

# **5-CONFIGURING** **"WINDOWS FAX AND SCAN"** **TO FAX IN A "WINDOWS.."** **COMPUTER**

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# SUMMARY

If you have a fax modem and an analog phone line or some "Voice over IP" phone lines, you can use "Windows Fax and Scan" to send and receive faxes instead of using a fax machine.

"Windows Fax and Scan" works well for sending and receiving faxes in "Windows 10..", "Windows 8.1", and "Windows 7..". (As of May 2023, it is not currently working for sending faxes in "Windows 11..".)

# TOPICS

- Using "Windows Fax and Scan"
- Big Steps for Initial Configuration
- Small Steps for Initial Configuration

# USING "WINDOWS FAX AND SCAN"

- In "**Windows 11..**", "Windows Fax and Scan" has unable to send out faxes ever since a mandatory "Windows Update" was pushed into most "Windows 11.." computers in March of 2022.

Because of this, we now recommend that you use the not-free "FaxTalk FaxCenter Pro" software app, if you have a "Windows 11.." computer.

You can try it out for 10 days by using a Web browser to go to

<https://www.faxtalk.com/download-trial-software/>

# USING "WINDOWS FAX AND SCAN" (continued)

- "Windows Fax and Scan" is available as a bundled "applet" in:

Windows 10

Windows 8.1

and

Windows 7

# USING "WINDOWS FAX AND SCAN" (continued)

- In **Windows 10, Windows 8.1** , and **Windows 7**, "Windows Fax and Scan" continues to work well for sending and receiving faxes
- In **Windows 10, Windows 8.1** , and **Windows 7**, "Windows Fax and Scan" shows up in "Windows Accessories" of the "Start Menu"

# USING "WINDOWS FAX AND SCAN" (continued)

- In **Windows 10, Windows 8.1, and Windows 7**, "Windows Fax and Scan" shows up as "Fax" in "Devices and Printers" in the "Control Panel":

## Devices and Printers

← → ▾ ↑ > Control Panel > All Control Panel Items > Devices and Printers

Add a device

Add a printer

### Devices (7)



Conexant USB  
CX93010 ACF  
Modem



DESKTOP-5BMM  
30T



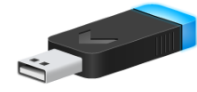
Generic Non-PnP  
Monitor



Microphone  
(High Definition  
Audio Device)



Speakers (High  
Definition Audio  
Device)



Virtual Bluetooth  
Adapter



VMware Virtual  
USB Mouse

### Printers (3)



Fax



Microsoft Print  
to PDF



Microsoft XPS  
Document Writer



13 items



## Devices and Printers

Control Panel > All Control Panel Items > Devices and Printers

Add a device

Add a printer

### Devices (7)



Conexant USB  
CX93010 ACF  
Modem



DESKTOP-5BMM  
30T



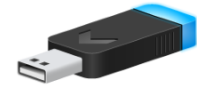
Generic Non-PnP  
Monitor



Microphone  
(High Definition  
Audio Device)



Speakers (High  
Definition Audio  
Device)



Virtual Bluetooth  
Adapter



VMware Virtual  
USB Mouse

### Printers (3)



Fax



Microsoft Print  
to PDF



Microsoft XPS  
Document Writer



13 items

## ✓ Printers (3)



Fax



Microsoft Print  
to PDF



Microsoft XPS  
Document Writer



# USING "WINDOWS FAX AND SCAN"

(continued)

- In **Windows 10, Windows 8.1,** and **Windows 7,** the "Fax" icon shows up in "Devices and Printers" even if you do not have a fax/data modem attached to your computer. But you cannot send or receive faxes if you do not have either a fax/data modem with a analog phone line attached to your computer OR if you subscribe an online Web-based fax service.

# USING "WINDOWS FAX AND SCAN" (continued)

- In **Windows 10**, **Windows 8.1**, and **Windows 7** a faux "Fax" printer shows up in printer lists so you can start a Fax transmission from any software app by clicking on "Print" or "File" and then "Print" and then selecting the "Fax" printer. Clicking on a "Next" or "Continue" button then opens up "Windows Fax and Scan" in a "Send" dialog box with the document that you want to send via Fax converted to a

# BIG STEPS FOR CONFIGURING "WINDOWS FAX AND SCAN"

BIG STEP 100:

Start up "Windows Fax and Scan"

BIG STEP 200:

Create a local "Fax Account" for yourself

BIG STEP 300:

Configure "Fax Settings"

BIG STEP 400:

Configure "Fax Options"

BIG STEP 100 (Start up "Windows Fax..)

SMALL STEP 101:

Click on the "Start" button of Windows 10, 8.1, or 7



Recycle Bin



Sample test  
files



6:33 PM  
5/13/2023





Recycle Bin



Sample test  
files



System tray icons including a caret (^), a camera icon, a monitor icon, a speaker icon, and a speech bubble icon.

6:33 PM  
5/13/2023





Recycle Bin



#



3D Viewer

C



Calculator



Calendar



Camera



Clock



Cortana



F



Feedback Hub



G



Get Help



Groove Music



M



Mail

## Productivity



Microsoft 365...



Mail



Microsoft Edge



Photos



Microsoft To...

## Explore



Microsoft Store



Weather



Solitaire & Ca...



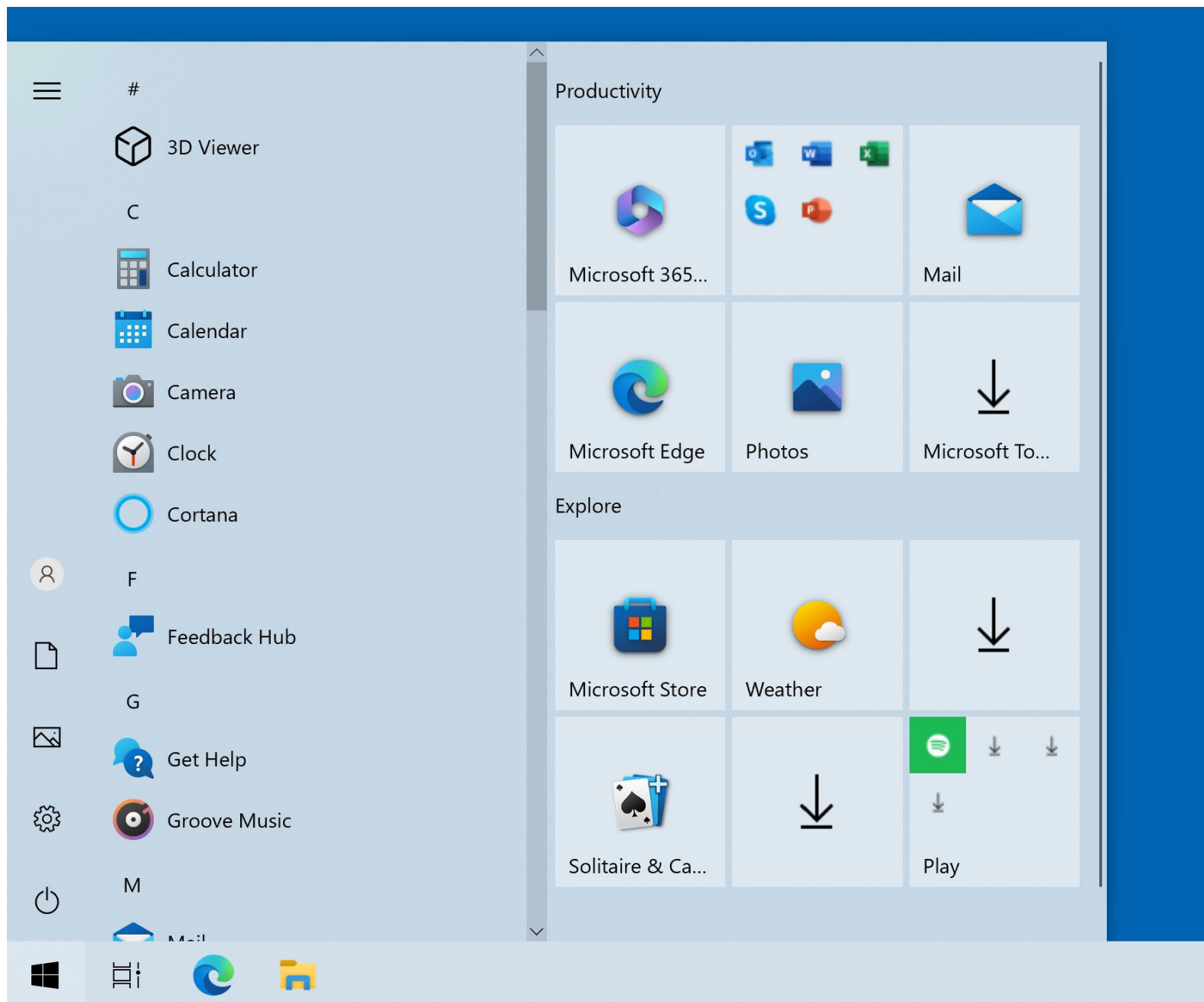
Play

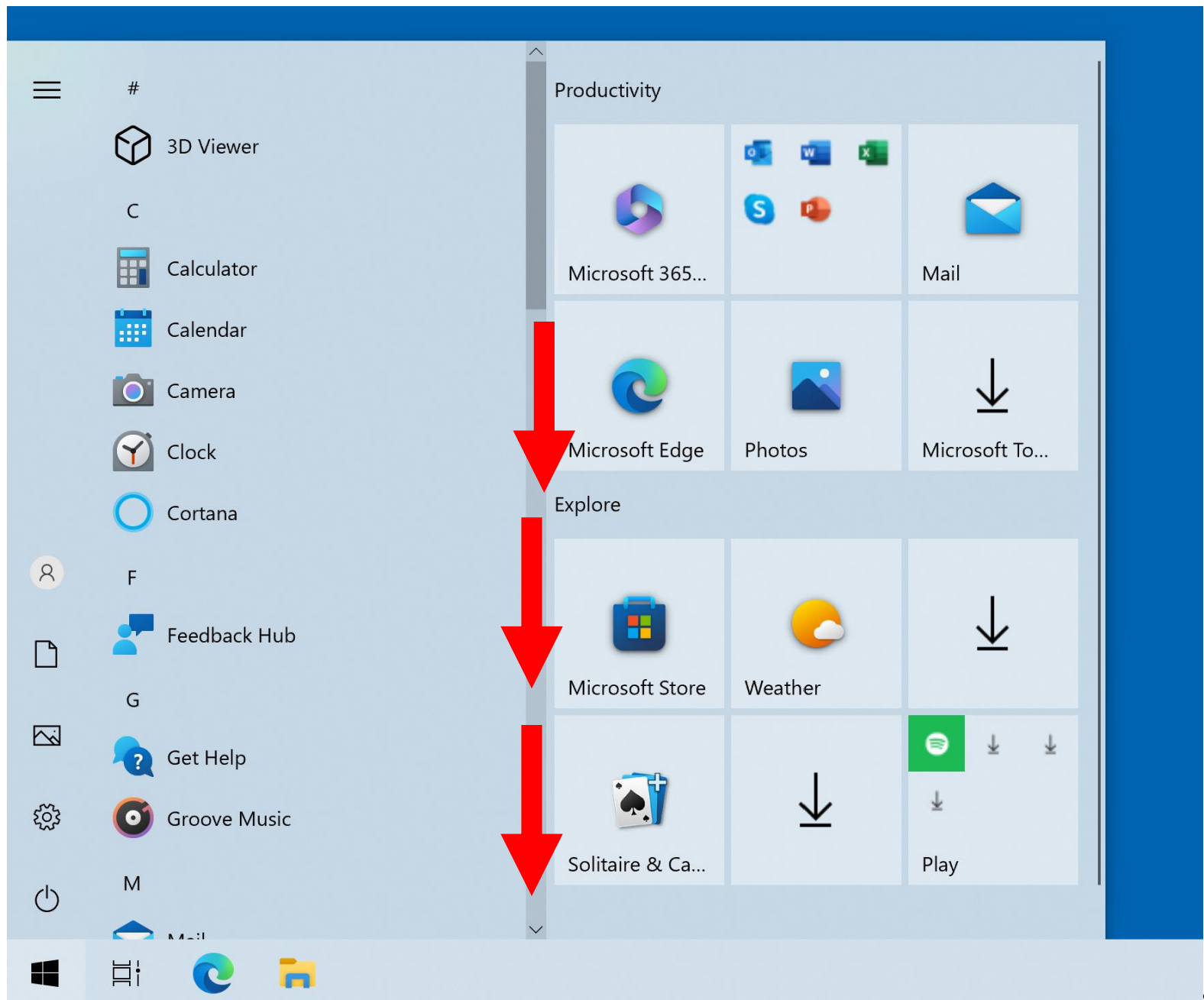


BIG STEP 100 (Start up "Windows Fax..)

SMALL STEP 102:

Scroll vertically downward or page down to "Windows Accessories":

