

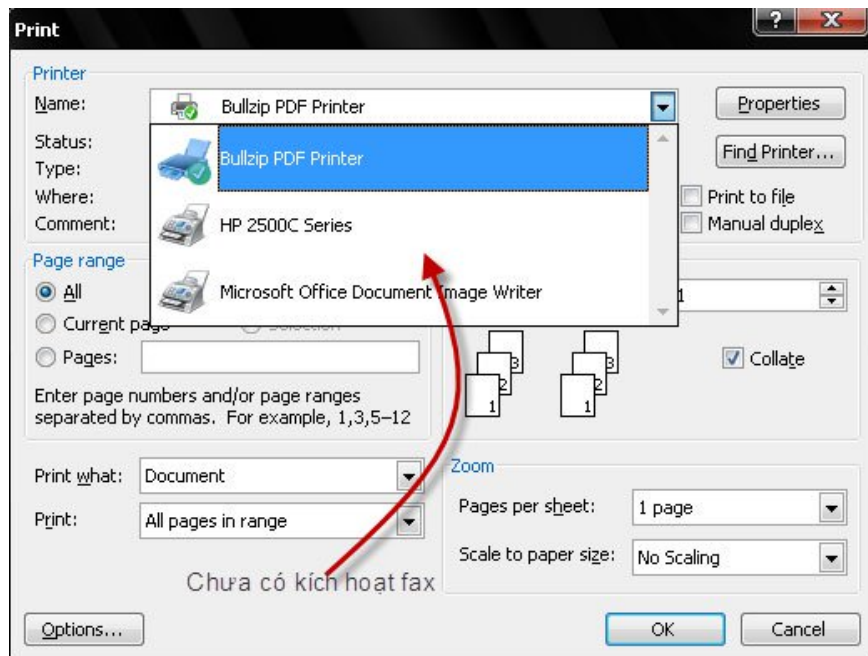
# Fax documents over the network without a fax machine

Windows XP has a great feature that allows users to send, receive, and track their faxes. It can be said that, if you are running Windows XP, you can send and receive faxes ...

**Windows XP has a great feature that allows users to send, receive, and track their faxes. It can be said that, if you are running Windows XP, you can send and receive faxes right on your computer, without the need of a fax machine. All you need is a modem.**

This tutorial will show you how to enable the fax feature in Windows XP and configure your fax. However, the modem is already installed on your computer. And you may need the Windows XP CD to proceed.

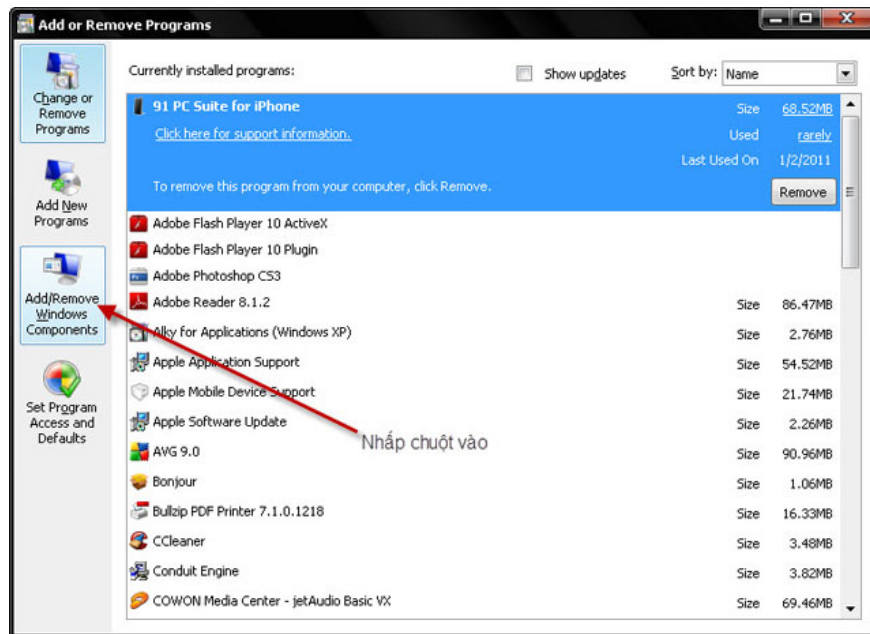
Your computer may not have an activated Fax service. To know if you have activated the Fax service, open a file for example the word file then select **File -> print** (Or press **Ctrl + P**). If the machine you do not yet have a Fax service will be similar to the following:



