

FAU College of Medicine Support Center




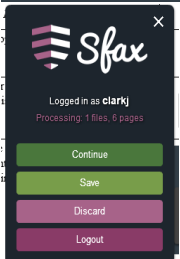
[Knowledgebase](#) > [Desktop Computing and Printing](#) > [Using SFax - \[as a Printer\]](#)

Using SFax - [as a Printer]

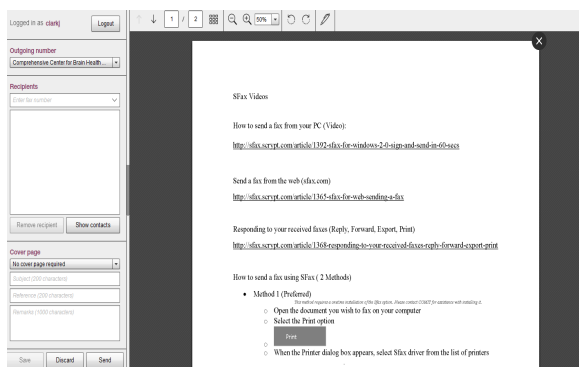
Jeff Clark - 2018-08-06 - [Desktop Computing and Printing](#)

How to send a fax using Sfax (Print Driver Method)

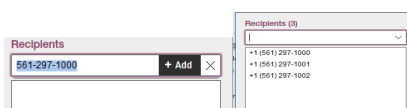
Prerequisite : This method requires and SFAX account and a onetime installation of the Sfax option. Please contact COMIT for assistance with creating your account and/or installing the software.

Step	Instruction	Prompt
1	Open the document you wish to fax on your computer . (Can be an Office Document, picture, scan, pdf, etc.)	
2	Select the Print option from the application	
3	When the Printer dialog box appears, select SFax driver from the list of printers (If prompted, click ACCEPT for Adobe Air)	
4	You will then be prompted with the SFax login screen. Please enter your FAU Username and your corresponding password for SFax	
5	Select CONTINUE	

- 6 You will then be brought into the SFax Sending Portal



- 7 In the left column, Enter the phone number of the recipients (one or more), select +Add button after each number



- 8 In the left column, Select the **Florida Atlantic University** cover page

- 9 In the left column, Enter the Subject, Reference and remarks which will appear on the cover page. It's a good idea to add the recipient's name in the Reference field.

Subject (200 characters)

Reference (200 characters)

Remarks (1000 characters)

Select SEND

Save Discard Send

10

SFax Videos

How to send a fax from your PC (Video):

<http://sfax.scrypt.com/article/1392-sfax-for-windows-2-0-sign-and-send-in-60-secs>

Responding to your received faxes (Reply, Forward, Export, Print)

<http://sfax.scrypt.com/article/1368-responding-to-your-received-faxes-reply-forward-export-print>