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# How to send a fax from your PC

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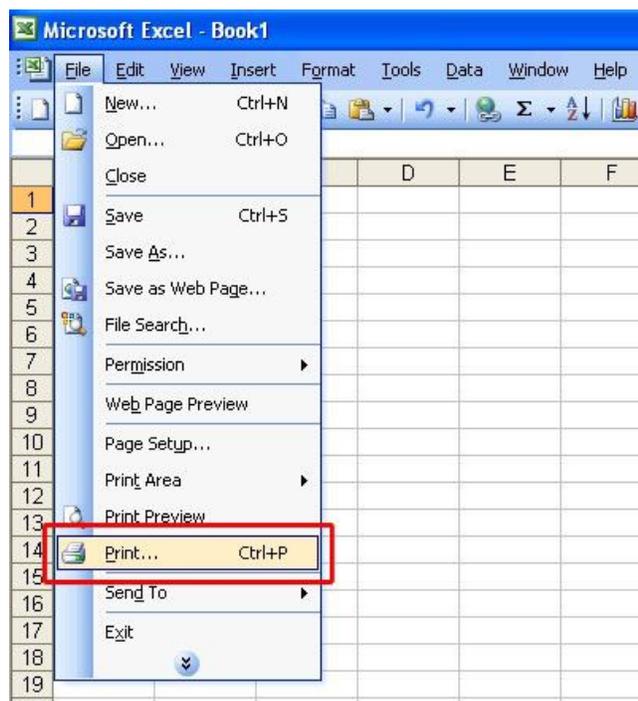
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## How do I send a fax from my computer?

If your device is connected to a fax line, you can send a fax from your computer by using the LAN-Fax Driver. Follow these steps. (Note: This procedure assumes that you have already downloaded and installed the LAN-Fax Driver from the download site.)

(Note: Screenshots are provided for reference purposes only. Your display may vary depending on your operating system and device.)

1. Ensure that your device is switched on and connected to a fax line.
2. Open the file you want to send as a fax. We will use an Excel file for this example.
3. On the **[File]** menu, click **[Print]**.



4. In the **[Name]** list, click the LAN-Fax driver you want to use, and then click **[Properties]**.



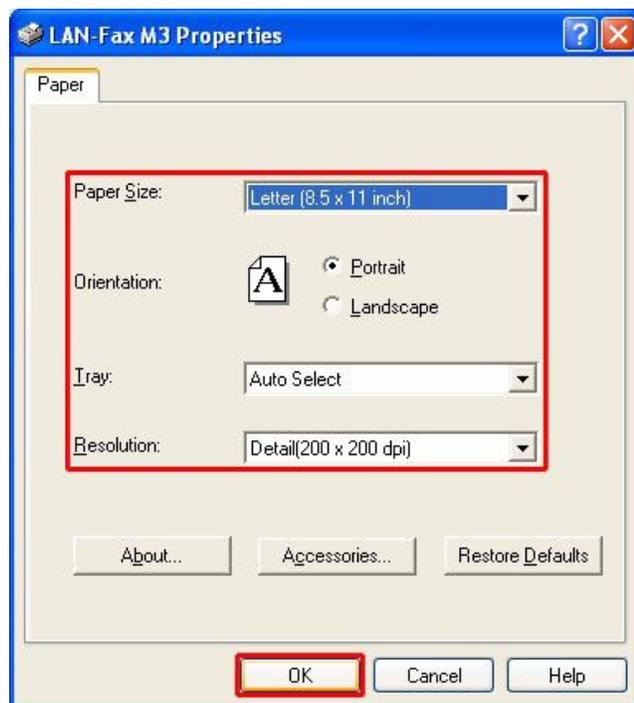
5. Adjust any settings as necessary, and then click **[OK]**.

### Note

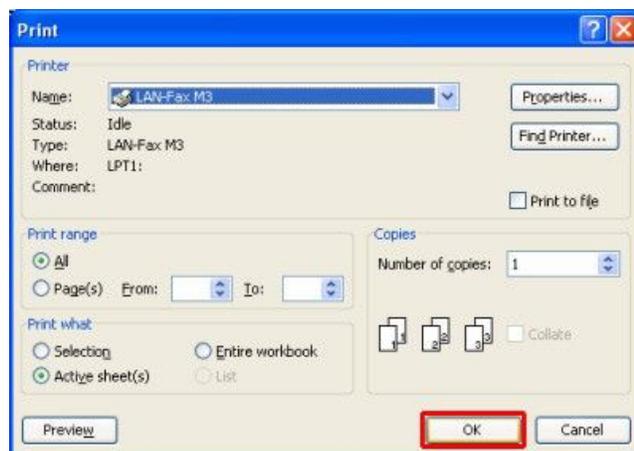
- The output may differ depending on the device the recipient is using.

Setting	Meaning
Paper Size	Sets paper size
Orientation	Sets paper orientation
Tray	The tray will be determined automatically according to paper size, so this setting is set to <b>[Auto-Select]</b> .

Setting	Meaning
Resolution	Sets the resolution at which to print or fax. Larger numbers mean a finer resolution. (Note, however, that if the recipient's fax device does not support the specified resolution, the output at the recipient's end will default to a lower resolution.)

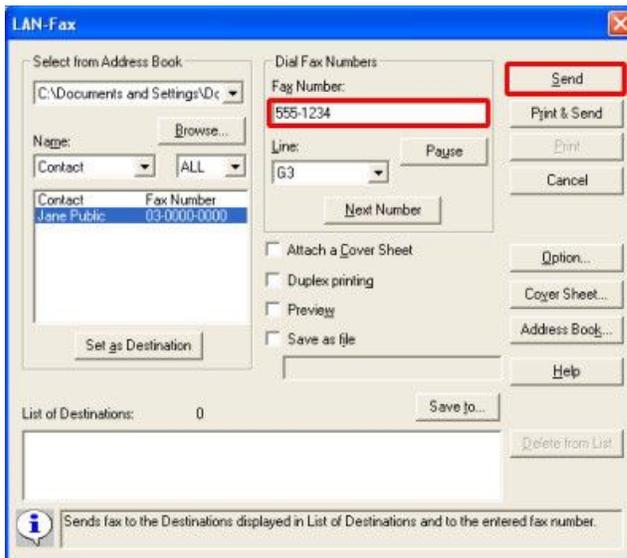


6. Click **[OK]**.

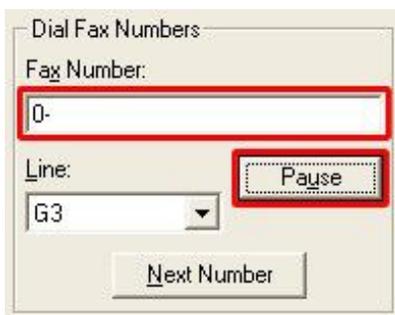


7. There are two ways to enter a destination fax number:

- Type the number directly into the **[Fax Number]** box, and then press **[Send]**.



**Note:** When dialing through a PBX (Private Branch eXchange), you will usually need to dial a prefix (usually **0** in the US) first, and then pause before continuing to dial. To include a pause in the number you wish to dial, click **[Pause]**. Each pause is represented by a hyphen (-). Here, we have shown a **0** followed by a pause:



- If the destination you wish to send to is in your Address Book, click the destination and then click **[Set as Destination]**. Next, click **[Send]**.

