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What is Gold-Fax?

Use Gold-Fax to fax word processing documents, spreadsheets, and other types of files directly from client systems running Microsoft Windows 3.1, Windows 95, and Windows NT.

Send fax messages directly from Gold-Fax using the Gold-Fax text editor, or from other Windows applications with commands that are similar to those you currently use to print documents and files. Fax messages can include both text and graphics.

Gold-Fax phonebooks store frequently-used fax numbers, and Gold-Fax distribution lists automate sending faxes to a group of recipients. Faxes can also be sent to names and numbers that are for the current transmission only.

The Gold-Fax Viewer allows you to view, rotate, scale, and forward sent and received faxes.

(Note: Viewing of sent faxes is supported only when running Gold-Fax with a Gold-Fax Windows NT server system.)

{button ,AL(`How Gold-Fax Works',0,`,`')} [Related Topics](#)

How Gold-Fax Works

Q: How are Gold-Fax messages created?

A: Fax messages can come from the documents and files produced by applications you are using now. These messages are sent using commands similar to those you are using to print your documents and files. Text messages can be created and sent directly from Gold-Fax using the Gold-Fax text editor. External graphics files can be included within the message using a special graphics keyword.

Q: How are Gold-Fax recipients designated?

A: The names and numbers of fax recipients can be stored in your own personal phonebooks. You can also use names from company-wide or departmental phonebooks that are stored on the Gold-Fax Server. Fax names and numbers can also be entered for the current fax message only.

Q: How are Gold-Fax messages sent?

A: Your fax print request is forwarded to Gold-Fax printers on the Gold-Fax Server system. Gold-Fax printers convert your files to Group 3 fax format, call the designated fax phone number(s), and send the fax using a fax modem.

Q: How do I know if my fax was successfully sent?

A: Gold-Fax can send you an electronic mail message notifying you if the transmission was successful or if it failed. You can also review and print the status of all fax messages sent within a period specified by your system manager.

Q: How do I receive faxes?

A: With the appropriate modem equipment and phone lines, it is possible to have received faxes automatically routed directly to your desktop. Another method is to have a user who is a Gold-Fax router view the first page of the fax (usually the cover page) to determine the recipient and forward your faxes to you.

{button ,AL(`What is Gold-Fax?',0,`,`')} [Related Topics](#)

Introduction to Gold-Fax Phonebooks

Use Gold-Fax personal phonebooks to store names, numbers, and other information for frequently-used fax recipients. Gold-Fax system phonebooks are maintained on the Gold-Fax Server and allow you to access names from company-wide or departmental phonebooks.

The phonebook file "personal.gfp" is automatically created in your installation directory when you install Gold-Fax. You can create other phonebooks with the New Phonebook option from the File menu. The default file extension for phonebook files is ".gfp."

{button ,AL(` Adding a Name to a Phonebook;Copying or Moving a Phonebook Name;Creating a New Phonebook;Deleting a Phonebook Name;Editing a Phonebook Name;Opening a Phonebook;Printing a Phonebook;Searching a Phonebook;Viewing a Phonebook Name',0,`,`')} [Related Topics](#)

Opening a Phonebook

1. Choose the Open Personal Phonebook or Open System Phonebook button on the Main Gold-Fax toolbar:



Open System Phonebook

Open Personal Phonebook

or, from the Gold-Fax File menu, choose Phonebook, then choose either Open Personal... or Open System.... The **Gold-Fax: Open Phonebook** dialog box displays.

2. Select or enter an existing phonebook file name.
For Windows NT users: Choose the Network... button to connect to another network drive and access other phonebook files.
3. Choose the OK button to open the selected phonebook.

