



# Use eFax Print-to-Fax

The eFax Print-to-Fax installation process in Windows exposes the application as a viable print destination; in other words, in any desktop application that can print, such as MS Word or Excel, “eFax Print-to-Fax” appears as an available printer option.

**Note:** The print driver requires elevated privileges to download and run the installation; .NET 10 is needed to run the application.

When you select **eFax Print-to-Fax** from the list of available printers, the output from the print spooler converts to a TIFF document. It then activates the app, which picks up the new file and imports it into a new fax.

Follow these steps to use this feature:

1. Open a document in another program.
2. In the **File Menu**, select **Print**. The **Print** dialog box appears.
3. Select **eFax Print-to-Fax** as the printer.
4. Click **OK** or **Print**.

eFax opens and the file displays in a new **Compose Fax** page. From there, you can add further attachments or add a cover page, then send the fax. The sent fax will appear in your eFax **Sent** folder.