



How to Send a fax with FaxFinder Client

This tutorial will show you how to send a fax with FaxFinder Client

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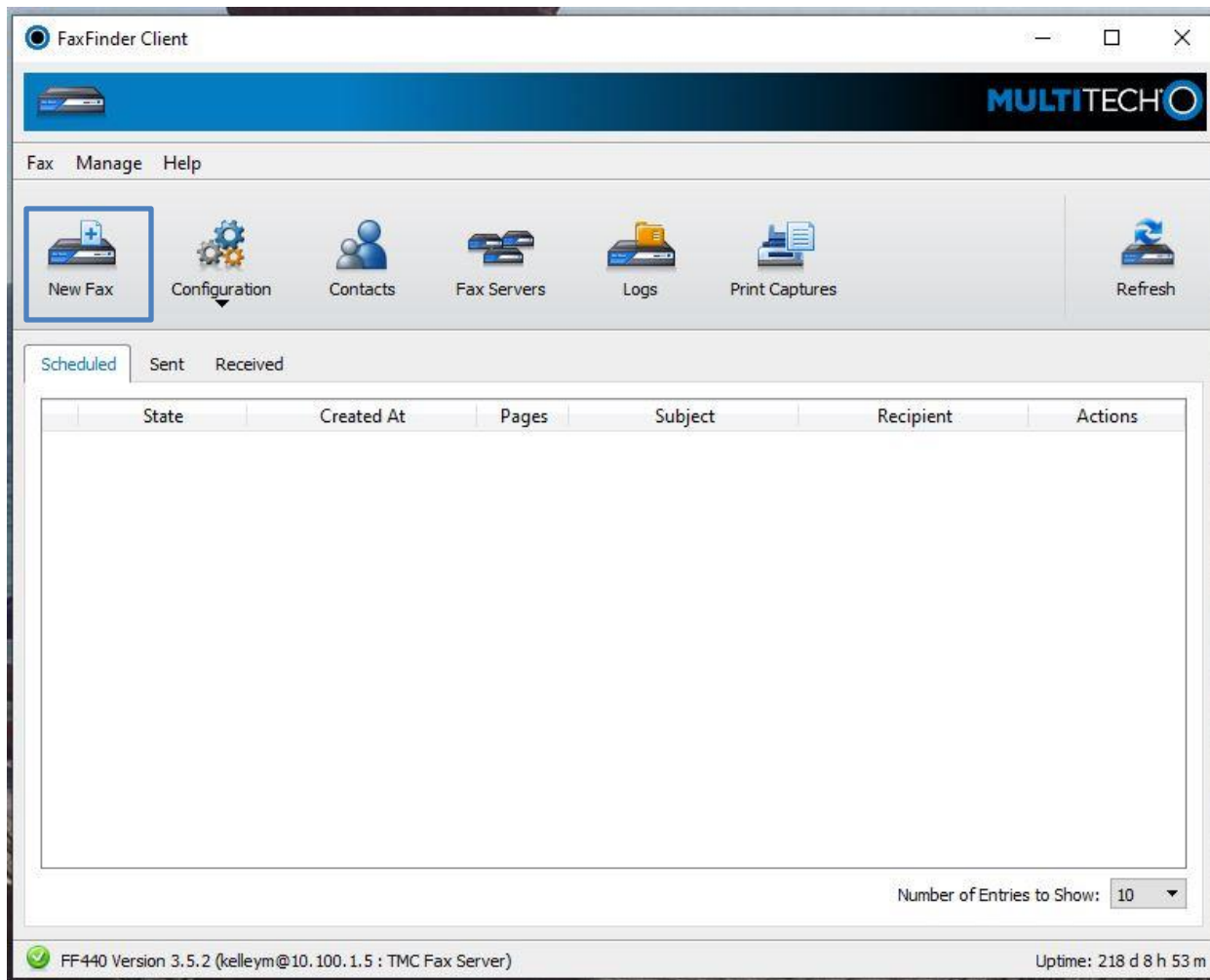
If you need any assistance please contact the IT Helpdesk in one of the following ways.
Browse to www.helpdesk.thomasmore.edu, call 859-344-3646, email helpdeskticket@thomasmore.edu, or stop by the Computer Center on the lower level of the administration building.

Login with the credentials that you were given for your FaxFinder software.



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Click new Fax:



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The below screen will then appear:

The screenshot shows a web-based interface for a fax server. At the top, the window title is "New Fax - FF440 (10.100.1.5 : TMC Fax Server)". The interface includes a "Fax Server" section with a dropdown menu set to "FF440 (10.100.1.5 : TMC Fax Server)" and a "Reconnect" button. Below this is a "To" section with a "To" button, a "Contacts" button, and a search input field. A table with columns for "Name", "Fax Number", "Phone Number", "Organization", and "Actions" is present but empty. The "Cover page" section has a "Cover Page" dropdown set to "None" and a "View" button, followed by "Subject:" and "Comments:" input fields. The "Attachments" section features a "Browse..." button and two panels: "Recent Attachments" containing "Fax.txt" and "Selected Attachments" which is empty. Between these panels are "Add" and "Remove" buttons. At the bottom, there are "Options" and "Send" buttons.

New Fax - FF440 (10.100.1.5 : TMC Fax Server)

MULTITECH

Fax Server

FF440 (10.100.1.5 : TMC Fax Server) Reconnect

To

To Contacts

Name	Fax Number	Phone Number	Organization	Actions
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Cover page

Cover Page: None View

Subject:

Comments:

Attachments

Browse...

Recent Attachments Selected Attachments

Fax.txt Add Remove

Options Send

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Sending a Fax with the Client:

1. Once you select "New Fax" then Add fax recipients.

To fax to recipients not in a contact list:	To select recipients from a contact list:
<ol style="list-style-type: none">a. Click To.b. Enter recipient details. Note: To save recipient information, check Add to Personal Contacts.c. Click OK.	<ol style="list-style-type: none">d. Start typing the recipient's name.e. Select the name when it appears in list. <p>OR</p> <ol style="list-style-type: none">f. Click Contacts.g. Select a contact list from the drop-down list. To filter the list, start typing a name in the Filter field and click Apply.h. Check each contact you want to fax to.i. Click OK.

Click the **Remove** icon to remove a recipient from the distribution list. This does not delete a contact from the system.

2. Select a Cover Page from the dropdown list. To see the selected cover page template, click **View**.
 - a. Type a brief description in the **Subject** field. This appears as the cover page subject.
 - b. Type a message in the **Comments** field. This appears as the cover page comments.

3. Attach the document that you want to fax. To add a new document:

- a. Click **Browse**.
- b. Select a file and click **Open**. Note that 36MB is the maximum file size for sending a fax through client software.

Note:

FaxFinder supports .DOC, .DOCX, .DOT, .DOCM, .DOTX, .RTF, .XLS, .XLSB, .XLSX, .XLSM, .CSV, .PPT, .PPTX, .PPSX, .PPS, .PPSM, .PPTM, .HTM, .HTML, .PDF, .PS, .TXT, .TIFF or .TIF file formats.

For Mac OS, FaxFinder supports TXT, .PDF, .TIF, .TIFF, and .PS.

- c. Repeat Steps a-b for each document you want to fax.

To attach recently used document:

- d. Highlight a document in **Recent Attachments**.
- e. Click **Add**.

4. To send the fax immediately, click **Send**.

- a. Remember that the same rules apply as your Avaya Desk Phone.
- b. Enter an "8" for an outside line.
- c. For Long Distance enter: 8+ 1 + Area Code + Number then a "," and your code. For example: 816069999999, 123456

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