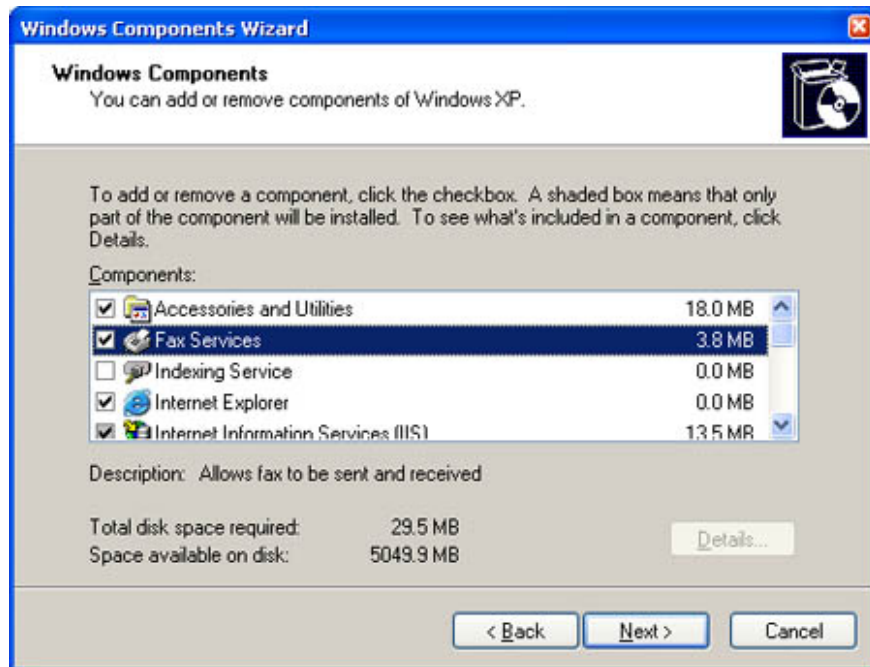
+ Follow these steps to activate the service.

1. Click " **Start -> Settings -> Control Panel** ", and then double-click " **Add or Remove Programs** ".

2. Click " **Add / Remove Windows Components** " on the left of the screen to select " **Windows Components Wizard** ".



3. In the list of Windows Components choose to " **Fax Services** " and then click " **Next** ".



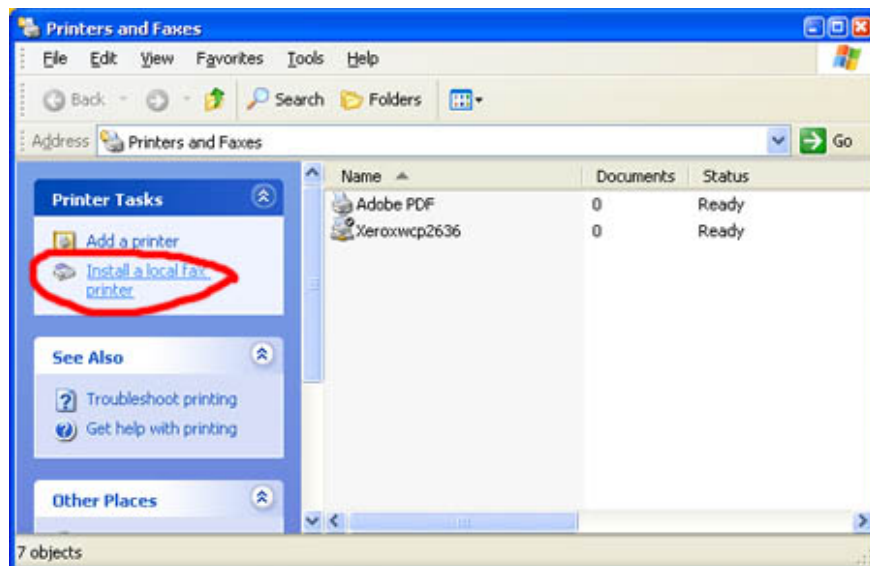
4. Now, insert the Microsoft Windows XP CD and then click **OK** .