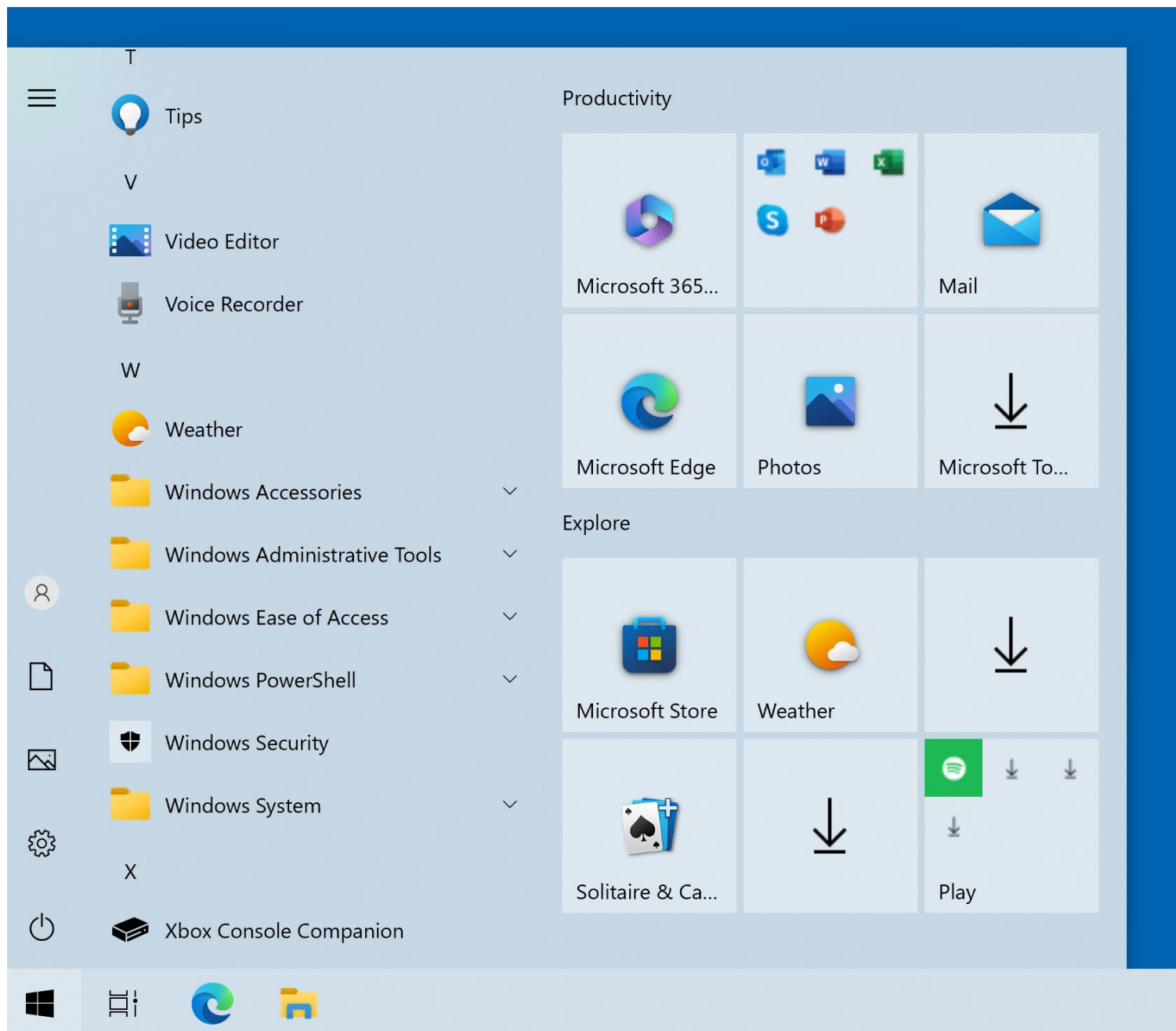


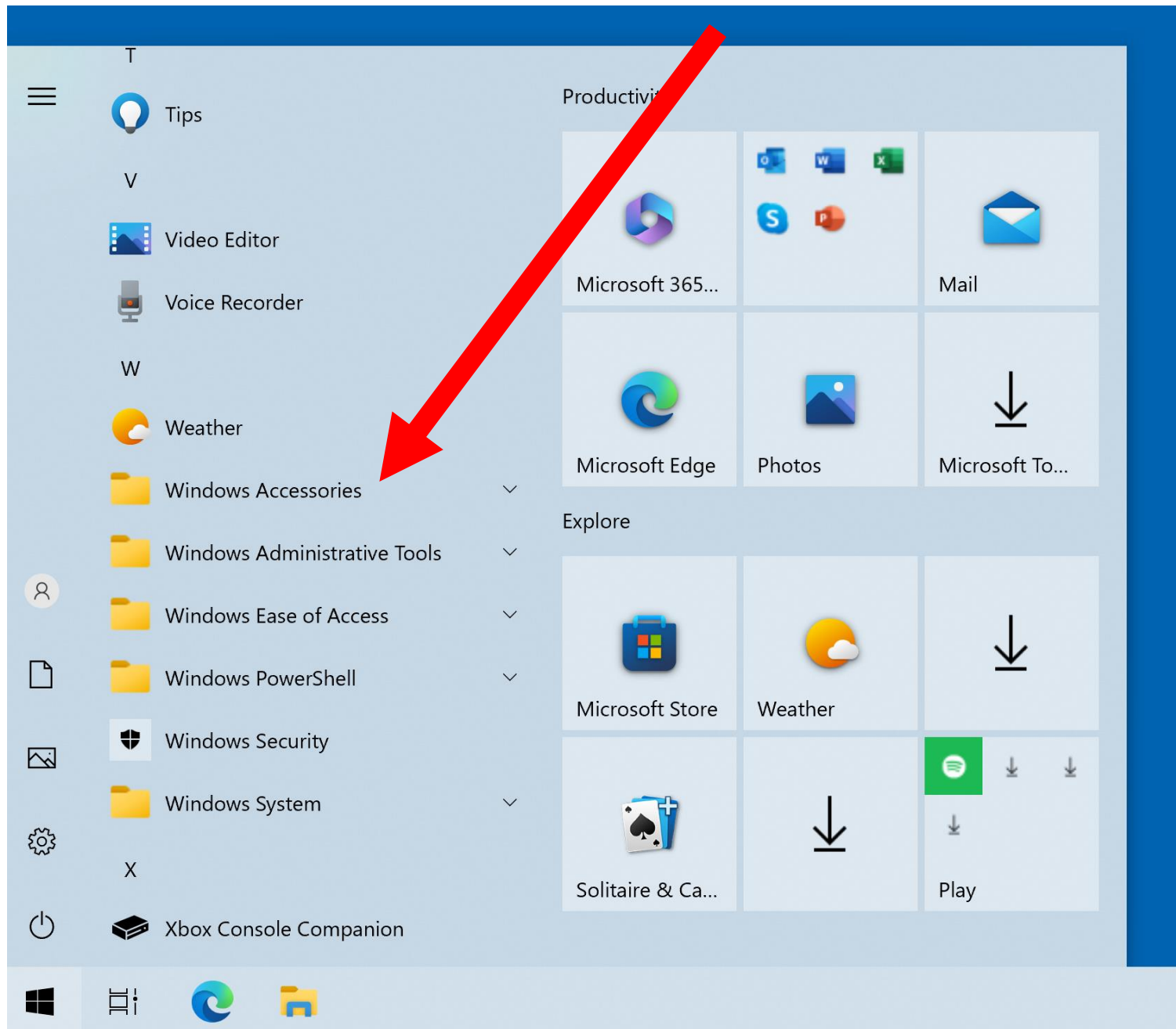


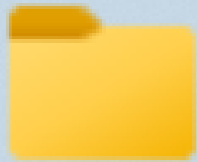
BIG STEP 100 (Start up "Windows Fax..)

SMALL STEP 103:

Double-click on "Windows Accessories":







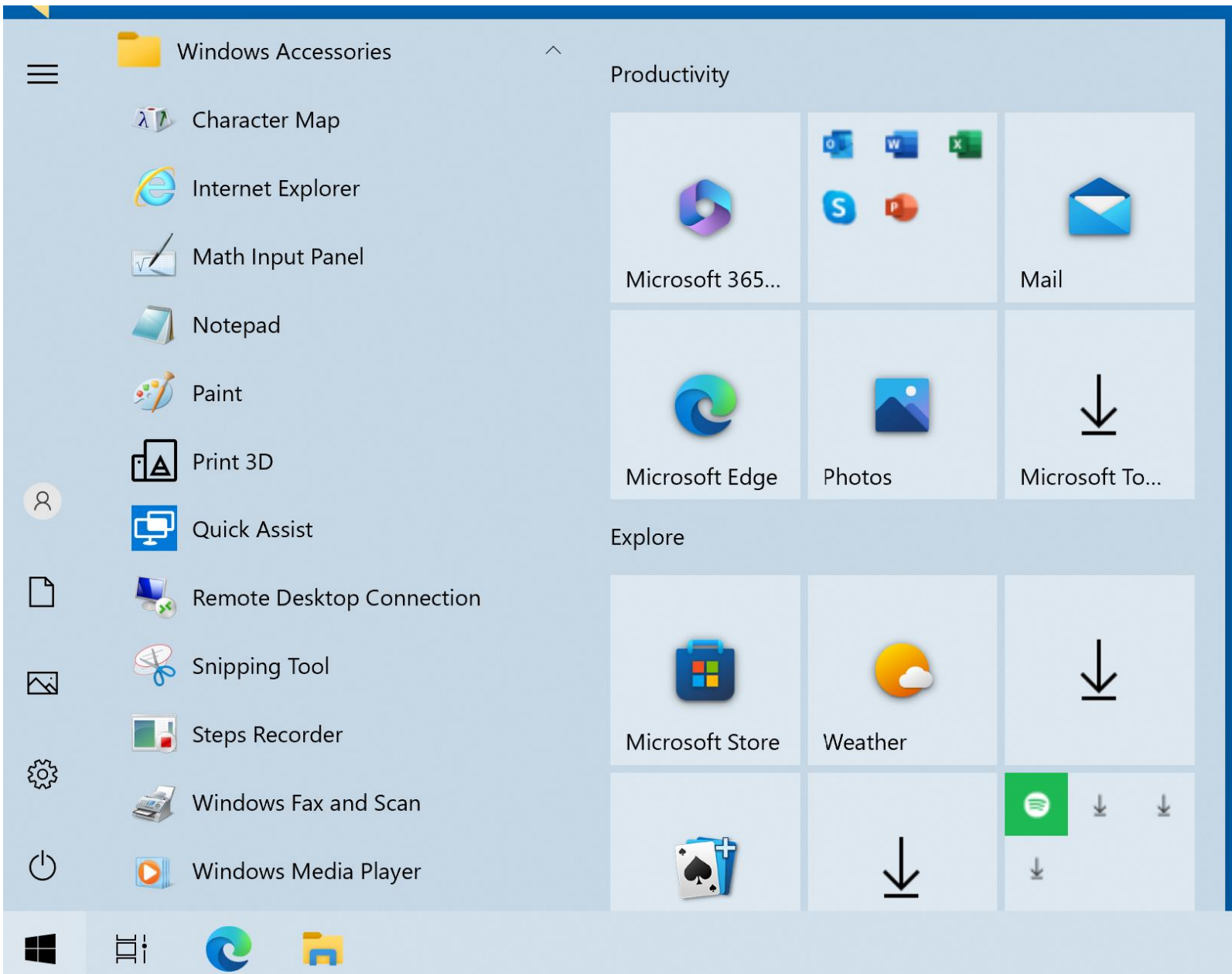
# Windows Accessories

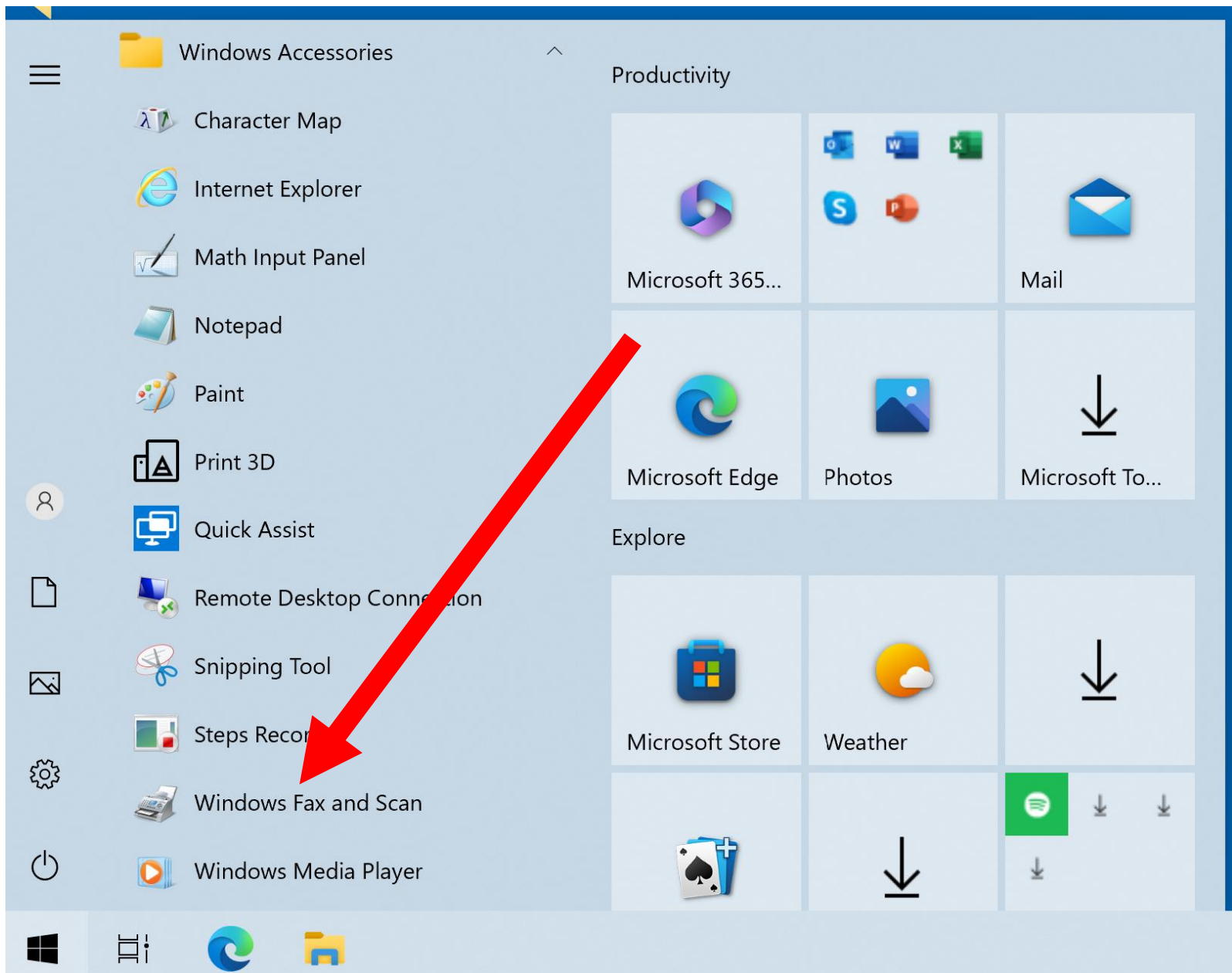


BIG STEP 100 (Start up "Windows Fax..)

SMALL STEP 104:

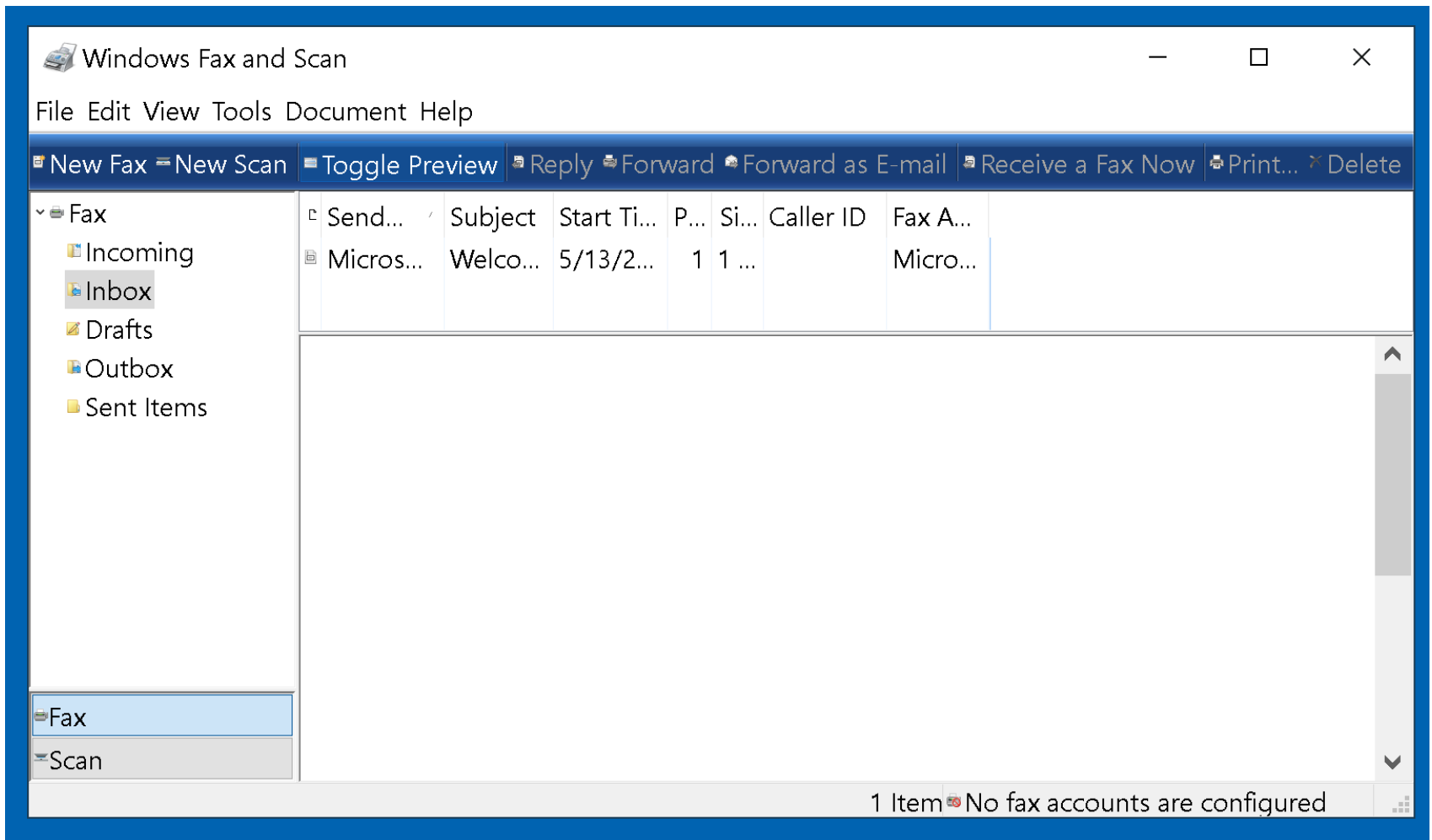
Double-click on "Windows Fax and Scan":





