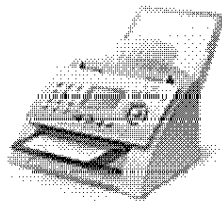


Scanned on your computer with Windows Fax and Scan



Welcome to **Windows® Fax and Scan**

One place to scan and fax your documents

FAX: You can send and receive faxed documents on your computer without using a fax machine. You can also print, e-mail, or save a copy of your faxes.

To get started:

1. Connect a phone line to your computer.

If your computer needs an external modem, connect the phone to the modem, and then connect the modem to your computer.

2. On the toolbar, click **New Fax**.
3. Follow the instructions in the setup wizard to connect to a fax modem, and then, when you're finished, create your fax.

To connect to a fax server instead of a modem, contact your system administrator. For more help with faxing, click the **Help** button on the toolbar.

SCAN: After you add a scanner to your computer, you can preview documents or pictures before you scan them, and then adjust your scan settings for better results. You can also fax or e-mail scanned files to someone else.

To get started:

1. Connect your scanner to your computer by following the instructions that came with your scanner, and then place a document or picture on the scanner.
2. In Windows Fax and Scan, at the bottom of the left pane, click **Scan**.
3. On the toolbar, click **New Scan**.
4. Choose the scan settings you want to use, and you're ready to scan.

Use the options on the toolbar to fax, e-mail, print, or copy scans at any time. For more help with scanning, click the **Help** button on the toolbar.