

Quick Reference: Sending a Fax from a Windows Application

STEP 01

Print Document



- Open your document and choose CDS DesktopFax from your printer list
- Click Print

STEP 02

Log in



- A browser will open Communication Director DesktopFax
- Log in

STEP 03

Add Recipients



- Verify you are on the Send tab
- Select a phone book
- Add people or groups you want to fax

STEP 04

Check Document



- Confirm your document appears in the fax content area
- A checkmark in the Included column indicates it's selected and ready to send

STEP 05

Add Cover Page



- Check the box in the Cover Page column (Cover page required if already checked and grayed out)
- Choose a cover page from the template menu (If a template is already selected and grayed out, that is the required template)
- Add a subject and note if needed

STEP 06

Send Fax



- Preview Cover Page or Fax Content prior to sending
- Click the Send icon in the bottom right