5. Click **Finish** , and click **Close** .

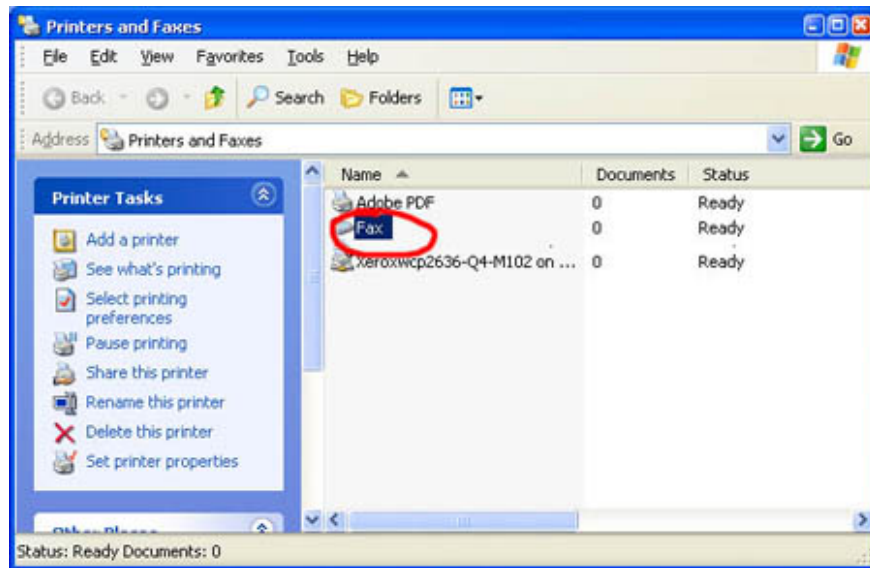


6. Click **Start -> Settings -> Printers and Faxes**

7. Click on the left of the " **Install a local fax printer** " screen.



8. Now a new printer is added with " **name** " as Fax. So you have activated the service.

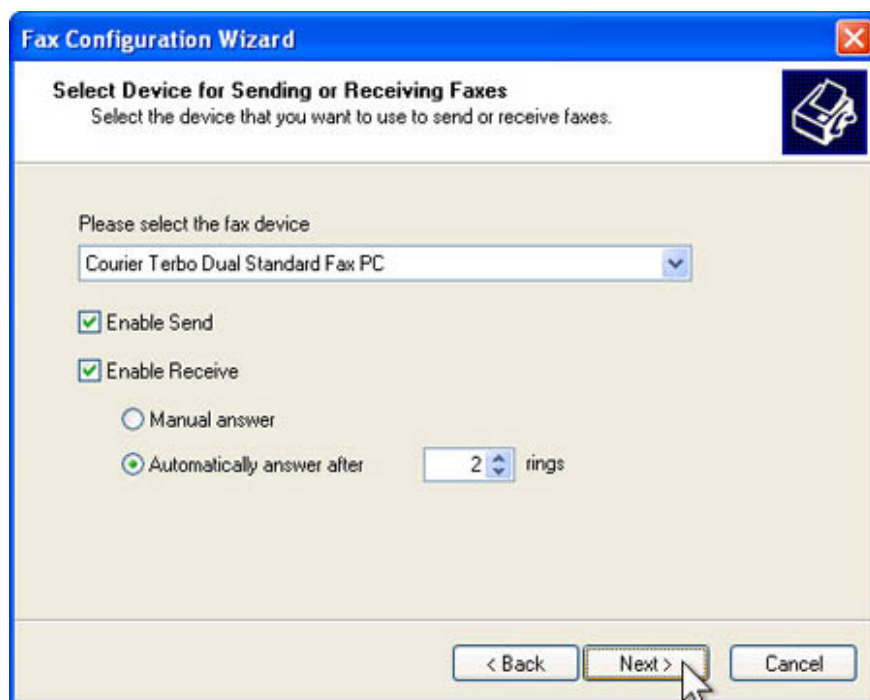


+ Here is how to configure Fax services.

- The fax service configuration will save your personal information such as name, phone number, etc. Also configure the modem and other fax service options.

1. Click " **Start** -> **All Programs** -> **Accessories** -> **Communications** -> **Fax** then click on **Fax Console** to start configuring the *Fax Configuration Wizard* as shown. Click " **Next** ", enter the information you want to appear on your Fax cover page, and then click " **Next** ".

