





Faxing

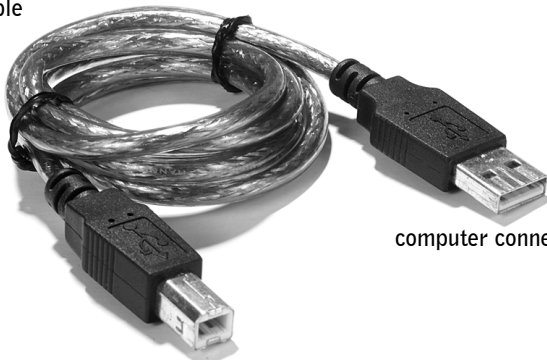
In order to send and receive faxes with your printer:

- Your computer must have faxing software installed and configured. You may use BVRP Classic Phone Tools/FaxTools or Microsoft Fax Console.
 - See "Using BVRP fax software" on page 2 to use BVRP.
 - See "Using Fax Console" on page 5 to use Fax Console.
- Your computer must be equipped with a data/fax modem.
- An active telephone line must be connected to the line-in connector of your data/fax modem.
- Your printer must be connected to the computer with a USB cable.

 **NOTE:** A data/fax modem is not built into your printer.

 **NOTE:** DSL (digital subscriber line), ISDN (integrated services digital network) and cable modems are *not* fax modems and are *not* supported.

USB cable



computer connector

printer connector

Using BVRP fax software

Installing BVRP fax software

- 1 Click the **Start** button.
- 2 Click **All Programs**.
A list of your installed software appears.
- 3 Check for any entry referring to Classic PhoneTools or FaxTools. If you have either of these entries, skip to “Configuring BVRP fax software.”
- 4 Click on the desktop.
The **All Programs** window closes.
- 5 Insert the *Dell Personal All-In-One Printer A920 Drivers and Utilities* CD.
An installation window appears.
- 6 Click **Cancel**, click the **Start** button, and then click **My Computer**.
- 7 Right-click the **CD Drive** icon.
A drop-down menu appears.
- 8 Click **Explore**.
- 9 Double-click the **Fax** folder.
- 10 Double-click the appropriate language folder.
- 11 Double-click the **Setup** icon.
The **Installation Wizard** appears.
- 12 Follow the instructions on your computer screen to complete the installation.

Configuring BVRP fax software



NOTE: Fax service is set by default to automatically answer your phone line after two rings if you click to select the **Enable Receive** check box. Change these settings as desired.

- 1 Click the **Start** button.
- 2 Click **All Programs**.
- 3 Click **FaxTools** or **Classic PhoneTools**.
The fax configuration wizard begins.
- 4 Click **Next**.



- 5 Read the license agreement, and then click **Yes** to continue.
- 6 Enter your name and company name.
- 7 Click **Next**.
- 8 Enter an identifier, phone number, and fax number.
- 9 Click **Next**, click **Next**, and click **Next** again.
- 10 Click **Finish**.
BVRP fax software launches.
- 11 Select your country, enter your area code, and enter any number you must press first before getting to an outside line.
- 12 Click **OK**.
- 13 Select your location and click **OK**.
- 14 Click **Next**, click **Next**, select your modem, and click **Next** again.
- 15 Click **Next**, click **Next**, and then click **Finish**.

Sending a one-page fax with BVRP

- 1 Click the **Start** button.
- 2 Move your mouse pointer over **All Programs**, then **Dell Printers**, and then **Dell AIO Printer A920**.
- 3 Click **Dell All-In-One Center**.
- 4 Place the document you want to fax *face down* under the lid of the printer.
- 5 Select **Fax using your computer's modem** under **Creative Tasks**.
- 6 Select the correct option for your document under **What is being scanned**.
- 7 Select **No** under **Is there more than one page**.
- 8 Click **Next**.

The document is scanned and BVRP launches.

Sending a multiple-page fax with BVRP

- 1 Click the **Start** button.
- 2 Move your mouse pointer over **All Programs**, then **Dell Printers**, and then **Dell AIO Printer A920**.
- 3 Click **Dell All-In-One Center**.
- 4 Click **See More Scan Settings**.
- 5 Click **Display Advanced Scan Settings**.
- 6 Click to select **Scan multiple items before output**.
- 7 Click **OK**.
- 8 Select **Fax** from the **Send scanned image to** drop-down menu.
- 9 Place the document you want to fax *face down* under the lid of the printer.
- 10 Click **Preview Now**.
A preview of your document appears. Adjust your document and repeat if necessary.
- 11 Click **Yes** until all pages you want to fax are scanned, and then click **No**.
- 12 Follow the instructions on your computer screen to send your fax.

