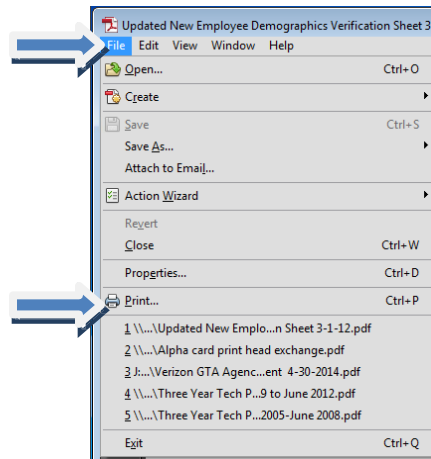


SENDING FAXES THROUGH FAX FINDER CLIENT SOFTWARE

Note: FaxFinder Fax Client Software must be open in your system tray in order to fax (Start, All Programs, FaxFinder Client Software, FaxFinder Client Software)

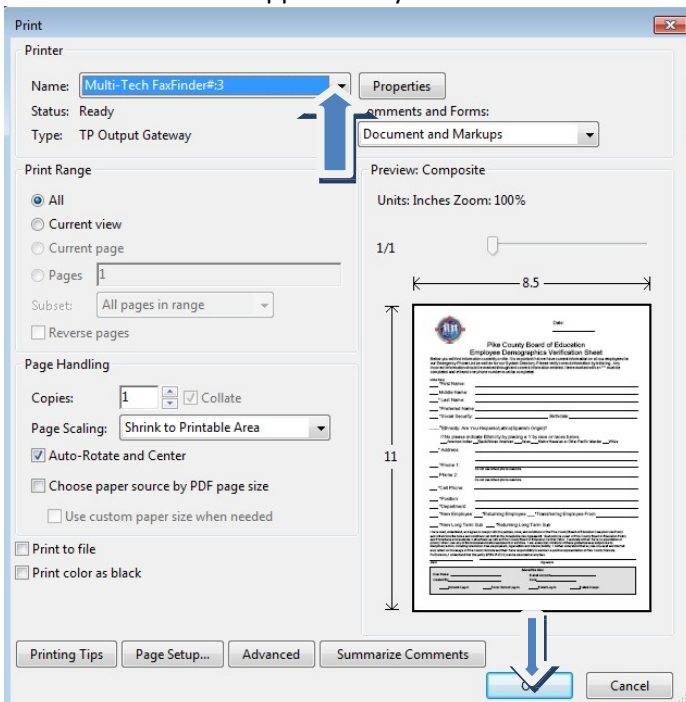
FAXING A NEW DOCUMENT

Scan Document to My Documents
When PDF Opens click file:



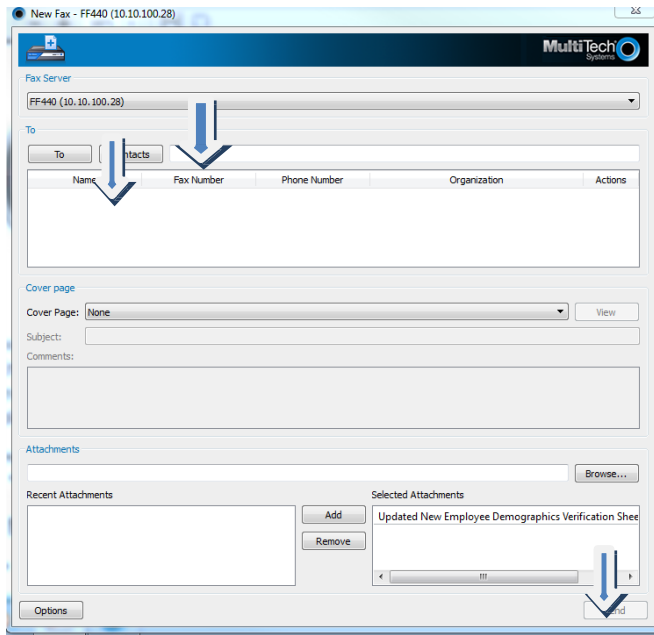
Click Print:

The Print screen will appear and you will need to use the drop down menu to choose the Multi-Tech FaxFinder:



Click OK

FaxFinder Send Fax Dialog box will automatically open (NOTE: only if FaxFinder is open in system tray).

