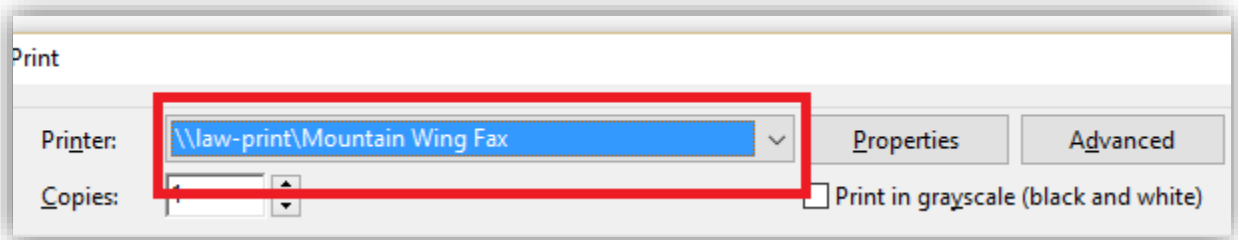


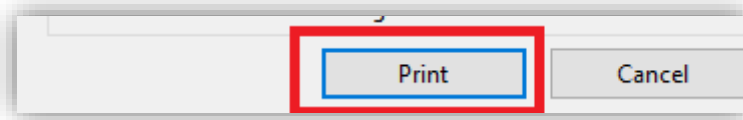
How to Fax using PC-FAX function



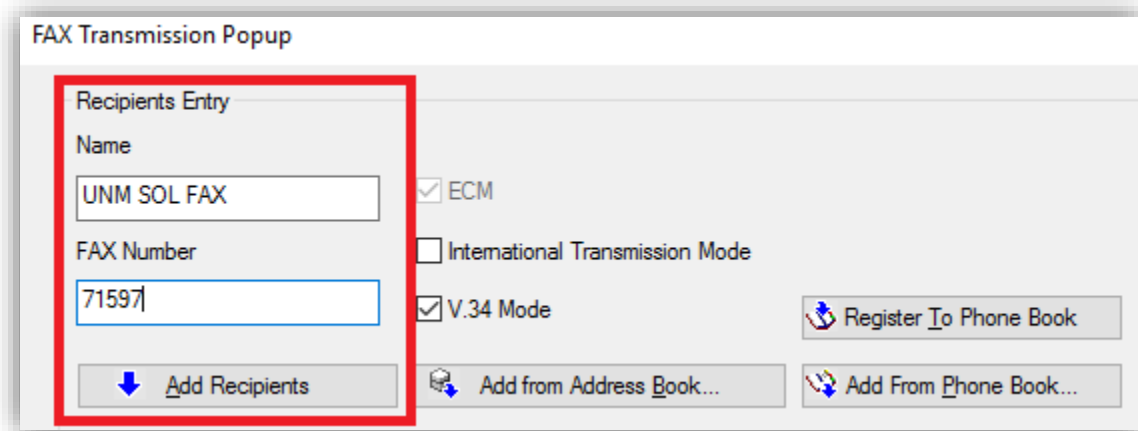
1. Open document data using the application software. From the [File] menu, select [Print] or press [Ctrl+P].
2. Check that the Mountain Wing Fax machine is selected in [Printer Name] (or [Select Printer]).



3. Click [Print].



- a. The [FAX Transmission Popup] screen opens.
4. Set the recipient name and fax number.



5. Click [Add Recipients].

FAX Transmission Popup

Recipients Entry

Name: NM Courts

FAX Number: 95058274824

ECM

International Transmission Mode

V.34 Mode

Register To Phone Book

Add Recipients (highlighted)

Add from Address Book...

Add From Phone Book...

Recipient List

Name	FAX Number	Company N...	Department	ECM	li
UNM SOL FAX	71597			On	Of

Current Recipients 1/100

6. Click [OK].

Recipient List

Name	FAX Number	Company N...	Department	ECM	li
UNM SOL FAX	71597			On	Of
NM Courts	95058274824			On	Of

Current Recipients 2/100

Delete From List

FAX Cover Sheet

Fax Mode Setting Details... Settings... Default

OK (highlighted) Cancel Help

- a. The document data is faxed via the machine.
- b. Once the fax is complete, a transmission report will be printed out of the printer in the file room.
 - i. **Warning:** This may take up to ten minutes