Sending a fax using the computer

Faxing from a computer lets you send electronic documents without leaving your desk. This gives you the flexibility of faxing documents directly from software programs. Sending a fax from your computer may save printing costs since a printed copy will not be placed in the ADF or on the scanner glass.

Getting ready to send a fax using the computer

For Windows users

- **1** Verify that the PostScript driver is installed.
- **2** Verify that the fax option is installed in the printer driver.
- **3** From the Print dialog Fax screen, type the name and number of the fax recipient.

For Mac OS X version 10.2 and 10.3 users

- 1 With a document open, choose File > Print.
- 2 From the print options pop-up menu, choose Job Routing.
- 3 Select Fax, and then enter the recipient name, number, and other information as needed.
- 4 Click Print.

For Mac OS X version 10.4 or later users

- 1 With a document open, choose File > Print.
- 2 From the PDF pop-up menu, choose Fax PDF.
- **3** Type the fax number in the To field, and enter other information as needed.
- 4 Click Fax.

If you receive an error, "No fax modems were found", follow these directions to add your printer as a fax:

- **a** From the Printer pop-up menu, choose **Add Printer**.
- **b** Select the printer from the dialog that appears.
- c From the Print Using pop-up menu, choose Select a driver to use.
- **d** From the list, choose your printer fax model, and then click **Add**.

Installing a PostScript driver

A PostScript printer driver is software that lets the computer communicate with the printer. A PostScript driver is needed to send a fax from a computer. This driver may be installed during the initial printer setup. If you need to install the software after setup, follow these instructions:

For Windows users

- 1 Close all open software programs.
- 2 Insert the Software and Documentation CD.

Note: If you cannot locate the *Software and Documentation* CD, you can download the driver from the Lexmark Web site at www.lexmark.com. See "Using the World Wide Web" on page 2.

- 3 From the main installation dialog, click Install Printer and Software.
- 4 Click Agree to accept the licensing agreement.
- 5 From the Drivers and Utilities dialog, select **Custom**, and then click **Next**.
- 6 Choose Select Components, and then click Next.
- 7 From the "Select your printer from the list" area, choose your printer model with the letters "PS" in the Print Emulation column.
- 8 Click Add Printer.
- 9 Click Finish, and then follow the instructions on the screen.

Using the World Wide Web

- 1 Go to the Lexmark Web site at **www.lexmark.com**.
- 2 From the Drivers & Downloads menu, click Driver Finder.
- **3** Select your printer, select your operating system, and then select the PostScript driver.
- **4** Download the driver and install the printer software.
- 5 Click Agree to accept the licensing agreement.
- 6 From the Drivers and Utilities dialog, select Custom, and then click Next.
- 7 Choose Select Components, and then click Next.
- 8 From the "Select your printer from the list" area, choose your printer model with the letters "PS" in the Print Emulation column.
- 9 Click Add Printer.
- 10 Click Finish, and then follow the instructions on the screen.

Updating available options in the printer driver

Once the printer software and any options are installed, it may be necessary to manually add the options in the printer driver to make them available for print jobs.

For Windows users

- 1 Click 😎, or click Start and then click Run.
- 2 In the Start Search or Run box, type control printers.

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3 Press **Enter**, or click **OK**.

The printer folder opens.

4 Select the printer.

Note: If the printer has a fax option, choose the appropriate printer model with the letters "PS."

- 5 Right-click the printer, and then select Properties.
- 6 Click the Install Options tab.
- 7 Under Available Options, add any installed hardware options.

Note: If the printer has a fax option, select Fax and then add it as an installed option.

8 Click Apply.

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For Windows users

Notes:

- In order to perform this function from your computer, you must use the PostScript printer driver for your printer.
- Verify that the fax option is installed in the printer driver.
- **1** With a file open, click **File** \rightarrow **Print**.
- 2 Click Properties, Preferences, Options, or Setup.
- 3 Click the Other Options tab, and then click Fax.
- 4 On the Fax screen, type the name and number of the fax recipient.
- 5 Click OK, and then click OK again.
- 6 Click OK.

For Mac OS X version 10.2 and 10.3 users

- 1 With a document open, choose File > Print.
- 2 From the print options pop-up menu, choose Job Routing.
- 3 Select Fax, and then enter the recipient name, number, and other information as needed.
- 4 Click Print.

For Mac OS X version 10.4 or later users

- 1 With a document open, choose File > Print.
- 2 From the PDF pop-up menu, choose Fax PDF.
- **3** Type the fax number in the To field, and enter other information as needed.

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4 Click Fax.

If you receive an error, "No fax modems were found", follow these directions to add your printer as a fax:

- **a** From the Printer pop-up menu, choose **Add Printer**.
- **b** Select the printer from the dialog that appears.
- c From the Print Using pop-up menu, choose Select a driver to use.
- **d** From the list, choose your printer fax model, and then click **Add**.

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