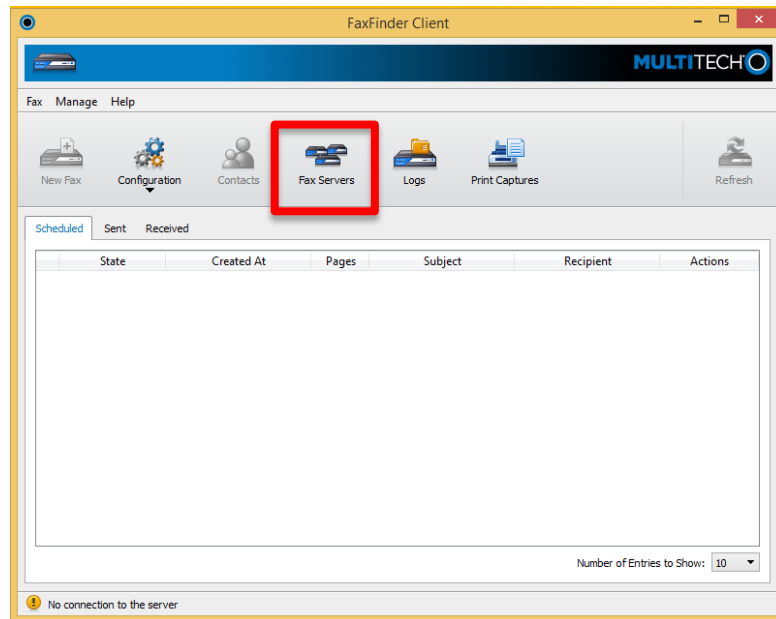
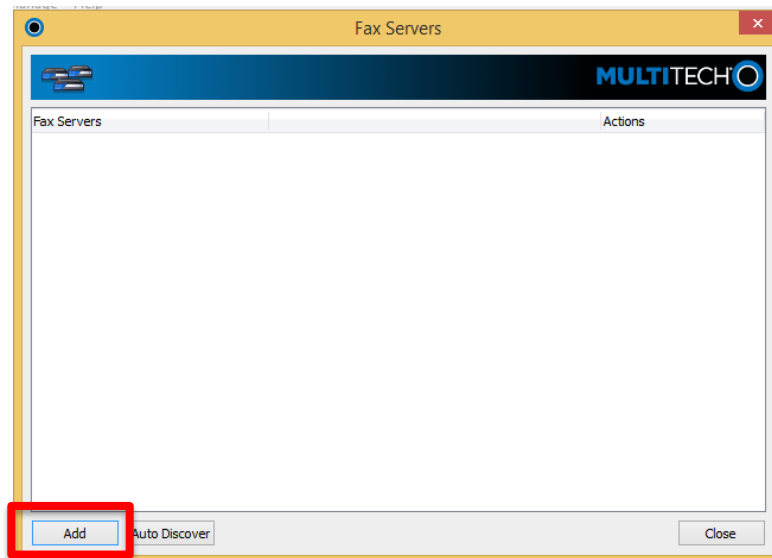


First Time Set-up

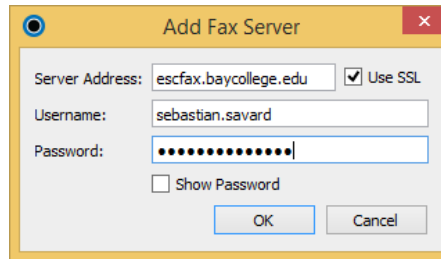
1. First, we need to add the fax server by clicking **Fax Servers**.



2. Click **Add**.



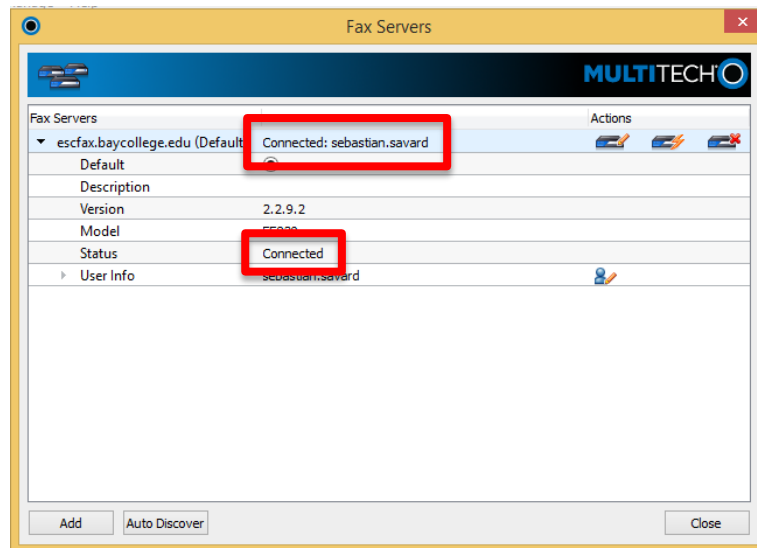
3. Enter **mainfax.baycollege.edu** or **westfax.baycollege.edu** in the **Server Address** field. Enter your username and password for the fax server (remember, this is not necessarily the same as your Active Directory password).



