



# Epson<sup>®</sup> FAX Utility 2.0 for Windows Update



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# FAX Utility 2.0 for Windows Update

The FAX Utility for Windows that came with your product software has been updated to version 2.0. This guide describes the functions that differ in version 2.0 from the original FAX Utility for Windows.

**Note:** The instructions for sending a fax using the FAX Utility have not changed from the original FAX Utility to FAX Utility 2.0. See your product *User's Guide* for instructions on sending faxes and using your product's other fax features.

For detailed information about the FAX Utility for Windows, click **Help**, **Open Online Help**, or **Open Introduction Guide** as you use the utility.

[Setting Up the Fax Utility - Windows](#)



[Importing Contacts Using the Fax Utility - Windows](#)

[Selecting Received Fax Options Using the Fax Utility - Windows](#)

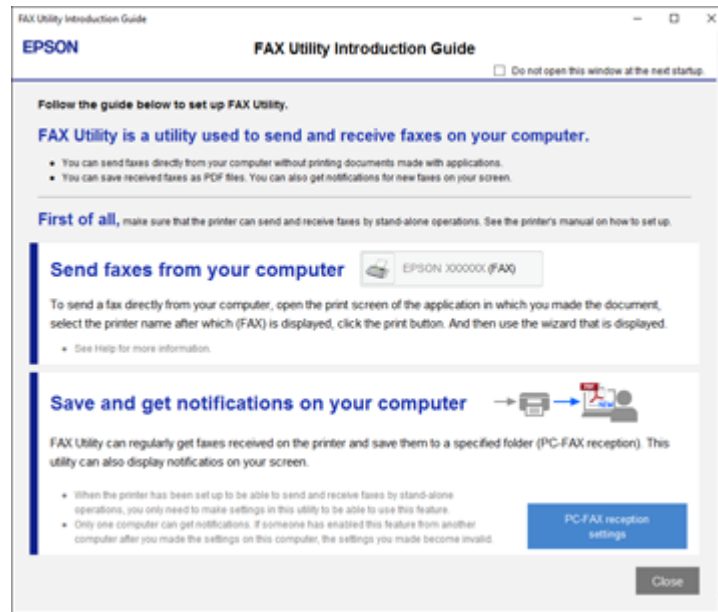
## Setting Up the Fax Utility - Windows

You can set up the FAX Utility for Windows for use with your product.

**Note:** Before using the FAX Utility for Windows, make sure you have set up the fax features on your product using the product control panel. Also first confirm that you can send and receive faxes using the control panel.

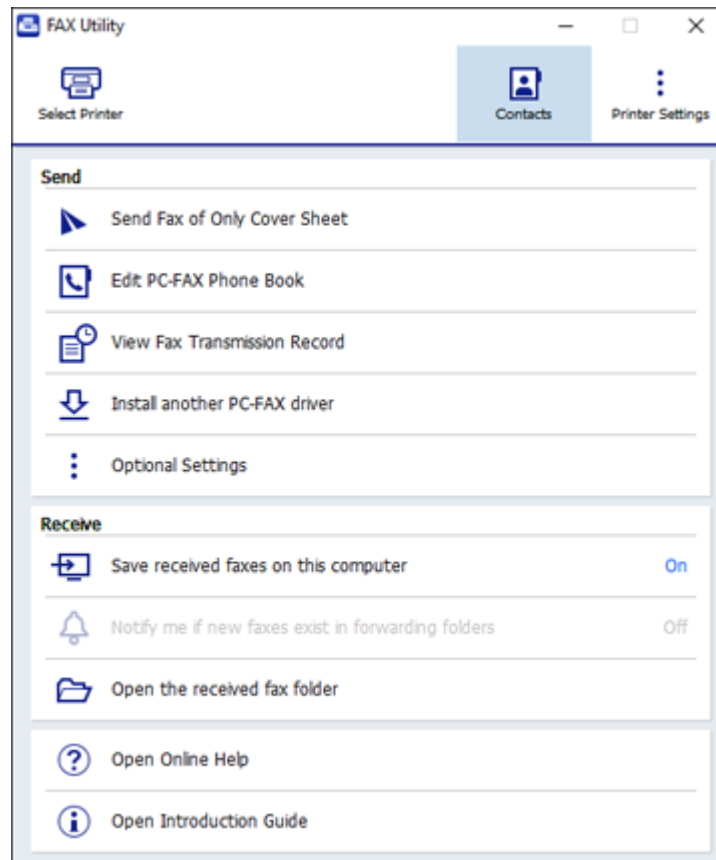
1. Do one of the following:
  - **Windows 10:** Click  and select **All apps**, then select **EPSON Software**.
  - **Windows 8.x:** Navigate to the **Apps** screen.
  - **Windows (other versions):** Click  or **Start > Programs** or **All Programs > EPSON Software**.
2. Select **FAX Utility**.

