

## How to Send a Fax

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TOPIC -----

How do I send a fax document from my Newton?

DISCUSSION -----

To fax an item from your Newton, such as a note, name card or Date Book appointment, follow these steps:

- 1) Connect your fax modem to your Newton. Most fax modems connect by plugging a cable into the Newton's communication port.
- 2) Set your fax preferences by tapping the Modem selection, then tap X to return the Extras drawer. You will be able to choose the following options:
  - Modem volume
  - How long the modem will wait for an answer
  - Pulse or tone dialing
  - Whether the modem will wait for a dial tone
- 3) Go to the item you would like to send.
- 4) Tap the Action button, then tap Fax. You will see a dialog box which allows you to:
  - Enter the name and phone number of the addressee
  - Select the fax format - plain, letter, memo, or date summary
  - Select manual dialing
  - Select other dialing options - area code, prefix, access code, and credit card number
- 5) If you want to see what your fax will look like before printing, tap Preview.
- 6) Tap Fax. The Out Box will automatically appear.
- 7) Tap Send, then tap Fax. Your fax will be sent.

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