



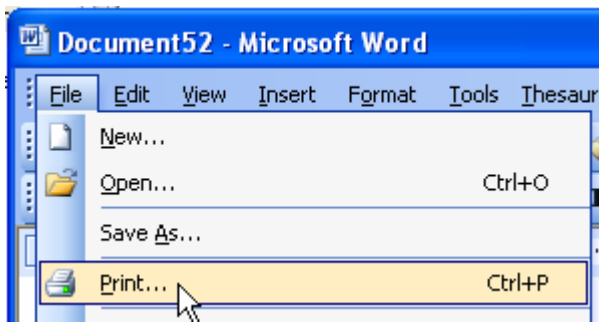
90 Bridge Plaza Drive
Manalapan, NJ 07726
800.743.1208
Fax: 732.972.5164
Email: custsvc@ConnectMeVoice.com

ConnectMe Fax

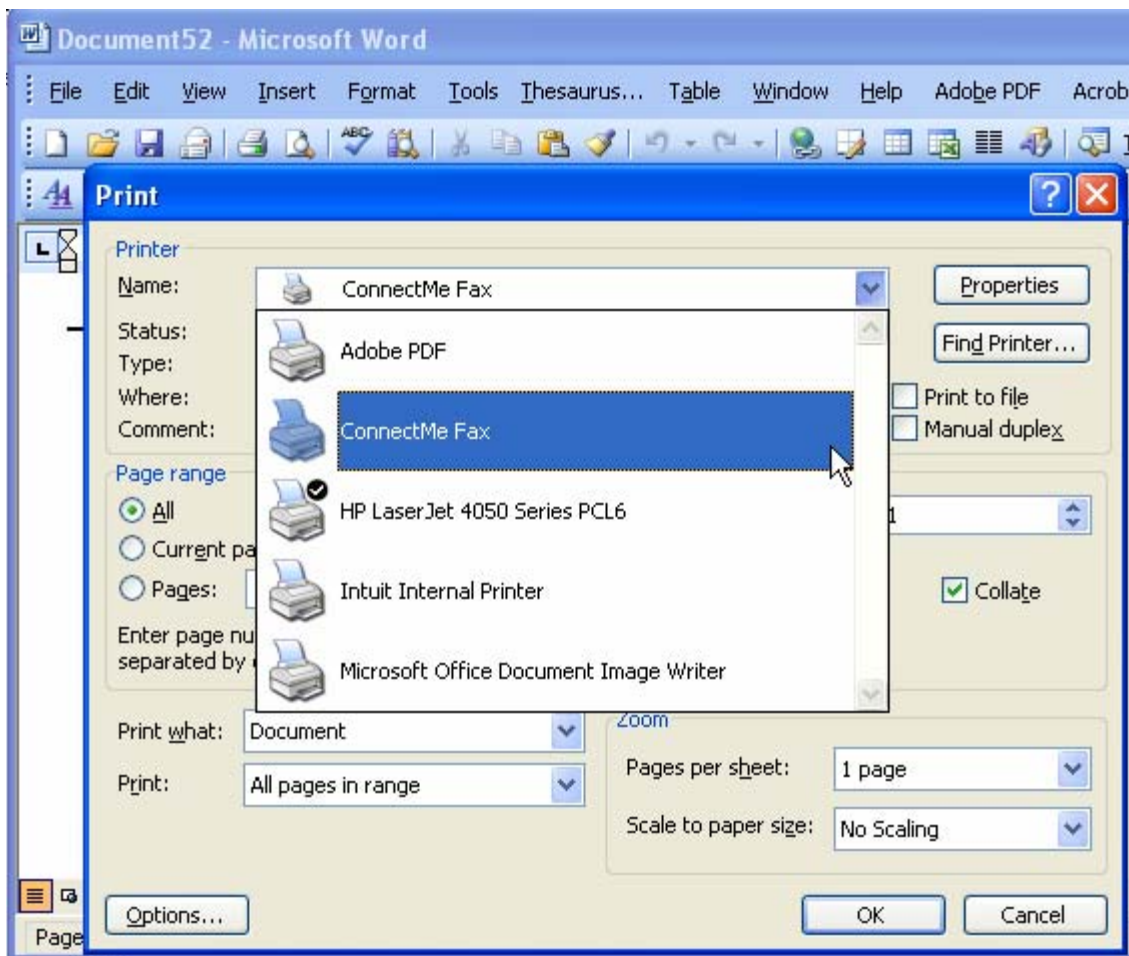
User Guide

Basic Instructions for ConnectMe FAX

...The application must first be loaded onto the computer.
Faxes can then be sent from any Word or Excel program

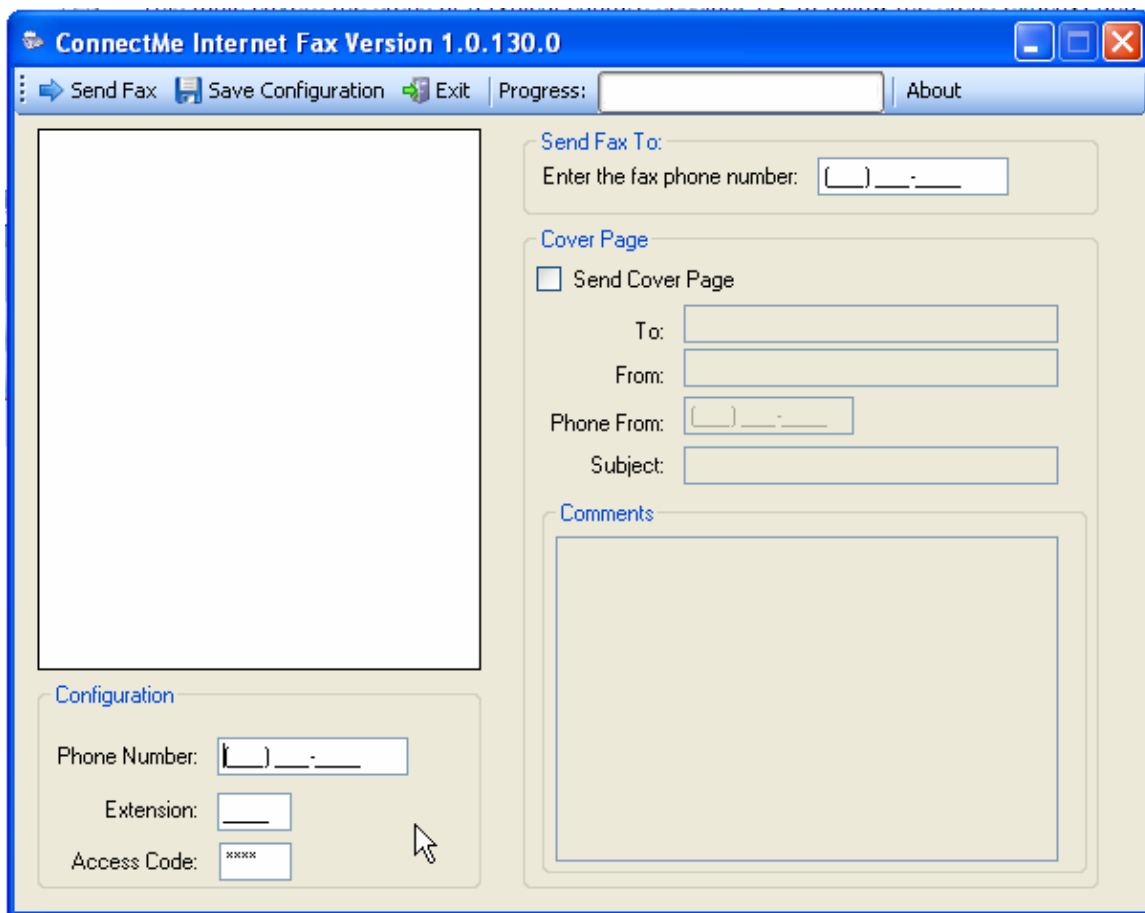


From the "FILE" option on the Menu Bar, select "PRINT"

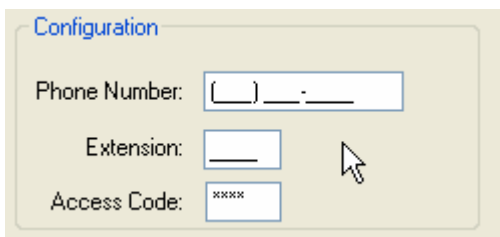


Click on "ConnectMe Fax" in the "Printer Name" drop down box
Then click OK.

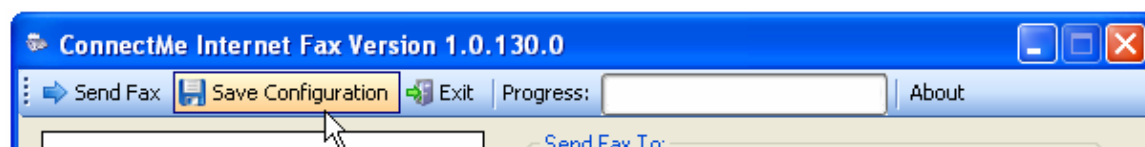
.....After a few seconds (allow time to load), this page will show.



TO CONFIGURE (If Saved, this only needs to be completed once)

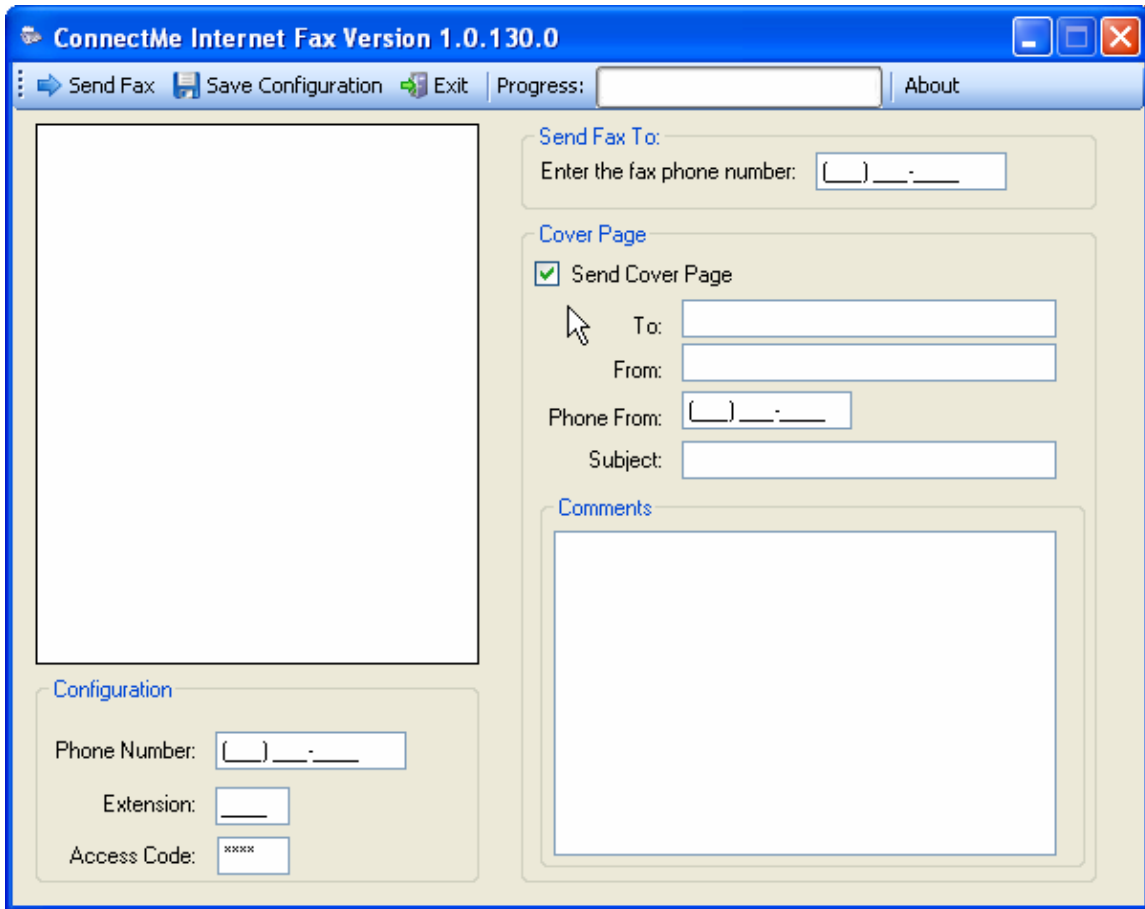


Insert your **CONNECTME NUMBER**, Extension number (or leave blank) and your 4 digit access code.

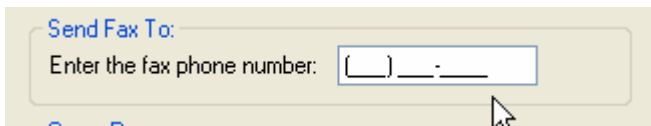


Click "Save Configuration".

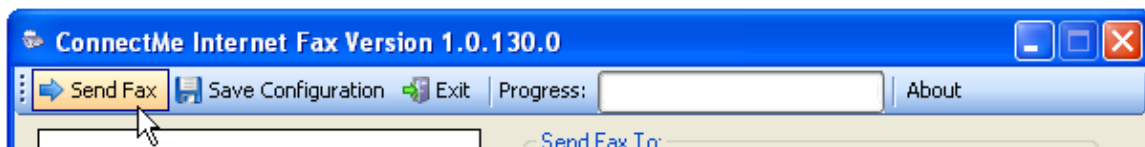
To send a COVER SHEET with the fax:



CHECK the “Send Cover Page” box.
This will allow you fill in the information boxes.



Insert the number of the FAX MACHINE it is being sent TO.



Click “Send Fax” to **SEND**.