The first time you use the FAX Utility, you see this introduction window:



3. Read about the FAX Utility and click **Close** at the bottom of the window.

You see this window:





4. Click **Select Printer** and follow the on-screen instructions to transfer your product's fax settings to the FAX Utility.

**Note:** For detailed information, click **Help** or **Open Online Help**.

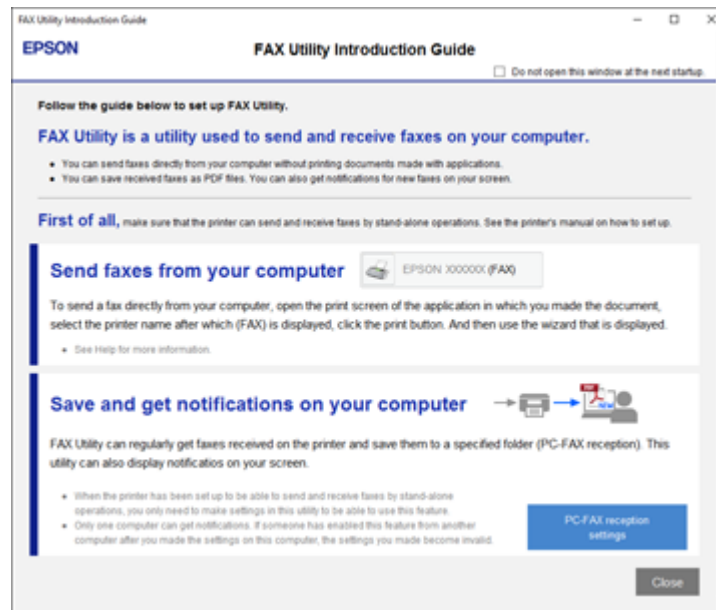
**Parent topic:** [FAX Utility 2.0 for Windows Update](#)

## Importing Contacts Using the Fax Utility - Windows

You can edit contacts stored in your product and import contacts from your Windows Address Book to the PC-FAX Phone Book in the FAX Utility for Windows.

1. Do one of the following:
  - **Windows 10:** Click  and select **All apps > EPSON Software**.
  - **Windows 8.x:** Navigate to the **Apps** screen.
  - **Windows (other versions):** Click  or **Start > Programs** or **All Programs > EPSON Software**.
2. Select **FAX Utility**.

