

This Quick Reference Guide is designed to provide steps on how to install, configure and use the VC3 Hosted VoIP Fax over IP printer driver.

1. Prerequisite Software

The following software must be installed prior to installation:

- Microsoft .NET Framework 2.0 Service Pack 2¹
- Windows Installer 3.1²

¹ Windows Vista and 2008 have Microsoft .NET Framework 2.0 SP2 installed by default. It is not visible in the Add/Remove Programs list.

² Windows 2003 and newer have Windows Installer 3.1 installed by default. It is not visible in the Add/Remove Programs list.

2a. Install Microsoft Fax Services (Windows XP)

- Open Control Panel
- Double click "Add or Remove Programs"
- Select "Add/Remove Windows Components"
- Check "Fax Services" and click Next
- This will also install the Microsoft "Fax" virtual printer.

2b. Install Microsoft Fax Services (Windows Vista/7)

- Open Control Panel
- Double Click "Programs and Features"
- Select "Turn Windows features on or off"
- Expand out "Print and Document Services"
- Check "Windows Fax and Scan"
- Click OK
- This will install the Fax Virtual Printer

3. Install FAX Connector

- Download the “VC3FaxConnector.msi” file and save it on your computer.
- Locate “VC3FaxConnector.msi” and run it by double clicking the icon.
- Complete the installation by choosing the default options and clicking “Next” where appropriate.
- Enter your VC3 Hosted VoIP Fax User Name and Password then click “Next” then “Finish”.



Sending a Fax

- Open a document that you would like to fax and select “File -> Print” from the program menu
- Select the printer named “Fax”
- Enter the recipient’s 10 digit fax number in the “To:” field
- Enter the subject in the “Subject:” field
- Select the cover page and add cover text if required.
- Click the “Send” button to send the fax

Note: you may see a fax status window; you can press the cancel button to hide this window.

