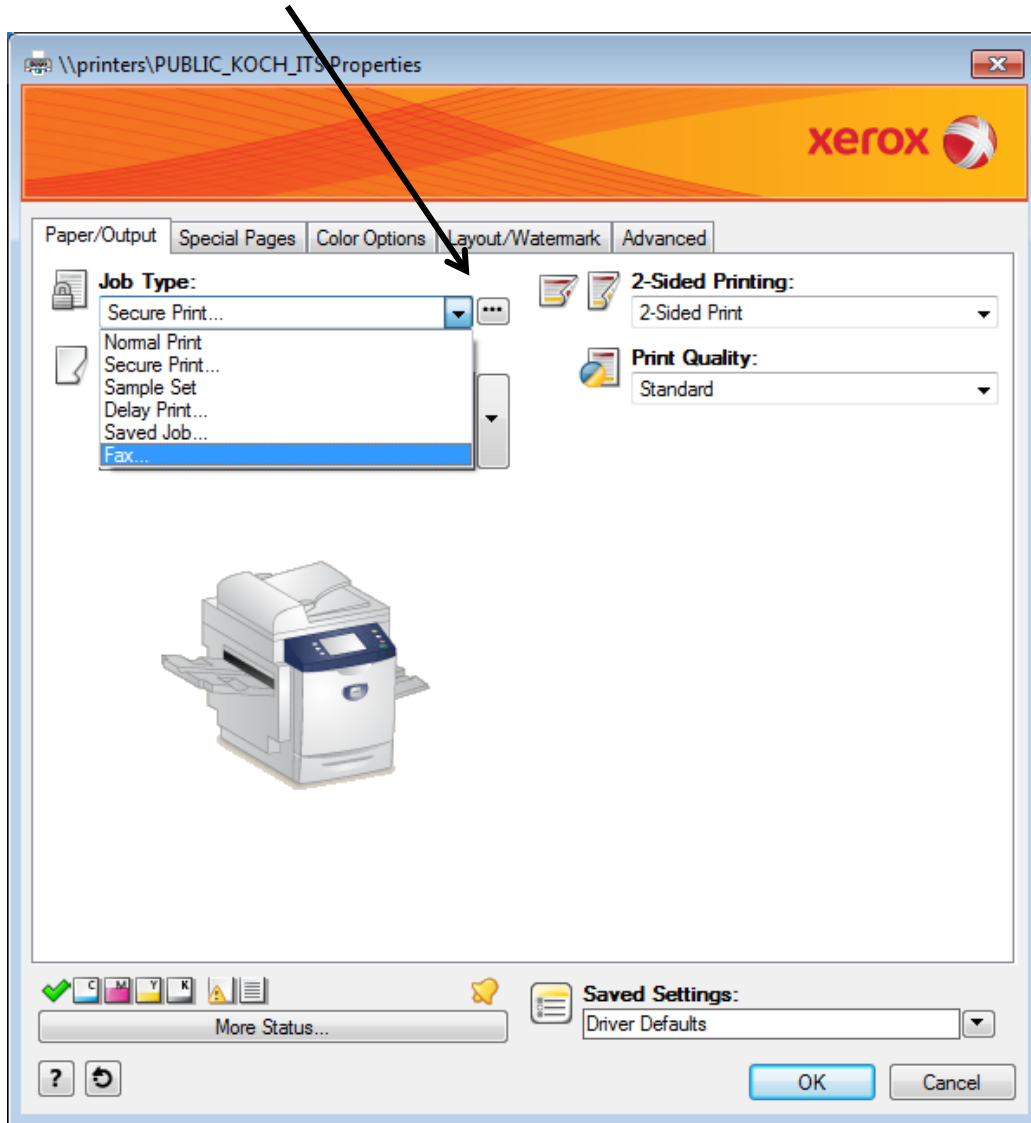


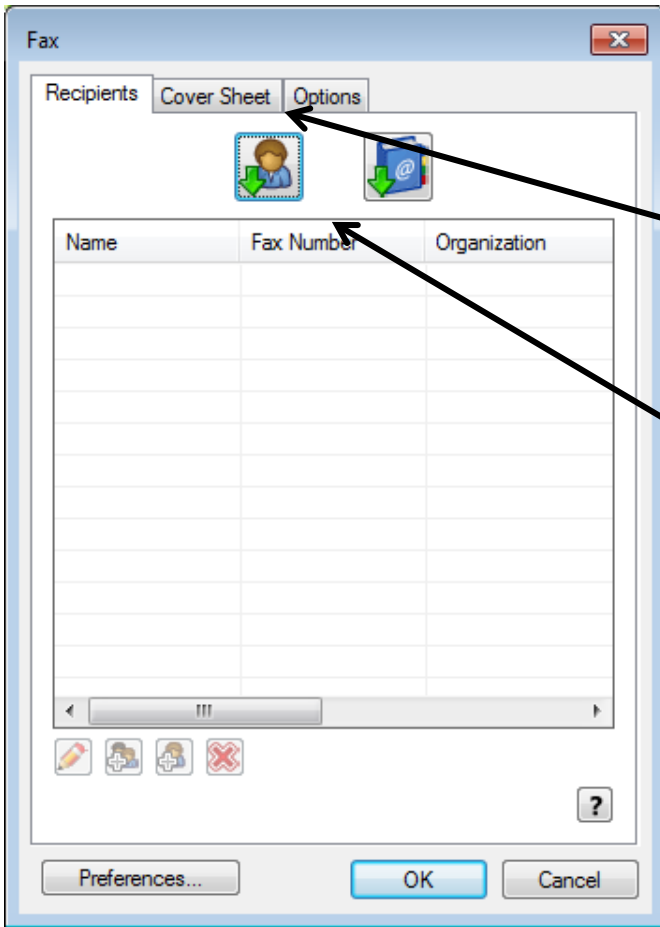
## Using Desktop Faxing

Instead of printing your document out and then faxing it, you can fax it right from your computer. It's very similar to the way you print a document.

1. Open the document you want to fax.
2. Select the Admissions MFD as your printer.
3. Click the Printer Properties button.
4. Click the drop down arrow in the **Job Type** box and select **Fax**.



