

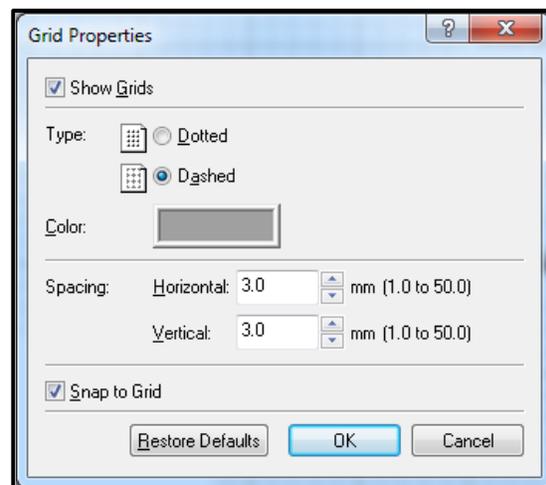
Sending a Fax From Your Computer Via a Canon Copier

Installing a Fax Printer

1. Instructions to install a printer, if needed, are located on the website within the Information Technology Support pages.
2. The machine does not need to be in your department; any machine with a fax board, FAX will be in the description, will work

Creating a Custom Fax Cover Sheet

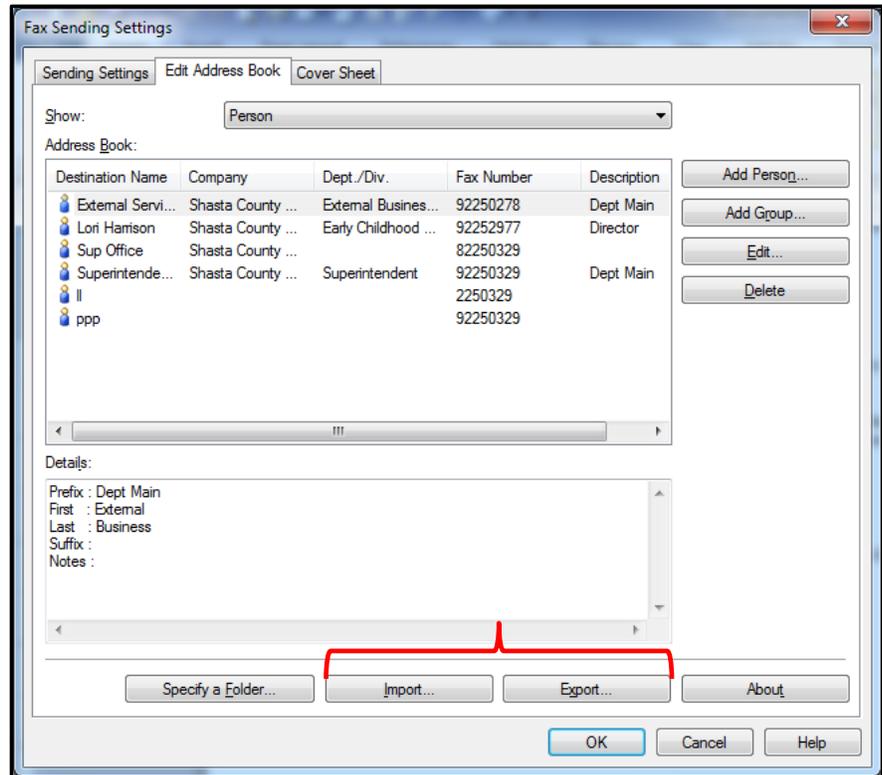
1. The cover sheet editor must first be acquired from the IT department and then a simple install must be performed by the user. Open a hotline ticket to receive the software.
2. User guide for the Cover Sheet Editor is located on the website within the Information Technology Support pages.
3. Once a new cover sheet is opened, to increase the visibility of the gridlines, select **\view\grid properties**. Image highlights popular selections
4. Add text and images as desired.
5. Available information to be merged within the cover sheet are :
 - a. Sender
 - b. Recipient
 - c. Number of sheets
 - d. Remark
 - e. Comment
6. If adding an image the file type should be bitmap. If your image is of a different type, open the image in Paint and save it as a BMP picture.
7. Stagnant information may be added as well, for example your personal contact information.
8. Once the cover sheet is to your liking, it must be registered so that it will appear in the cover sheet style dropdown box.



Importing an Address Book

The easiest way to import an address book is to first export a list, even if you added one dummy destination.