{button ,AL(`Adding a Name to a Phonebook;Copying or Moving a Phonebook Name;Creating a New Phonebook;Deleting a Phonebook Name;Editing a Phonebook Name;Introduction to Gold-Fax Phonebooks;Printing a Phonebook;Searching a Phonebook;Viewing a Phonebook Name',0,`, `')}` [Related Topics](#)

Creating a New Phonebook

1. From the Gold-Fax File menu, choose Phonebook, then choose New Personal. (Depending on your site's Gold-Fax setup, you may also be able to create and maintain *system* phonebooks. See your system manager for more information regarding your site's Gold-Fax setup.) The **Gold-Fax: Create Phonebook** dialog box displays.
2. Enter a new phonebook file name. (The default file extension for phonebook files is ".gfp.")
For Windows NT users: Choose the Network... button to connect to another network drive and create your phonebook on that drive.
3. Choose the OK button to open the phonebook.

{button ,AL(` Adding a Name to a Phonebook;Copying or Moving a Phonebook Name;Deleting a Phonebook Name;Editing a Phonebook Name;Introduction to Gold-Fax Phonebooks;Opening a Phonebook;Printing a Phonebook;Searching a Phonebook;Viewing a Phonebook Name',0,`,`')}` [Related Topics](#)

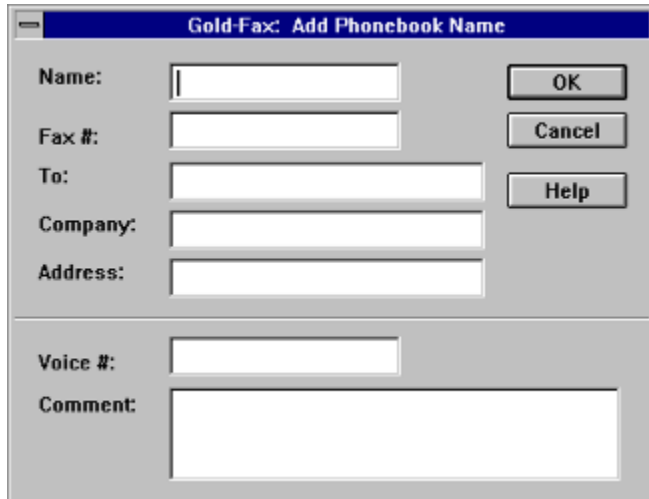
Adding a Name to a Phonebook

1. [Open the Gold-Fax Phonebook](#) to which you want to add a name.
2. Choose the Add button on the Phonebook toolbar:



Add

or, from the Name menu, choose Add. The **Gold-Fax: Add Phonebook Name** dialog box displays:



The dialog box contains the following fields and buttons:

- Name:** [Text Input Field]
- Fax #:** [Text Input Field]
- To:** [Text Input Field]
- Company:** [Text Input Field]
- Address:** [Text Input Field]
- Voice #:** [Text Input Field]
- Comment:** [Text Area]
- Buttons:** OK, Cancel, Help

3. Enter phonebook information in the following fields:

Name

The reference name for this phonebook entry, limited to 15 characters in length. The Name must begin with a letter, and it cannot contain commas (,) or slashes (/).

Fax #

The fax phone number for the company or person.

To

The name of the recipient.

Company

The company name of the recipient.

Address

The address for the company or person.

Voice #

The voice phone number of the company or person.

Comment

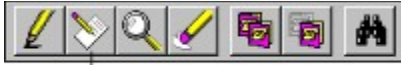
Additional information you may want to remember for this name.

4. When you have entered all of the phonebook fields, choose the OK button to add the entry to the phonebook. Choose the Cancel button to exit the dialog box without adding the entry.

{button ,AL(` Copying or Moving a Phonebook Name;Creating a New Phonebook;Deleting a Phonebook Name;Editing a Phonebook Name;Introduction to Gold-Fax Phonebooks;Opening a Phonebook;Printing a Phonebook;Searching a Phonebook;Viewing a Phonebook Name',0,'`')} [Related Topics](#)

Editing a Phonebook Name

1. [Open the Gold-Fax Phonebook](#) containing the name you want to edit.
2. Double-click on the name to edit, or select the name and choose the Edit button on the Phonebook toolbar:



Edit

or, from the Name menu, choose Edit. The **Gold-Fax: Edit Phonebook Name** dialog box displays the information for that name.

