

Windows XP Fax

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This step-by-step article describes how to enable and configure the Fax service in Microsoft Windows XP. The Fax service gives you complete faxing capability from Windows XP. You can use the Fax service to send, receive, track, and monitor faxes.

By default the fax feature is not installed on XP. To install:

1. Click **Start**, click **Control Panel**, and then double-click **Add or Remove Programs**.
2. Click **Add/Remove Windows Components** to start the Windows Components Wizard.
3. In the **Components** list, click to select the **Fax Services** check box, and then click **Next**. Setup installs the Fax services. If you are prompted, insert the Microsoft Windows XP CD, and then click **OK**.
4. Click **Finish**, and then click **Close**.

Configure the Fax service

1. Click **Start**, point to **All Programs**, point to **Accessories**, point to **Communications**, point to **Fax**, and then click **Fax Console**.

The Fax Configuration Wizard starts.

2. Click **Next**, type the information that you want to appear on your fax cover page, and then click **Next**.
3. Click the modem that you want to use in the **Please select the fax device** list.
4. If you want to disable the ability to send faxes from this computer, click to clear the **Enable Send** check box.

Note By default, the **Enable Send** check box is selected.

5. Click to select the **Enable Receive** check box if you want the computer to receive faxes.

Note When this check box is selected, you can click **Manual answer** if you do not want the computer to automatically receive faxes. By default, automatic answering is enabled.

6. Click **Next**.
7. Type the Transmitting Subscriber Identification (TSID) that you want to use in the **TSID** box.

Note The TSID is mandatory in some areas. This identification information typically appears in the header area of a fax that you receive. This information helps you identify the fax machine where the fax originates from. This information typically includes the sender's fax number and business name.

8. Click **Next**.
9. Type the Called Subscriber Identification (CSID) that you want in the **CSID** box.

Note The CSID that you type is displayed on the fax machine where the fax originates from. This number helps you confirm that you are sending the fax to the correct recipient.

10. Click **Next**.

11. Click to select the **Print it on** check box if you want each of the faxes that you receive to be automatically printed. When you select this check box, you can select a specific printer where you can print the fax you receive.
12. Click to select the **Store a copy in a folder** check box if you want to create an archived copy of each fax. When you select this check box, you can specify the storage location for the fax copy.
13. Click **Next**.
14. Confirm the configuration settings in the **Configuration Summary** list, and then click **Finish**.

The Fax Configuration Wizard closes and the Fax Console window opens. The computer is now configured to send or receive faxes.

Change the Fax configuration

1. Click **Start**, point to **All Programs**, point to **Accessories**, point to **Communications**, point to **Fax**, and then click **Fax Console**.
2. In Fax Console, click **Configure Fax** on the **Tools** menu to start the Fax Configuration Wizard.

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For Windows XP Home or Professional editions

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