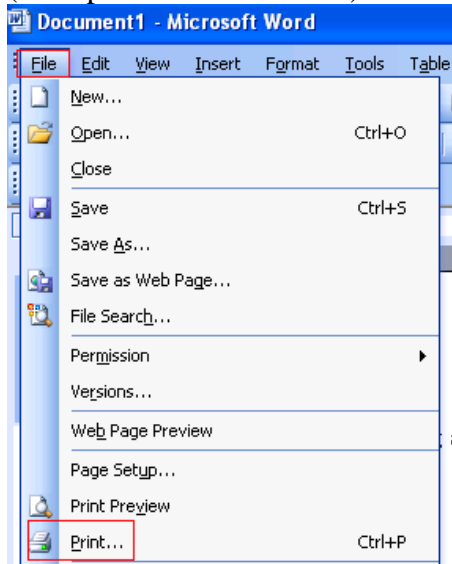
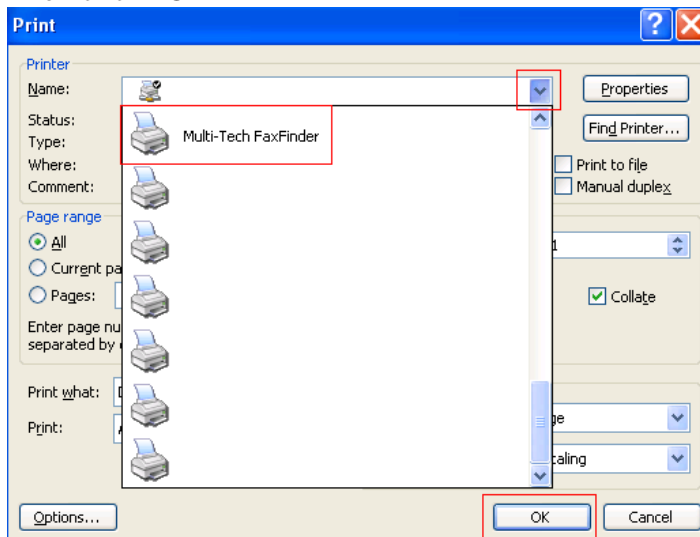


Sending a fax via Multitech FaxFinder client printing option.

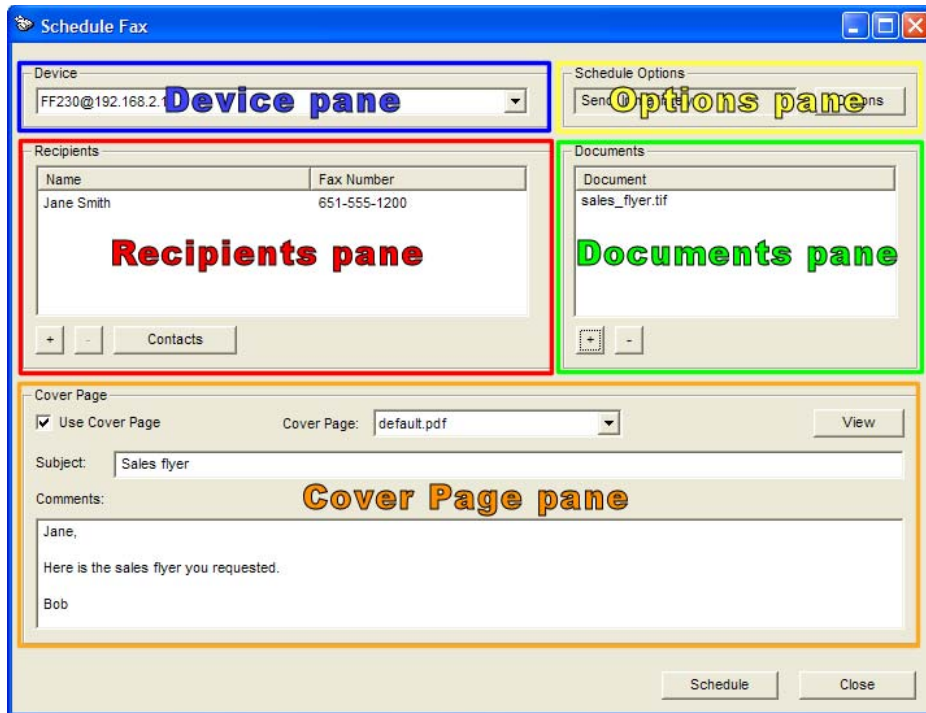
1. Click file, and then print from any application you are in.
(example: Microsoft Word)