3. Make any desired changes to the phonebook name. Note that the "Name:" field cannot be edited. To change the Name, choose the Save As... button and save the entry to a different name. You can then delete the old entry.
4. Once you have made changes, choose the OK button or the Save As... button. OK saves the changes to the existing name; Save As... allows you to save the changes to a new name. Choose the Cancel button to exit the dialog box without saving changes.

{button ,AL(` Adding a Name to a Phonebook;Copying or Moving a Phonebook Name;Creating a New Phonebook;Deleting a Phonebook Name;Introduction to Gold-Fax Phonebooks;Opening a Phonebook;Printing a Phonebook;Searching a Phonebook;Viewing a Phonebook Name',0,`,`')}` [Related Topics](#)

Viewing a Phonebook Name

1. [Open the Gold-Fax Phonebook](#) containing the name you want to view.
2. Select the name to view.
3. Choose the View button on the Phonebook toolbar:



View

or, from the Name menu, choose View. The **Gold-Fax: View Phonebook Name** dialog box displays the information for that name.

4. Choose the OK button to return to the open phonebook.

{button ,AL(` Adding a Name to a Phonebook;Copying or Moving a Phonebook Name;Creating a New Phonebook;Deleting a Phonebook Name;Editing a Phonebook Name;Introduction to Gold-Fax Phonebooks;Opening a Phonebook;Printing a Phonebook;Searching a Phonebook',0,`,`')}` [Related Topics](#)

Deleting a Phonebook Name

1. [Open the Gold-Fax Phonebook](#) containing the name you want to delete.
2. Select the name to delete.
3. Choose the Delete button on the Phonebook toolbar:



or, from the Name menu, choose Delete. The **Gold-Fax: Delete Phonebook Name** dialog box displays the information for that name.

4. Choose the Yes button to delete the name, or choose the No button to leave the name in the phonebook.

{button ,AL(` Adding a Name to a Phonebook;Copying or Moving a Phonebook Name;Creating a New Phonebook;Editing a Phonebook Name;Introduction to Gold-Fax Phonebooks;Opening a Phonebook;Printing a Phonebook;Searching a Phonebook;Viewing a Phonebook Name',0,`,`')}` [Related Topics](#)

Copying or Moving a Phonebook Name

Phonebook entries can be copied or moved between phonebooks. With Copy, a copy of the phonebook entry remains in the original phonebook; with Move, the entry is deleted from the original phonebook.

To copy or move a name:

1. Choose the Open Personal Phonebook or Open System Phonebook button on the Main Gold-Fax toolbar (as desired):



or, from the Gold-Fax File menu, choose Phonebook, then choose either Open Personal... or Open System....

Note: Phonebook entries can be either copied or moved from personal phonebooks. Depending on your Gold-Fax system setup, you may be able to only copy (not move) entries from system phonebooks. See your system manager for more information regarding your site's system phonebook access.

2. Select or enter the name of the phonebook file containing the name you want to copy or move and choose the OK button.
3. Select the name(s) to be copied or moved. Use the Shift key to select all names between two points; use the Control key to select multiple non-sequential names.
4. Choose either the Copy or the Move button on the Phonebook toolbar:



or, from the Name menu, choose either Copy or Move.

5. From the **Gold-Fax: Copy/Move Phonebook Name** dialog box, select or enter the phonebook file name to where the entry is to be copied or moved and choose the OK button.

For Windows NT users: Choose the Network... button to connect to another network drive and access other phonebook files.

Choose the Cancel button to exit the dialog box without copying or moving the name.

{button ,AL(`Adding a Name to a Phonebook;Creating a New Phonebook;Deleting a Phonebook Name;Editing a Phonebook Name;Introduction to Gold-Fax Phonebooks;Opening a Phonebook;Printing a Phonebook;Searching a Phonebook;Viewing a Phonebook Name',0,`,`')}` [Related Topics](#)

Searching a Phonebook

The Search function allows you to search the open phonebook for entries containing specific criteria.

