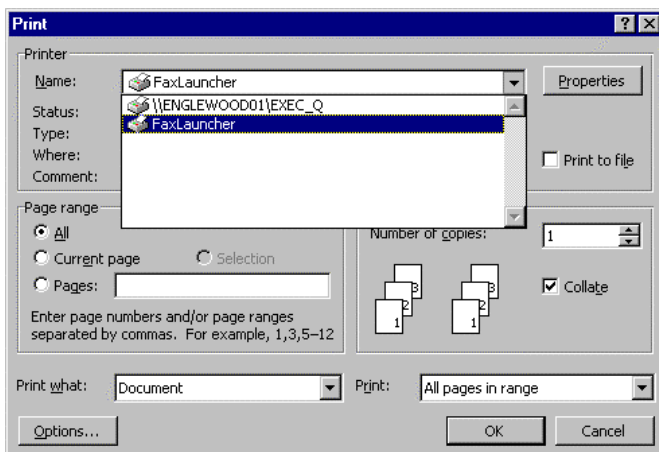

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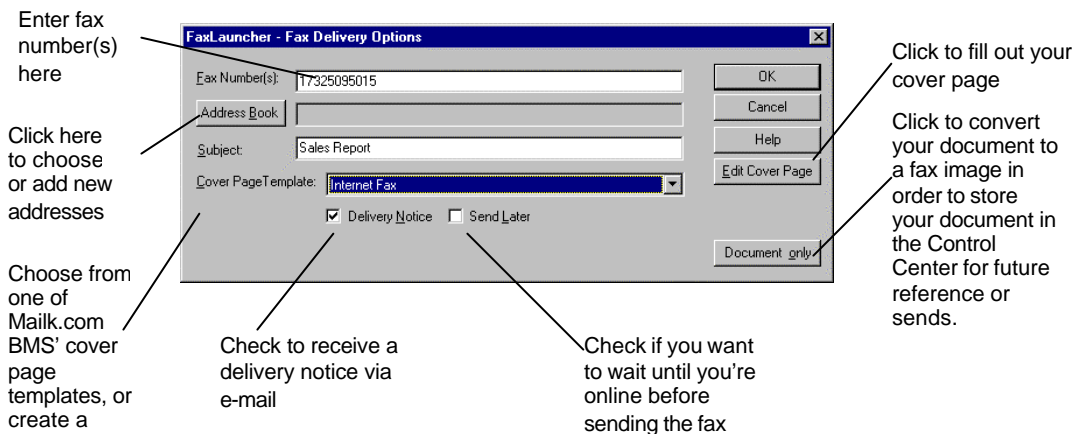
1. Starting EasyLink PC to Fax Service

To use EasyLink PC to Fax Service, you should have your Internet connection open. (If you prefer to prepare faxes offline for later transmission, you can set your Control Panel Internet settings to “open when needed”). When you are ready to fax a document, choose **File, Print** as you would to print a document. From the list of available printers, choose and click on **FaxLauncher**.



2. EasyLink PC to Fax Service Delivery Options

A screen entitled **FaxLauncher-Fax Delivery Options** will appear:



3. Entering Fax Numbers

If you are sending a fax to the United States, Canada, or the Caribbean, enter the fax number as an 11-digit number, with the country code “1” and the area code before the fax number. For example:

12125551234 or 1-212-555-1234

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IMPORTANT: Be sure to always include a “1” and the area code, even if you are faxing to a local number.

Faxes to all other locations should be in the form of: *(country code) (city code) (local number)*. For example:

81312345678 or 81-3-1234-5678

Important: DO NOT use International access codes (such as 011 in the United States).

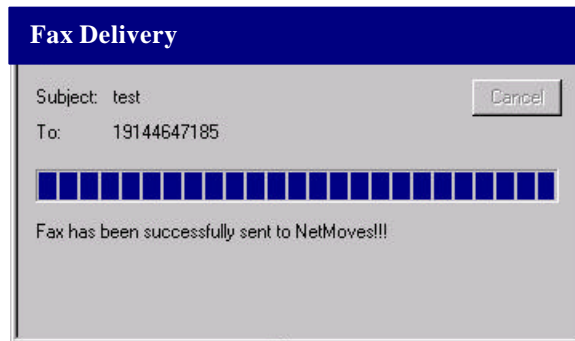
4. Cover Pages

EasyLink PC to Fax Service offers you the option to use one of the existing cover page templates (Confidential, Informal, Internet Fax) or create a custom cover page.

