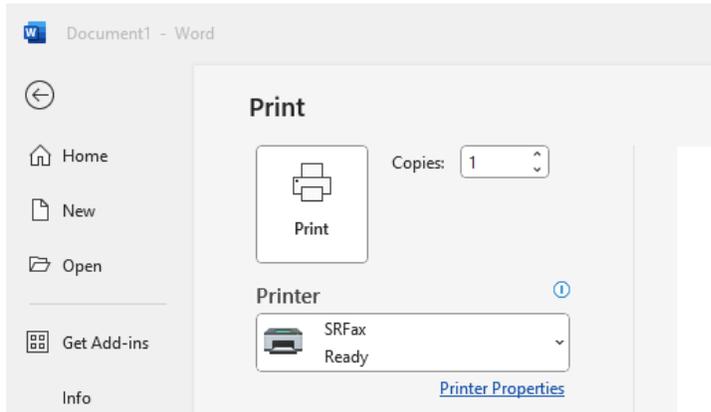
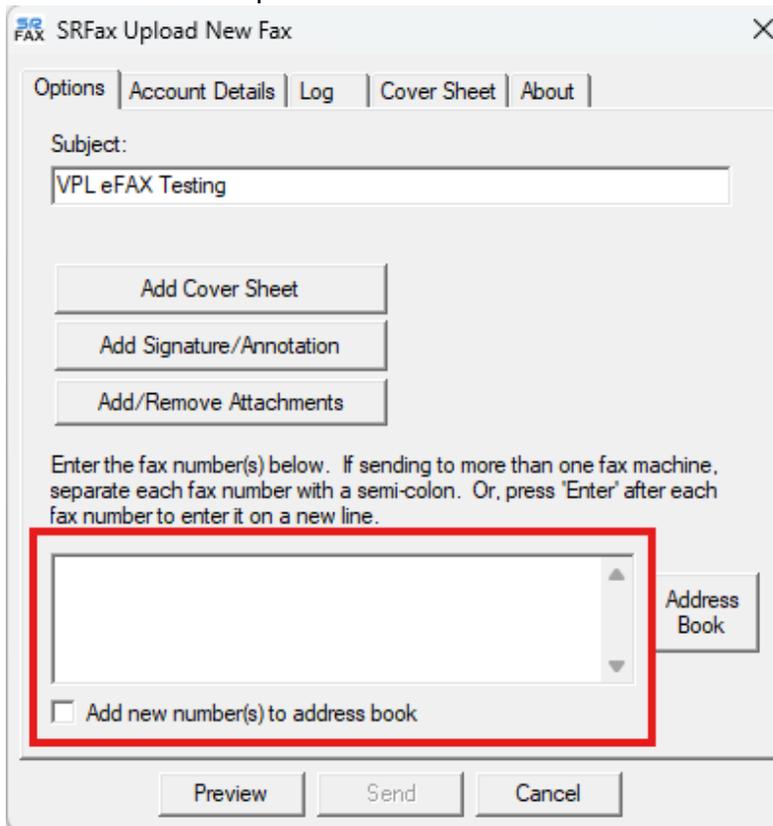


# How to Send a Fax from Public Computers

1. Open the document you wish to send.
2. Select **“File”**, then **“Print”**.
3. From the Printer list, select **“SRFax.”** Then click the **“Print”** button.



4. Enter the 11-digit fax number(s) (starting with a 1) in the field provided. To send to multiple fax machines, separate each fax number with a semi-colon, or press “Enter” and enter each fax number on a separate line.



- The VPL's account information is pre-entered and saved. You DON'T need to make any changes on the Account Details tab.

The screenshot shows the 'SRFax Upload New Fax' dialog box with the 'Account Details' tab selected. The 'Fax Account Details' section contains the following information:

- Account Number: 386832
- Password: [Redacted]
- Email: librarian.librarian@vaughan.ca

There are two checkboxes below the account details:

- Make Cover Sheet Mandatory
- Allow Multiple Print Jobs to a Single Fax

A 'Change' button is located at the bottom right of the dialog box.

- Click "Send" button to send your fax.

The screenshot shows the 'SRFax Upload New Fax' dialog box with the 'Options' tab selected. The 'Subject' field contains 'VPL eFAX Testing'. Below the subject field are three buttons: 'Add Cover Sheet', 'Add Signature/Annotation', and 'Add/Remove Attachments'. A text box for fax numbers contains '18331234567'. To the right of this text box is an 'Address Book' button. Below the text box is a checkbox labeled 'Add new number(s) to address book'. At the bottom of the dialog box are three buttons: 'Preview', 'Send', and 'Cancel'. The 'Send' button is highlighted with a red rectangle.