To search phonebook entries:

1. [Open the Gold-Fax Phonebook](#) you want to search.
2. Choose the Search button on the Phonebook toolbar:



Search

or, from the Name menu, choose Search. The **Gold-Fax: Phonebook Search** dialog box displays:



3. Enter the desired search criteria in the following fields:

Find What

Specify the information to find. All entries containing the specified characters will be found.

Match Case

Select this checkbox to search for entries with the same capitalization as the text entered in the "Find What" field. (Only available when searching the "To," "Company," and "Address" fields.)

Phonebook Field

Open this list box to specify the phonebook field to search.

Find Next

Begin the search or find the next entry matching the specified search criteria.

Cancel

Cancel the search and exit the dialog box.

Direction

Specify the direction to search.

4. Choose the Cancel button to end the search and return to the open phonebook.

{button ,AL(` Adding a Name to a Phonebook;Copying or Moving a Phonebook Name;Creating a New Phonebook;Deleting a Phonebook Name;Editing a Phonebook Name;Introduction to Gold-Fax Phonebooks;Opening a Phonebook;Printing a Phonebook;Viewing a Phonebook Name',0,`,`')}`} [Related Topics](#)

Printing a Phonebook

1. Choose the Open Personal Phonebook or Open System Phonebook button on the Main Gold-Fax toolbar:



- or, from the Gold-Fax File menu, choose Phonebook, then choose either Open Personal... or Open System....
2. From the displayed list of phonebooks, select or enter the file name of the phonebook you want to print.
3. Choose the OK button to open the selected phonebook.
4. Choose the Print button on the Main Gold-Fax toolbar:



- or, from the Gold-Fax File menu, choose Print.
5. Set print values within the **Print** dialog box. Choose the Setup button to select another printer.
6. Choose the OK button to print the phonebook or choose the Cancel button to exit the dialog box without printing the phonebook.

{button ,AL(` Adding a Name to a Phonebook;Copying or Moving a Phonebook Name;Creating a New Phonebook;Deleting a Phonebook Name;Editing a Phonebook Name;Introduction to Gold-Fax Phonebooks;Opening a Phonebook;Searching a Phonebook;Viewing a Phonebook Name',0,`,`')}` [Related Topics](#)

Introduction to Gold-Fax Distribution Lists

Gold-Fax distribution lists allow you to send fax messages to a list of phonebook names. Distribution lists can include individual phonebook names and can also reference other distribution lists.

{button ,AL(` Creating a Distribution List;Deleting a Distribution List;Modifying a Distribution List',0,`,`')}
[Related Topics](#)

Creating a Distribution List

1. From the Gold-Fax File menu, choose Distribution Lists, then choose Create... The **Gold-Fax: Create Distribution List** dialog box displays.
2. Enter the name for the distribution list. (The default file extension for distribution lists is ".dis.")
For Windows NT users: Choose the Network... button to connect to another network drive to access other distribution list files.
3. Choose the OK button. The **Gold-Fax: Create Distribution List** dialog box displays:



4. Your default personal phonebook is automatically opened with its entries listed. Use the phonebook selection box in the lower left corner if you want to add names from a different personal or system phonebook file.
5. To add names to the distribution list, select the name and choose the RIGHTARROW button. (You can also add names by double-clicking on the entry.)
6. To reference another list within this distribution list, choose the Add List button to display the **Gold-Fax: Open Distribution Lists** dialog box.
Select the desired distribution list to add and choose the OK button. (You can also add a distribution list by double-clicking on the list name.)
For Windows NT users: Choose the Network... button to connect to another network drive and access other distribution list files.
7. To remove names or lists from the distribution list, select the entry to remove and choose the Remove button.
8. Choose the OK button to save the list or choose the Cancel button to exit the dialog box without creating the list.

