

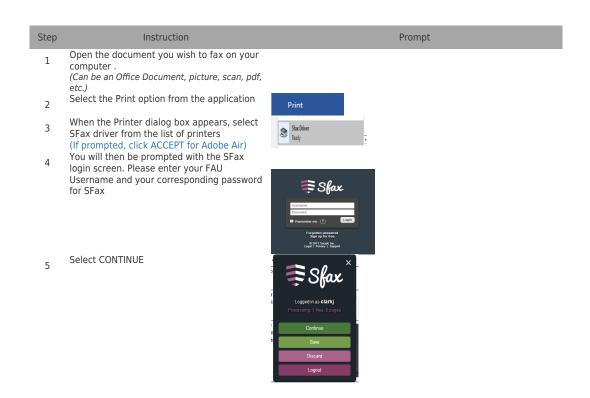
Knowledgebase > Desktop Computing and Printing > Using SFax - [as a Printer]

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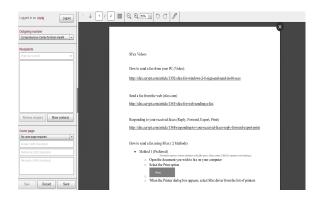
Jeff Clark - 2018-08-06 - Desktop Computing and Printing

How to send a fax using Sfax (Print Driver Method)

Prerequisite: This method requires and SFAX account and a onetime installation of the Sfax option. Please contact COMIT for assistance with creating your account and/or installing the software.



6 You will then be brought into the SFax Sending Portal



7 In the left column, Enter the phone number of the recipients (one or more), select +Add button after each number



In the left column, Select the **Florida Atlantic University** cover page

In the left column, Enter the Subject, Reference and remarks which will appear on the cover page. It's a good idea to add the recipient's name in the Reference field.



Save Discard Send

Select SEND

10

8

SFax Videos

How to send a fax from your PC (Video):

http://sfax.scrypt.com/article/1392-sfax-for-windows-2-0-sign-and-send-in-60-secs

Responding to your received faxes (Reply, Forward, Export, Print)

http://sfax.scrypt.com/article/1368-responding-to-your-received-faxes-repl y-forward-export-print