

Chapter 8 Fax Reception

Reception of a fax is completely automatic. The modem detects fax calls and the ValueFax Background program receives the fax pages, converts them in the background to PICT format and then flashes the Apple icon on the top left of the screen to indicate that a fax has arrived. When a fax is being received or sent in the background, it is best if you avoid running heavy compute bound jobs, hold down menus or start new applications. It is OK to type into an already open word processor document. If the processor is too busy, the fax may be received with a lot of errors or it may fail to handshake correctly and terminate. With certain screen savers, if you wake up the computer while receiving a fax, the reception can terminate. It is best to let ValueFax receive the fax completely before moving the mouse or typing a key if the computer was asleep when the fax came in.

If you are having trouble receiving a fax, please first try to receive using a fax back service. This will let you know if there is a problem in receiving a fax just from the sender or from any fax machine. Some of the useful faxback numbers in the US and Canada are:

Apple (800) 505-0171

USRobotics (800) 762-6163

MicroSoft (800) 936-4100

8.1 Viewing A Fax

Open ValueFax Manager, the Receive Log automatically appears. With the Receive Log displayed, select a fax and click Read, or simply double-click the fax you want to view. The fax appears in the Fax Display window.

Once a fax is displayed, you can enlarge, shrink and rotate the fax image. To enlarge or shrink a fax image select the appropriate item from the Show Fax menu.

To rotate a fax image, select Flip Sideways from the Show Fax menu. This rotates the fax image 90° counterclockwise, and selecting Flip Upside down rotates the image 180°. This is useful if someone sent you a fax from a regular fax machine and the page was fed bottom first.

If you received a multi-page fax, press $\hat{C}\hat{E}\sim F$ to go to the next page, or $\hat{C}\hat{E}\sim B$ to go to the previous page. You can select 'Go To Page...' from the Show Fax menu to jump to a specific page. You can also use the page number slider in the lower left corner of the fax window to select which page you want to see.

You will notice that because the fax pages are saved in the PICT format, they come up very quickly as you move between pages.

You can specify a comment to be associated with the displayed fax page using the "Comments..." dialog. Once such a comment is associated with this page, you can use the Finder's "Find File" feature to find this fax page (this is available only on System 7.0 and later). For example, if you added a comment such as "tax receipt" to a particular received fax page, you can use the Find File dialog as follows to find the particular fax and the particular page.

.2 Forwarding A Fax

Forwarding a fax is sending a fax you previously received.

To send a received fax:

⌘⇧ Open ValueFax Manager, the Receive Log automatically appears.

⌘⇧ Select the received fax you want to send.

⌘⇧ Hold down the option key and click the Print button. (Alternatively, you can open the Chooser from the Apple menu. The Chooser window appears. Choose ValueFax Fax as your printer). A print page setup dialog box appears.

⌘⇧ Select the proper page size and any other desired options and click OK.

⌘⇧ Select one or more recipients from the Phone Book and select the other fax options.

⌘⇧ Click Send now to send the fax immediately. To send the fax in the background, click Spool Now or Send Later.

8.3 Exporting and Editing Received Faxes

Because ValueFax saves received faxes in the PICT format, you can use almost any Macintosh graphics application to open and edit a received fax. ValueFax saves each fax in its own folder and names each folder according to the date and time it received the fax. Each folder is located in the Received Faxes Folder, which is in the ValueFax Fax Folder.

To edit a received fax:

⌘⇧ Open the application you want to use to edit the fax. Check that the application supports the PICT format. SuperPaint is one application that can be used. You may have to increase the memory allocated to this application (See the Troubleshooting

Guide in Appendix B).

• Choose Open from the File menu.

• Select the ValueFax Fax folder. The ValueFax Fax folder is located in the System Folder.

• Select the Received Faxes folder.

• Select the desired fax folder. Each folder is labeled according to the date and time ValueFax Fax received the fax. ValueFax saves received faxes as individual pages.

• Open the page you want to edit. You can now edit the fax or copy portions of it to the Clipboard for use in other applications.

• To export the fax, choose Save As from the File menu.

☒ Select the desired format and enter a new file name.
☒ Click Save.