Faxing Steps:

0. Insert phone cord in left side modem port.

1. Start Word Perfect

2. Open up document you want to fax on the screen.

3. Press the F5 key to print the document.

4. Once the print menu has appeared use the mouse to press the SELECT button in the upper right hand corner.

5. You will now see a list of two printers, use the mouse to click TWICE on the WINFAX on COM2: printer.

6. You should now be back at the print menu, use the mouse to press the PRINT button.

7a. A small window called Fax Send will appear.   Enter the name of the person and phone number you want to fax to.   Then press the SEND button at the bottom of this small window.

To send to the List of stations you gave me use the following in place of #7

7b. A small window called Fax Send will appear.   Use the mouse to press the SELECT button, a list of people and Groups will appear.   Use the mouse to Double click on the PR List.   You will be returned to the Fax Send Window.   Use the mouse to press the SEND button at the bottom of this small window.

8.   You should now get a window with a CANCEL button.   Various sounds and messages will appear.   If you need to stop the sending of the fax use the mouse to press the CANCEL button.   If you have sent a fax to more than one person (A group) then you will need to press the CANCEL button for each person.

GOOD LUCK