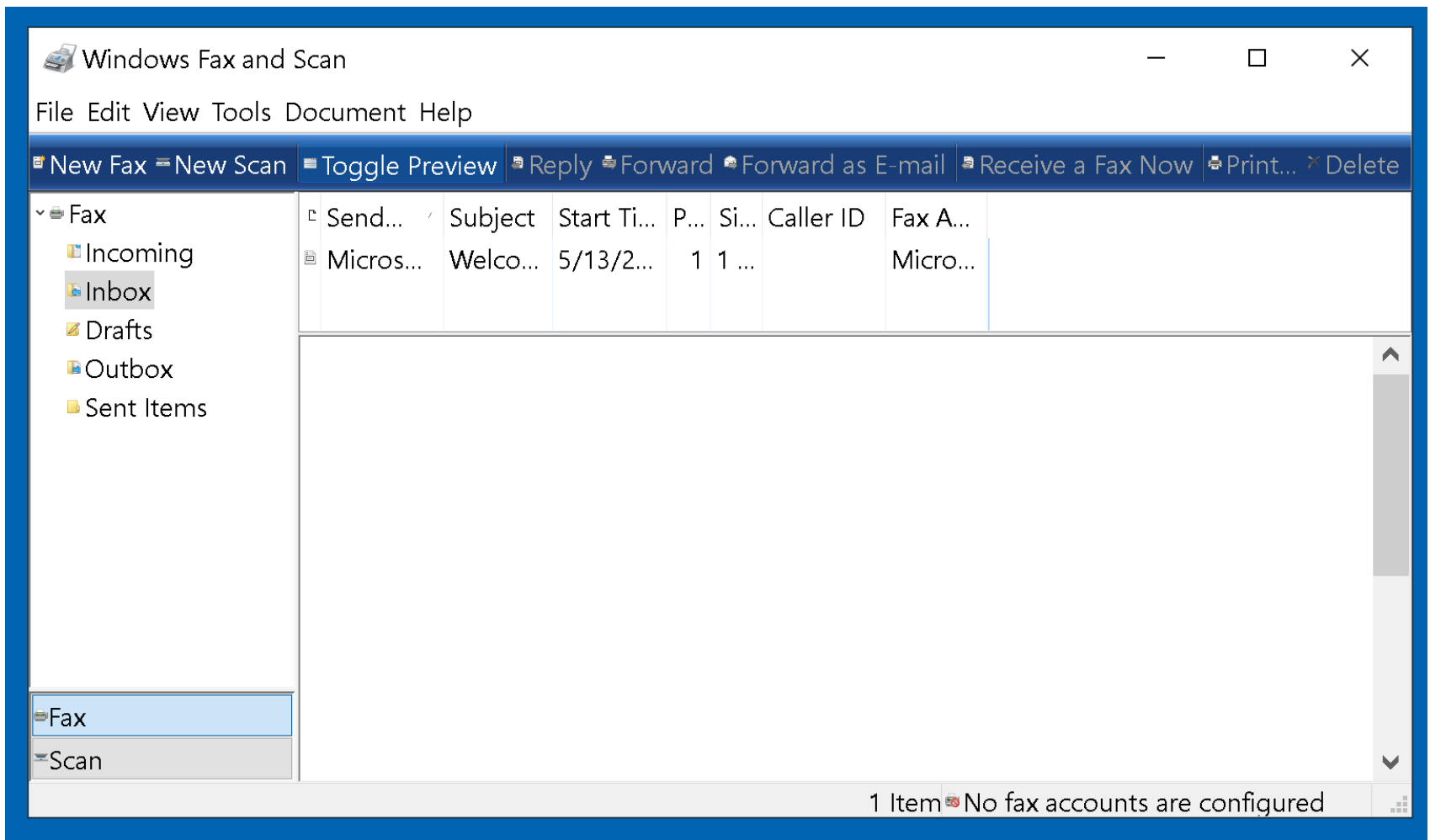


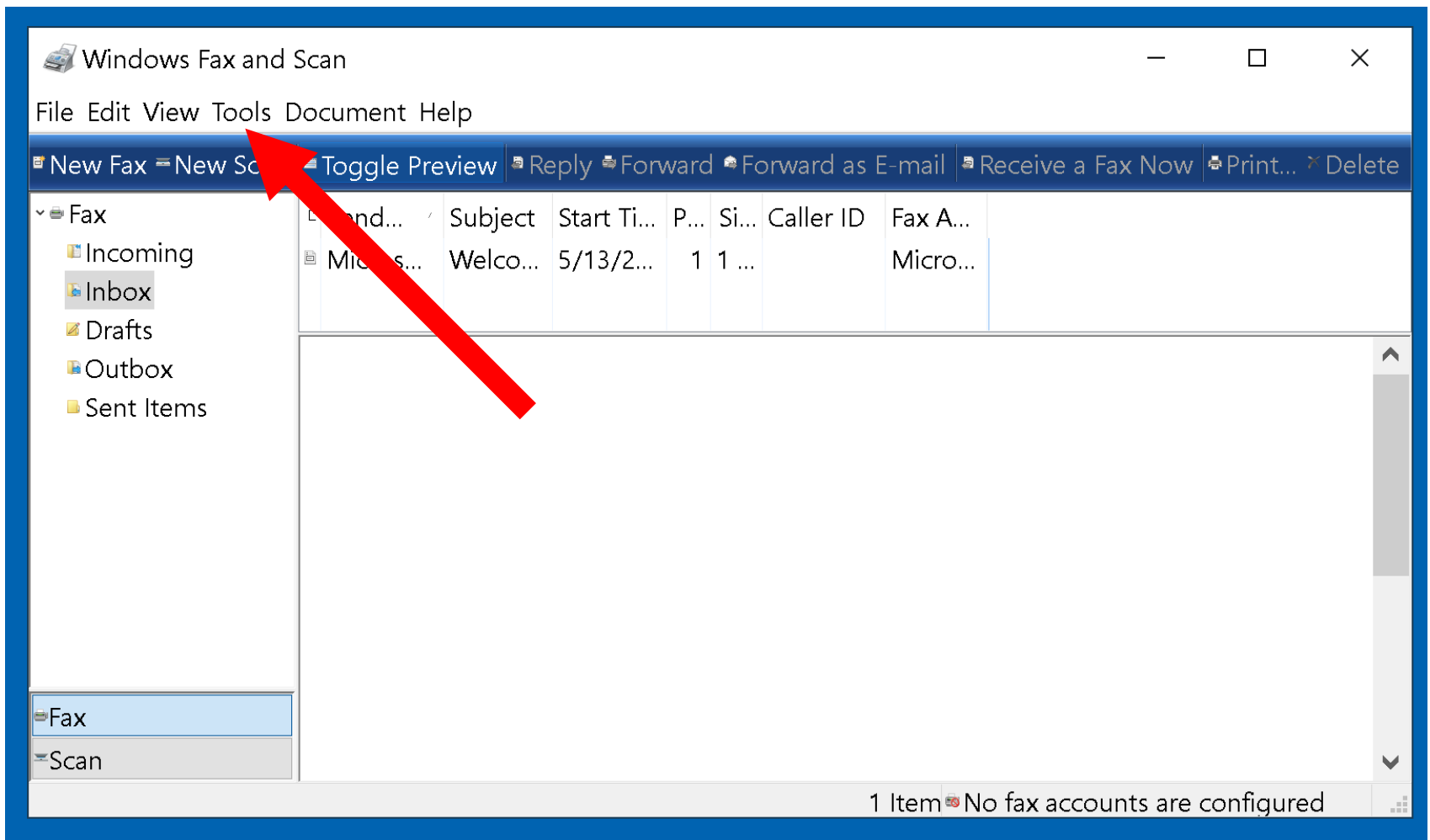
# Windows Fax and Scan



# BIG STEP 200 (Create a local fax account..)

SMALL STEP 201:  
Click on "Tools":



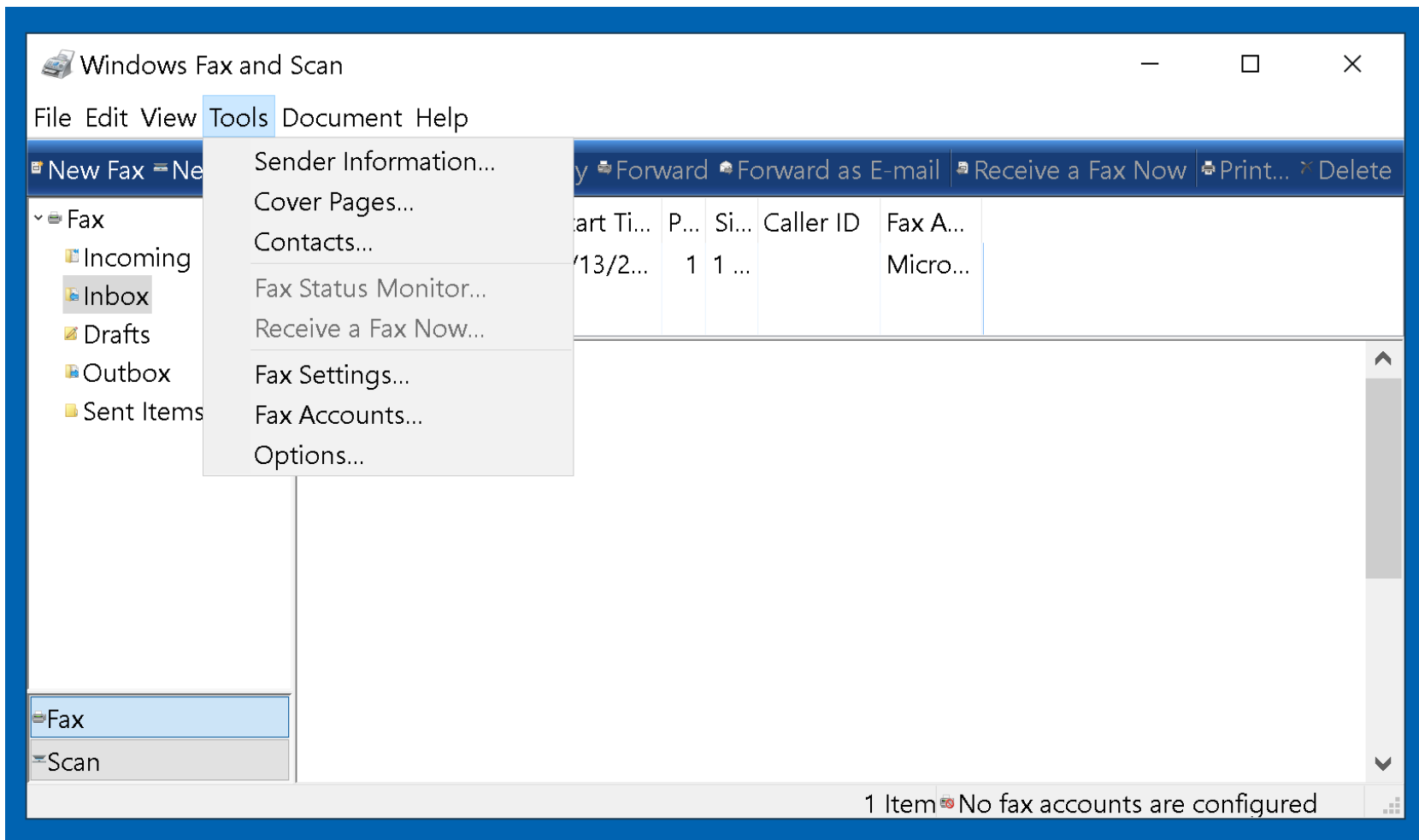


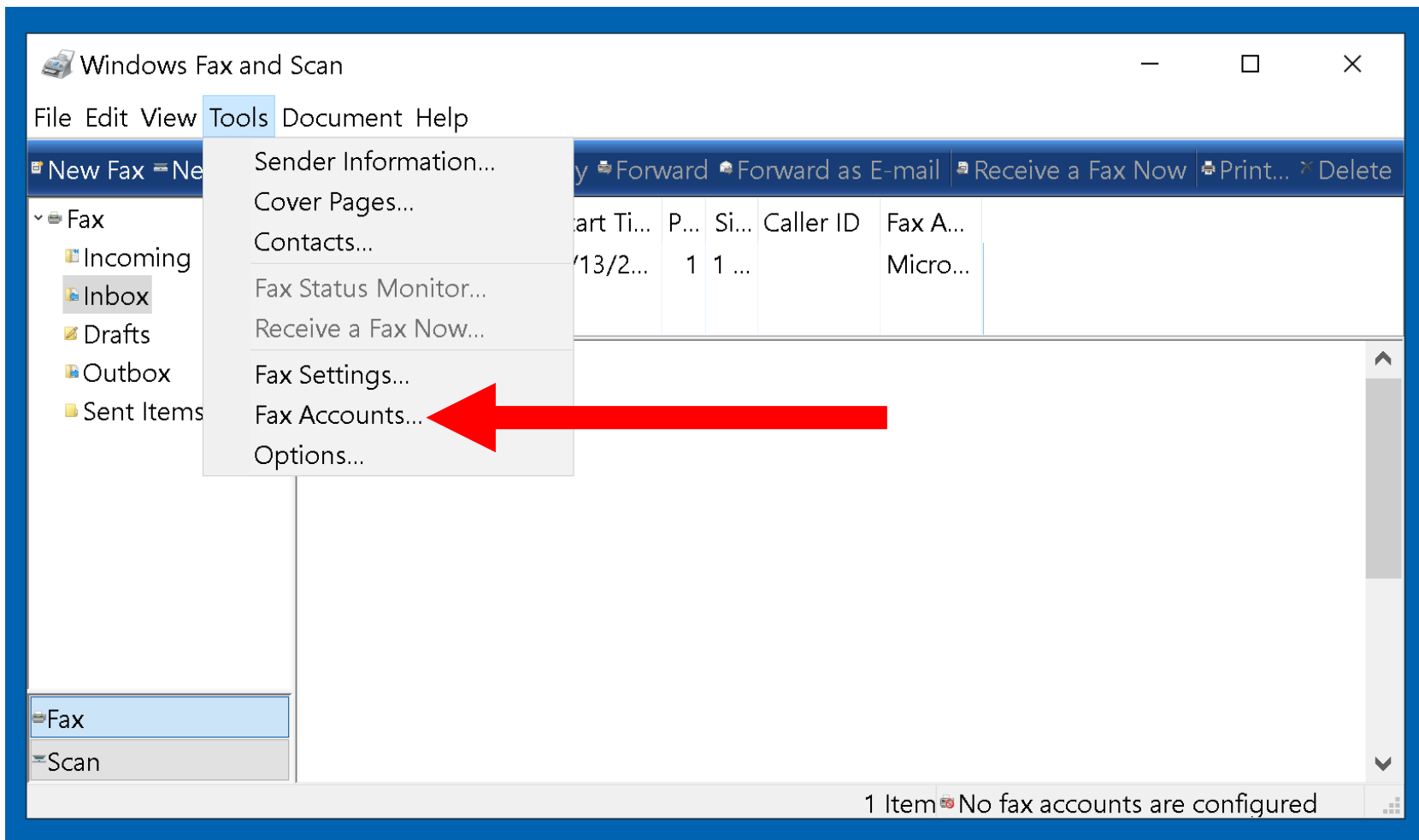


BIG STEP 200 (Create a local fax account..)

SMALL STEP 202:

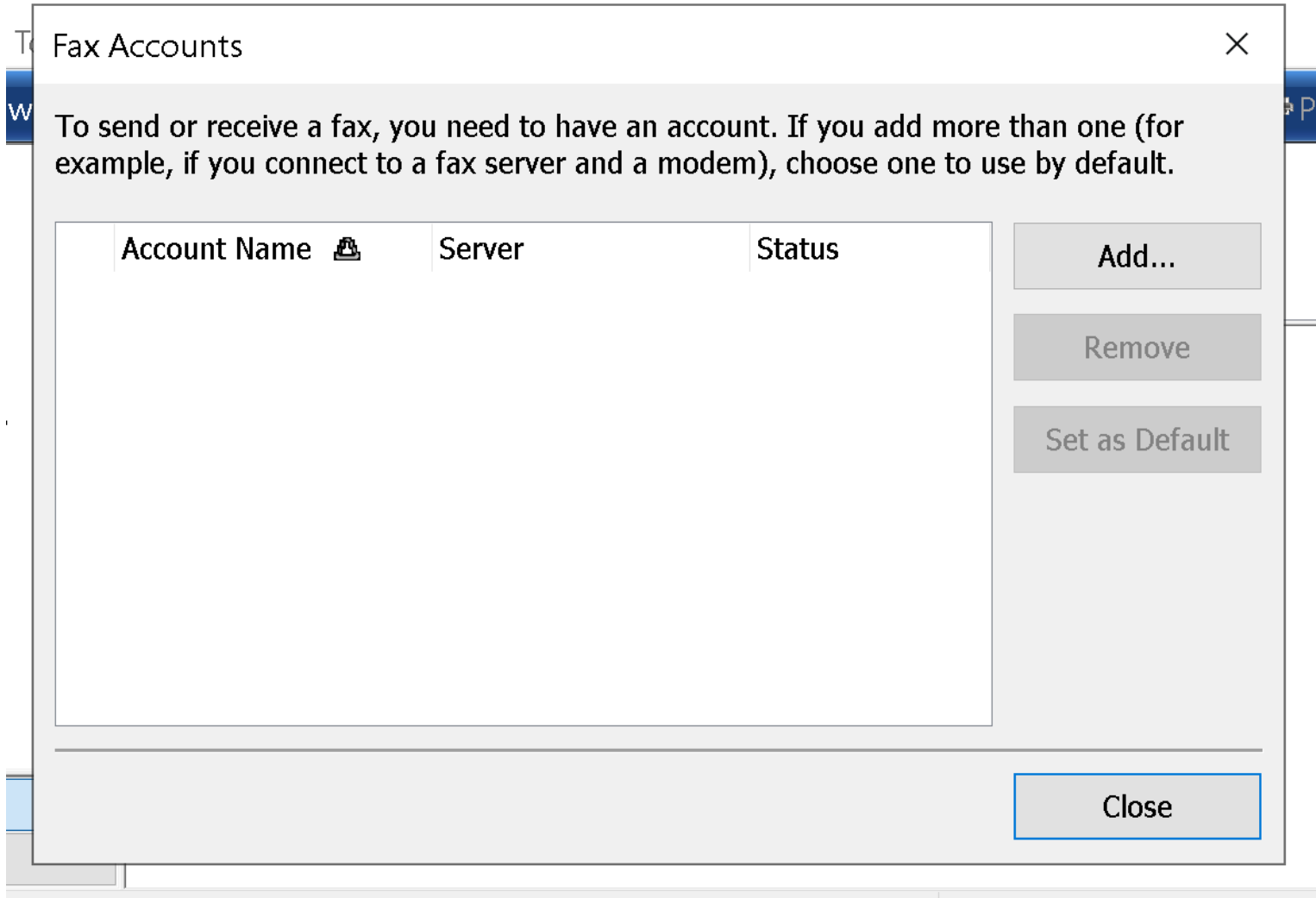
Click on "Fax accounts":

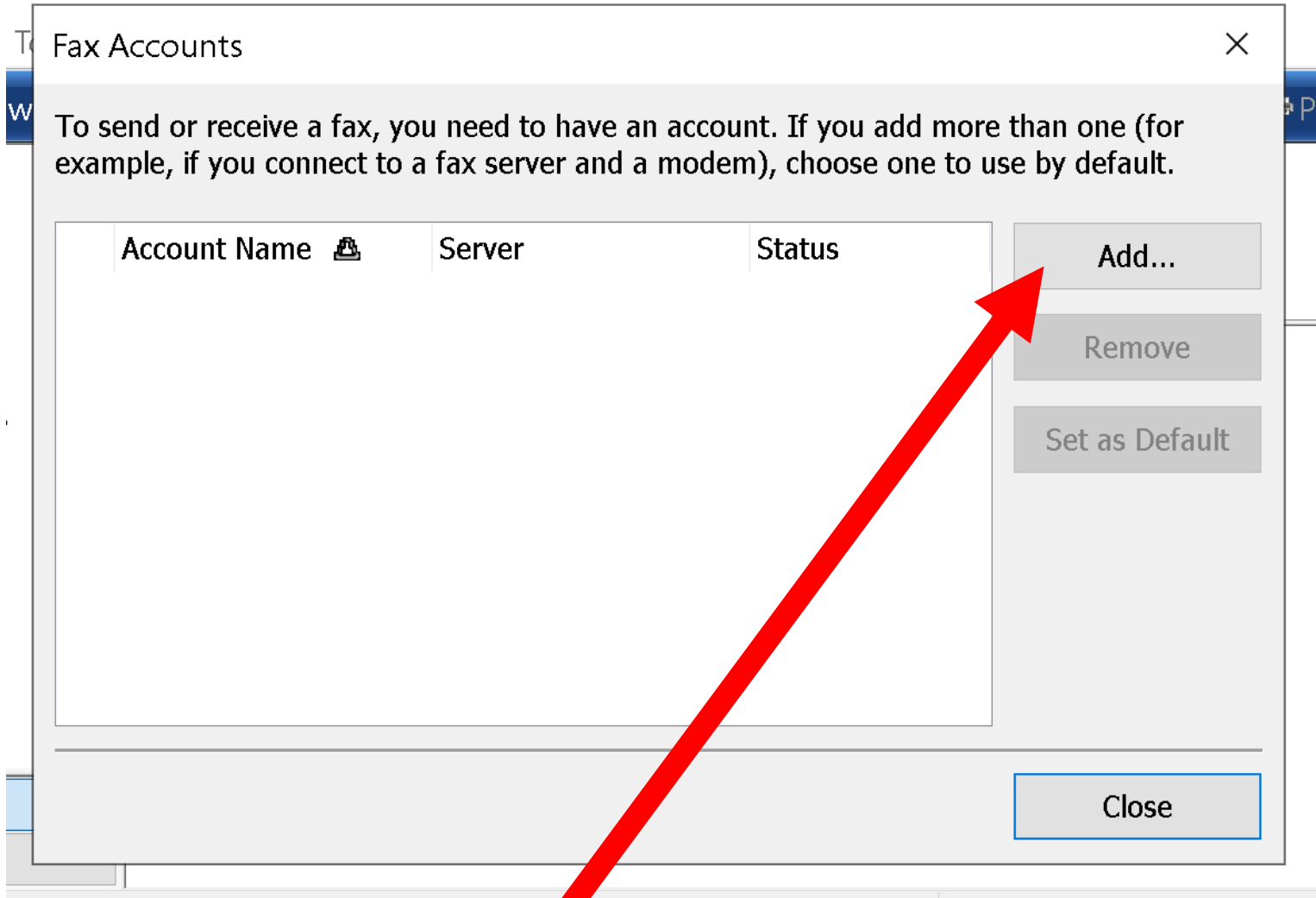




BIG STEP 200 (Create a local fax account..)

