



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.

Use eFax Print-to-Fax

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 the document you want to fax.
2. Click **File** and select **Print**.
3. In the printer list, select **eFax Print Driver**.
4. Click **OK** or **Print**.
5. Sign in to eFax when prompted.
6. In the **Compose Fax** screen, enter the recipient fax number.
7. Add additional recipients, if needed. You may access your address book using either of the **Contacts** buttons (more information on using Contacts is available below).
8. Add a cover page, if needed, and enter the cover page information.
9. Continue to the confirmation screen.
10. Review the recipient and document information; use the **Preview Document** option to view your fax.
11. Click **Send Fax Now**. The sent fax will appear in your eFax **Sent** folder.



Managing Your Contacts in the Print Driver

Use the eFax address book to save and manage frequently used fax contacts in one place. Your contacts sync across the eFax web, mobile, and messenger apps.

You can add contacts using an individual's name or a company name, update saved information, and send a fax directly from a contact.

Add a contact

1. Click **Contacts** in the left navigation menu.
2. Click **Add New Contact**.
3. Enter one of the following:
 - The contact's **First Name** and/or **Last Name**.
 - A **Company Name**.
4. Enter the contact's **Fax Number**.
5. Enter an **Email Address**, if applicable.
6. Click **Add Contact**.

Edit a contact

1. Click **Contacts** in the left navigation menu.
2. Click the edit (pen) icon in the contact record you wish to change.
3. In the **Edit Contact** dialog box make your changes, then click **Update Contact**.

Delete a contact

1. Click **Contacts** in the left navigation menu.
2. Click the trashcan icon in the Contact record you wish to delete.
3. In the **Delete Contact** dialog box click **Delete Contact** to confirm your selection.