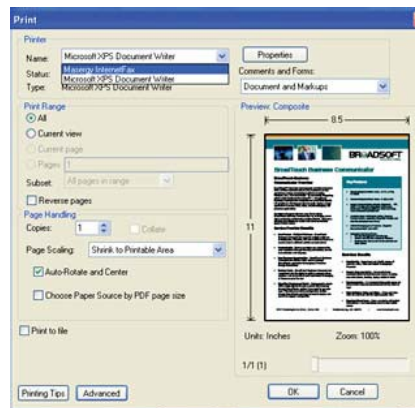


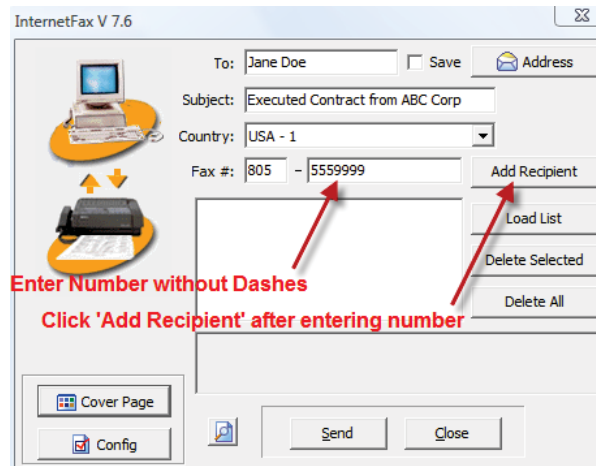
## Print to Fax

*\*IMPORTANT NOTE\* The Masergy Internet Fax is not compatible with Mac computers, only Window PCs.*

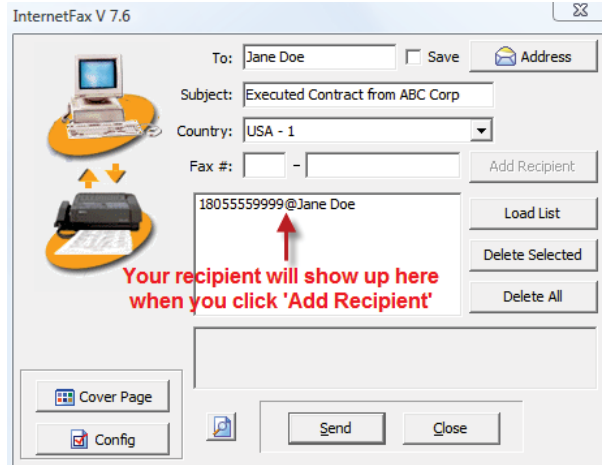
1. From the application that you've created the document that you want to fax, select File-> Print.
2. Then select the Masergy InternetFax printer from the list of printers.



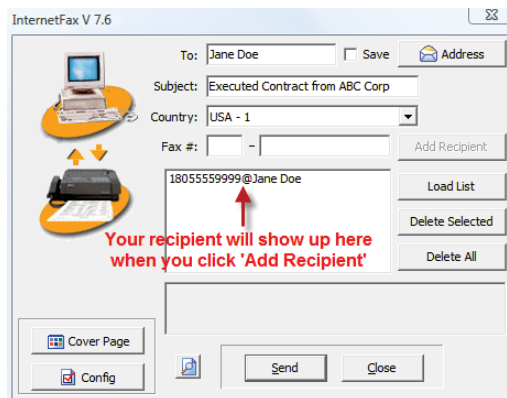
3. Select OK to print the document.
4. Enter in the recipient information and "Click Add Recipient".



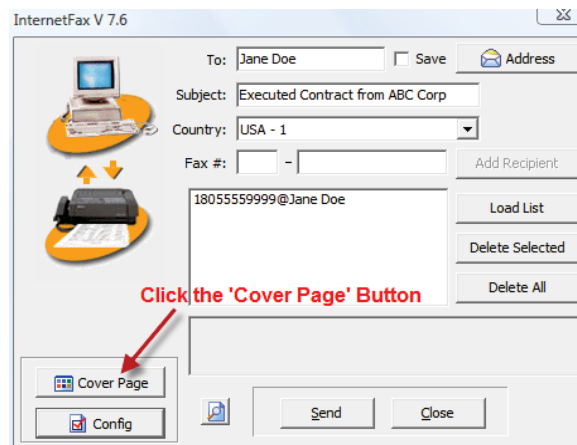
5. After you click “Add Recipient,” your recipient will be added to the list. (The “1” will automatically be added to the phone number after adding recipient to the list.)