SMALL STEP 203:  
Click on "Add...":

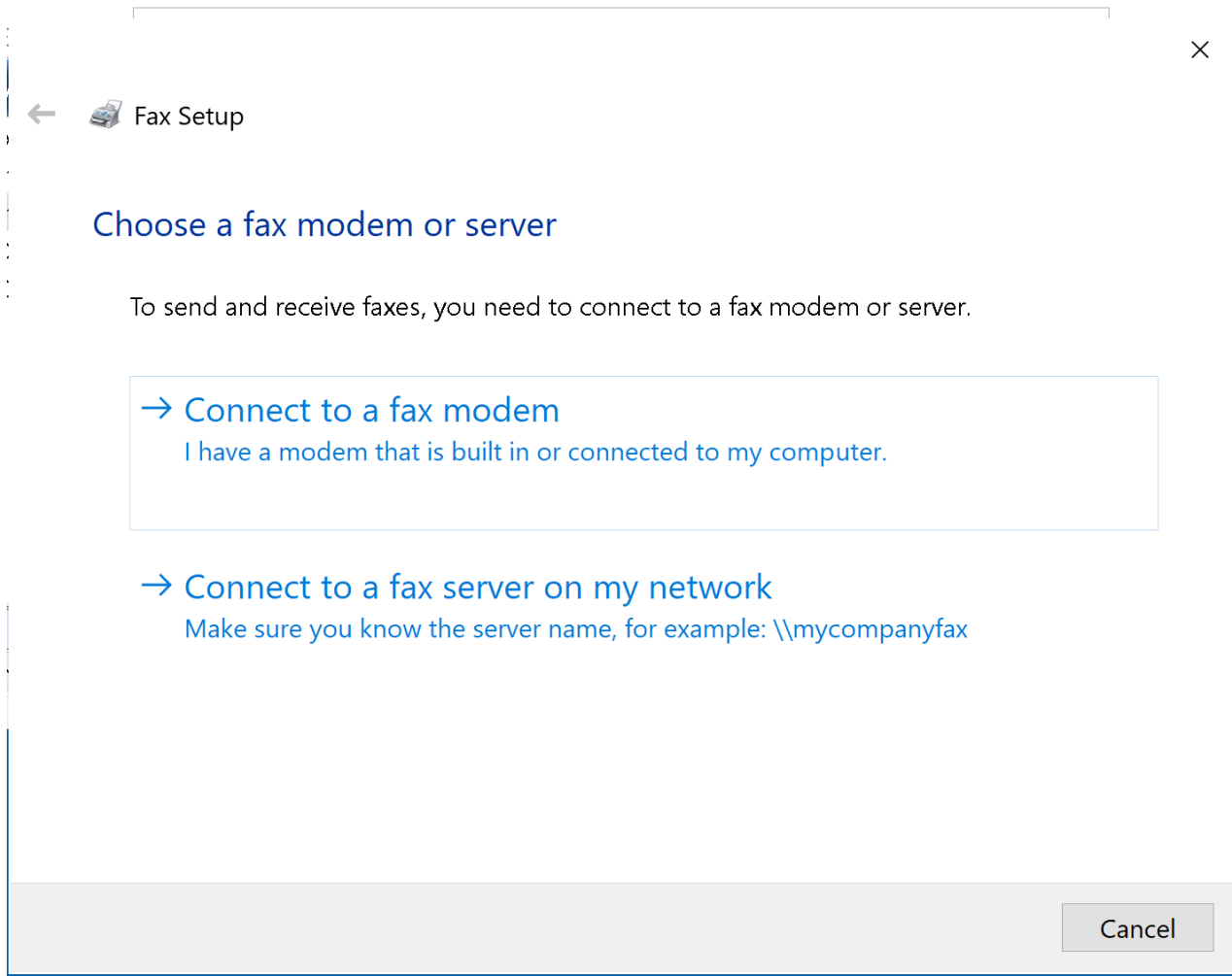




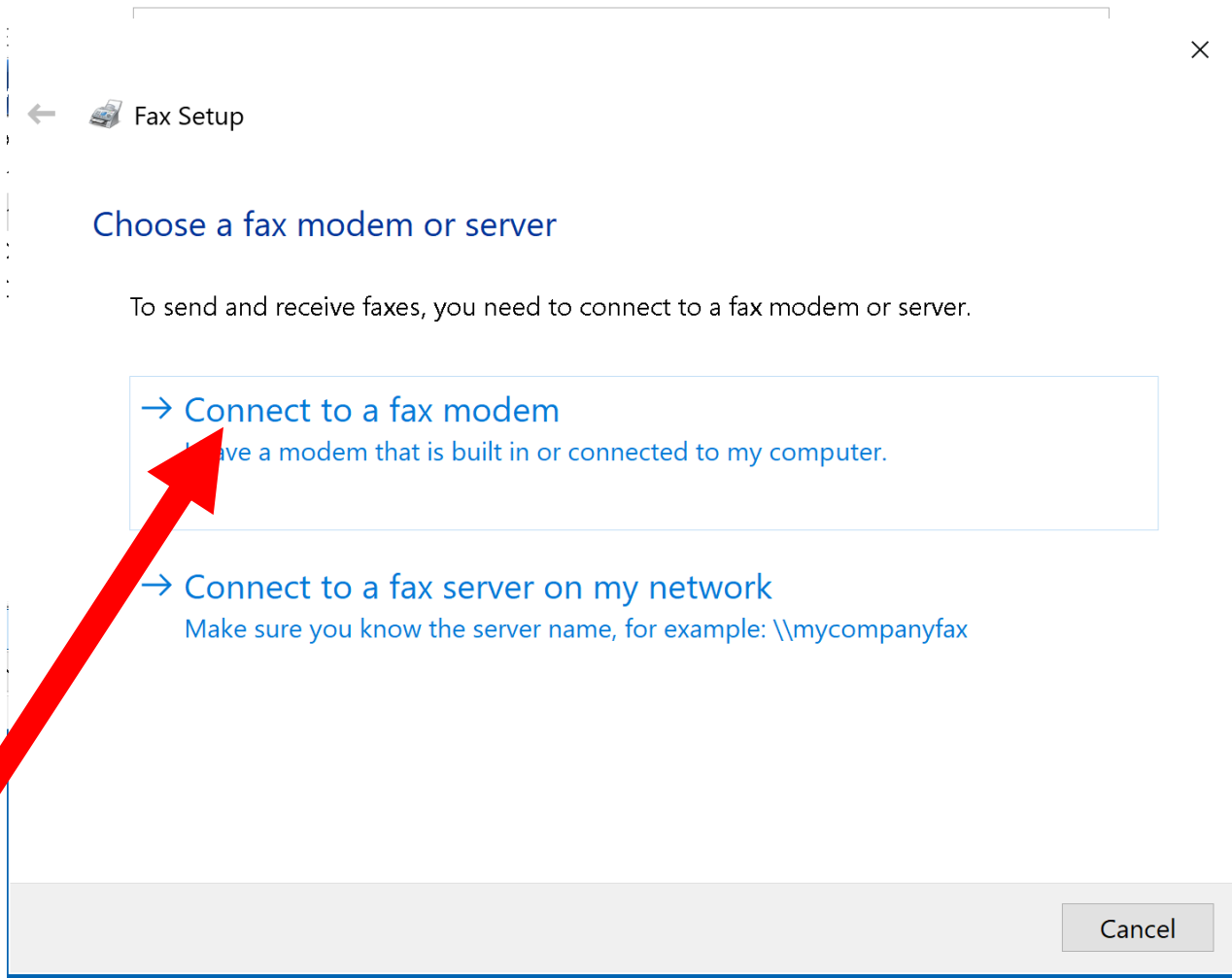
BIG STEP 200 (Create a local fax account..)

SMALL STEP 204:

Click on "Connect to a fax modem":







BIG STEP 200 (Create a local fax account..)

SMALL STEP 205:

Click on Click on "Next":

Windows Fax and Scan

← Fax Setup


### Choose a modem name

Type a name that will help you identify this modem when sending a fax.

Name:

☒ Use by default for sending faxes

☐ Do not use by default for sending faxes



Windows Fax and Scan

← Fax Setup

### Choose a modem name

Type a name that will help you identify this modem when sending a fax.

Name:

☒ Use by default for sending faxes

☐ Do not use by default for sending faxes

BIG STEP 200 (Create a local fax account..)

SMALL STEP 206:

Make a selection on how you want to receive faxes:

E

w

a

l

l

D

C

S



Fax Setup

## Choose how to receive faxes

Your computer is ready to send faxes but you still need to choose how to answer incoming phone calls before you can receive faxes. After choosing an option, you can create a new fax.



### Answer automatically (recommended)

Windows will answer incoming fax calls after five rings.



### Notify me

I'll choose whether to answer incoming fax calls.

→ I'll choose later; I want to create a fax now

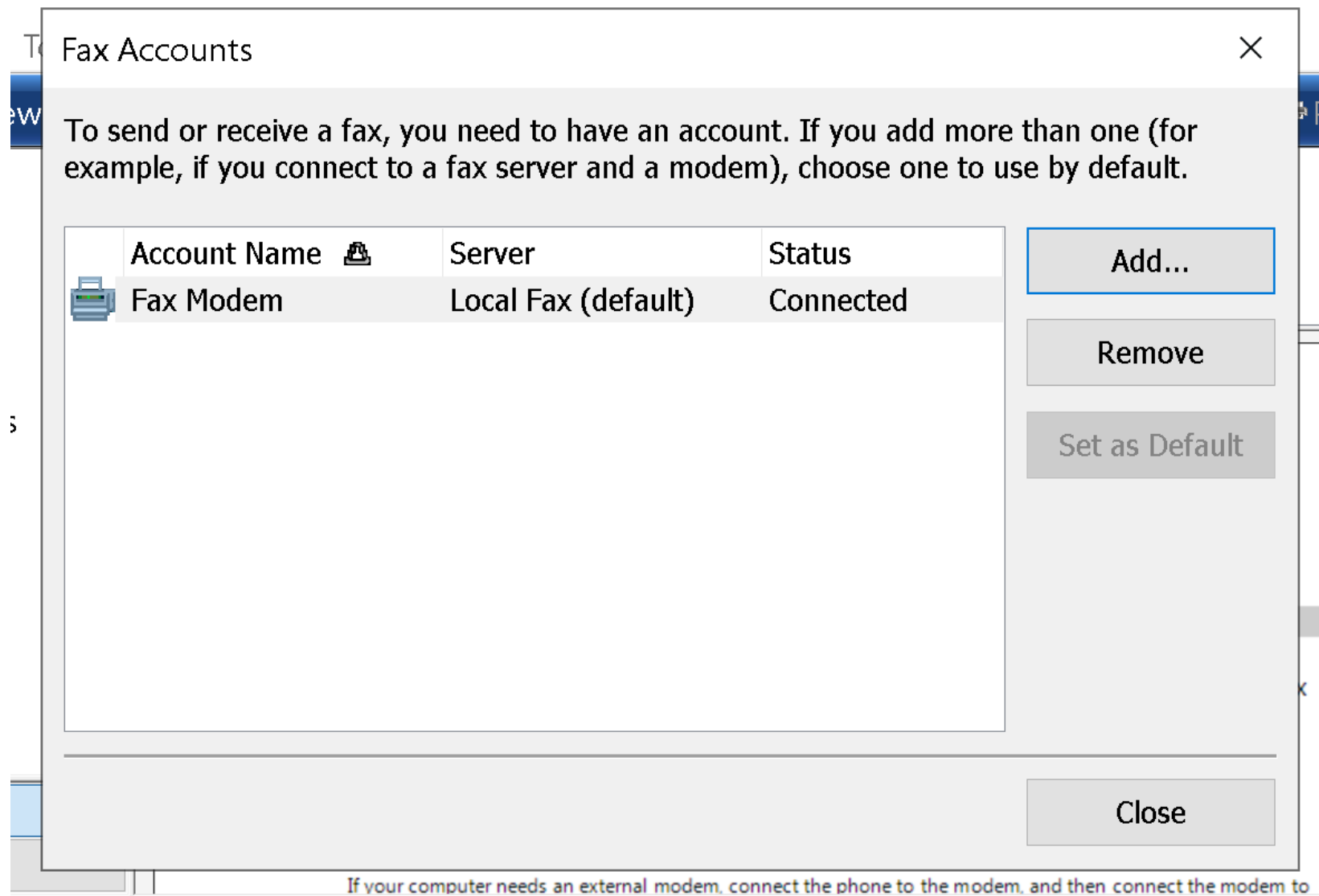
You or an administrator may change the fax receive settings later.

Cancel

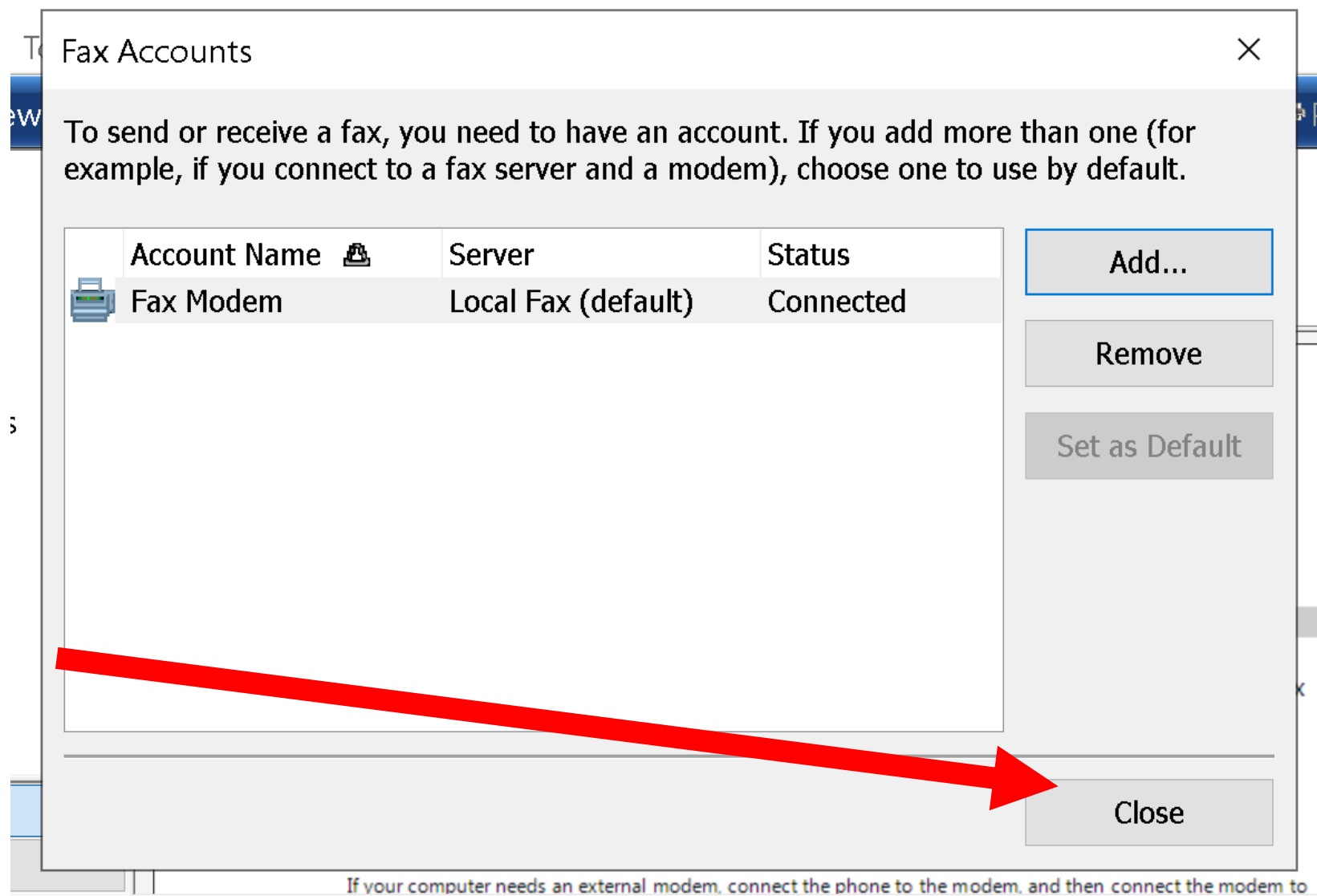
BIG STEP 200 (Create a local fax account..)