{button ,AL(`Deleting a Distribution List;Introduction to Gold-Fax Distribution Lists;Modifying a Distribution List',0,`,`')}` [Related Topics](#)

Modifying a Distribution List

1. From the Gold-Fax File menu, choose Distribution Lists, then choose Modify.
2. Select or enter the name of the distribution list you want to modify.
3. Choose the OK button. The **Gold-Fax: Modify Distribution List** dialog box displays:



4. Your default personal phonebook is automatically opened with its entries listed. To add names to the distribution list, use the phonebook selection box to open the personal or system phonebook file that contains the names you want to add. Once the desired phonebook is displayed, select the names you want to add to the list and choose the RIGHTARROW button. (You can also add a name by double-clicking on the entry.)
To reference another list within this distribution list, choose the Add List button to display the **Gold-Fax: Open Distribution Lists** dialog box. Select the desired distribution list and choose the OK button. (You can also add a distribution list by double-clicking on the list name.)
To remove names or list references from the distribution list, select the entry to remove and choose the Remove button.
5. Choose the OK button to save the list or choose the Cancel button to exit the dialog box without saving changes.

{button ,AL(`Creating a Distribution List;Deleting a Distribution List;Introduction to Gold-Fax Distribution Lists',0,`,`')}` [Related Topics](#)

Deleting a Distribution List

1. From the Gold-Fax File menu, choose Distribution Lists, then choose Delete.... The **Gold-Fax: Delete Distribution Lists** dialog box displays.
2. Select or enter the file name of the distribution list you want to delete.
For Windows NT users: Choose the Network... button to connect to another network drive and access other distribution lists.
3. Choose the OK button to delete the selected list or choose the Cancel button to exit the dialog box without deleting the list.

{button ,AL(` Creating a Distribution List;Introduction to Gold-Fax Distribution Lists;Modifying a Distribution List',0,`,`')} [Related Topics](#)

Introduction to Gold-Fax Preferences

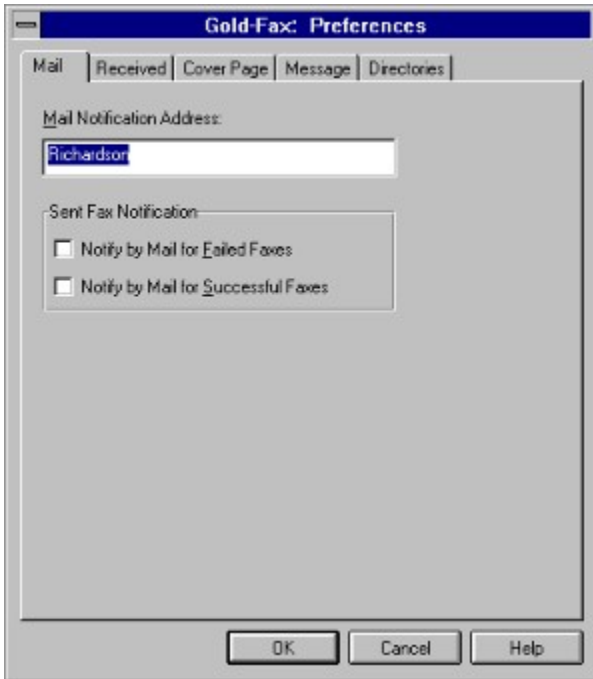
Gold-Fax Preferences allow you to specify cover page information, the method for notification of success or failure of fax transmissions, and the method for notification of received faxes (if your site is using Gold-Fax Receive). Gold-Fax Preferences also allow you to specify editor and cover page options for sending faxes from within the Gold-Fax application.

Default preference values can be set using the Preferences... option on the Gold-Fax File menu. Preferences can also be specified or changed for an individual fax message by using the Options... button in the **Gold-Fax: Send Fax** dialog box.

{button ,AL(` Changing Default Preferences',0,`,`')} [Related Topics](#)

Changing Default Preferences

1. From the Gold-Fax File menu, choose Preferences.... The **Gold-Fax: Preferences** dialog box displays:



2. Select the appropriate tab to specify preference options as follows:

Mail

Specify which type of mail notification you would like to receive for your sent faxes.