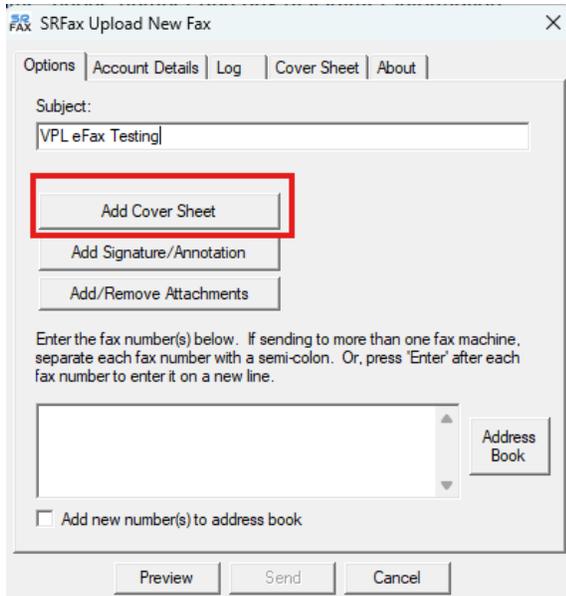
- You will get a confirmation.

The screenshot shows a confirmation dialog box titled 'SRFax Upload New Fax'. It contains an information icon and the text 'Fax file uploaded successfully'. An 'OK' button is located at the bottom of the dialog box.

### \*\*\*Option - Adding a Cover Sheet:

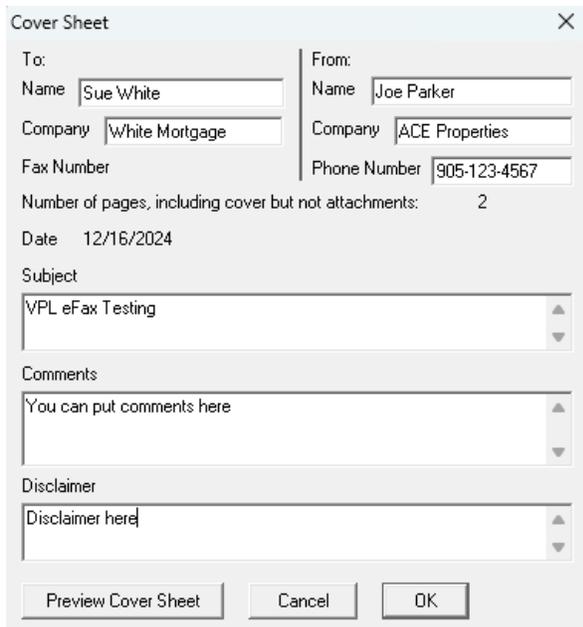
Before sending your document, you may want to add a cover sheet.

1: Click the “Add Cover Sheet” button



The screenshot shows the 'SRFax Upload New Fax' dialog box. It has tabs for 'Options', 'Account Details', 'Log', 'Cover Sheet', and 'About'. The 'Subject' field contains 'VPL eFax Testing'. The 'Add Cover Sheet' button is highlighted with a red rectangle. Below it are buttons for 'Add Signature/Annotation' and 'Add/Remove Attachments'. A text area for recipient numbers is present, with an 'Address Book' button to its right. At the bottom are 'Preview', 'Send', and 'Cancel' buttons.

2. Fill the recipient’s name, company name, and the document subject. Add additional comments in the “Comments” box.



The screenshot shows the 'Cover Sheet' dialog box. It has fields for 'To:' (Name: Sue White, Company: White Mortgage) and 'From:' (Name: Joe Parker, Company: ACE Properties, Phone Number: 905-123-4567). The 'Number of pages, including cover but not attachments:' is set to 2. The 'Date' is 12/16/2024. The 'Subject' field contains 'VPL eFax Testing'. The 'Comments' field contains 'You can put comments here'. The 'Disclaimer' field contains 'Disclaimer here'. At the bottom are 'Preview Cover Sheet', 'Cancel', and 'OK' buttons.

3. Click the “OK” button to return to the main options page. You may remove/edit the cover sheet at any time before sending the fax.

### \*\*\*Option - Signature and Annotation

You may add your signature or any text annotation to a document you want to send as a fax. To do this, first you must load your signature.