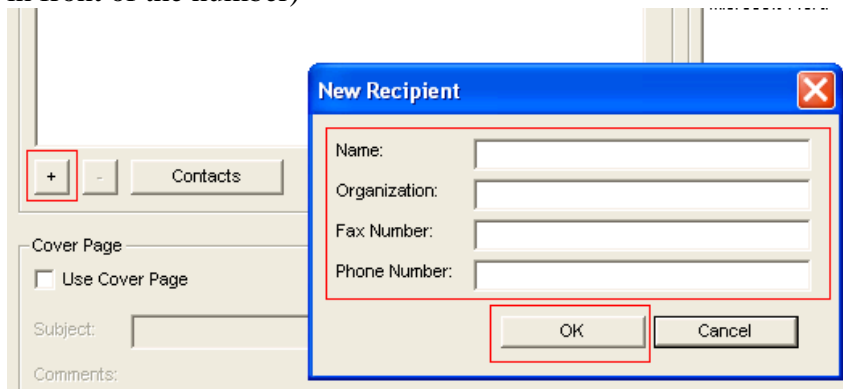
2. Click the down arrow, locate the Multi-Tech FaxFinder printer and click on it. Then click "OK"



3. You will then be presented with the following screen; the important areas are labeled here.



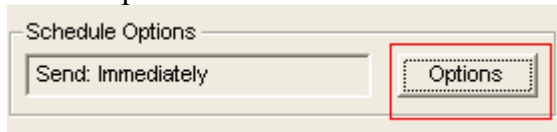
4. Add a recipient by clicking on the “+” sign, and filling out the boxes. When finished, click “OK”
(If the fax number is a 1-800/866/877, etc. or long distance – you must have the 1 in front of the number)



5. Choose if you want a cover sheet or not, and fill out the boxes.

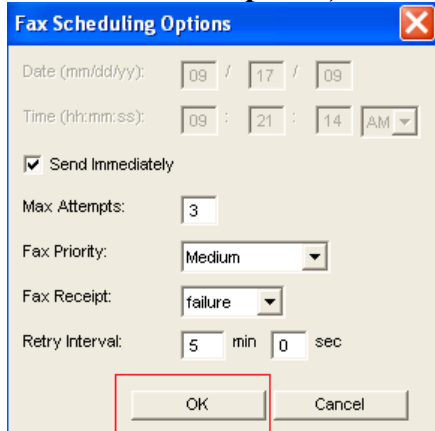


6. Click “Options”

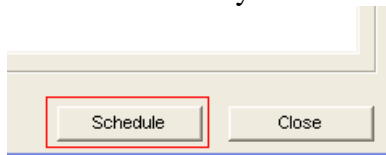


7. Select the options you wish, such as: Date and time to send the fax, “Max. Attempts”, or “Fax Receipt.” Click “OK” when finished.

Note: Max Attempts - 5, and Fax Receipt – Always is suggested.



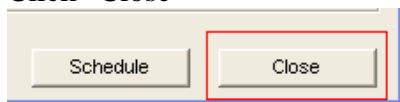
8. You are now ready to send the fax, click “Schedule.”



9. You will then see this screen; simply wait while the fax is prepared.



10. Click “Close”



11. Depending on the fax receipt option you selected, you will receive an e-mail in relation to your fax status.