Received

Specify how you would like to be notified when you have received a fax and how often you would like Gold-Fax to check the server for new received faxes.

Cover Page

Specify which default cover page file you would like to use when sending faxes from other Windows applications. Also specify personal information as you would like it to appear on the cover page.

Message

Specify which default cover page file you would like to use when sending faxes created with the Gold-Fax text editor. Also choose to include your message text on the cover page and specify the fax output line length.

Directories

Specify the directory locations where the Gold-Fax data, storage, and installation files are located. (See your system manager if you are unsure of the Gold-Fax directory locations.)

3. Specify or change the preference items as desired and choose the OK button to save the information.

Choose the Cancel button to exit the dialog box without saving changes.

For more information about these Preference items, select a tab, then choose the Help button for that tab.

{button ,AL(`Introduction to Gold-Fax Preferences',0,`,`')} [Related Topics](#)

Creating and Sending Faxes

You can create fax messages from Gold-Fax, or you can fax documents and files you have created in other Windows applications.

Faxes can include both text and graphics and can be sent to phonebook entries, distribution lists, or to individual names that are for the current fax message only.

Fax messages can include both text and graphics.

{button ,AL(`Creating a Fax Message from Another Windows Application;Creating a Fax Message from the Gold-Fax Text Editor;Sending a Fax',0,`,`,`')} [Related Topics](#)

Creating a Fax Message from the Gold-Fax Text Editor

You can create fax messages from Gold-Fax using the Gold-Fax text editor. After choosing the Create a Fax Message button on the Main Gold-Fax toolbar, Gold-Fax displays an editor dialog box where you can enter and edit text information or open an existing text file for editing.

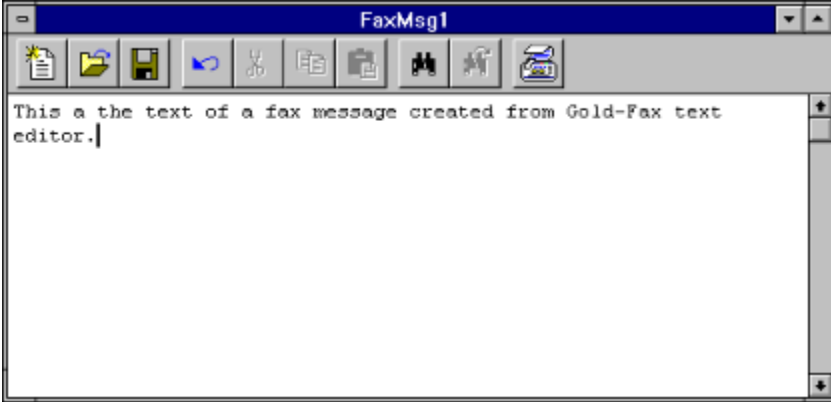
To create a fax message:

1. Choose the Create a Fax Message button on the Main Gold-Fax toolbar:



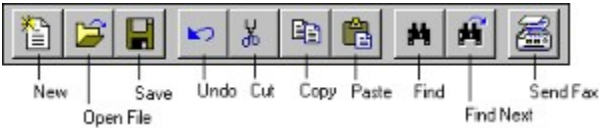
Create a Fax Message

or, from the Gold-Fax File menu, choose Create a Fax Message. The Gold-Fax text editor box displays:



2. Enter your fax message text or choose the Open File button on the Editor toolbar to include an existing text file.

Use the following Editor toolbar options to edit your message and save your text file:



3. Once your text message is complete, choose the Send Fax button on the Editor toolbar. The **Gold-Fax: Send Fax To** dialog box will display.
4. Specify fax recipient information and send the fax as described in [Specifying Fax Recipients](#) and [Sending a Fax](#).