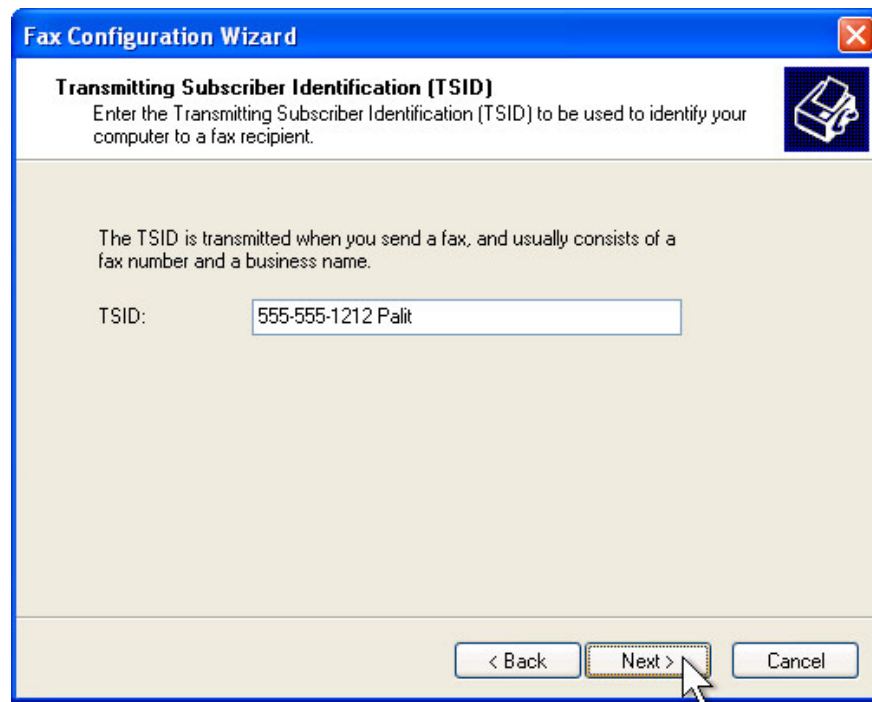
2. Select the modem you use in " *Please select the fax device list* ".



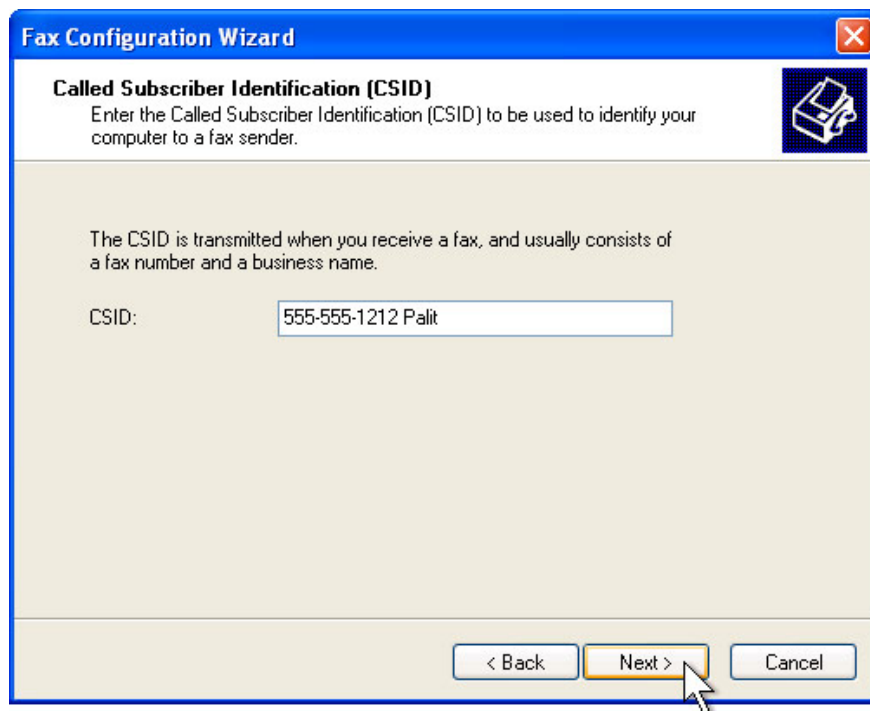
3. **Check Enable Enable** if you want the computer to receive faxes. Note when you select **Manual answer** if you do not want the computer to automatically receive faxes. By default, *Automatically answer after* is activated. (Encourage you to leave this mode).

