

Customer Tips

dc02cc0294
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... for the user

LAN Fax from Desktop

Purpose

This document provides a method to fax documents from your desktop via the Xerox Document Centre. This eliminates the extra steps normally taken to change the Document Centre properties to enable faxing.

By following these steps, you install a second Document Centre (printer icon) on your workstation that defaults to LAN Fax. This allows you to select the faxing option as easily as you would select a different destination printer for your print job.

Requirements

A DC 340/332/230/220 or DC 440/432/425/420 installed on your network with LAN Fax enabled.

Installation on a Windows NT Workstation

To install a second Document Centre to your workstation, do the following:

1. From the Start Menu, select [**Settings**] then [**Printers**].
2. In the Printers window, double-click the Add Printer icon to start the Add Printer Wizard. While using the wizard:
 - a. Select [**My Computer**].
 - b. Select the same port as the default printer.
 - c. Select the same driver as the default printer.
 - d. Keep the existing driver.
 - e. Name the printer, for example: DocuCentre-FAX.
NOTE: This printer is typically not shared.
 - f. Print a test page to confirm correct installation.
3. In the Printers window, right click on the newly created printer.
4. Select [**Document Defaults**].
5. On the Paper Output tab, change the Job Type to Fax.
6. Click <**OK**>.

This document applies to these Xerox products:

	WC Pro 32/40 Color
	WC Pro 65/75/90
	WC Pro 35/45/55
	WC M35/M45/M55
	DC 555/545/535
	DC 490/480/470/460
x	DC 440/432/425/420
x	DC 332/340
	DC 265/255/240
x	DC 220/230
	DCCS 50

Installation on a Windows 95/98 Workstation

To install a second Document Centre to your workstation, do the following:

1. From the Start menu, select [**Settings**] then [**Printers**].
2. In the Printers window, double-click the Add Printer icon to start the Add Printer Wizard. While using the wizard:
 - a. Click [**Next**].
 - b. Select [**Network Printer**].
 - c. Select [**Browse**] for the Network Path or Queue Name to find the server and/or printer queue that services your Document Centre.
 - d. Select the same Server and Queue as the default printer.
 - e. Select the same driver as the default printer.
 - f. Keep the existing driver.
 - g. Name the printer for example: DocuCentre-FAX.
 - h. Print a test page to confirm correct installation.
3. In the Printers window, right click on the newly created printer.
4. Select [**Properties**].
5. On the System Configuration tab, check the installable options that are applicable to your Document Centre, including LAN Fax.
6. On the Paper/Output tab, change the Print/Fax Job Type to Fax.
7. Click <**OK**>.

Sending a Fax

1. Open the document you intend to fax.
2. Select [**File:Print**] and select the fax enabled printer you created (for example, DocuCentre-FAX).
3. Click <**OK**>.
4. Change your recipient and cover sheet as necessary.
5. Click <**OK**> to send the fax.

This is now the default printer for the rest of the session with the application. Be sure to reselect the default printer in order to send a print job to the Document Centre. Closing and opening the application reverts to the default printer.

Additional Information

Xerox Customer Service welcomes feedback on all documentation - send feedback via e-mail to: USA.DSSC.Doc.Feedback@mc.usa.xerox.com. You can reach Xerox Customer Support at 1-800-821-2797 (USA), TTY 1-800-855-2880 or at <http://www.xerox.com>.

Other Tips about Xerox multifunction devices are available at the following URL: <http://www.xerox.com/DocumentCentreFamily/Tips>.

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