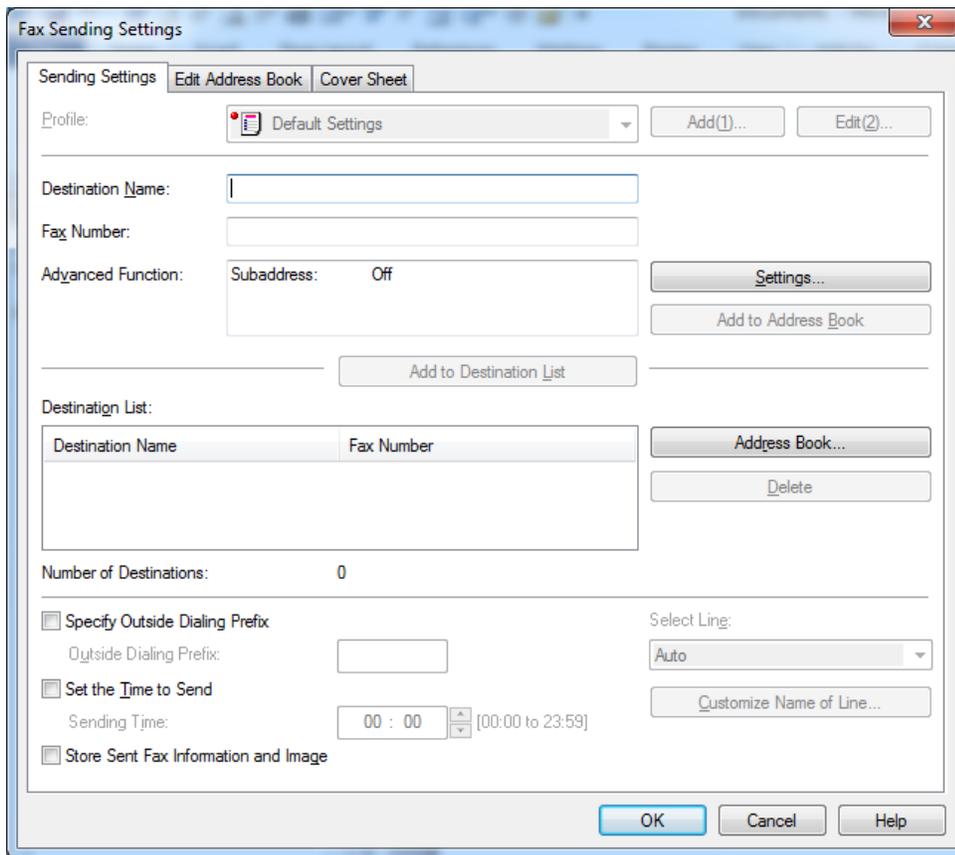
The list is exported to excel, displayed below, with all of the headings identified. Complete what information you want in your address book and then import it.



	A	B	C	D	E	F	G	H	I	J	K	L	M
	Name	Title	First Name	Middle Name	Last Name	Suffix	Company	Department	Notes	Business Fax	Description1	Home Fax	Description2
1	Sup Office						Shasta County Office of Education			82250329			
2	ll									2250329			
3	ppp									92250329			
4	Lori Harrison	Director	Lori		Harrison		Shasta County Office of Education	Early Childhood Services		92252977	Director		
5	External Services	Dept Main	External		Business		Shasta County Office of Education	External Business Services		92250278	Dept Main		
6	Superintendent's Office	Dept Main	Superintendent		Office		Shasta County Office of Education	Superintendent		92250329	Dept Main		

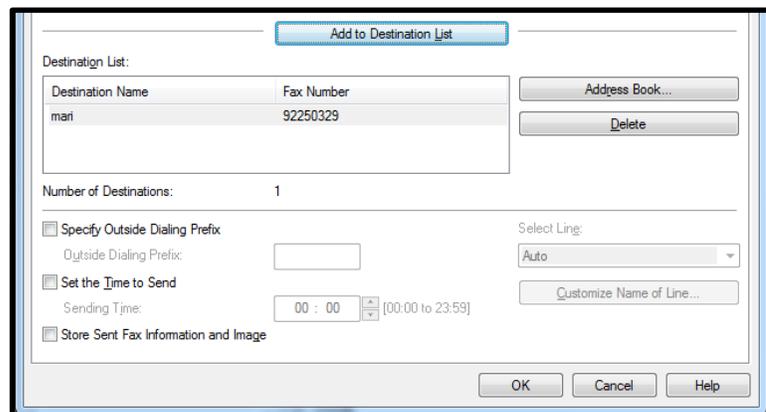
Sending a Fax

1. When printing a document
 - a. Change your selected printer to one which includes FAX in the description
 - b. Select the Print button
 - c. A Fax Sending Settings window appears



2. One-time destination, the recipient is not included in the address book, complete the following:
 - a. Destination Name
 - b. Fax number, inserting a 9 if required and no dashes. I.E. to fax Information Technology it would be 92290329.
 - c. Select **add to destination list, OR**

3. Repeat destination, the recipient is included in the address book, left-click on **address book**.
 - a. Select the desired recipients and click on **add to list**



4. Note the destination names start appearing within the recipient list in the bottom half of the pop up window. Add as many destinations as necessary.
5. Select **Cover Sheet** tab to add a cover sheet. Select the chevron to the right of cover sheet attachment and note if the **same or different cover sheets should be used for each fax**.
 - a. If multiple destinations are chosen and cover sheets includes recipient merged data, the option of different cover sheets should be selected.

6. Select the template to be used. If the custom template created does not appear within this dropdown it is most likely not registered.
7. If **insert attention note** is selected, the note will appear on the cover sheet within the remark field of the cover sheet editor.
8. To display the number of pages sent on the fax, select Settings\details and check **include**

number of sheets to send. Input the number of pages to send, including the cover sheet. It will not automatically calculate it for you.

9. Selecting OK will send the fax cover sheet as well as the document you are faxing.

