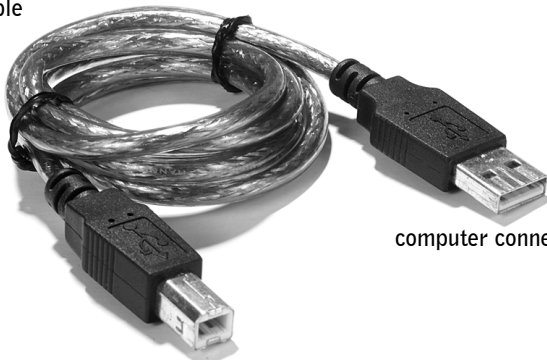# Faxing

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.

USB cable

computer connector

printer connector

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.

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 A940 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**.

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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   Ensure that your printer is attached to a computer with a data/fax modem.

2   Place the document you want to fax *face down* under the lid of the printer.

3   Press the Fax button on the front of the printer.

    BVRP fax software launches.

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

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 A940**.

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.

12 Click No.

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

Receiving faxes with BVRP

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.

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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.

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 A940** 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 Ensure that your printer is attached to a computer with a modem.

2 Place the document you want to fax *face down* under the lid of the printer.

3 Press the **Fax** button on the front of your printer.

The **Send Fax Wizard** appears.

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

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 A940**.

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.

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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.