Dialog box titled "Add Fax Server" with the following fields and options:

- Server Address:
- Use SSL
- Username:
- Password:
- Show Password
- Buttons: OK, Cancel

4. The next screen will verify your connection to the fax server.



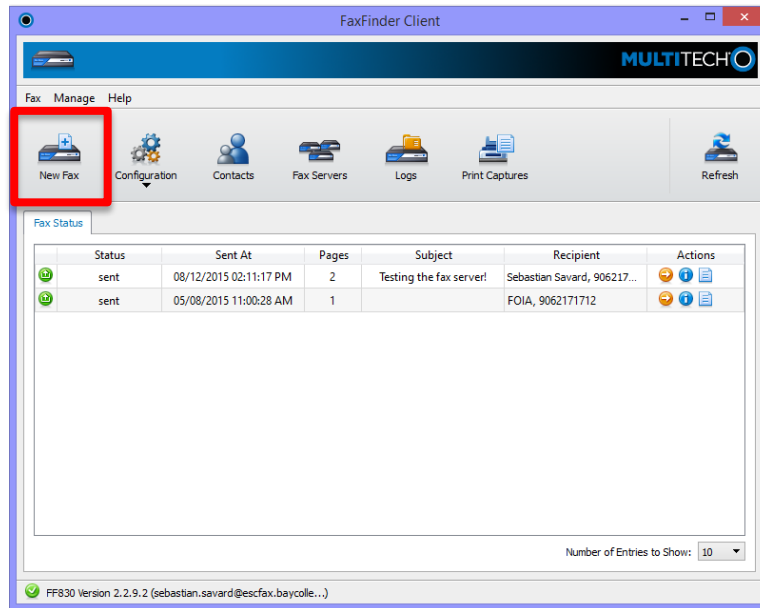
Window titled "Fax Servers" showing a list of servers and their details:

Fax Servers	Actions
escfax.baycollege.edu (Default) Connected: sebastian.savard	[Refresh] [Refresh] [Refresh]
Default	
Description	
Version	2.2.9.2
Model	FFAX
Status	Connected
User Info	sebastiansavard

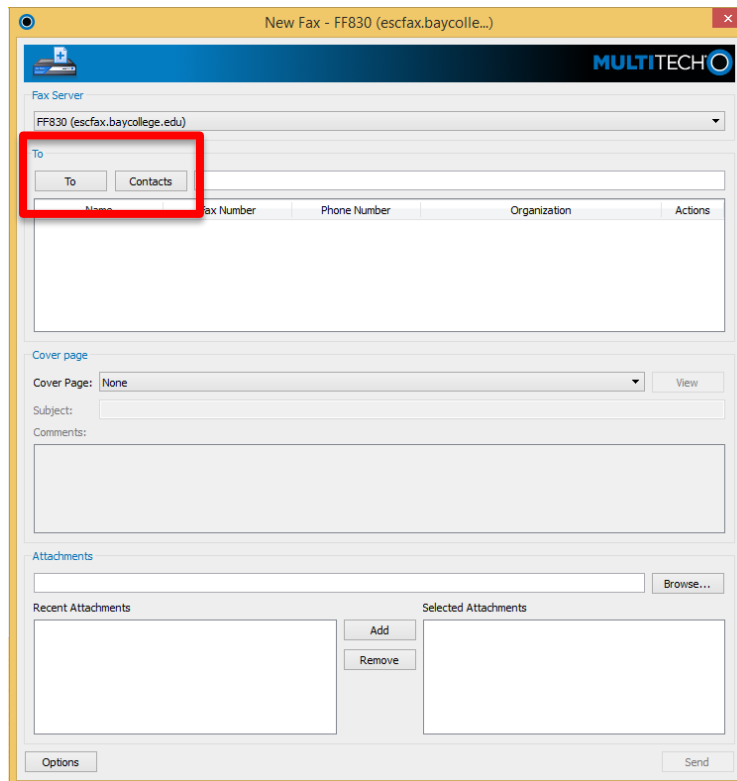
Buttons: Add, Auto Discover, Close

Sending a Fax

1. Click **New Fax**.



2. Click **To** to enter a new contact, or **Contacts** to send to a saved contact.



3. Select your **Cover Page**, and enter a **Subject** and **Comment**, if you wish.

Cover page

Cover Page:

Subject:

Comments: