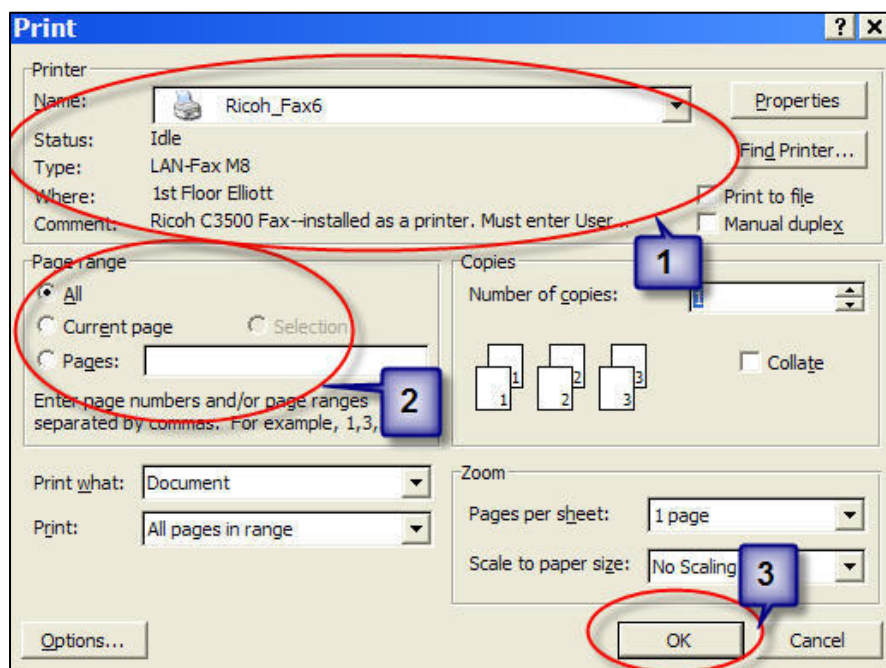


## Ricoh Copier Print Driver Installation for Windows XP Users

### Part III: Faxing from your computer

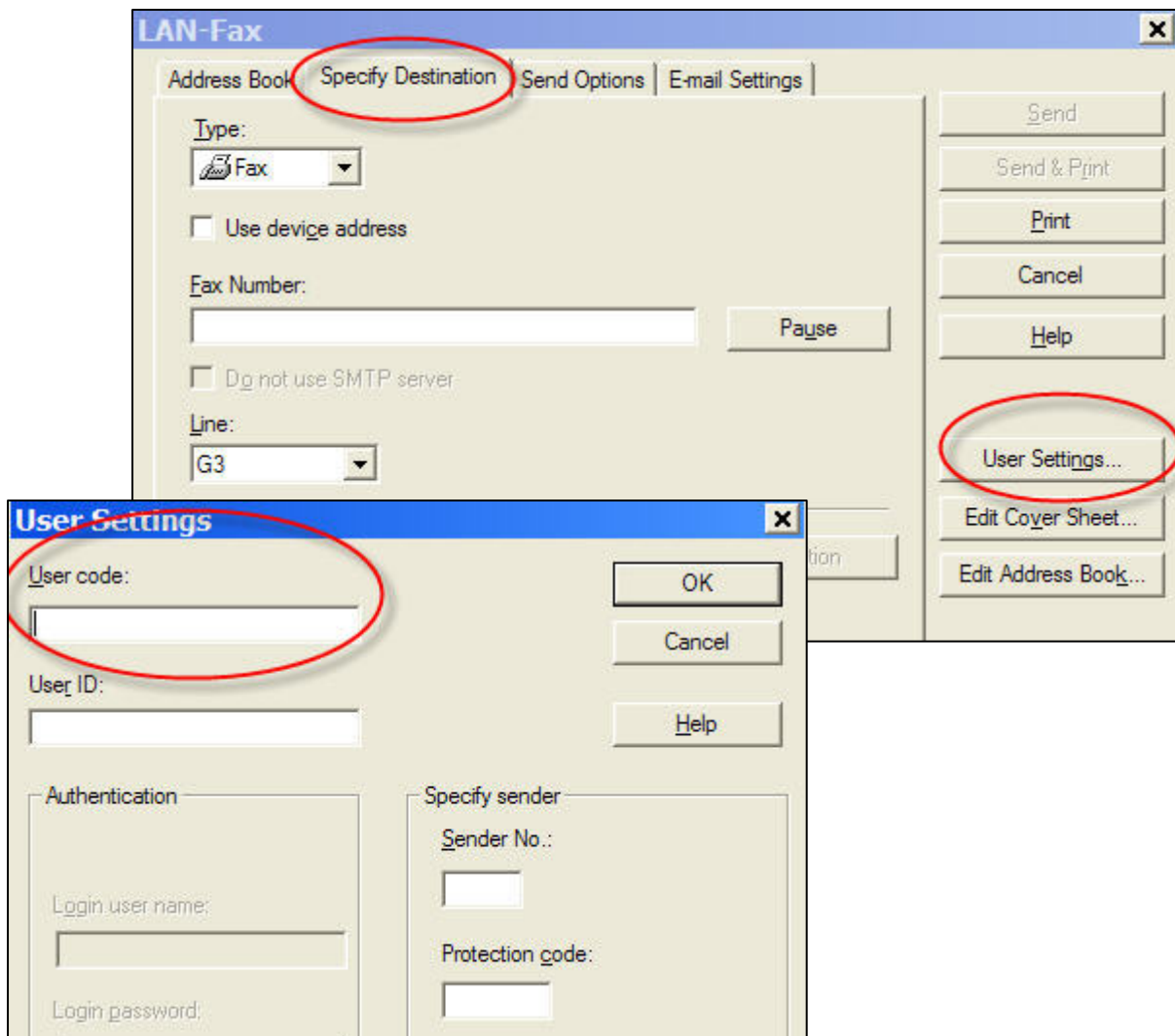
#### Sending faxes from your computer

- I. Some Barnard MFPs can be used to send a fax directly from your computer. This can be useful when you must send a file to a fax number instead of an email address. To utilize this feature, you must install one of the “Ricoh\_Fax” printers using the WBDI installation program.
- II. Go to the WBDI page [http://seshat.barnard.edu/wbdi/apl/searchdb\\_bt.cgi](http://seshat.barnard.edu/wbdi/apl/searchdb_bt.cgi) and select one of the printers titled **Ricoh\_Fax#**. It really does not matter which one you pick, since it will only be used for sending (not receiving) faxes from your computer. If you want to pick a particular “Ricoh\_Fax” printer, you can use the **Advanced Search** to see in which offices the fax MFPs are located.
- III. Download and install the Ricoh\_Fax printer from the WBDI page. Remember to accept all warning messages and to allow enough time for the installation to complete. Wait until you receive the message “Thank you for using WBDI.” Your fax device is now installed and ready to use—there are no Preference settings to configure.
- IV. How to send a file (e.g., Word or Excel document) by fax
  - A. Open the file.
  - B. **File... Print...** Select the **Ricoh\_Fax** printer from the drop down list, select which pages to print, and click **OK**. [see screen shot below]



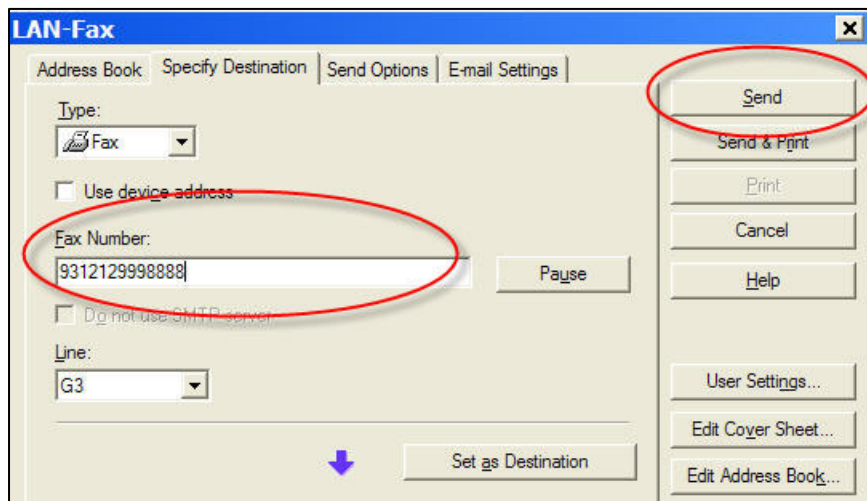
- C. The LAN-Fax window appears.

D. Select the **Specify Destination** tab and then **User Settings** and then enter your

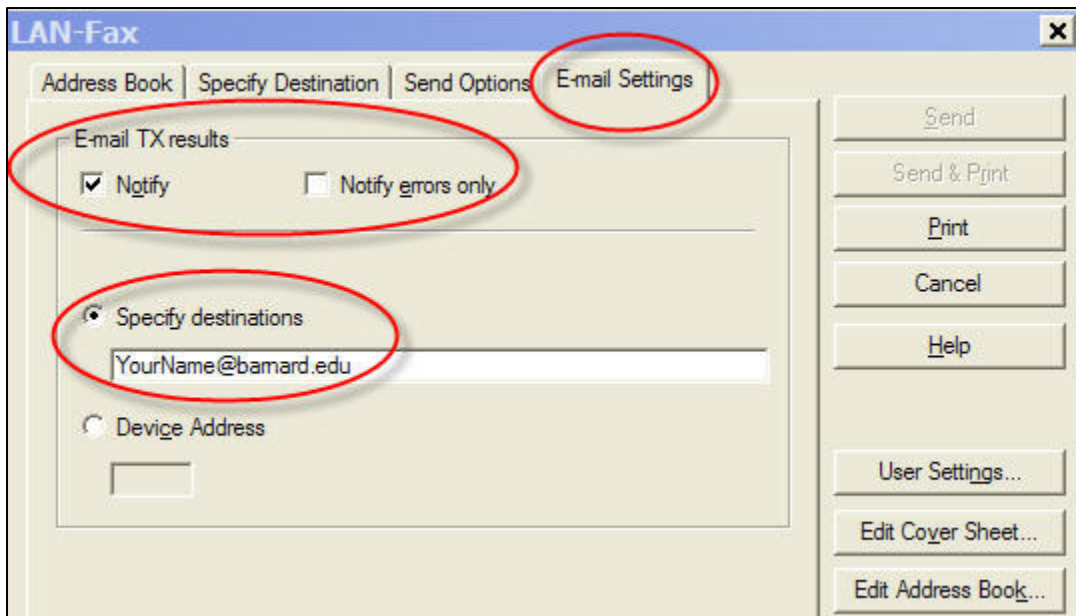


departmental copier **User Code** and click **OK**. [see screen shots below]

E. Enter the **Fax Number**, usually in the form **9312129998888**. No dashes are needed. Then click **Send**. [see screen shot below]



- F. You can request email notification of completed or failed faxes, using the **Email Settings** tab. [see screen shot below]



- G. You can also create cover sheets and address books for your fax numbers. [see screen shot below] Consult the **Help** feature within the fax printer driver for more details.