4. Next, click " **Next** ".

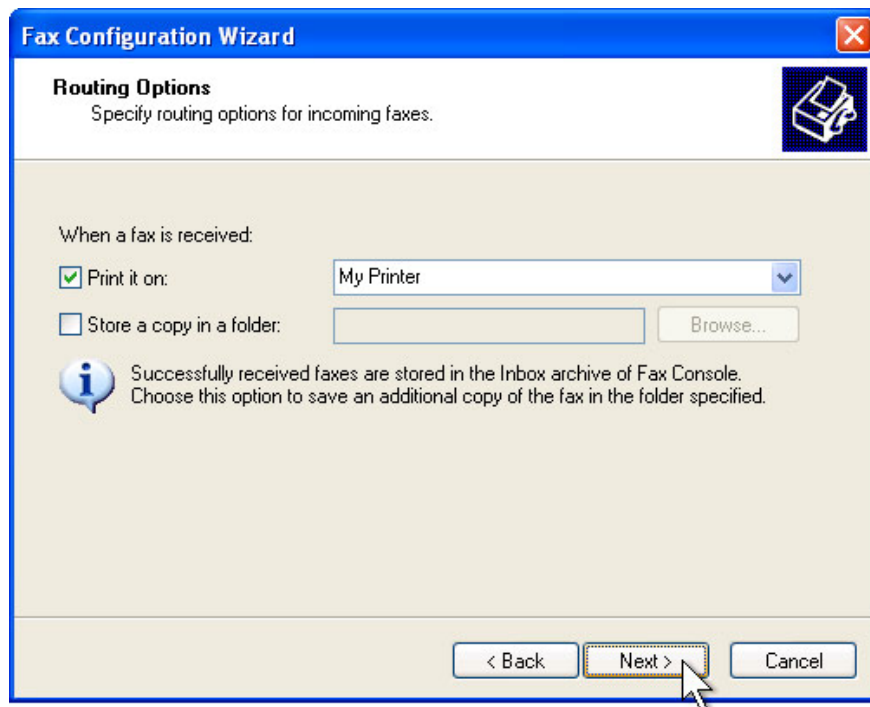
5. You type the code of " *Transmitting Subscriber Identification (TSID)* " into the box. Note **TSID** is required. This identifiable information often appears in the header area of a fax that you receive, which helps you identify the fax machine from where it came from. This information usually includes the fax numbers of the sender and the business name. Then click " **Next** ".



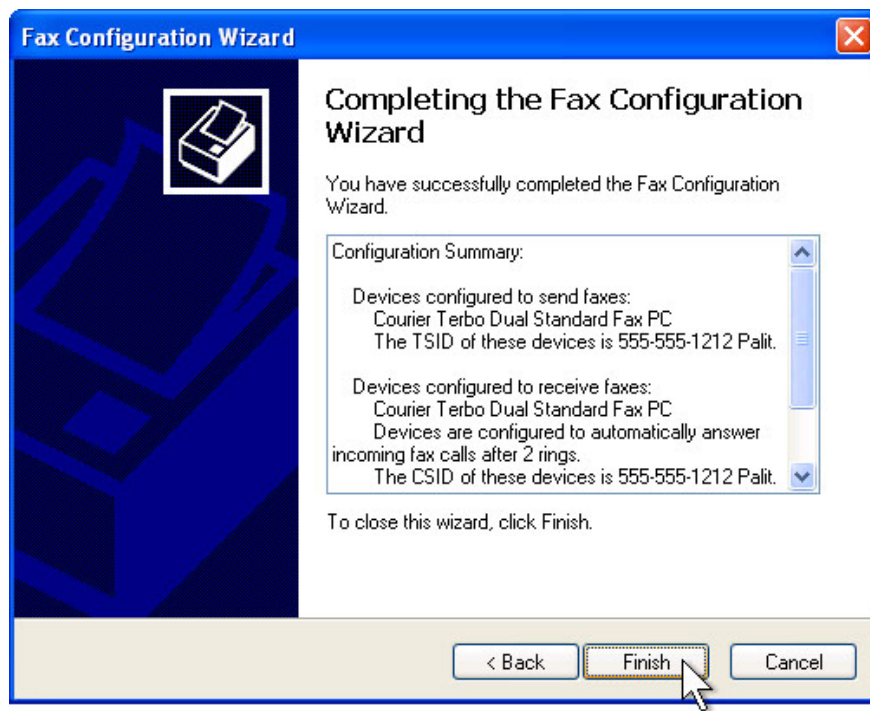
6. You type the " *Called Subscriber Identification (CSID)* " number into the box. Note **CSID** is the type displayed on the fax machine where the fax machine originates. This number helps you confirm that you are sending the fax to the correct recipient. Then click " **Next** ".



7. Click on " **Print it** " if you want each fax you receive will be automatically printed. When you select this option, you can choose a specific printer where you can print the faxes you receive. Then click " **Next** " .



8. On the window " *Completing the Fax Configuration Wizard* " you click " **Finish** " .



9. If the " **Windows Security Alert** " appears as shown below, click " **Unblock** ". So the computer is configured to send or receive faxes.



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