Instructions to determine if you need to download the PC fax software

If you already have 3100MFP PC fax on your PC you will not have to download the PC Fax file. The PC fax file is 97 megabytes.

The following instruction will help you determine if you already have PC fax on your PC.

1. Load the CD that came with your printer on to your PC.
2. Locate the Xerox Companion Director on your PC and double click it to open it.
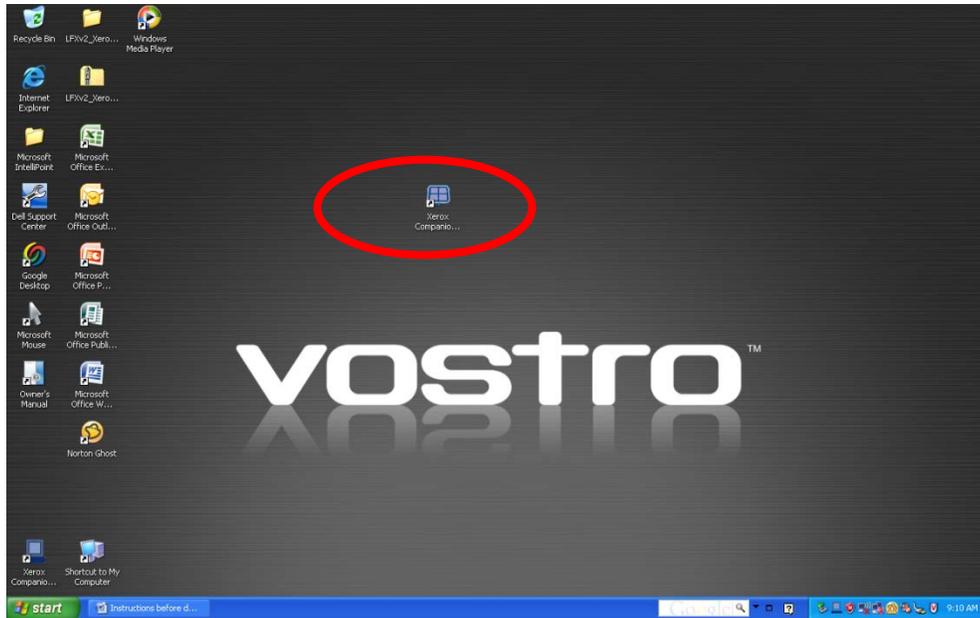
3. The Xerox Companion Director will open.

4. Selecting the Fax Icon will open the fax software and display the Companion Manager. If you see the screen below, this will confirm that you have the Fax Option and you will <u>NOT</u> have to down Load the 97 megabyte file.
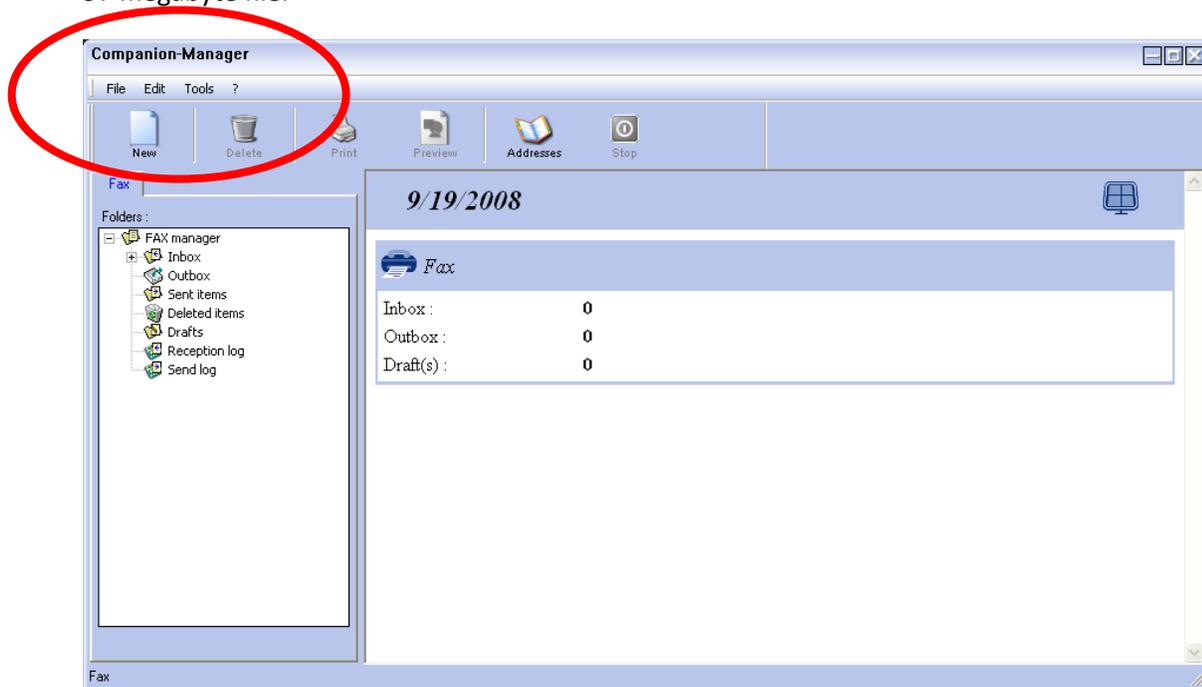
5. If you want to use PC fax and you encounter the popup below, "This Functionality is not available on this device" then you will need to download the PC Fax software. The PC fax file is 97 megabytes
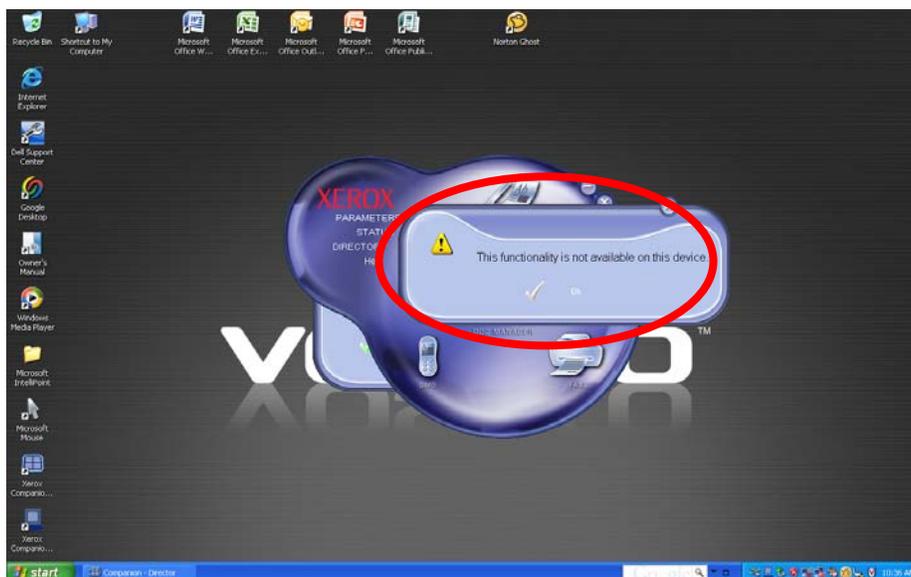
6. Another way of determining if the Fax Option is on your PC is to select "Start", "All Programs", Xerox "Companion Suite" , "Phaser 3100MFP", "Companion Director"
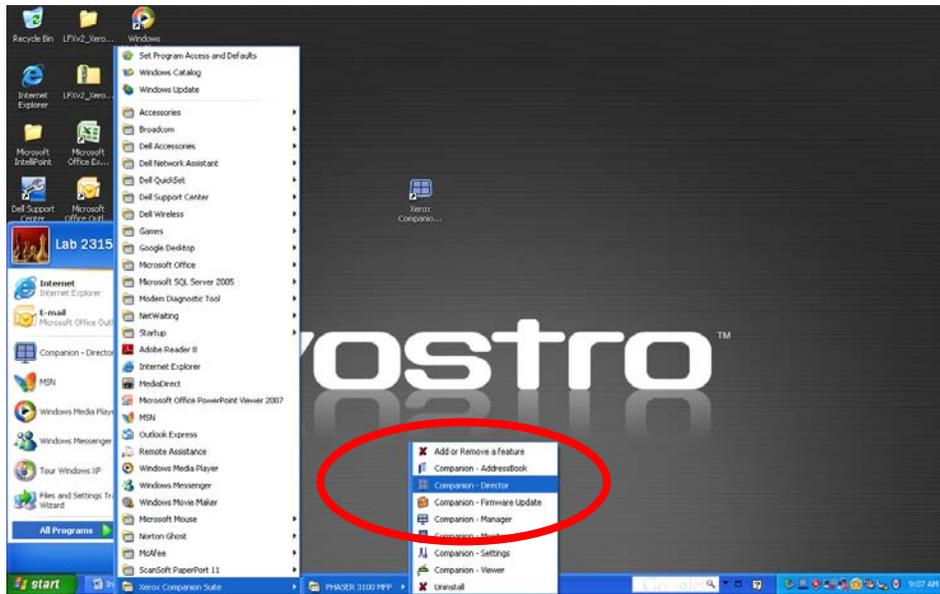
7. The Xerox Companion Director will open.
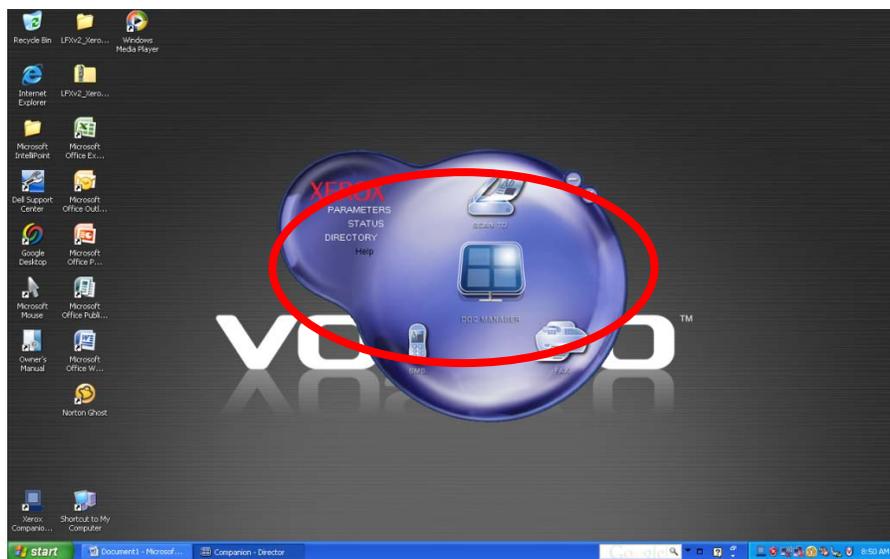
8. Selecting the Fax Icon will open the fax software and display the Companion Manager. This step will confirm that you have the Fax Option and you will NOT have to down Load the 97 megabyte file.
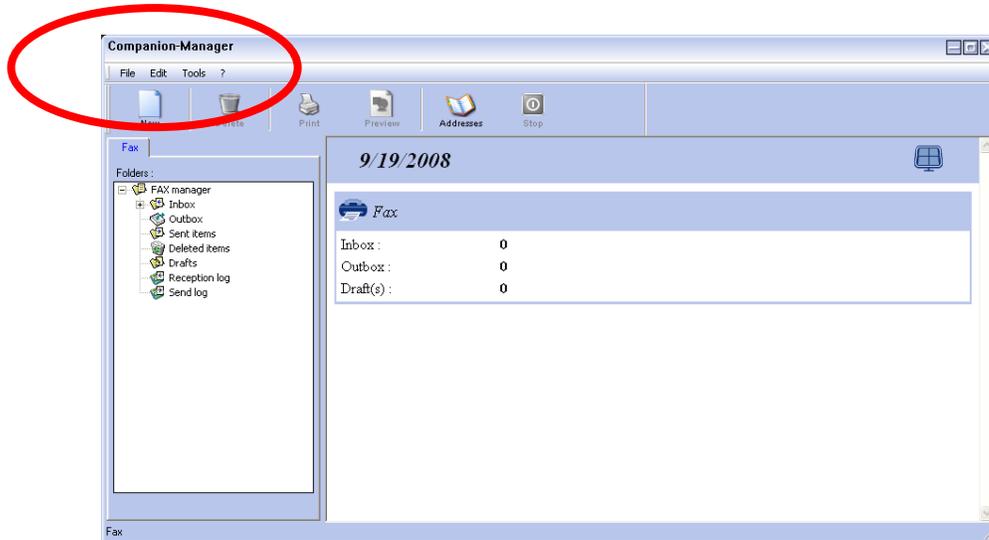
9. If you want to use PC fax and you encounter the popup below then you will need to download the PC Fax software.