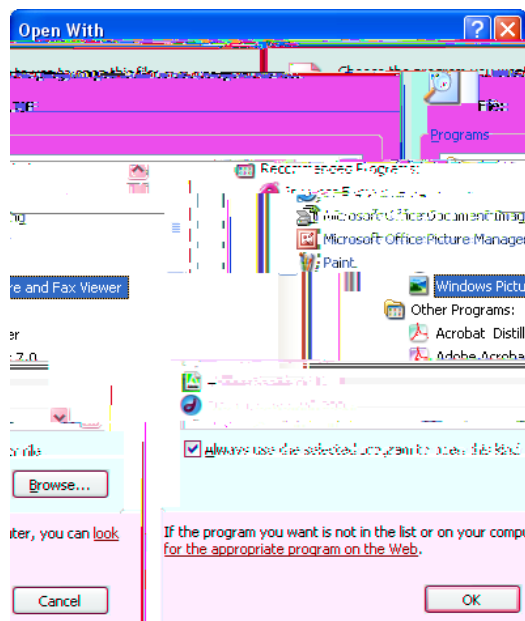


LanFax

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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-mail accounts to send and receive a fax. Please note that use of the LanFax must [*Appropriate Use Policy for Information Technology*](#).

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**