



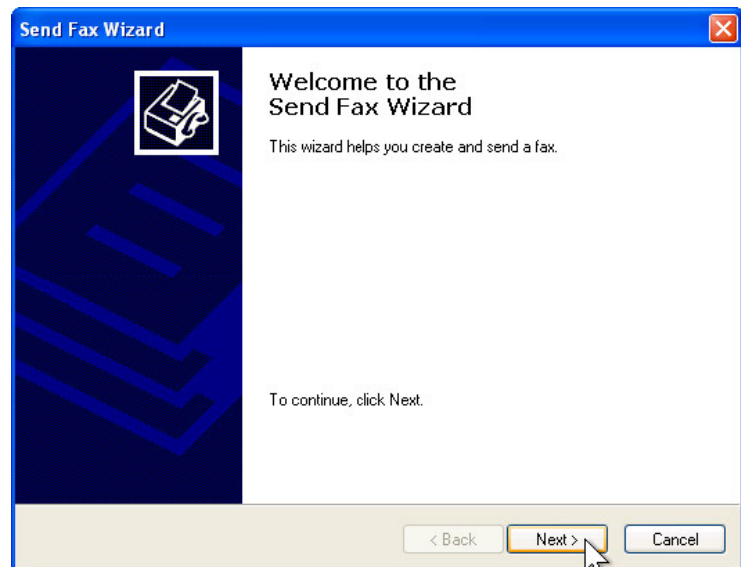
NCDTech: FAQ Sending a Fax from your Workstation.

Step 1: Open the document, Web page, or e-mail message you want to fax.

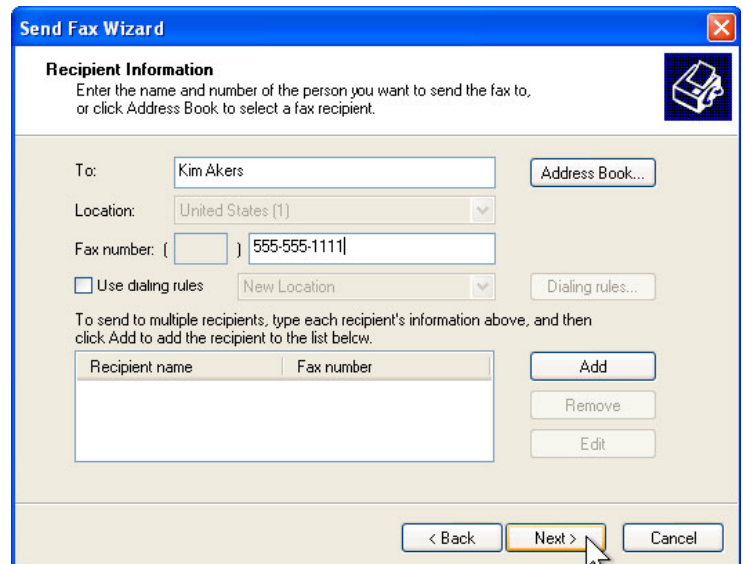
Step 2: On the File menu, click “**PRINT**”.

Step 3: On the Print dialog box, under Select Printer, click Fax on <Server Name>. Then, click “**PRINT**”.

Step 4: On the Welcome to the Send Fax Wizard page, click “**NEXT**”.

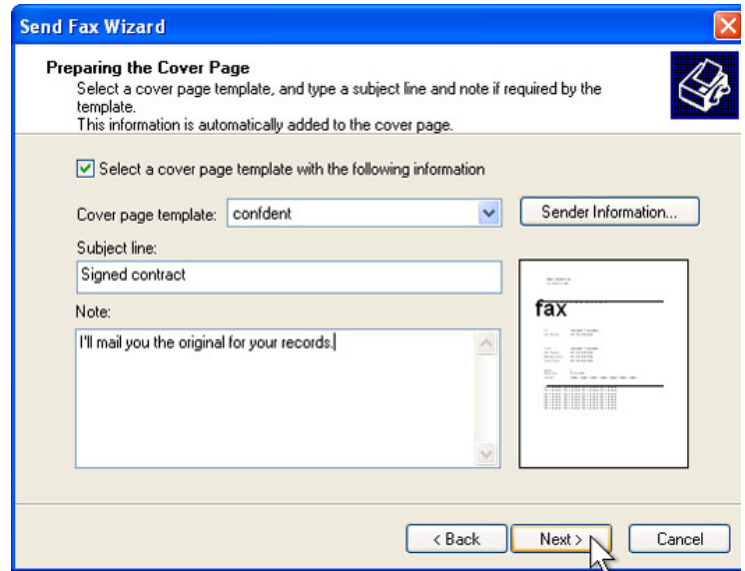


Step 5: On the Recipient Information page,
a. Type the recipient name in the To box
b. Type the recipient fax number in the Fax number box. To send to more than one recipient, type the information in the appropriate boxes, and click “**ADD**”. The recipient will appear in the list, and then you can add another one. When finished click “**NEXT**”.



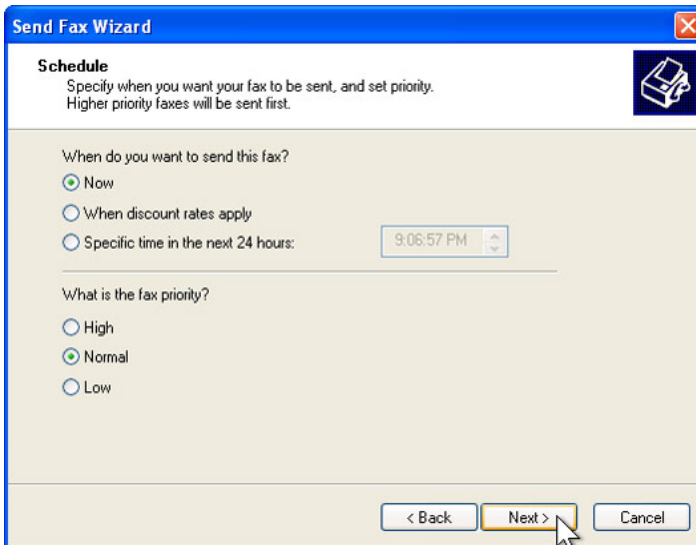


Step 6: On the Preparing the Cover Page page, select the Select a cover page template with the following information check box. Click the template that you want in the Cover page template list. Complete the Subject line box and, optionally, the Note box. Then, click **"NEXT"**.



Step 7: On the Schedule page, click **"NEXT"**.

Step 8: When done, click **"FINISH"**.



Your workstation will now connect with the remote fax machine and send the fax with a cover sheet. If your original is on paper, scan it first, and then fax the scanned image.