#### Loading your signature:

1. Write your signature on a blank piece of paper
2. Scan your signature into your computer
3. Use Microsoft Paint to open the file that contains your signature
4. Resize the canvas to remove extra white space



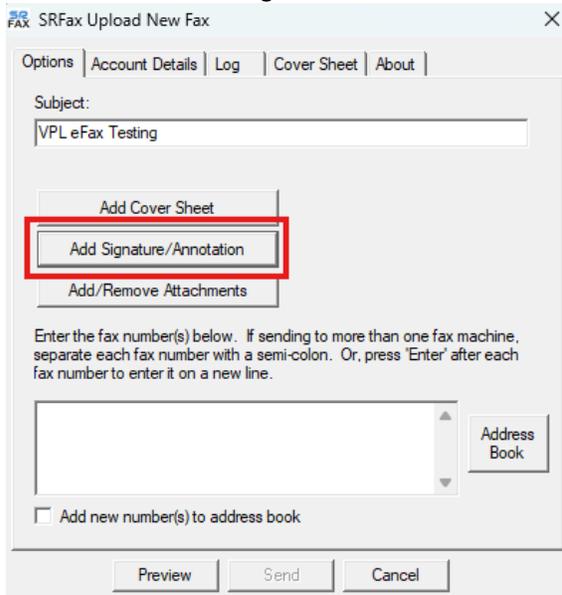
5. Then click “File”, then “Save As” – “BMP Picture”
6. Save your signature and name it SIGNATURE.BMP

File name:

Save as type:

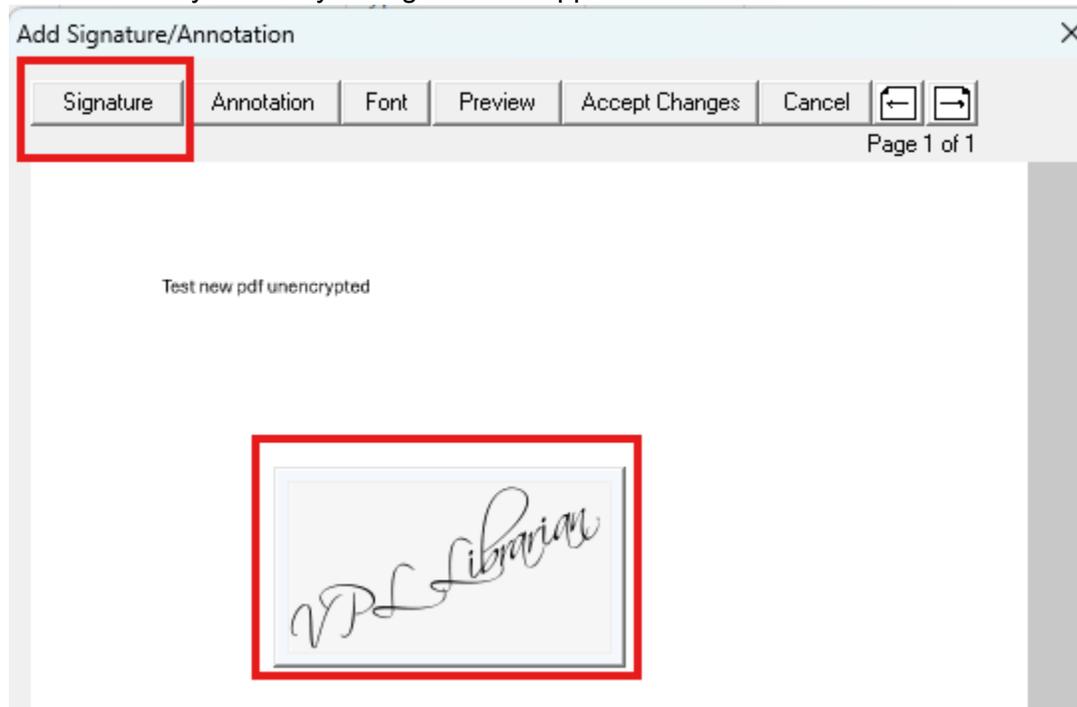
#### Adding a Signature or Annotation

1. To add your signature or any type of text annotation to a document you wish to send as a fax, click the Add Signature/ Annotation button.



**NOTE:** If the SRFax application crashes or closes automatically when you click the Add Signature/Annotation button, it indicates that your file is protected or encrypted, preventing you from adding a Signature or Annotation to it.

