



FAX Driver

User Guide



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1 Installation

This chapter explains how to install the driver.

Installing the FAX Driver

This section describes the installation procedure of the **FAX Driver** in the Windows operating system.

The **FAX Driver** is installed automatically during express installation of a device that supports FAX. The driver cannot be installed unless a FAX device is available.

- 1** Insert the **Product Library** disc into the disc drive. The installer application should start automatically.
- 2** View the license agreement and then click **Accept** to proceed.
- 3** Click **Custom Install**.
- 4** Under **Devices**, select a device that has a FAX. Click the arrow to move it to the **Products to Install** list.
- 5** If discovery does not find your printing device, you can add it. Click the **Add custom device icon**. In the **Devices** dialog box, select from the **Model** list of supported models, and the **Port name** list of all local and network ports. To add a port connected to your system, click **Add Port**. Click **OK** in the **Devices** dialog box. The printing device appears in the **Products to Install** list.
- 6** Under **Drivers**, select the **FAX Driver**. Click the arrow to move it to the **Products to Install** list.
- 7** Review your selections. If your selections are correct, click **Install**.
- 8** You can expand or collapse the installation details by clicking the arrow icon. When the installation is completed successfully, click **Finish** to exit the installer application.

A message may appear if there is a software installation failure. Click **Finish**, and retry the installation. If the same message appears again, contact your system administrator.

The installation of the driver is now complete. If prompted, restart your computer.

2 FAX Operation

The basic operations of the FAX are described here.

FAX Transmission Methods

To send a FAX:

- 1 Select **Print** from within the application software to display the print dialog box.
- 2 From the print dialog box, select the FAX driver. Select the **Page size**, **Orientation** and **Resolution** of the original by clicking the driver properties. Click **Print** to send the original document. The **Transmit Settings** dialog box is displayed.
- 3 In the **Address Setting** tab of the **Transmit Settings** dialog box, enter the destination FAX number and click the **Add to Destination List** button. When the address book is present in the machine, click **Select from Address Book** to select the destination in the address book. To send a FAX to multiple destinations, repeat the same procedures starting from step 3.
- 4 Click on the **Send** button.

To directly enter the destination FAX number:

In the **Address Setting** tab, perform the following steps.

- 1 Enter the destination FAX number in the **FAX Number** edit box.
- 2 Click the **Add to Destination List** button. The destination FAX number is appended and displayed on the **Destination List**. Repeat the same procedures 1 and 2 to send the FAX to multiple destinations.

To select the destination FAX number from the Address Book:

In the **Address Setting** tab, perform the following steps.

Note: When using a FAX machine that is shared via a USB connection, information cannot be retrieved from the machine's Address Book.

Note: There are three types of Address Books from which you can select the party to transmit to. They are the machine's Address Book, Windows Address Book, and the FAX data file (.fdt) for the FAX Address Book Utility. When using the machine's Address Book, the party must be registered in the machine's Address Book. Refer to the **Operation Guide** for the machine.

- 1 Click the **Select from Address Book** button in the **Address Setting** tab.

- 2 Select the Address Book to use.
- 3 Click the address to send FAX and click the **Add**. The address is added as a destination FAX number and displayed on the **Destination List**.
- 4 Click the **OK** button. The new address is displayed on the **Destination List** in the **Address Setting** tab.

To send a FAX with a cover page:

The FAX is sent with a Cover Page as the first page. The sender and intended recipient's information is printed on the cover page. When the FAX is sent to multiple recipients, each recipient's information will be added to the separate cover sheet.

- 1 Check **Attach Cover Page** in the **Cover Page** tab.
- 2 Select a Cover Page from **Cover Page Templates**.
- 3 To add a comment to the cover page, click the **Edit Message** button. Enter the comment in the **Edit Message** dialog displayed.
- 4 Enter the sender information in the **Sender Information** tab.
- 5 To preview the cover page before sending, click the **Preview** button in the **Cover Page** tab.
- 6 Click the **Send** button.

Setting Up to Send a FAX

Before sending a FAX for the first time, enter some information to identify the sender of the FAX.

- 1 Click **Start** and click **Devices and Printers** (Windows 7), or click **Control Panel** and double-click **Printers** (Windows Vista and Windows Server 2008), or **Printers and Faxes** (Windows XP and Windows Server 2003).
- 2 Right-click the desired printing system model.
Select the printing system name that is appended with **FAX**.
- 3 Click **Printer properties** (Windows 7) or **Properties** (Windows Vista, Windows Server 2008, Windows XP and Windows Server 2003).
- 4 In **FAX Properties**, click **Preferences**.
- 5 In **FAX Printing Preferences**, click **FAX TX Setting**.