SMALL STEP 207:

Click on the "Close" button:



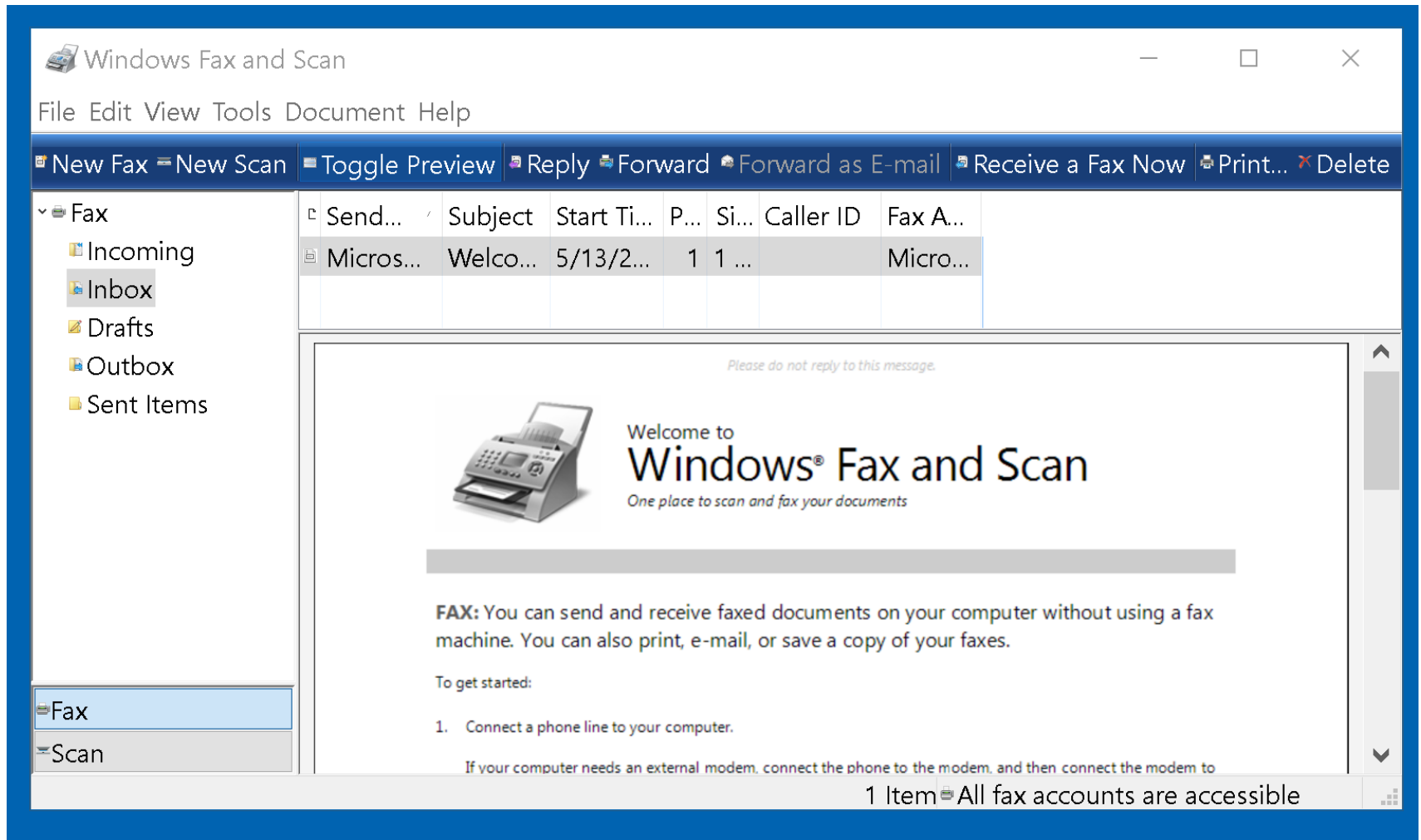


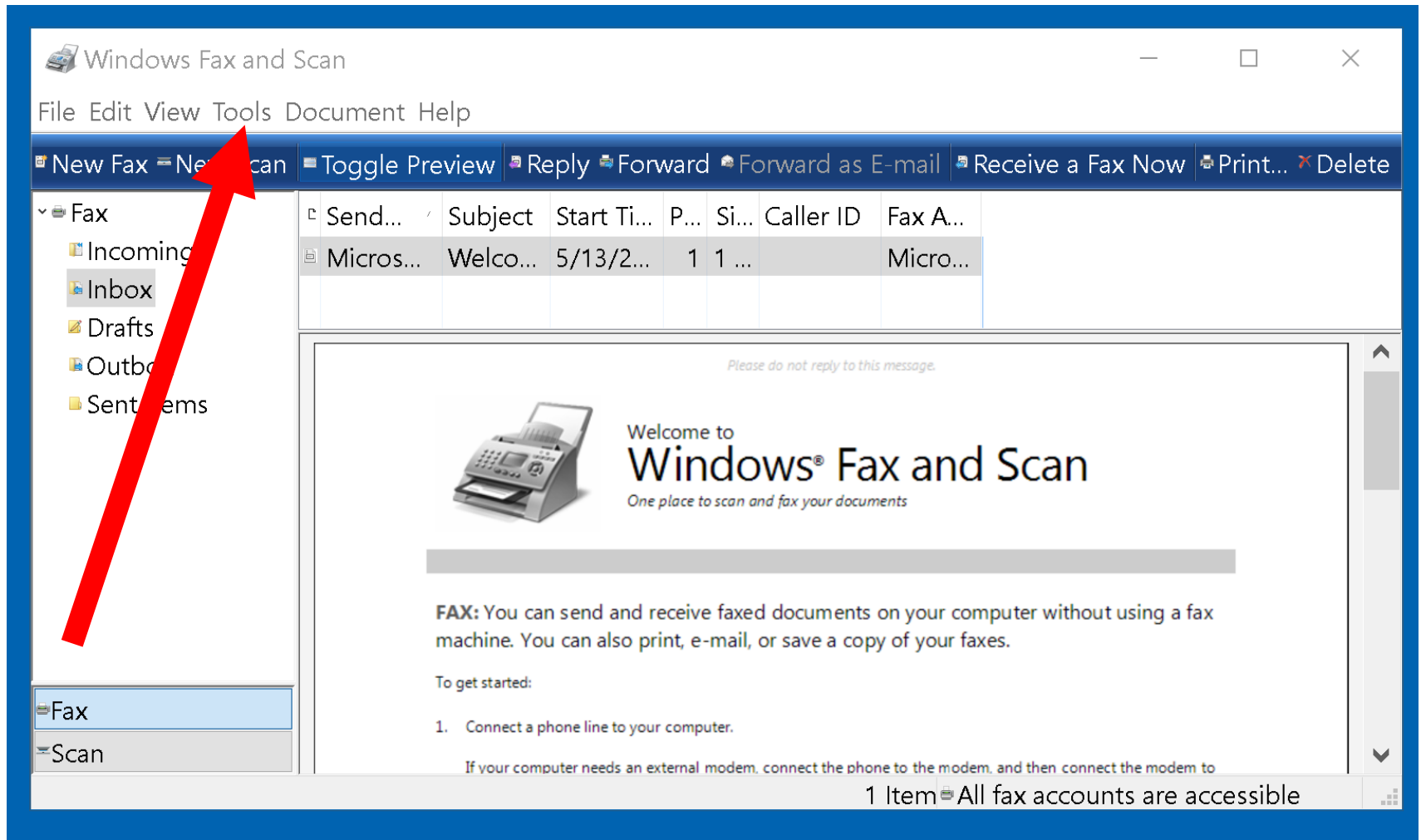


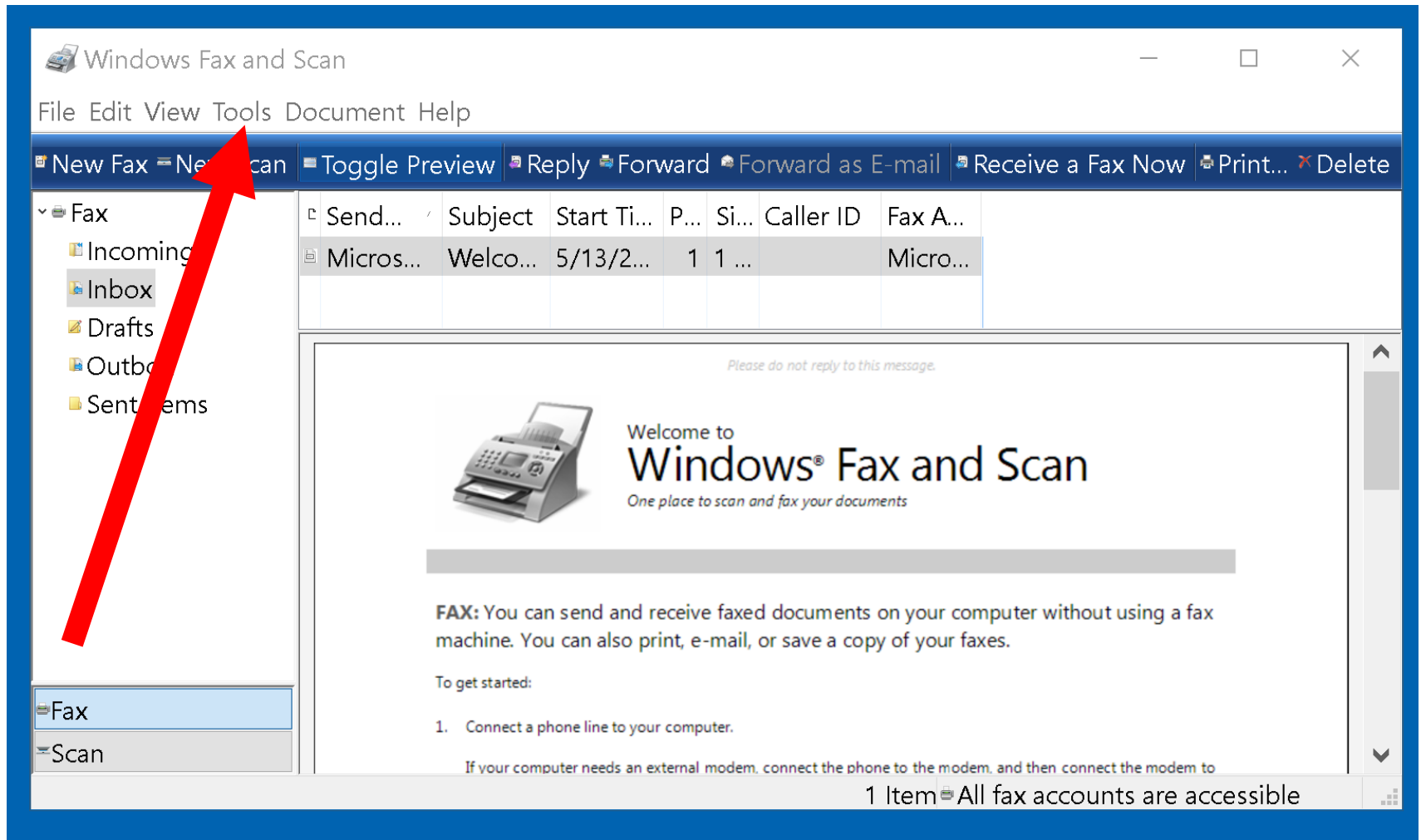
# BIG STEP 300 (Configure fax settings)

SMALL STEP 301:

Click on the "Tools":



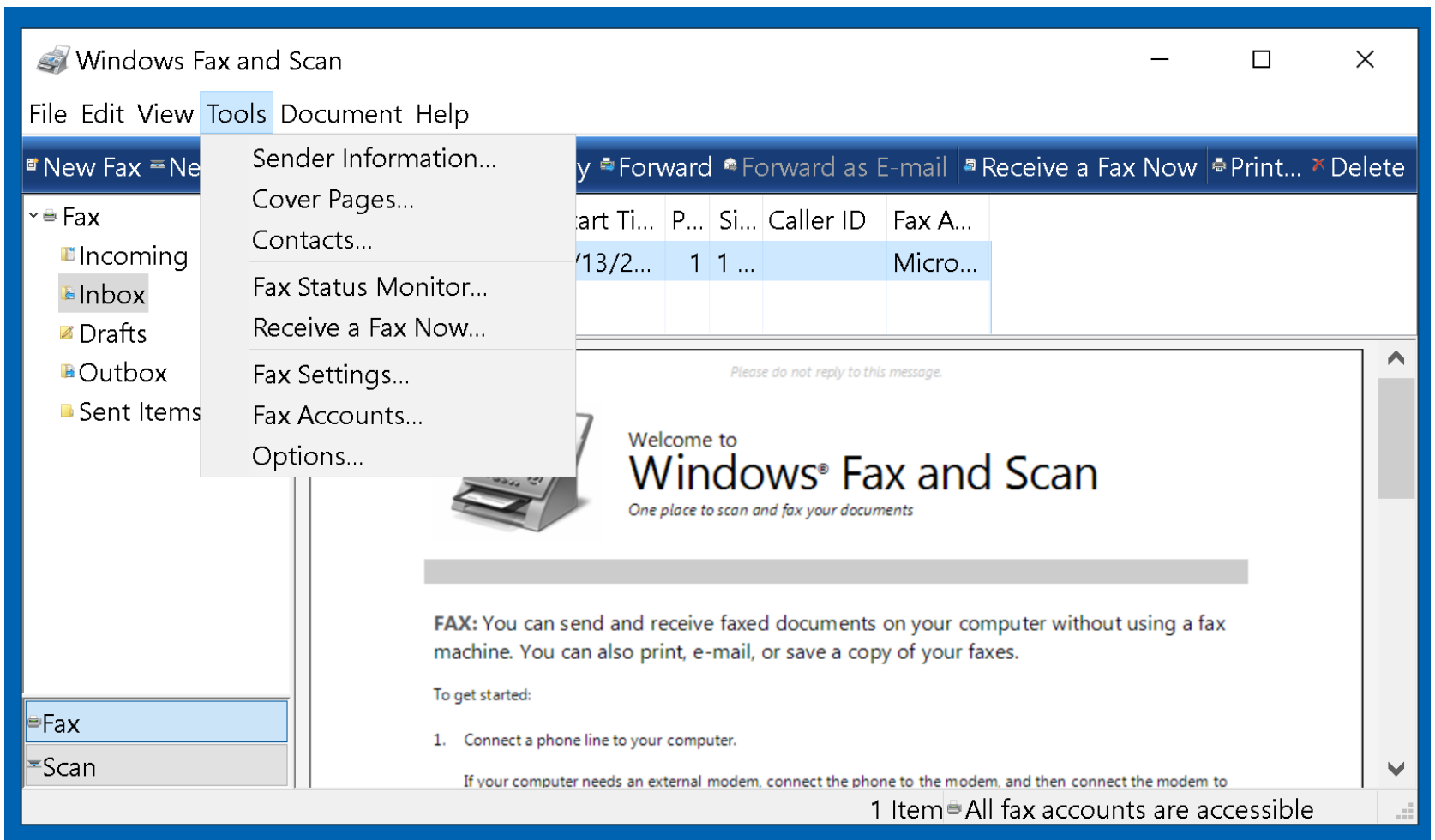


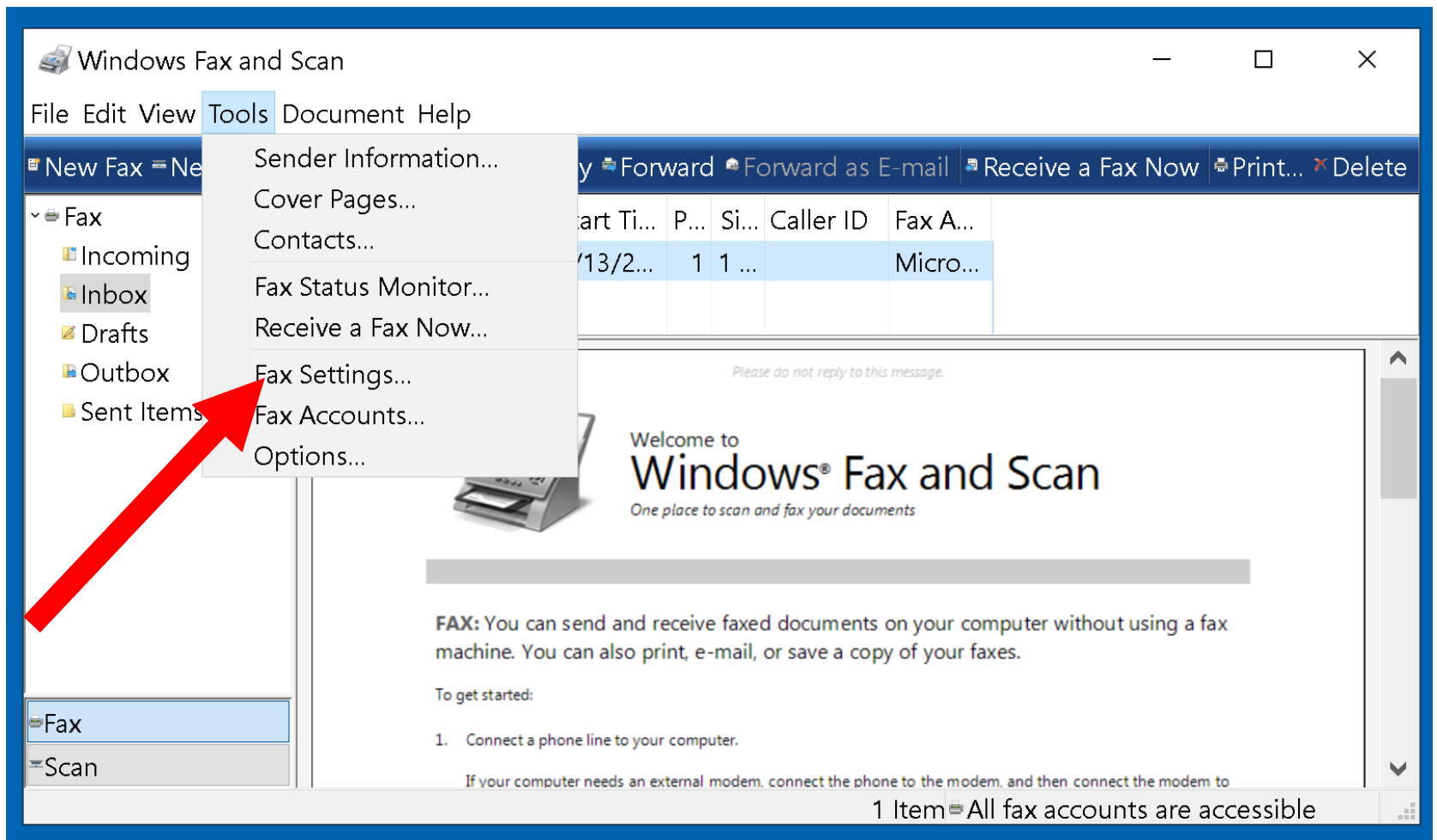


# BIG STEP 300 (Configure fax settings)

SMALL STEP 302:

Click on the "Fax Settings":



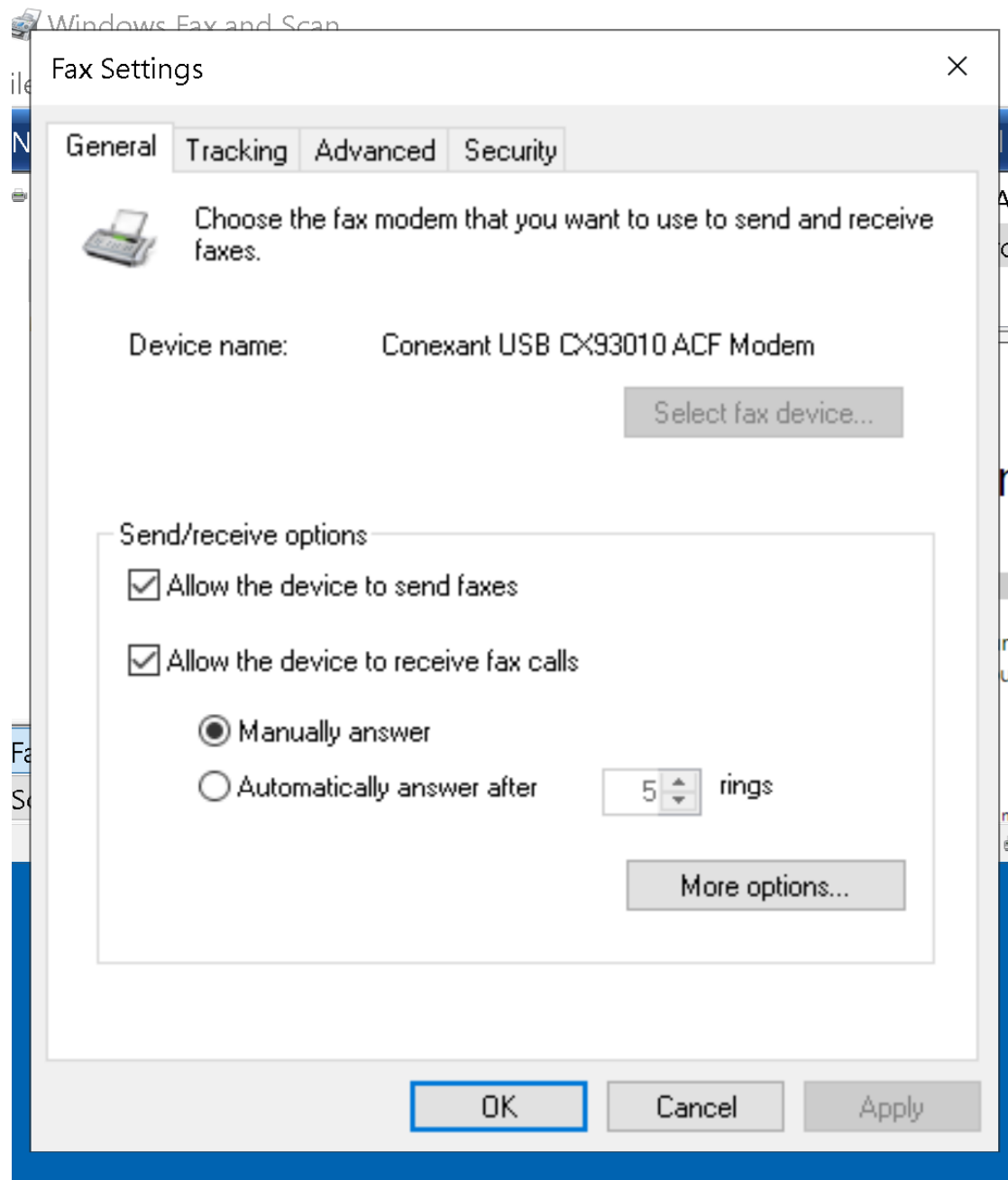




# BIG STEP 300 (Configure fax settings)

SMALL STEP 303:

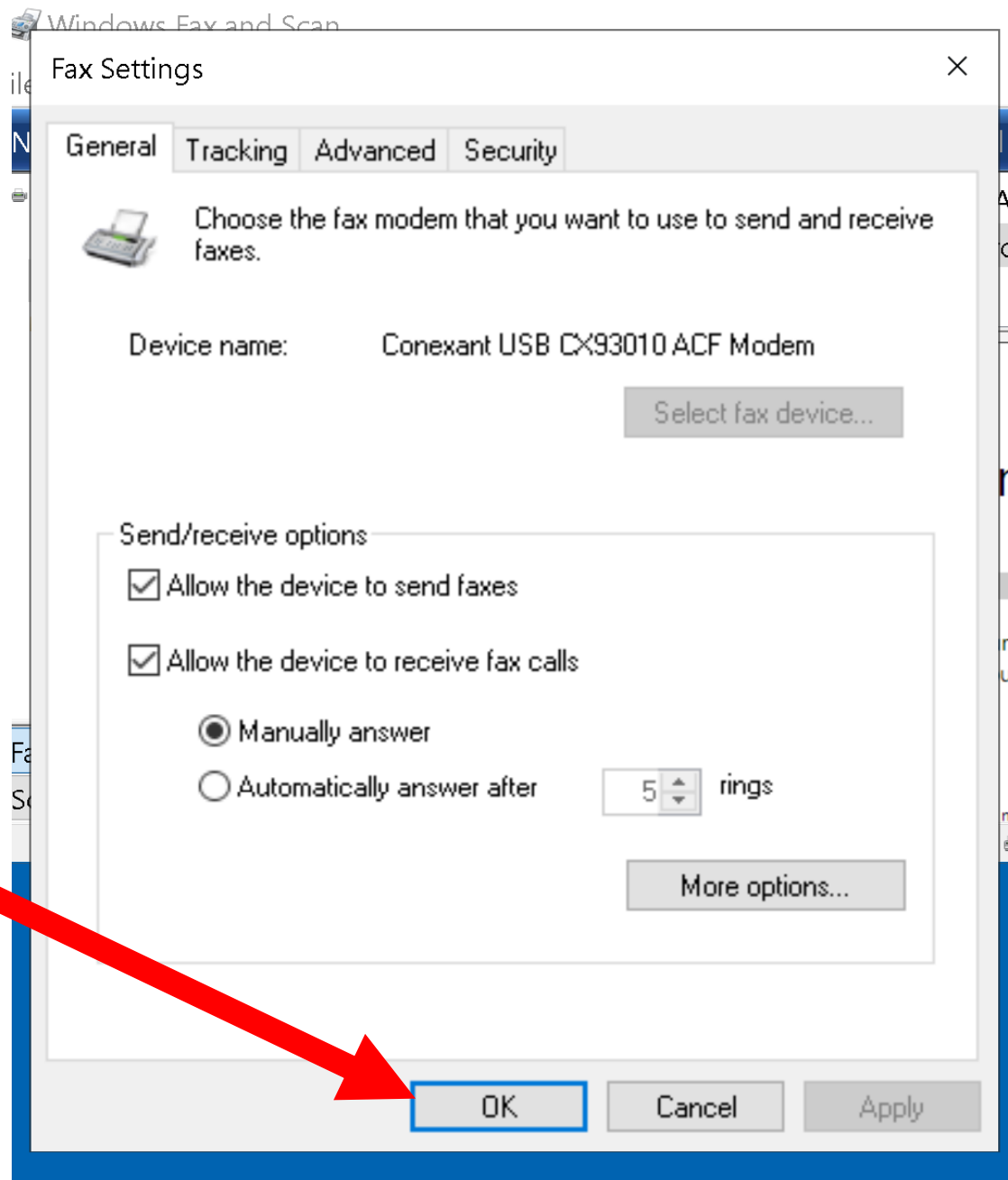
Make your "Send/receive Options":



# BIG STEP 300 (Configure fax settings)

SMALL STEP 304:

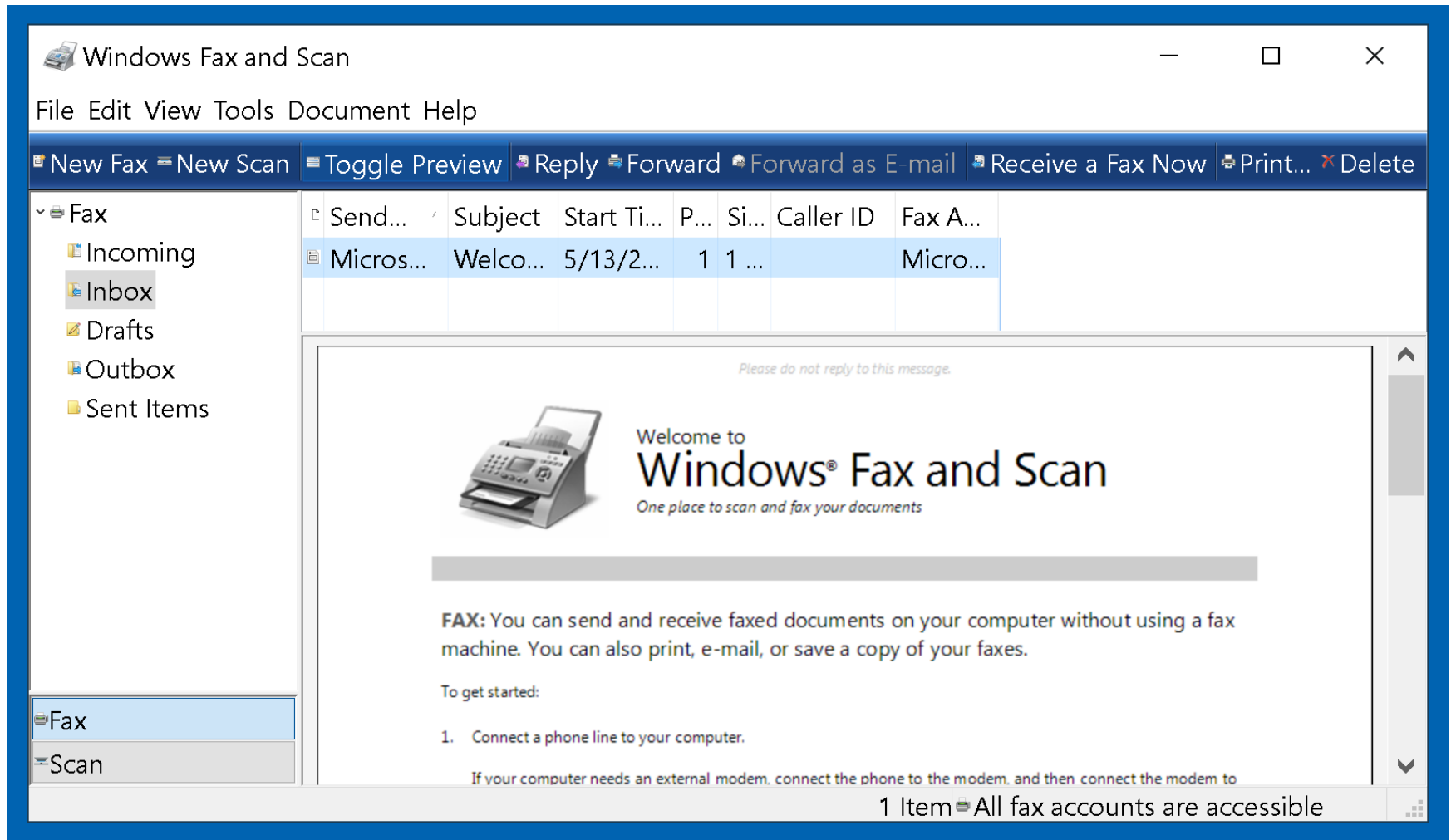
Click on the "OK" button:

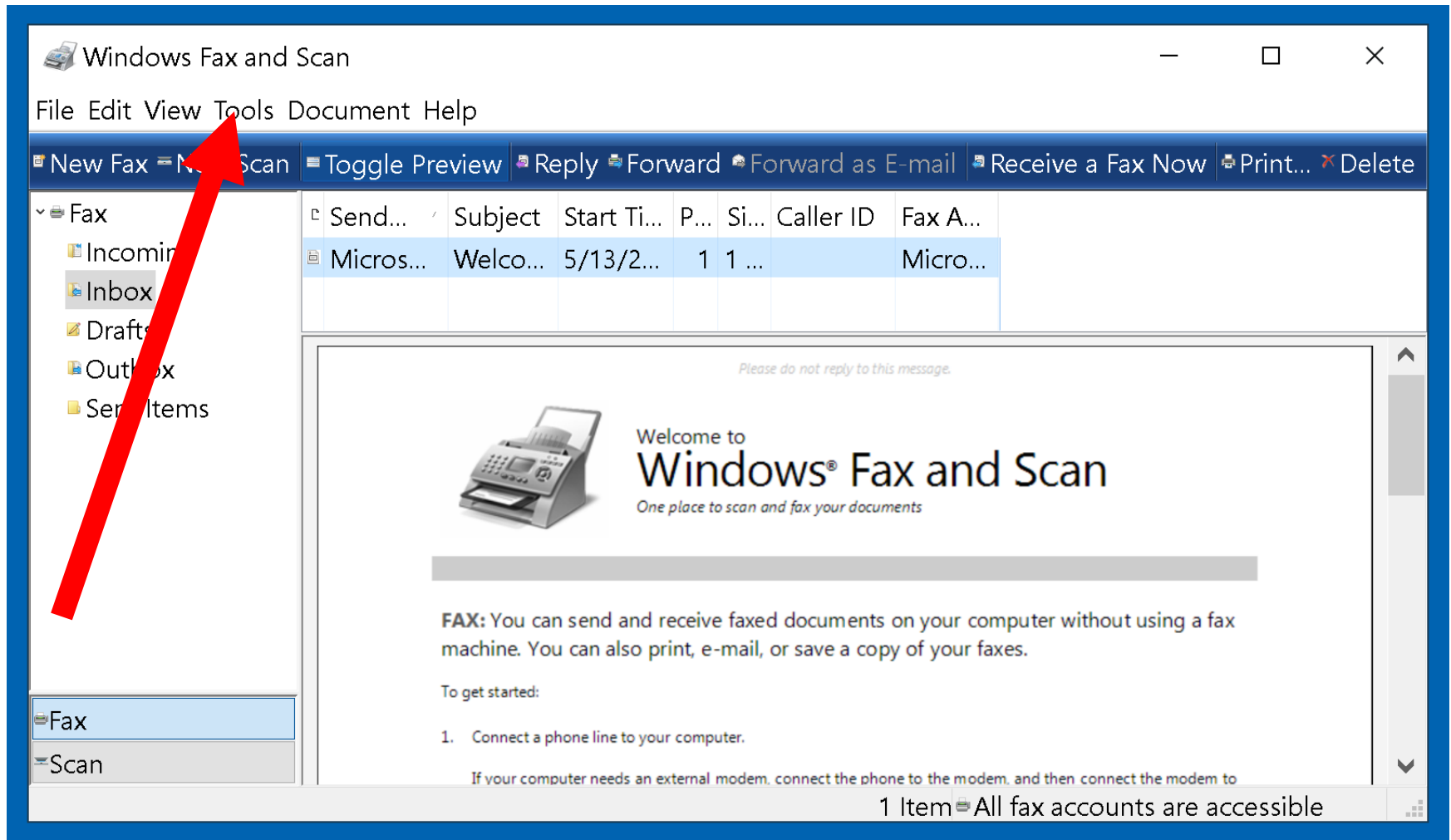


# BIG STEP 400 (Configure fax options)

SMALL STEP 401:

Click on the "Tools":



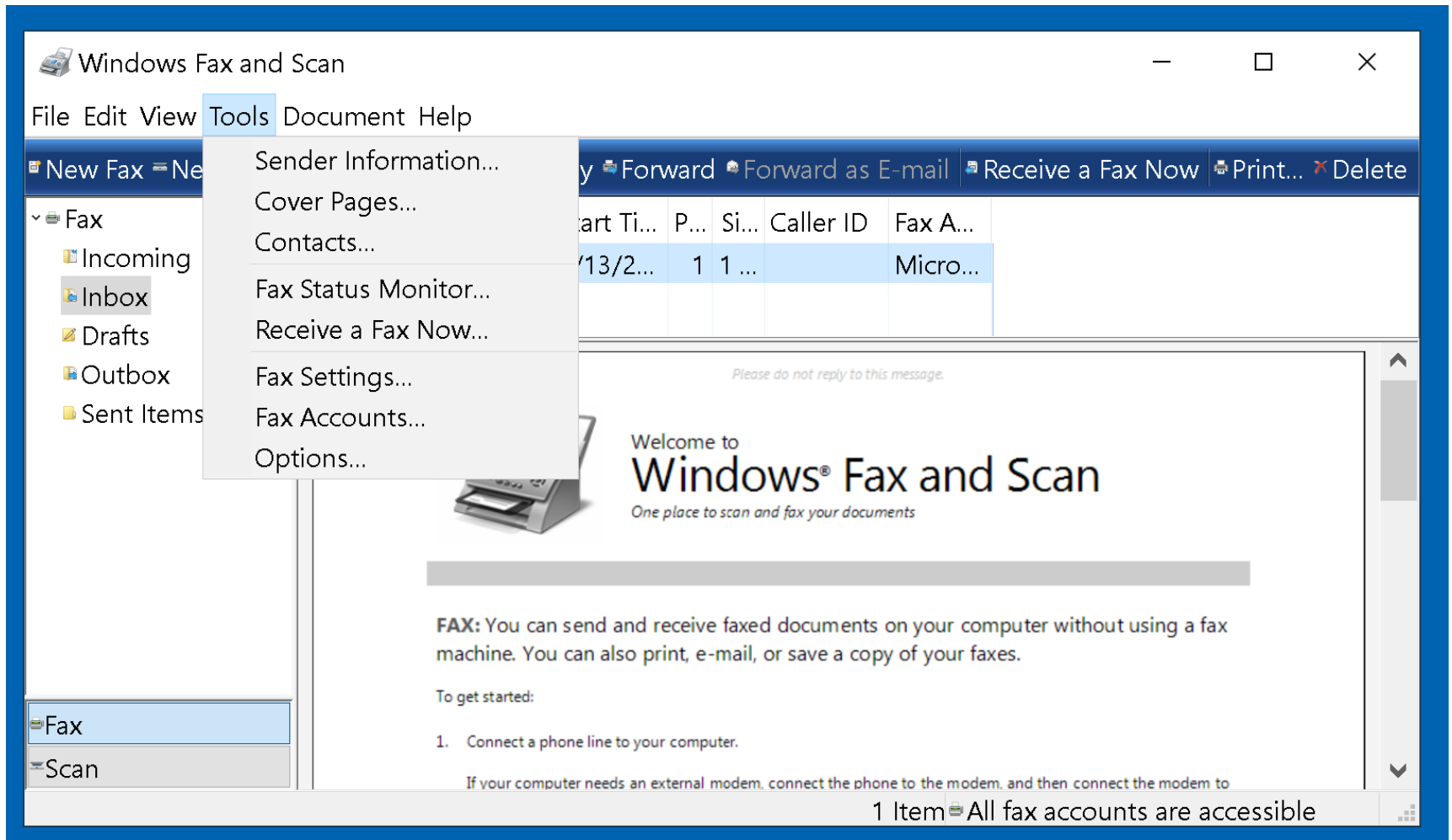


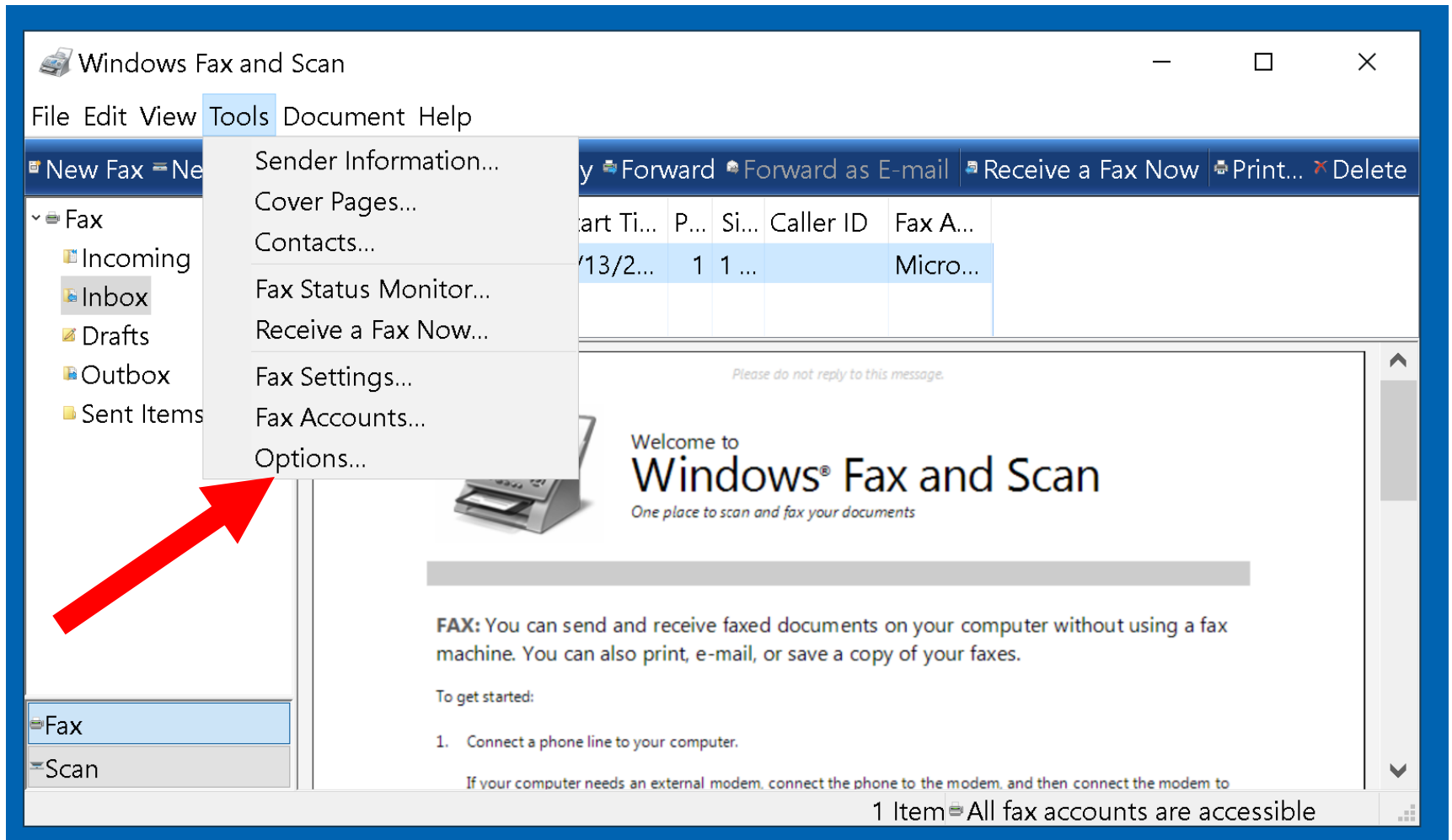
# BIG STEP 400 (Configure fax options)

SMALL STEP 402:

Click on the "Options":



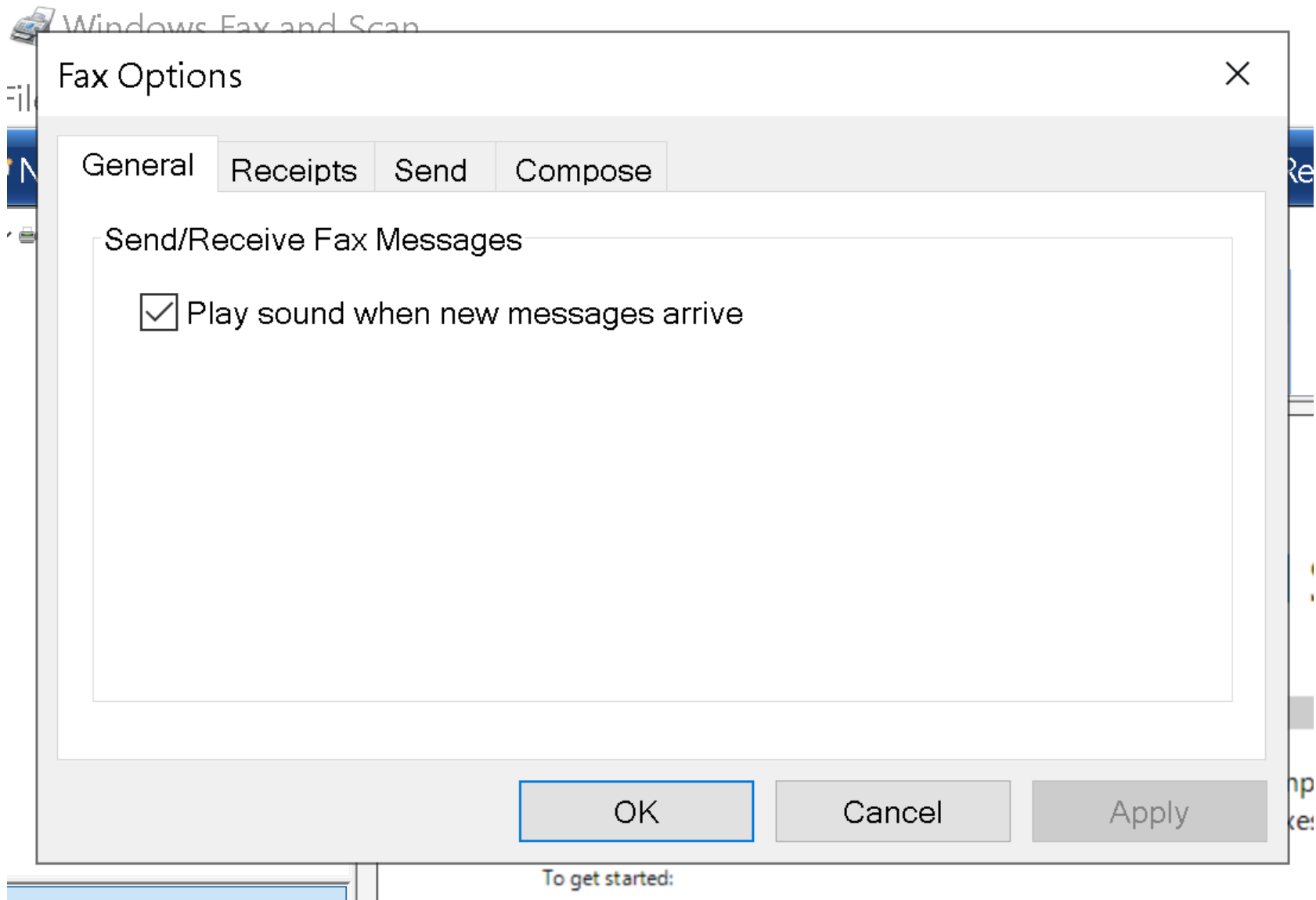


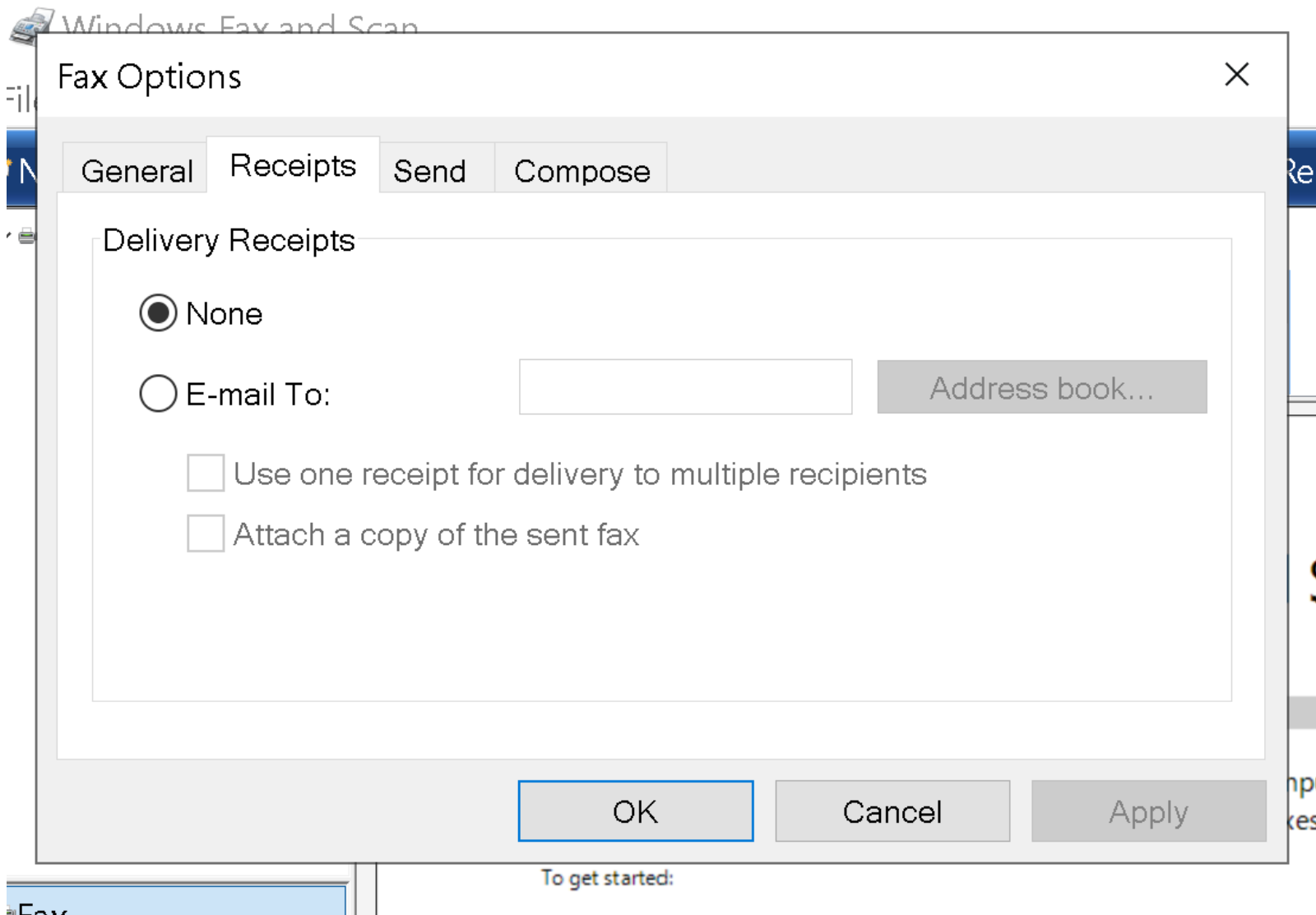


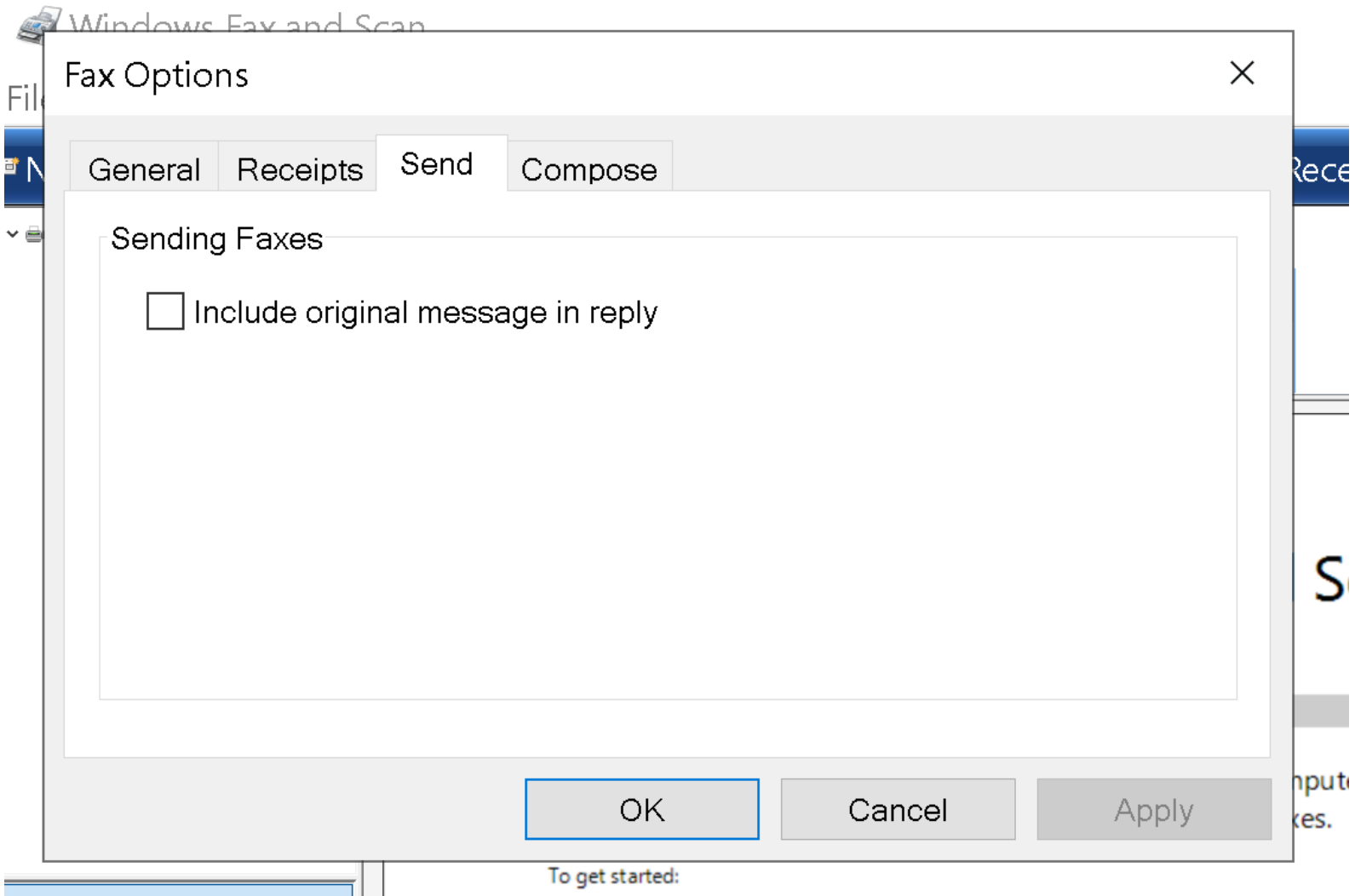
# BIG STEP 400 (Configure fax options)