Receiving faxes with BVRP



NOTE: The computer must be turned on and BVRP FaxTools must be configured in order to receive a fax.

- 1 Click the **Start** button.
- 2 Click **All Programs**.
- 3 Click **Classic PhoneTools** or **FaxTools**.
BVRP fax software launches. You are now ready to receive a fax.

Viewing your faxes in BVRP

- 1 Click the **Start** button.
- 2 Click **All Programs**.
- 3 Click **Classic PhoneTools** or **FaxTools**.
- 4 Click **Fax Inbox** to view received faxes.
- 5 Click **Fax Outbox** to view sent faxes.



Using Fax Console

Installing Fax Console

- 1 Click the Start button.
- 2 Click Control Panel.
- 3 Click Add or Remove Programs.
- 4 Click Add/Remove Windows Components.
- 5 Click to select Fax Services.
- 6 Click Next.

If prompted, insert the *Microsoft Windows XP* CD and click OK. Close the **Welcome to Microsoft Windows XP** window when it opens.

- 7 Click Finish.
- 8 Close the Add/Remove Programs window.

Configuring Fax Console

- 1 Click the Start button.
- 2 Move your mouse pointer over **All Programs**, then **Accessories**, then **Communications**, then **Fax**.
- 3 Click Fax Console.
The **Welcome to Fax Configuration Wizard** appears.
- 4 Click Next.
- 5 Enter any appropriate information and click Next.
- 6 Select your data/fax modem in the drop-down menu under **Please select the fax device**.
- 7 Select or de-select the **Enable Send** and **Enable Receive** check boxes as desired.



NOTE: De-selecting the **Enable Send** check box prevents you from sending faxes. Selecting the **Enable Receive** check box allows you to receive faxes.

- 8 Enter your TSID information and click **Next**.
- 9 Enter your CSID information and click **Next**.
- 10 Click to select **Print it on** and use the drop-down menu to the right of this field to select **Dell AIO Printer A920** if you want to print all received faxes.
- 11 To create an archive copy of each fax, click to select **Store a copy in a folder** and use the **Browse** button to select the desired archive location.
- 12 Click **Next**, confirm your settings, and click **Finish**.

Sending a one-page fax with Fax Console

- 1 Click the **Start** button.
- 2 Move your mouse pointer over **All Programs**, then **Dell Printers**, and then **Dell AIO Printer A920**.
- 3 Click **Dell All-In-One Center**.
- 4 Place the document you want to fax *face down* under the lid of the printer.
- 5 Select **Fax using your computer's modem** under **Creative Tasks**.
- 6 Select the correct option for your document under **What is being scanned**.
- 7 Select **No** under **Is there more than one page**.
- 8 Click **Next**.

The document is scanned and BVRP launches.

Sending a multiple-page fax with Fax Console

- 1 Click the **Start** button.
- 2 Move your mouse pointer over **All Programs**, then **Dell Printers**, then **Dell AIO Printer A920**.
- 3 Click **Dell All-In-One Center**.
- 4 Click **See More Scan Settings**.
- 5 Click **Display Advanced Scan Settings**.
- 6 Click to select **Scan multiple items before output**, and click **OK**.
- 7 Select **Fax** from the **Send scanned image to** drop-down menu.
- 8 Place the document you want to fax *face down* under the lid of the printer.



9 Click **Preview Now**.

A preview of your document appears. Adjust your document and repeat if necessary.

10 Click **Yes** until all pages you want to fax are scanned.

11 Click **No**.

12 Follow the instructions on your computer screen to send your fax.

Receiving faxes with Fax Console

1 Click the **Start** button.

2 Move your mouse pointer over **All Programs**, then **Accessories**, then **Communications**, then **Fax**.

3 Click **Fax Console**.

You are now ready to receive a fax if you selected the **Enable Receive** check box when configuring **Fax Console**.

Viewing faxes with Fax Console

1 Click the **Start** button.

2 Move your mouse pointer over **All Programs**, then **Accessories**, then **Communications**, then **Fax**.

3 Click **Fax Console**.

Received faxes can be viewed in the **Inbox**. Sent faxes can be viewed in **Sent Items**.

Fax troubleshooting

If you are having trouble sending or receiving a fax, ensure that:

- Your computer is equipped with a working data/fax modem.
- An active phone line is connected to the line-in connector of your data/fax modem.
- Faxing software is installed and configured.
- Your printer is connected to the computer with a USB cable.