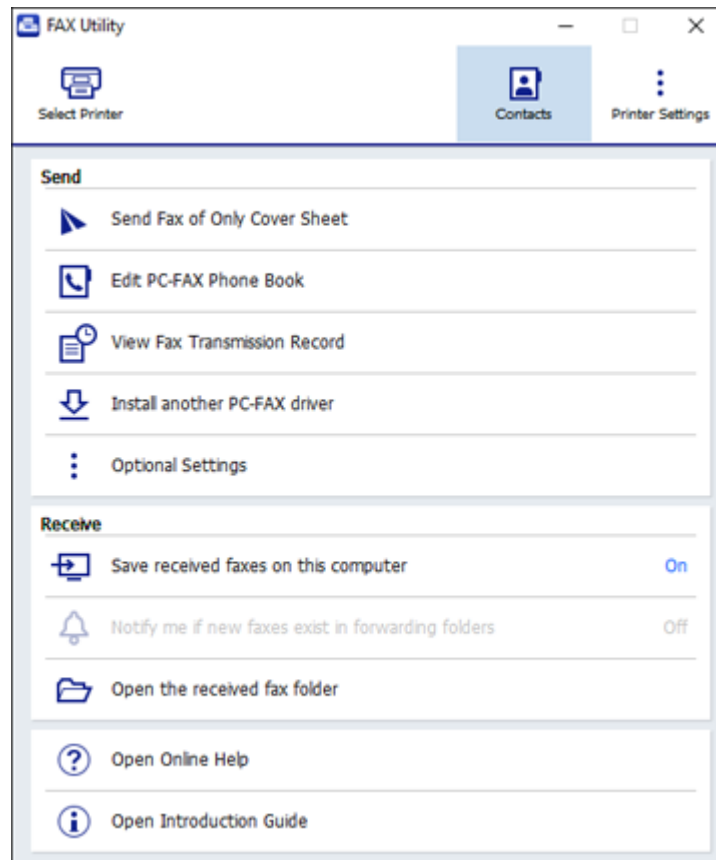
The first time you use the FAX Utility, you see this introduction window:





3. Read about the FAX Utility and click **Close** at the bottom of the window.

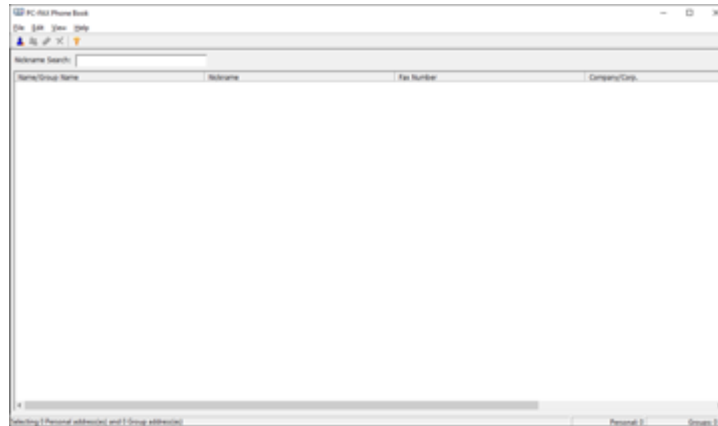


You see this window:



4. To edit the contacts list on your product, click **Contacts**.
5. Do one of the following:
  - To edit a contact, select it in the list and click the  icon.
  - To delete a contact, select it in the list and click the  icon.
6. To import fax numbers from your Windows Address Book into the FAX Utility PC-FAX Phone Book, select **Edit PC-FAX Phone Book**.

You see this window:





7. Select **File > Import From Windows Address Book**.
8. Select the contacts you want to import and click **OK**.

**Note:** For detailed information, select **Help** or **Open Online Help**.

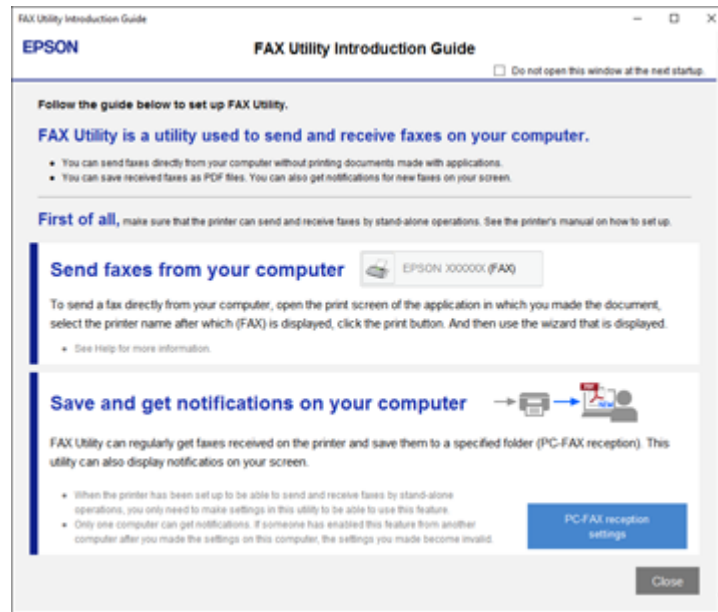
Parent topic: [FAX Utility 2.0 for Windows Update](#)

## Selecting Received Fax Options Using the Fax Utility - Windows

You can select options for use with received faxes using the FAX Utility for Windows.

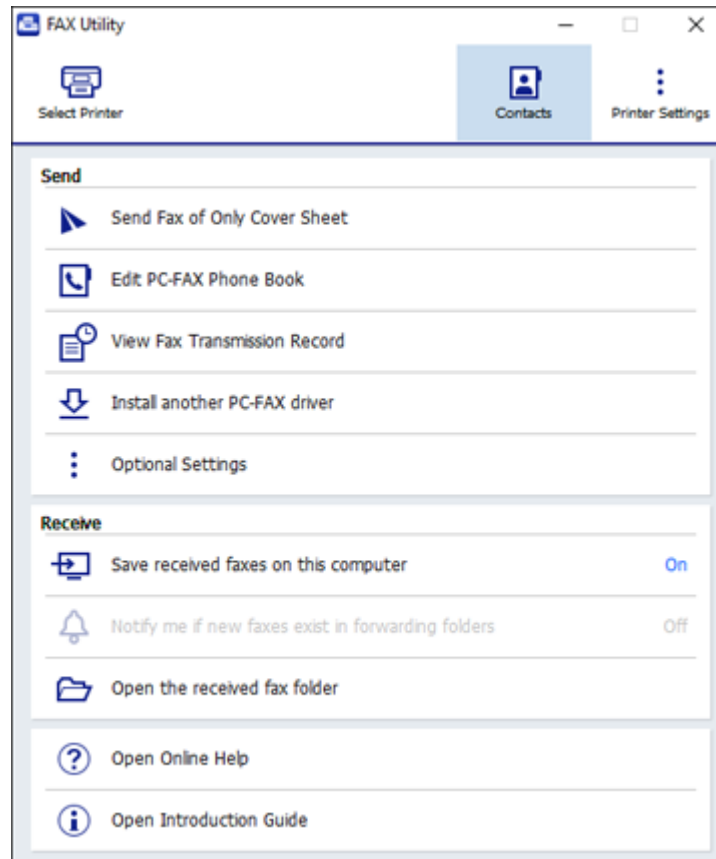
1. Do one of the following:
  - **Windows 10:** Click  and select **All apps**, then select **EPSON Software**.
  - **Windows 8.x:** Navigate to the **Apps** screen.
  - **Windows (other versions):** Click  or **Start > Programs** or **All Programs > EPSON Software**.
2. Select **FAX Utility**.

The first time you use the FAX Utility, you see this introduction window:



3. Read about the FAX Utility and click **Close** at the bottom of the window.

You see this window:



4. To save faxes received by your product on your computer, select **Save received faxes on this computer**.
5. Select the destination folder and other options, and click **OK**.  
You return to the FAX Utility window.
6. To receive notifications when received faxes arrive in the selected destination folder on your computer, select **Notify me if new faxes exist in forwarding folders**.

7. Select how often you want to be notified of received faxes and click **OK**.

**Note:** For detailed information, click **Help** or **Open Online Help**.

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