

# LanFax

**I. INTRODUCTION .....**

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LanFax is a fax server and software used to send and receive faxes through e-mail accounts. Faxes are sent to a fax number and received from any regular fax or LanFax account. Faxes received through

select **TIF** from the **Extensions** column in the **Registered file types** pane  
click **Change**

The *Open With* box displays.

scroll down and select **Windows Picture and Fax Viewer** in the **Programs** pane  
click **OK**  
click **Close**

#### IV. SENDING AND RECEIVING FAXES

LanFax uses e-

## A. Sending a Fax

open **Microsoft Outlook**  
click  
-or-  
click **Actions** and select **New Mail Message**

The *Untitled Message* window appears.

type *areacode+number@fax.pace.edu* in the **To** field  
type *brief LanFax description* in the **Subject** field  
type the *message of the fax cover page* in the bottom pane

**Note:** the *areacode+number@fax.pace.edu* represents the fax account where the fax is being sent. This is for an internal Pace fax as well as an external fax. For instance, if an external fax number is 914-123-4567, you would address this in the **To** field as 9141234567@fax.pace.edu. All sent faxes go through the Lan Fax server. Microsoft Office 2007 users must save LanFax attachments in the 97-2003 file format.

click        and select the file to attach



**Note:** A confirmation message from Pace fax server is sent to the sender. Remember, the coversheet contains any text that was in the body of the e-mail. If you have your mail set to attach your business card, the text from the business card appears as a separate sheet after the fax message.

### **B. Receiving a Fax**

open **Microsoft Outlook**  
click  
-or-  
click **Tools** and select

To access a specific page:

- click current page drop-down list arrow and select page
- or-
- click or to navigate to previous or next page

#### D. Printing a Fax

To print from Windows Picture and Fax Viewer:

- click
- click **Next**
- select pages to print in **Picture Selection** box
- click **Next**
- select a printer in **Printing Option** box
- click **Next**
- select a print layout in **Layo 0 612 reW\*nBT/F1 12 Tf1 0 0 1 224.98 184.63 Tm0 g0 G( )JTEQ0.000**