2. To place your signature on the document, click the Signature button then move the signature icon to where you want your signature to appear.



- ✓ To **Resize** the signature- Place your mouse pointer on the border, click and drag outward.
- ✓ To **Move** the signature- Right-click on the signature, select Move, then move the signature to the desired location.
- ✓ To **Delete** the signature- Right-click on the signature then select Delete.
- ✓ To add an annotation to your document, click the Annotation button then move the annotation icon to where you want the annotation to appear. Begin typing in the field provided.
- ✓ To **Change Font** in the annotation- Highlight the text within the annotation box you wish to change, then right-click. Choose Font and make your changes.
- ✓ To **Move** the Annotation- Right-click on the annotation, select Move then move the signature to the desired location.
- ✓ To **Delete** the Annotation- Right click on the annotation then select Delete.
- ✓ To **Preview** how your document will look with the signature and/or annotations, click the Preview button
- ✓ Once you have added your signature and annotations, click the Accept Changes button

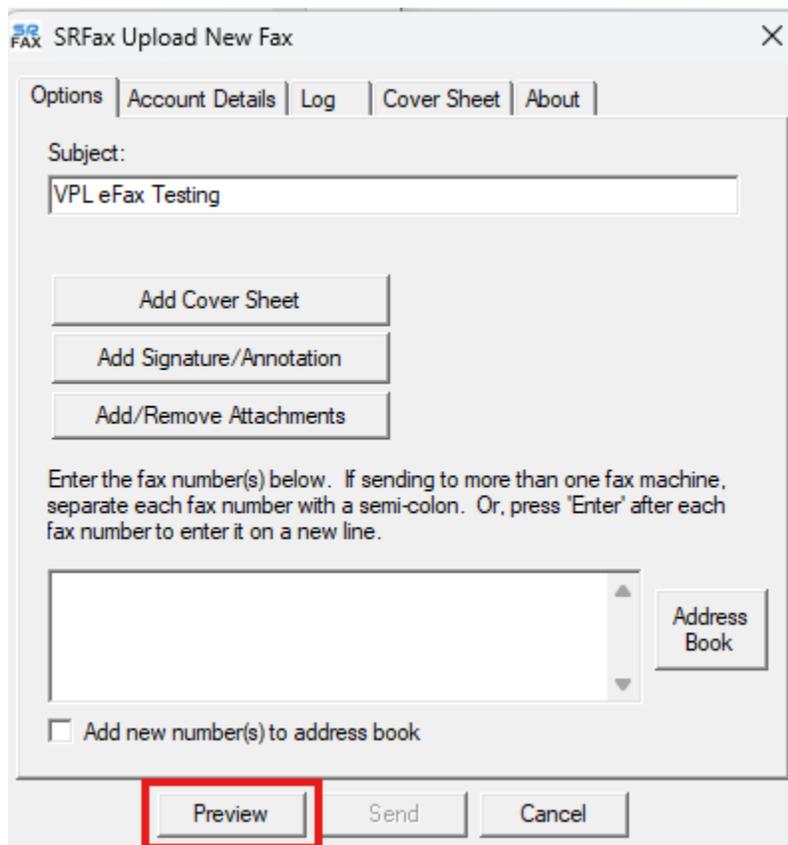
### \*\*\*Option - Previewing a Fax

Before sending your document, you may preview how it will appear when printed from a fax machine.

#### To Preview a Fax:

1. Click the “Preview” button. Your document will open in a separate window, allowing you to preview how it will look when printed from a fax machine.

Note: Attached cover sheets can also be previewed.



The screenshot shows a window titled "SRFax Upload New Fax" with a close button (X) in the top right corner. Below the title bar are tabs for "Options", "Account Details", "Log", "Cover Sheet", and "About". The "Options" tab is selected. Inside the window, there is a "Subject:" label followed by a text input field containing "VPL eFax Testing". Below this are three buttons: "Add Cover Sheet", "Add Signature/Annotation", and "Add/Remove Attachments". A text instruction reads: "Enter the fax number(s) below. If sending to more than one fax machine, separate each fax number with a semi-colon. Or, press 'Enter' after each fax number to enter it on a new line." Below the instruction is a large empty text input field and an "Address Book" button. At the bottom left, there is a checkbox labeled "Add new number(s) to address book". At the bottom of the window are three buttons: "Preview", "Send", and "Cancel". The "Preview" button is highlighted with a red rectangular box.