

CREATING A FACSIMILE

What is a facsimile?

A facsimile, commonly referred to as a FAX, is the transmission and reproduction of documents through telephone and communication links.

The fax machine is designed to scan printed textual and graphic material and then transmit the information through the telephone network to similar machines. The documents are then reproduced close to their original form.

Fax machines are widely used due to their low cost, reliability, speed, and simplicity of operation.

FAX Format

The FAX sheet should contain the following information:

1. Company Logo
2. Company identification information
 - Company name, school name, address, phone number, fax number, web URL, and email address
3. The word "FAX"
4. The following headings should be included:
 - TO (recipient of fax)
 - FAX (recipient's fax number)
 - PHONE (recipient's phone number)
 - FROM (sender's name)
 - DATE (date of transmission)
 - RE (Reason/Topic of message)
 - PAGES (total number of pages transmitted)
 - CC (courtesy copy)
5. The following options should be included. Place a check box in front of each item:
 - Urgent, For Review, Please Comment, Please Reply
6. Include a section for comments.

Using a Wizard to create a FAX

Microsoft Word has a Wizard that will assist you in creating a FAX. To access the Microsoft Word Fax Wizard follow these steps:

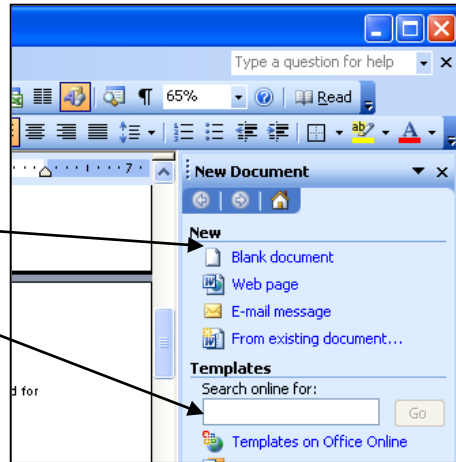
Microsoft Word older version

1. Click on "File" then "New" then select the folder "Letters & Faxes."
2. Select "FAX Wizard" and follow the directions to create a template.
 - Complete the appropriate fields
 - Double click to place a ✓ in the appropriate box, ie. "Urgent," "Please Review," etc.

- Type your message in the “Comments” field
3. Once you’ve created your FAX template, save it so that it can be used for future Faxes.

Microsoft Word newer version

1. Click on “File” then “New” and a New document pane will appear on the right side of the screen.
2. Type “Faxes” in the search box and click the “Go” button.



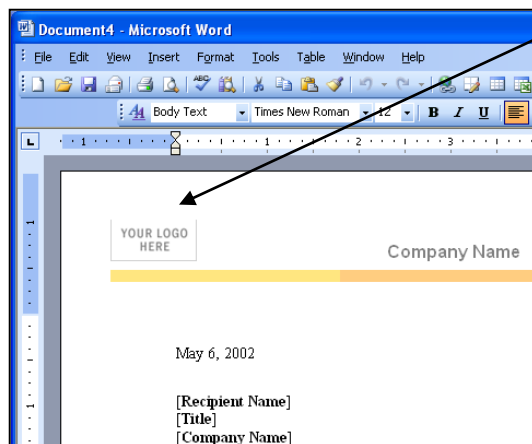
Do you need a FAX cover sheet?

It depends. Use the FAX template (same steps as above) as a cover sheet if you are sending a document to the recipient. For example, you are placing an order with another VE and need to FAX them an order form.

Be sure to type in the number of pages of the transmission in the appropriate field. For example, if the document you are transmitting consists of three pages, you would type “4 pages including cover sheet.”

Creating a FAX with your company logo

Once you have the understanding of the correct FAX formatting, the FAX template can be customized with your company logo. Just delete the company bar at the top right of the page and insert your company logo in its place.



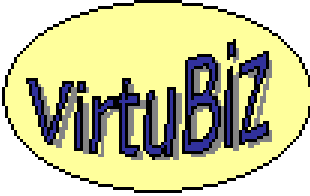
FAX Machine Operation

Fax machines are usually very easy to operate. It usually only requires the user to place the document into the document feeder, type in the recipient's fax number, and push "*Send*."

Check the owner's manual for specific machine instructions.

FAX Sample

The following is an example of a Facsimile.



VirtuBiz
Golden State High School
123 Main Street
Anytown, CA 93312

Phone: 661-555-VBIZ
Fax: 661-555-1234

Fax

To: VirtuInsurance

From: Suzy Smith

Fax: 661-555-7890

Date: July 31, 2002

Phone: 661-555-4321

Pages: 4 including cover page

Re: Insurance quote request

CC:

Urgent

For Review

Please Comment

Please Reply

Please Recycle

•Comments:

Please provide me with an insurance quote. Your quick response is greatly appreciated.