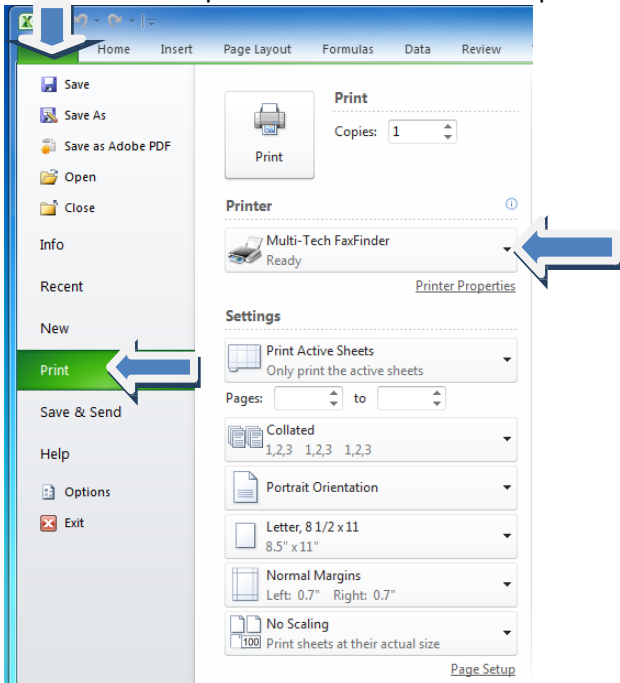


Choose who to send to out of address book or add a number to the contacts. Click Send Fax

FAXING AN EXISTING DOCUMENT

Navigate to the existing document .

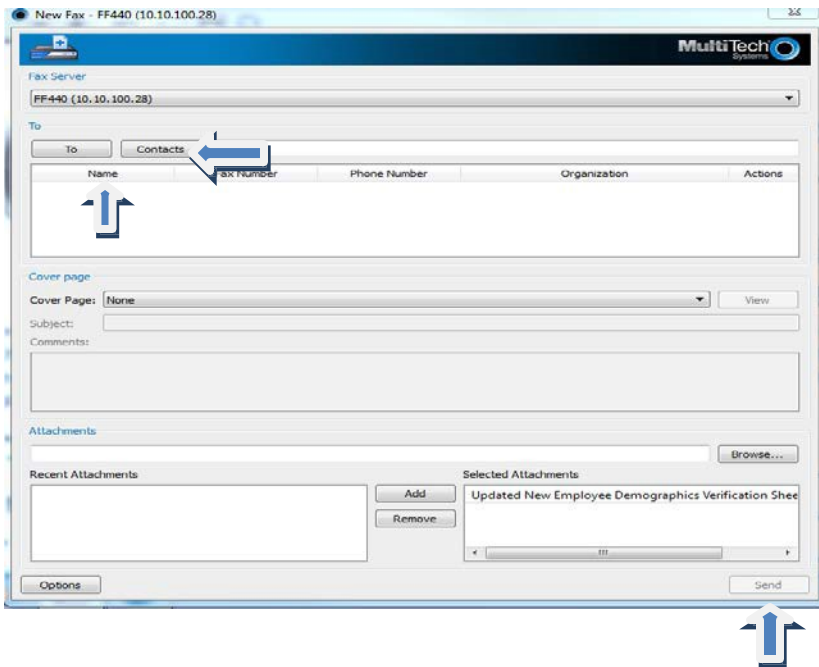
Double Click to open. When the document opens click File:



Click Print:

In the drop down menu for printers, dropdown and select the Multi-Tech FaxFinder. Click Print.

FaxFinder Send Fax Dialog box will automatically open (NOTE: only if FaxFinder is open in system tray.)



Choose who to send to out of address book or add a different one in the contacts line.

Click Send Fax

Verification will be sent to your inbox in your e-mail. You may also check status of faxes (Device Status), faxes that have not sent (Pending Faxes), faxes that have been sent (Fax Log), and fax numbers you have saved (Address Book).

Should your fax not send check fax number for accuracy and try sending again. If it fails again submit a work order including the full number you are faxing and the number of pages you are faxing. If you receive an email from FaxFinder that advises there was an error sending a fax, forward the email to westbrs@pike.k12.ga.us and [reference your work order # in the subject line.](#)