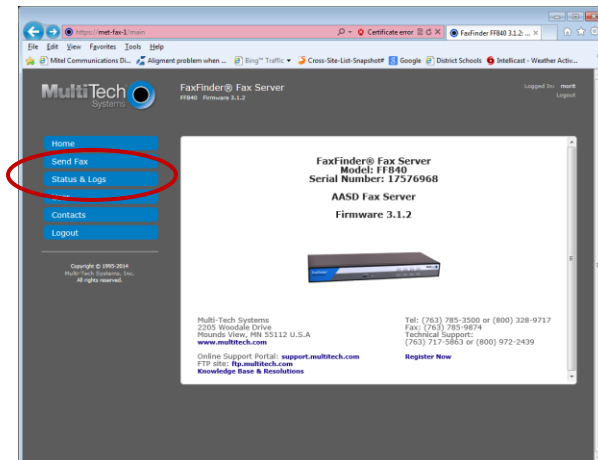


Document(s) to Fax

- The document to be faxed needs to be in one of the following formats: .txt, .tif, .tiff, .pdf or .ps.
- If needed, scan your document on the printer and send it to your email, then save it to your H:/drive or desktop
- Default cover sheets have been created, but you can also use your own as part of the fax.

How to Fax:

1. Open a web browser and go to <http://fax.aasd.k12.wi.us>.
2. Log into the portal using the username/password assigned to the fax number.
3. Click the **Send Fax** button on the left.



4. The **Sender Information** is already filled in based on the fax number but can be personalized.
 - a. Only the Name and Organization appear on the cover sheet
 - b. Changing the Phone and Fax is not needed. They do not appear anywhere.
 - c. Change the email address for the sender. This will send the outbound fax confirmation to your email address; otherwise it will go to the default email.
5. The **Recipient Information** can be entered, or chosen from saved Contact Information
 - a. Global Contacts is a complete list of all other AASD fax machines.
 - b. Each fax number account can also build its own personal contacts.
 - c. Can have multiple recipients by clicking **Add Recipient** and entering new information
 - d. Must still use "9" before the fax number
6. The **Cover Page** is automatically assigned based on the account
 - a. Can choose to not use one
 - b. Can choose to use a different one from the dropdown
 - c. Can choose to use your own. It would then be attached in the next section.
7. **Attachments** are your documents to be faxed
 - a. Multiple files can be attached including your own cover sheet.
8. **Options** can be left at the system defaults.
9. Click the **Send Fax** button at the bottom of the page
10. You will receive confirmation on screen of a successfully scheduled fax
11. The email in the Sender Information will receive a fax status notification.

The screenshot shows the 'Send Fax' interface in the FaxFinder web portal. The browser address bar shows 'https://met-fax-1/send_fax/send_fax'. The page title is 'FaxFinder® Fax Server FF840 Firmware 3.1.2'. The user is logged in as 'mort'. The interface includes a sidebar with navigation links: Home, Send Fax, Status & Logs, User, Contacts, and Logout. The main content area is divided into several sections:

- Sender Information:** Fields for Name (Morgan IT), Organization (AASD), Phone Number, Fax Number (920-832-1730), and Email Address (helpdesk@asds.k12.wi.us).
- Recipient Information:** Fields for Find Recipient (Global Contacts), Contact/Group (Morgan IT), Name (Morgan IT), Organization/Description (AASD), Fax Number (1730), and Phone Number (920-993-7062). Includes an 'Add Recipient' button.
- Recipients:** A table with columns: Name, Organization/Description, Fax, and Phone. One recipient is listed: Lamers Bus Lines, Lamers Bus Lines, 920-555-1234. A delete icon (X) is visible in the Phone column.
- Cover Page Information:** Includes a radio button for 'Include cover page with this fax?' (set to Yes), a dropdown for 'Select Cover Page' (IT.pdf), a 'Subject' field (Bus Contract), and a 'Comments' text area (Please review the attached bus contract).
- Attachments:** Fields for adding attachments, with one attachment listed: C:\Users\streubellynn\Desktop\test fax.pdf. Includes an 'Add Another Attachment' button.
- Options:** Settings for Max Attempts (3), Fax Priority (Medium), Retry Interval (300 seconds), Email Fax Receipt (always), and Fax Attachment with Receipt (None).

A 'Send Fax' button is located at the bottom right of the form.

Show or Hide the section

Change to send fax status email to yourself

Delete recipients