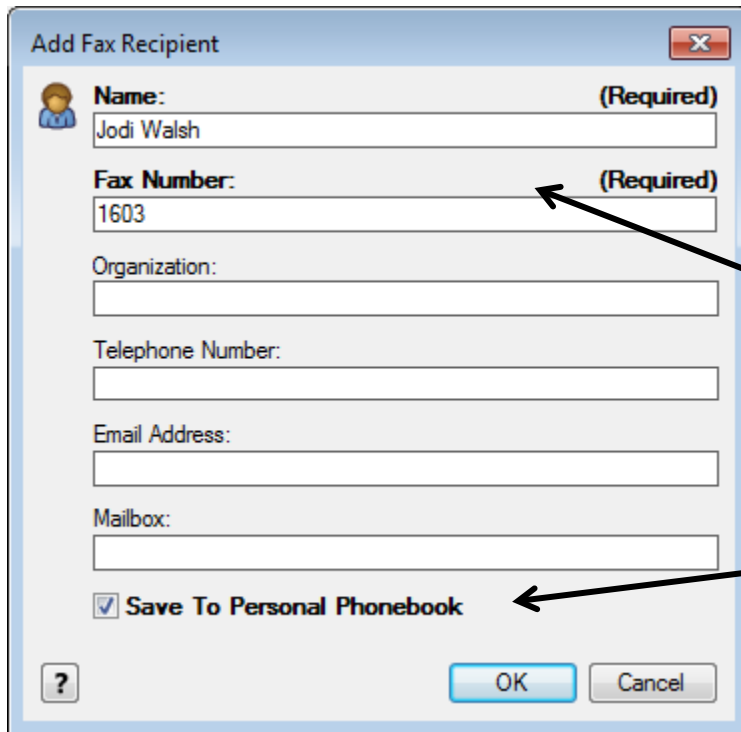
5. Click the **Add Recipient** button to add the fax number, name and any other details about your Recipient.



Click here to Add a Cover Sheet!

Click here to Add Recipient info!

6. You can also check the Save to **Personal Phonebook** option to save the information for next time.



Enter Name & Fax Number

Save to Phonebook

7. Once your info is all filled out, click **Ok**, click **Ok** again and click **Ok** once more. That's it!