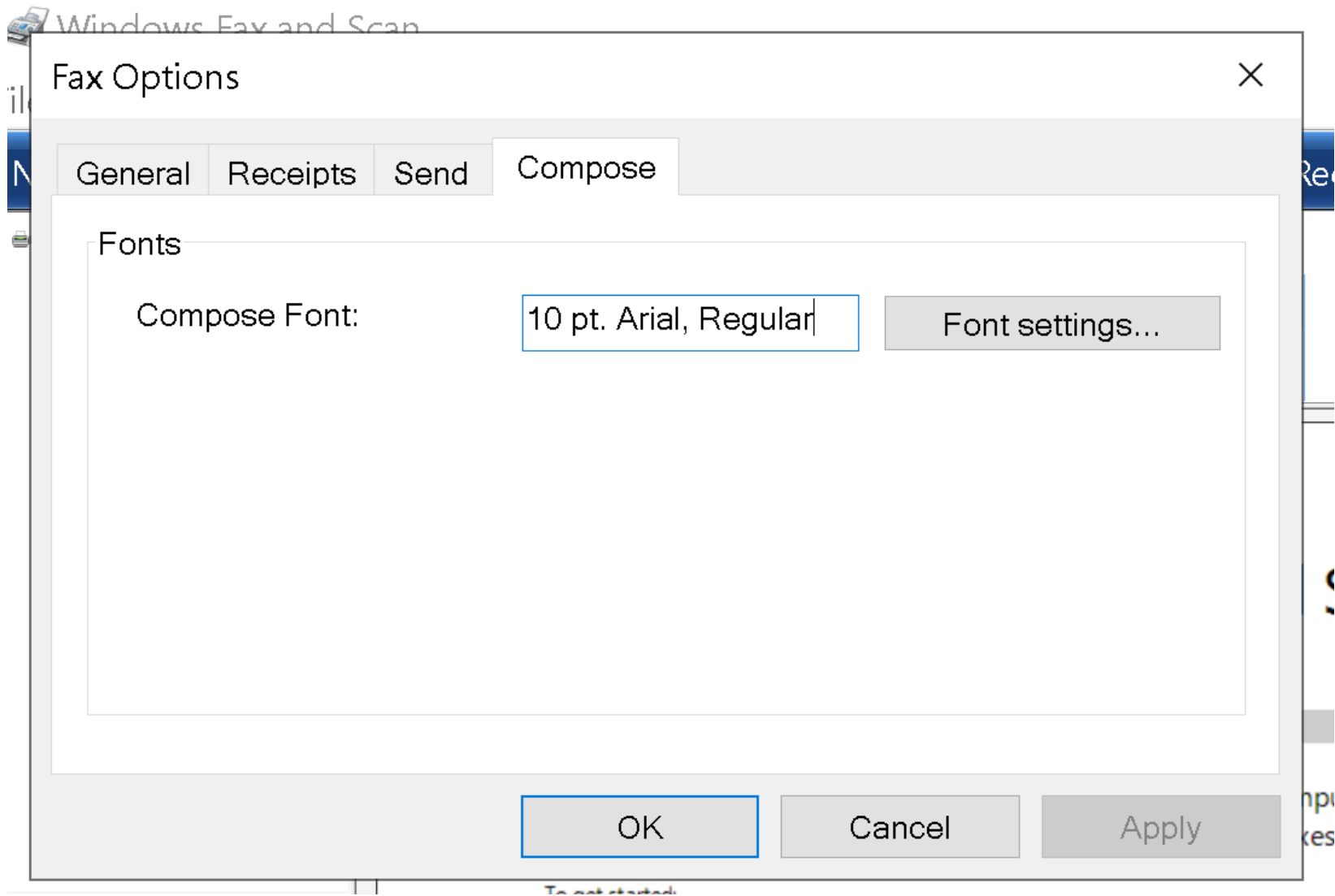
## SMALL STEP 403:

Make your selections for each tab in "Options":







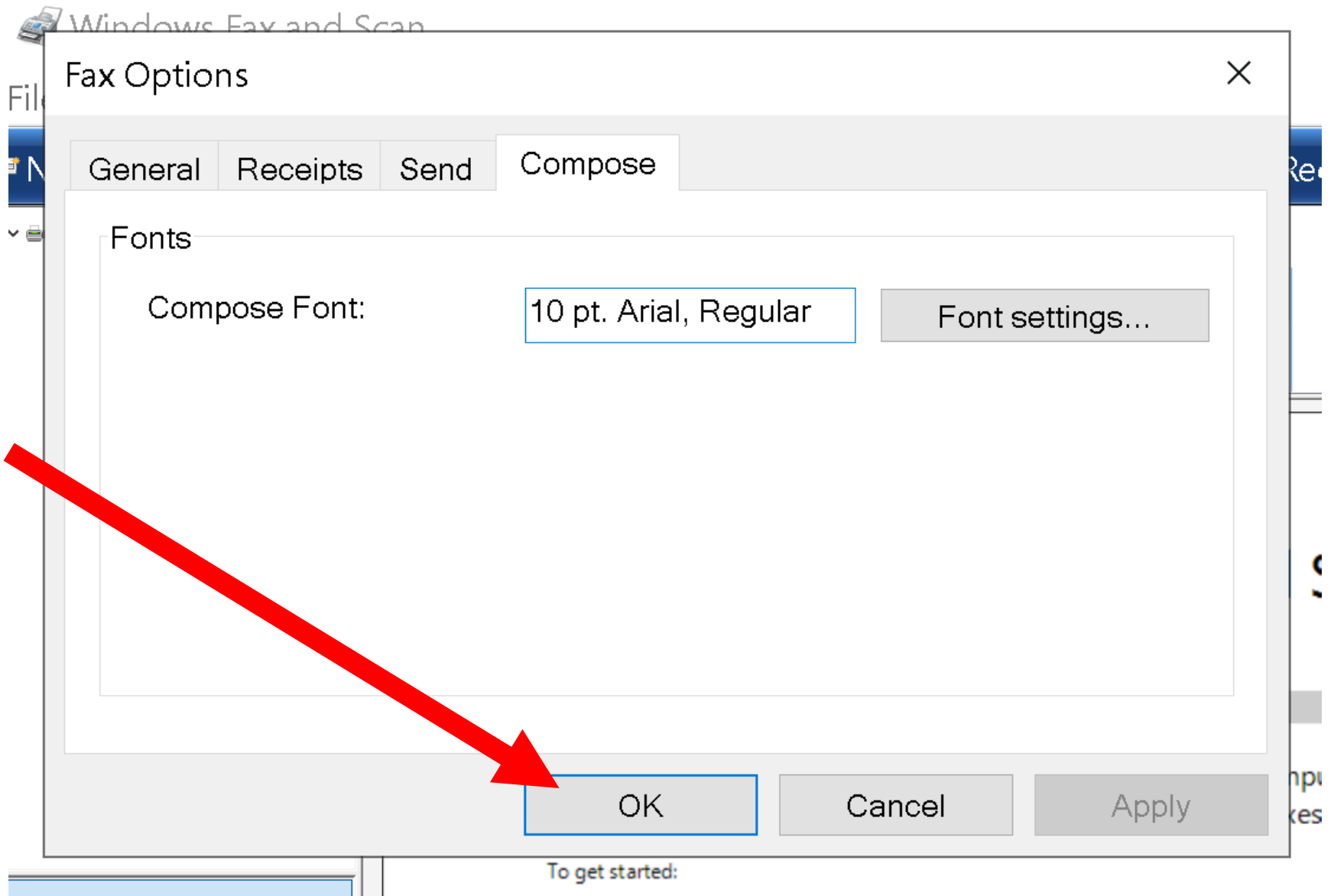


# BIG STEP 400 (Configure fax options)

## SMALL STEP 404:

Click on the OK button to close the "Fax Options" dialog box:

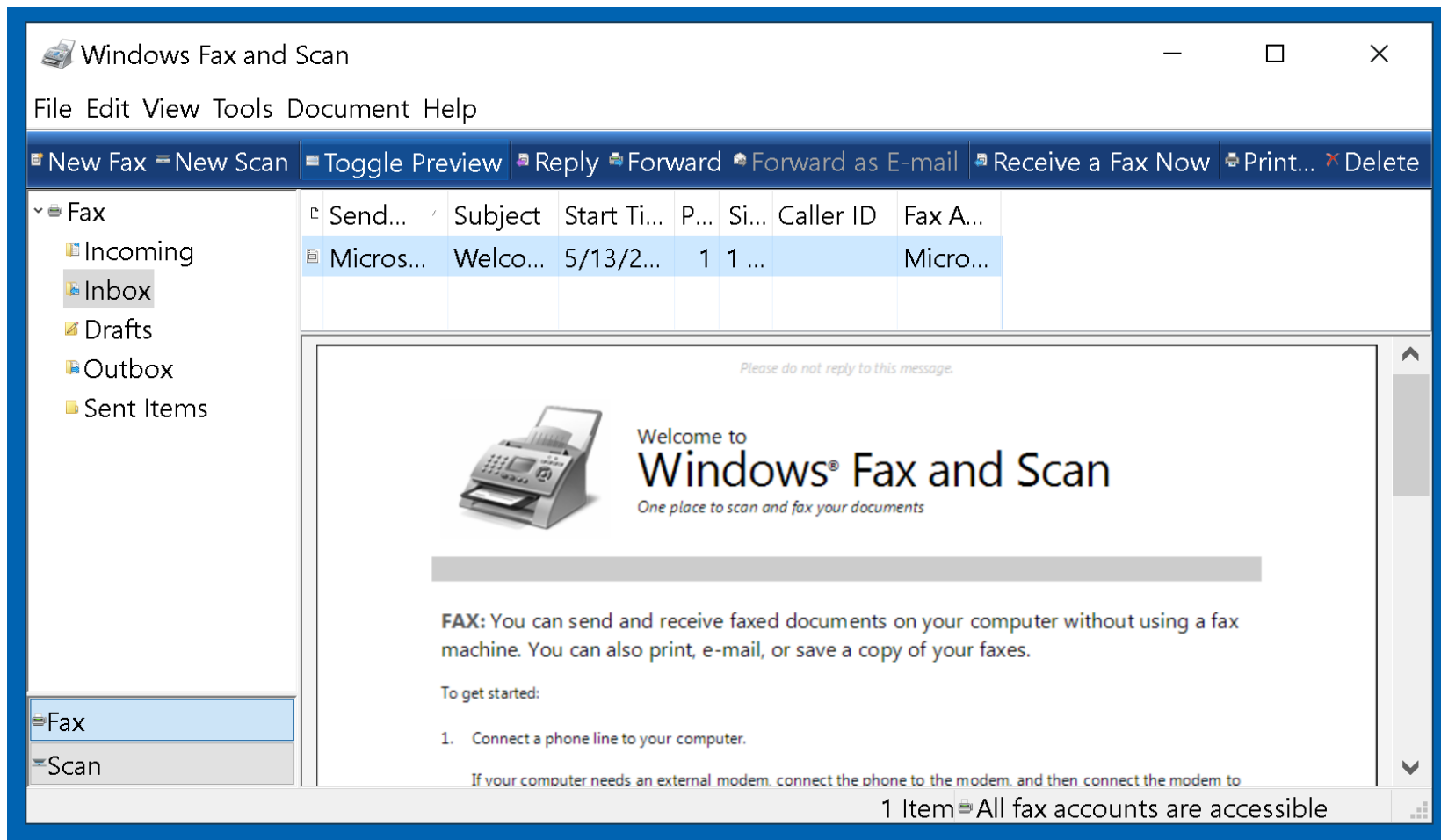


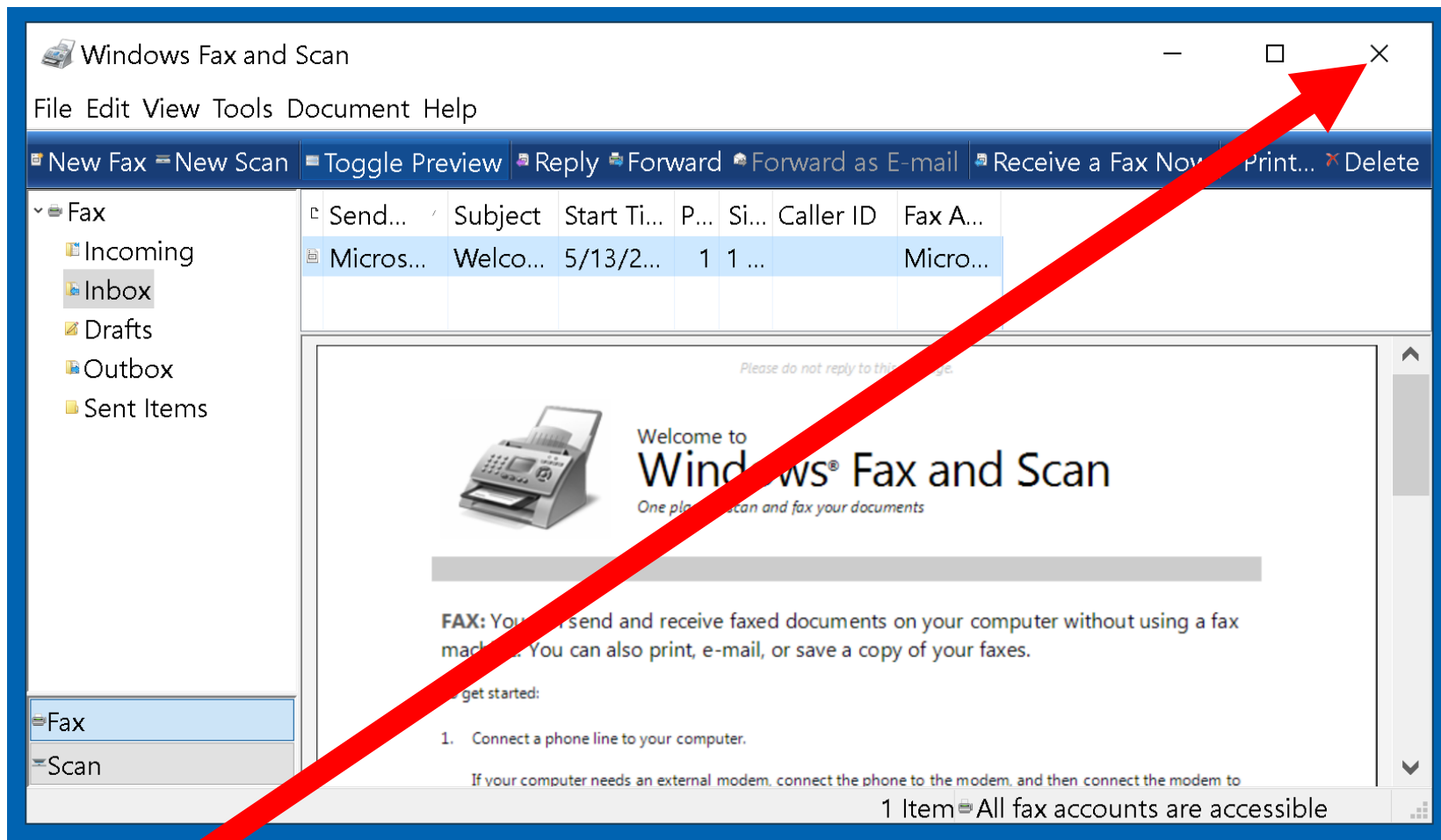


# BIG STEP 400 (Configure fax options)

## SMALL STEP 405:

Close the "Windows Fax and Scan" box by clicking on the "X" button in it's upper-right corner:



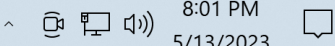
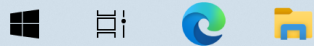




Recycle Bin



Sample test  
files



8:01 PM  
5/13/2023