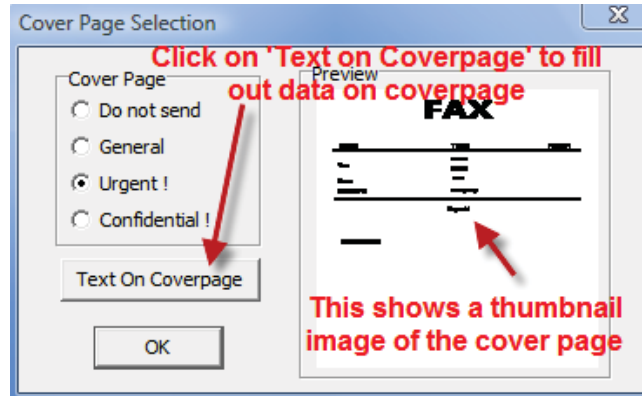
6. Add another recipient if you want by entering the information and clicking “Add Recipient”.



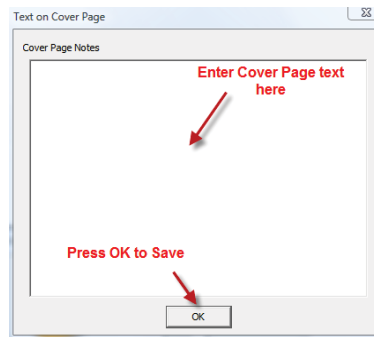
7. Add a cover page by clicking the “Cover Page” button.



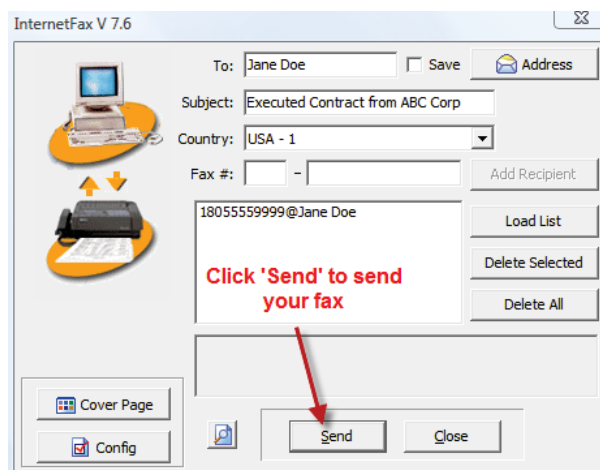
8. Select one of 3 cover page types.



- a. Click on "Text Coveragepage" to fill out the data for cover page.



9. Input the information that you want to be put on the cover page and click OK to save.
10. To send your fax, click "Send".



11. Note this screen which confirms that the system has received your fax and is attempting to send.

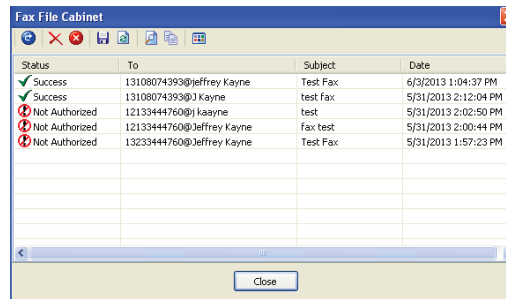


12. To see your fax file cabinet (queue of faxes), click on the world icon on your computer's tool bar (lower right side).



**Click on this icon to see your see your fax file cabinet**

13. This shows your fax waiting to be sent. You can keep this open to see when your fax is successfully sent by the system, or you can close it and wait for an e-mail confirmation.



14. This screen can show both your pending, successful and unsuccessful faxes as well.