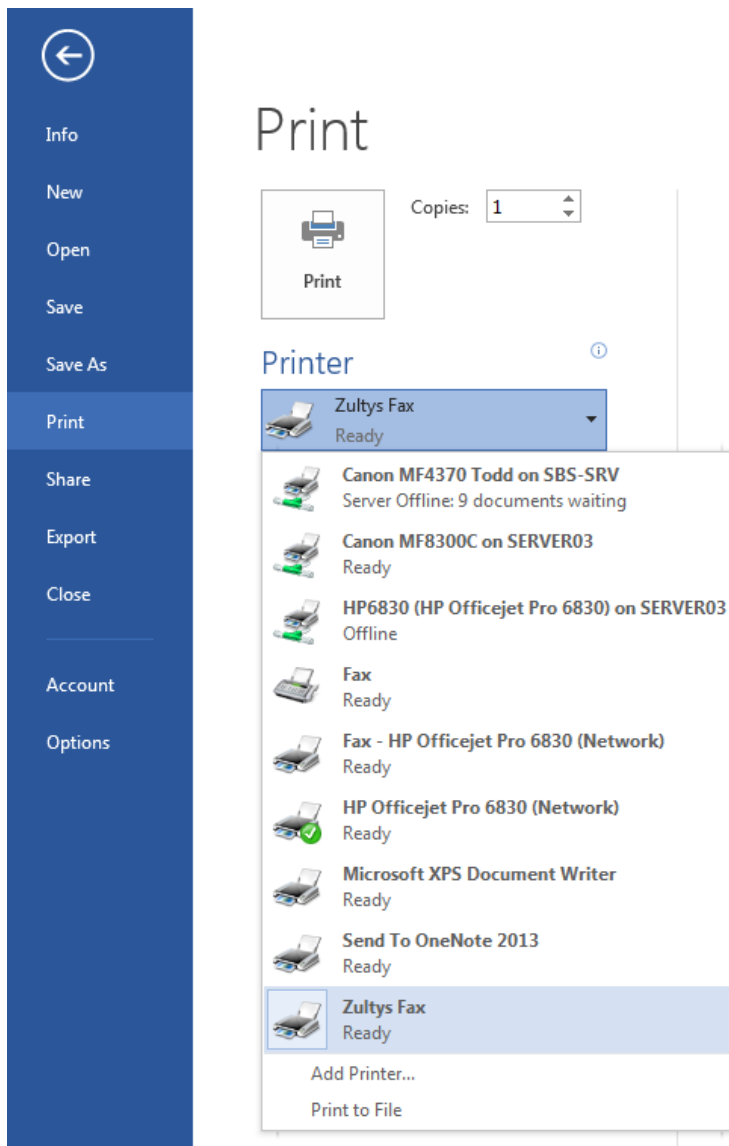


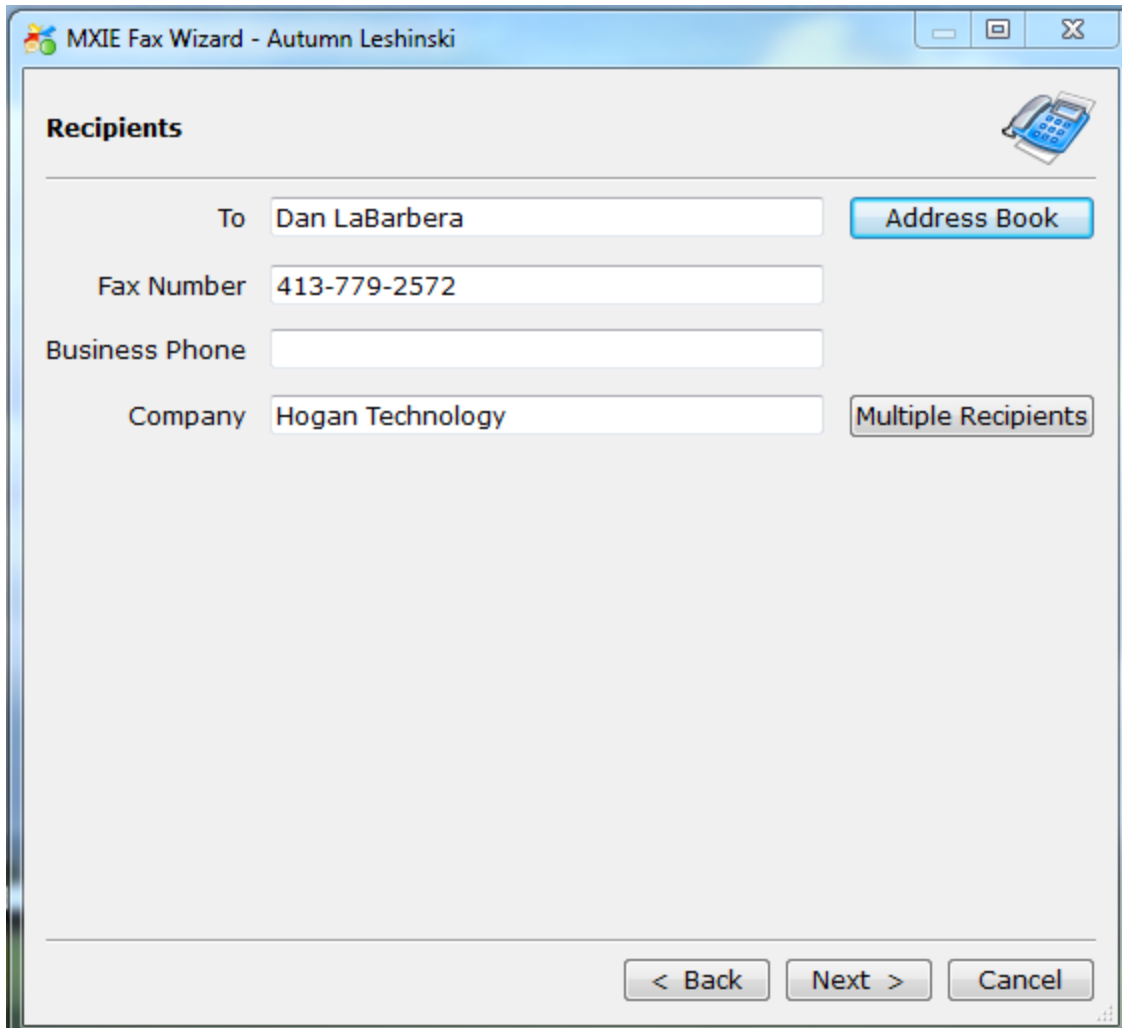
How to fax from your desktop

- 1.) Log into MXIE
- 2.) Open the document that you would like to fax (Word doc., PDF, Excel spreadsheet, etc.)
- 3.) Select File and Print
- 4.) Select Zultys Fax from the printer drop down menu



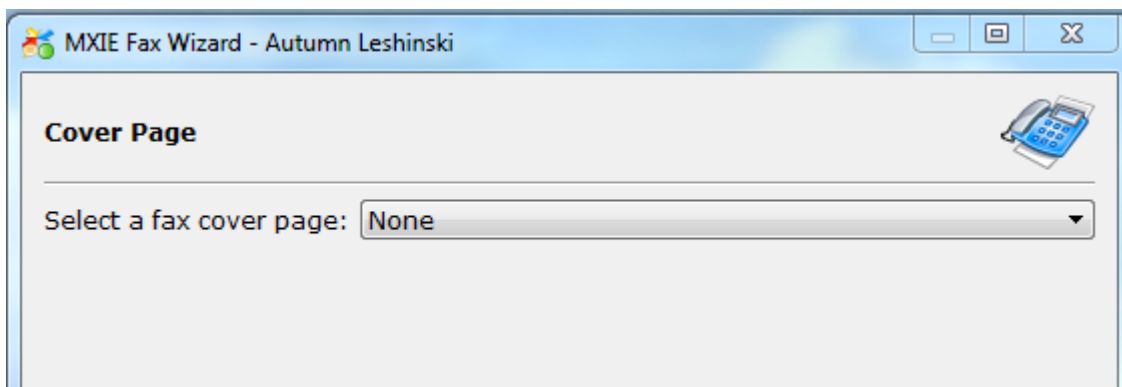
- 5.) Select Print

6.) Fill the required information into the box that appears and then select next



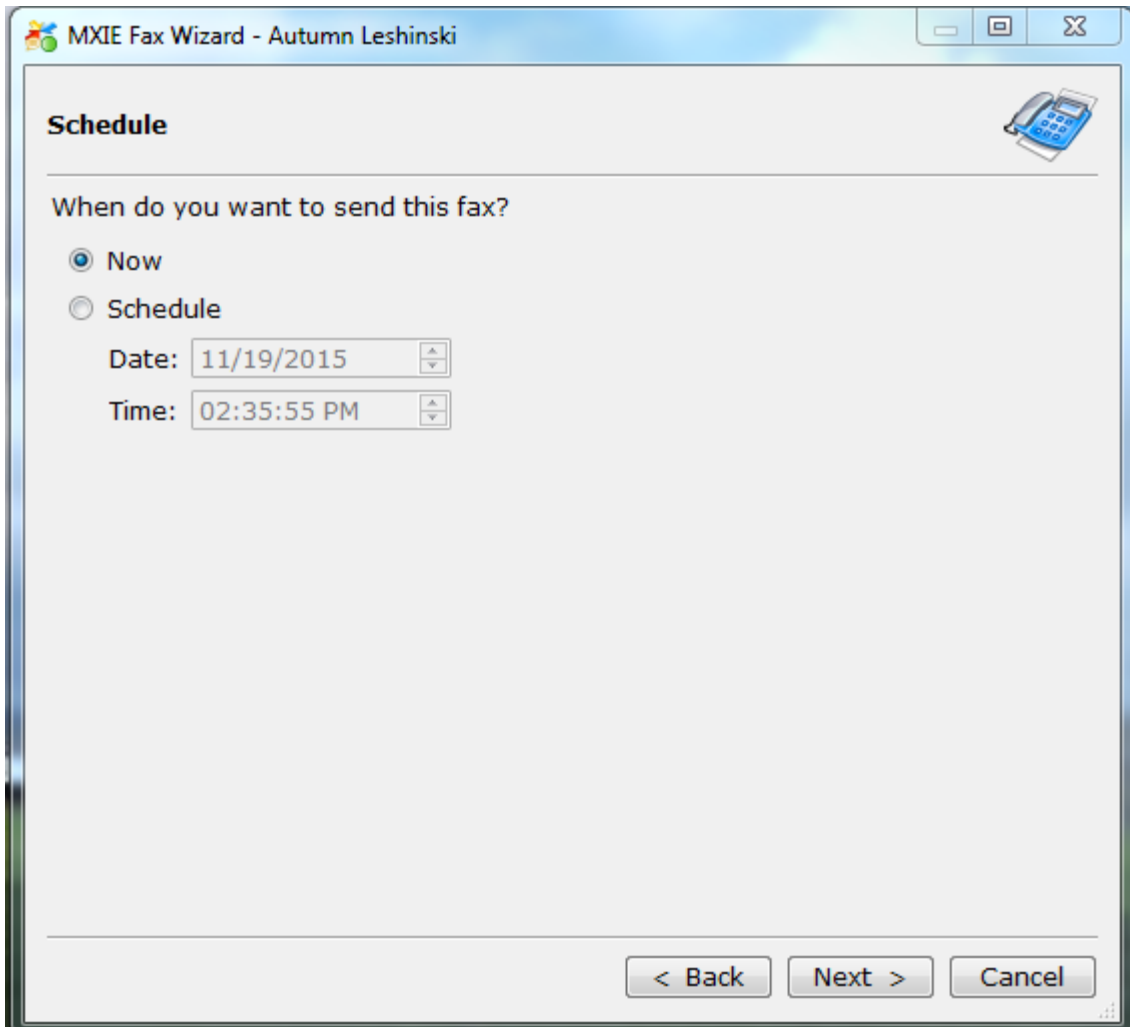
The screenshot shows a Windows-style window titled "MXIE Fax Wizard - Autumn Leshinski". The window has a light blue header bar with standard minimize, maximize, and close buttons. The main content area is titled "Recipients" and features a small icon of a fax machine in the top right corner. Below the title, there are four input fields: "To" (containing "Dan LaBarbera"), "Fax Number" (containing "413-779-2572"), "Business Phone" (empty), and "Company" (containing "Hogan Technology"). To the right of the "To" field is a blue button labeled "Address Book". To the right of the "Company" field is a button labeled "Multiple Recipients". At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

7.) Select a cover page (if desired) and select next.



The screenshot shows the same "MXIE Fax Wizard - Autumn Leshinski" window, now on the "Cover Page" step. The window title and header bar are identical. The main content area is titled "Cover Page" and features the same fax machine icon in the top right corner. Below the title, there is a single dropdown menu labeled "Select a fax cover page:" with the value "None" selected. At the bottom of the window, the "< Back", "Next >", and "Cancel" buttons are visible.

- 8.) This pops a formatting window. Keep everything as is and select next.
- 9.) Schedule a date or send the fax now



- 10.) Select finish

*** The faxes will appear in your MXIE voice mail log**