Sending a Fax

1. After the Faxcom Client is installed on your computer, access it by following the steps below.
   a. Go to the Start Menu and select All apps.
   b. Scroll down, select the FAXCOM folder, and then select the Faxcom Client icon to open the application.

2. Select the Send Fax icon on the top tool bar to open the Send Fax pop-up window. Complete the sections as described in steps 3-9.

3. Send To: A Name and Fax Number are required.
4. Sent From: Enter a Name and Fax number.
5. Cover Page: The default cover page will automatically be selected. Choose No Cover Page or add a Subject and/or Memo if desired.
6. Attachments: Select Browse to choose a file on the pop-up window. You can add additional files by repeating this.
7. Schedule: ASAP and Normal will automatically be selected. Select other options if desired.
8. Folder: Send will automatically be selected. Do not change this setting.
9. Select the Send button to deliver the fax.
Additional Features
- Phonebook – Create a Contact
- Phonebook – Select a Contact
- Phonebook – Modify or Delete a Contact
- Set Your Sender’s Info for Future Faxes
- View Sent Faxes

Phonebook – Create a Contact

1. Select the Private Phonebook icon on the top tool bar.
2. Right-click on Private Phonebook in the Folder List column and then select Add Entry.
3. At a minimum, enter a name and fax number on the Phonebook Record pop-up window and then select OK.
Phonebook – Select a Contact

1. Select **Private PB** in the Send To section of the Send Fax pop-up window.

2. On the Select Recipients from Phone book pop-up window, select the contact and then **Add**. Repeat to add additional contacts.

3. Select **OK** when finished adding contact(s).

Phonebook – Modify or Delete a Contact

1. Select the **Private Phonebook** icon on the top tool bar.

2. Right-click on the contact and select **Modify** or **Delete**.

   a. If you select Modify, make your changes on the pop up window and then select **OK**.

   b. If you select Delete, select **Yes** to confirm the deletion on the pop up message.
Set Your Sender’s Info for Future Faxes

1. To open the Faxcom Client Options, select the **Options** icon on the top tool bar.
2. Enter your information, select **Apply** and then **OK**.

![Faxcom Client Options](image1)

View Sent Faxes

1. Select **Sent** in the Folder List column.
2. The sent faxes will appear to the right with information such as date/time, destination, status, etc.

![Sent Faxes](image2)

For technical help, please contact the WashU IT Service Desk at 314-933-3333. Visit [it.wustl.edu/how-to/digital-faxing](http://it.wustl.edu/how-to/digital-faxing) to view the Faxcom training videos.