If you would like to create a custom cover page, right click on the **Cover Page Templates** folder in the **EasyLink Control Center**. Click “New Item”. This brings up the Cover page designer where you can create customer cover pages.

5. Sending a Fax with EasyLink PC to Fax Service

When the **FaxLauncher-Fax Delivery Options Screen** is complete, and you have filled out the cover page, click **OK** to send your fax. Upon sending a fax, a screen indicating transmission of your fax to the EasyLink Network will appear:



6. Fax Delivery Confirmation

EasyLink PC to Fax Service gives you two ways to confirm fax delivery:

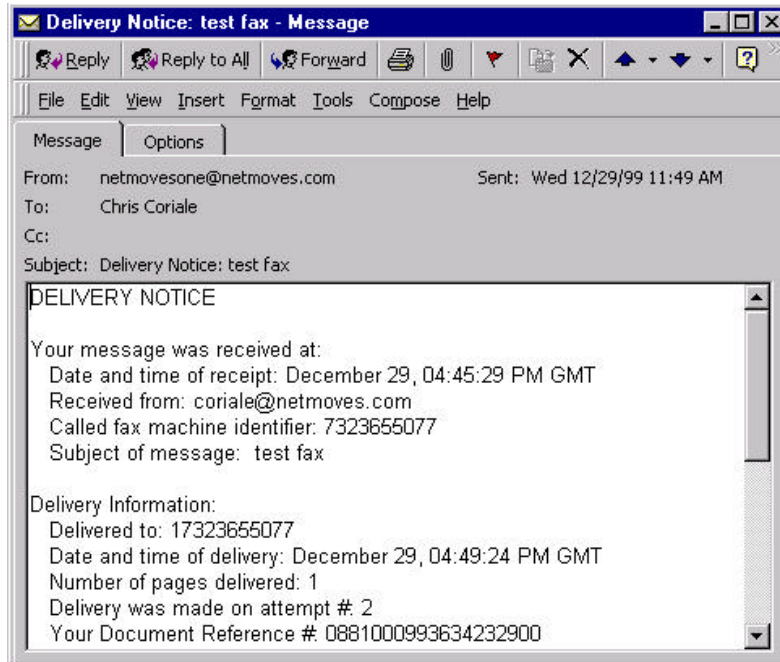
1. Automatic e-mail notification
2. Via the EasyLink Control Center (see Section 7).

If the **Delivery Notice** box is checked on the **EasyLink-Fax Delivery Options Screen**, you will receive an e-mail message informing you that your fax has been delivered; the notice will be sent to the e-mail address that you used when registering for EasyLink PC

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to Fax Service. The delivery notice will refer to the subject on the fax cover page as well as the number of the receiving fax machine.

Here is a sample delivery notice:



If your fax was not successfully delivered, the reason for failure (for example, a busy signal or the detection of voice tones) will be included in the non-delivery notice. You may then resend the fax from the **EasyLink Control Center**, or you can call EasyLink Support and use the fax document reference in order to obtain additional information. The delivery time is reported in Greenwich Mean Time (GMT) in the Delivery Notice and in your local time in the **EasyLink Control Center**.

