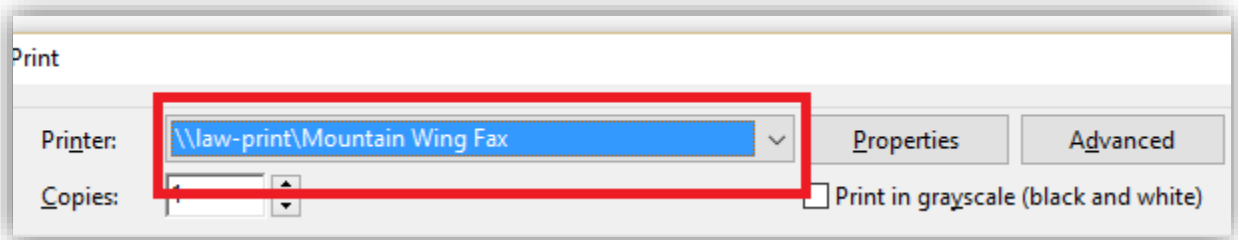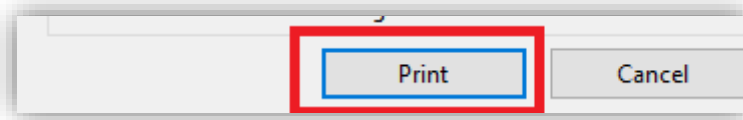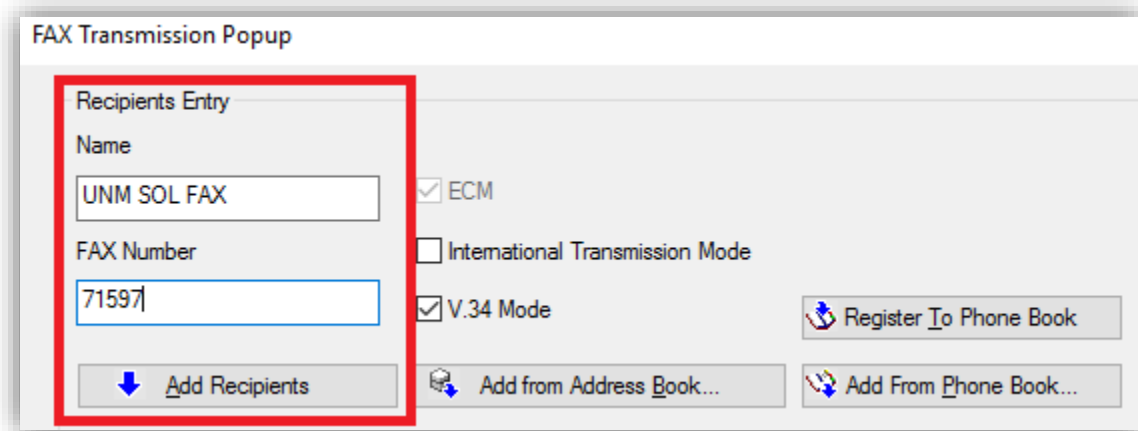# How to Fax using PC-FAX function

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].

6. Click [OK].

    a. The document data is faxed via the machine.

    b. Once the fax in complete, a transmission report will be printed out of the printer in the file room.

        i. **<u>Warning</u>**: This may take up to ten minutes