# FAU College of Medicine Support Center

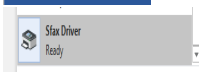
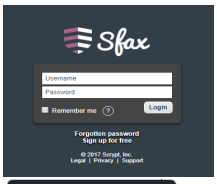
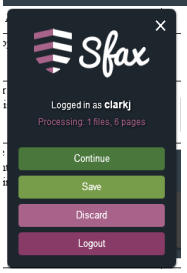


# Using SFax - [as a Printer]

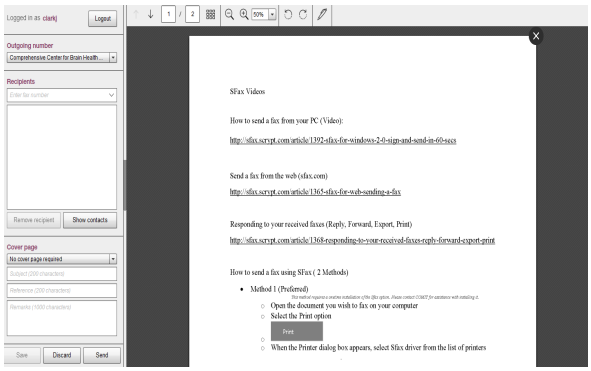
Jeff Clark - 2018-08-06 - Desktop Computing and Printing

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

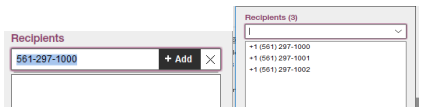
*Prerequisite : This method requires and SFAX account and a onetime installation of the Sfax option. Please contact COMIT for assistance with creating your account and/or installing the software.*

| Step | Instruction | Prompt |
|---|---|---|
| 1 | Open the document you wish to fax on your computer .<br>*(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<br>(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

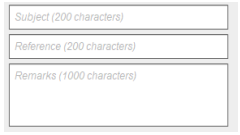



7 In the left column, Enter the phone number of the recipients (one or more), select +Add button after each number

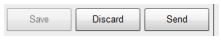



8 In the left column, Select the **Florida Atlantic University** cover page

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.




10 Select SEND




## 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