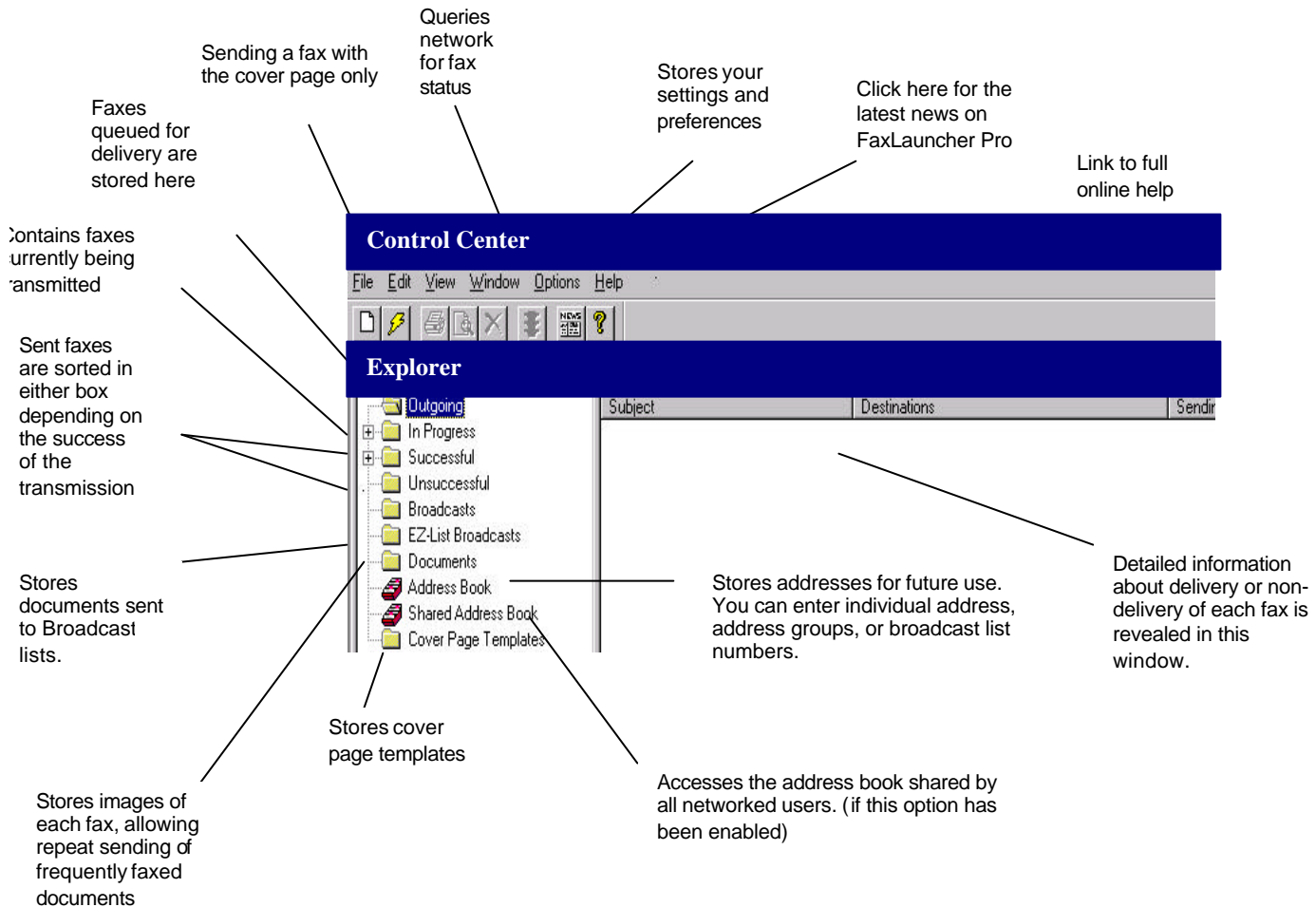
7. Using the EasyLink Control Center

The **EasyLink Control Center** enables you to send, manage, and review faxes with ease. Using the **EasyLink Control Center**, you can:

- determine if sent faxes have arrived at the destination fax number
- re-send faxes without retrieving the documents in their original application
- use account codes to track your fax expenditures by project or client
- edit your address book
- choose fax preferences

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Here is an explanation of the **EasyLink Control Center** and its functions:



8. Additional Resources

If you require additional assistance while using EasyLink PC to Fax Service, you can:

- **Consult the EasyLink PC to Fax Service Online Help File**
Choose **Help** from the **EasyLink Control Center**. This file contains comprehensive instructions for EasyLink PC to Fax Service. You can search for help by keyword.
- **Consult the EasyLink Web site**
The EasyLink Web site (<http://www.EasyLink.com>) contains a page with frequently asked questions about EasyLink PC to Fax Service.
- **Contact EasyLink Support**
If you would like to speak with a EasyLink representative, please call (800) 624-5266 (in the United States) or 1-732-906-1555 (outside the United States). You may also contact EasyLink via e-mail at support@easylink.com