- 6 In the **Default Settings** dialog, enter the **Name**, **Telephone Number**, **FAX Number**, **Company**, and **Department** information as needed in the respective fields.
- 7 Click **Add** to add the information to the list.
- 8 To delete a list entry, highlight the respective row and click **Delete**.
- 9 To edit an entry, click on the respective row, modify the information in the fields, and click **Save**.
- 10 To add a cover page, select the **Cover Page** tab.
- 11 Select **Attach Cover Page** to use a cover page with the FAX.
- 12 Click **Edit Message** to add a message to the cover page.
- 13 In **Templates**, select a cover page template to use. Click **Preview** to see a close-up of the cover page.
- 14 To create a new cover page or edit the selected cover page, click **New** or **Edit**. The **Cover Page Editor** appears. Follow the instructions in the **Cover Page Editor** help or user guide to use this utility.
- 15 Click **OK** when done.

Cover Page Tab

The **Cover Page** tab provides settings for the FAX cover page.

The FAX is sent with a Cover Page as the first page.

The sender and intended recipient's information is printed on the cover page. When the FAX is sent to multiple recipients, each recipient's information will be added to the separate cover sheet.

Attach Cover Page

To attach a cover page before the FAX pages, check [Attach Cover Page].

Edit Message

Clicking this button opens the **Edit Message** dialog box which allows editing comments on the cover page.

Cover Page Templates

Selects the template for cover page.

Preview

Clicking this button displays the **Preview of Cover Page** dialog box. The preview of the cover page is displayed.

Edit Message Dialog Box

Enter a message to appear on the cover page.

Sender Information Tab

The **Sender Information** tab allows to specify the sender information which appears on the cover page.

Company

Enter the name of the company to appear on the cover page.

Department

Enter the name of the organizational department which appears on the cover page.

Name

Enter the name of the sender to appear on the cover page.

Telephone Number

Enter the phone number of the sender, which appears on the cover page. Available characters for entry: 0 to 9, #, *, -, (,), +, space.

FAX Number

Enter the FAX number of the sender to appear on the cover page. Available characters for entry: 0 to 9, #, *, -, (,), +, space.

3 Transmit Settings Dialog Box

Configures the transmission conditions in this dialog box.

Address Setting Tab

The **Address Setting** tab is used to specify the destinations to send FAX. You can either enter the destination directly or select from the address book.

FAX Number

Enter the destination FAX number. Characters available for entry: 0 to 9, #, *, -, (,), +, space.

Option Settings

Clicking this button displays the **Option Settings** dialog box.

Add to Destination List

The FAX number, company name, department name and the recipient name are added to the **Destination List**. A maximum of 100 items can be added.

Select from Address Book

Displays the **Address Selection** dialog box. You can select a FAX address from the address book registered in the machine. When using a FAX machine that is shared via a USB connection, information cannot be retrieved from the machine's Address Book.

Delete

Deletes the selected address from the **Destination List**. Multiple addresses can be deleted at one time.

Delete All

Deletes all addresses in the **Destination List**.

Destination List

Displays the FAX number, company name, department name and recipient. The total number of addressees and the remaining number of available addresses are shown at the top of the **Destination List**.

Edit

Displays the **Edit Recipient Information** dialog box. Configures the recipient information.

Option Settings Dialog Box

Provides settings on the sender information including the name of company, department, and recipient.

Company

Enter the name of the company of the recipient to appear on the cover page.

Department

Enter the name of the organizational department of the recipient to appear on the cover page.

Recipient

Enter the name of the recipient to appear on the cover page.

Address Selection Dialog Box

You can select a FAX address from the address book saved in the machine or the PC.

Address Book

Display the contents of the selected address book. You can add an address book.

Search

Enter a character or a string that matches the recipient in the address book. The recipients which match with the character or string is listed.

Destination List

Displays the list of the selected recipients. The total number of addressees and the remaining number of available addresses are shown at the top of **Destination List**.

Add

The address is added as a destination FAX number and displayed on the **Destination List**.

Delete

Deletes the selected address from the **Destination List**. Multiple addresses can be deleted at one time.

Delete All

Deletes all addresses in the **Destination List**.

Edit Recipient Information Dialog Box

Configures the recipient information.

Company

Enter the name of the company of the recipient to appear on the cover page.

Department

Enter the name of the organizational department of the recipient to appear on the cover page.

Recipient

Enter the name of the recipient to appear on the cover page.