{button ,AL(` Including Graphics in a Fax Message',0,`, `)} [Related Topics](#)

Including Graphics in a Fax Message

The Gold-Fax text editor supports graphics integration using the @>>GRAPHIC keyword. Graphics can be placed in the message as signatures, titles, logos, etc. The @>>GRAPHIC keyword directs the substitution of a Gold-Fax graphic file (with a .GFI extension) at the location of the keyword in your fax message. The graphic can be placed in a specific location, or it can be centered, right-justified, or left-justified. Refer to the *Gold-Fax for Windows NT Manager's Guide* for complete instructions on converting graphics for use in Gold-Fax.

Place the graphic in the fax message by entering the following graphic command. The graphic will begin at the indent position where the command is placed:

@>>GRAPHIC="filename.GFI"

The following graphics commands can be used to specify locations for the graphic file:

@>>GRAPHIC="filename.GFI" Center the graphic between the left and right edges of the page.
,C

@>>GRAPHIC="filename.GFI" Place the graphic at the left edge of the page.

,L

@>>GRAPHIC="filename.GFI" Place the graphic at the right edge of the page.

,R

{button ,AL(` Creating a Fax Message from the Gold-Fax Text Editor',0,`,',')} [Related Topics](#)

Creating a Fax Message from Another Windows Application

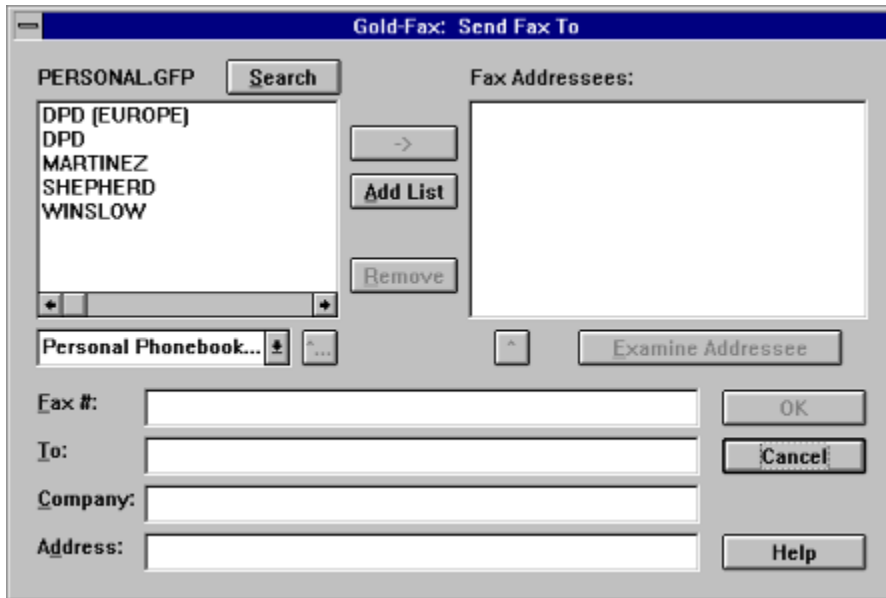
You can create fax messages from any Windows application. Fax messages can include both text and graphics. Fax messages are sent using the same steps you currently use for printing your files and documents. After you select a Gold-Fax printer, Gold-Fax will display dialog boxes where you can enter fax recipient names and other information before the fax is sent.

To fax a document or file from your Windows application:

1. Choose Print from your Windows application and select a Gold-Fax printer. (You may need to use a Print Setup command first.)
2. Specify printing options and choose the OK button. The **Gold-Fax: Send Fax To** dialog box will display.
3. Specify fax recipient information and send the fax as described in [Specifying Fax Recipients](#) and [Sending a Fax](#).

Specifying Fax Recipients

After you have chosen the Send Fax button in the Gold-Fax editor or printed your document to a Gold-Fax printer from your Windows application, the **Gold-Fax: Send Fax To** dialog box will display. From there, you can specify the names and fax numbers for the people to receive your fax:



You can select fax recipients from phonebooks or you can enter them individually for the current fax transmission only. Fax recipients are added to the "Fax Addressees:" list using any of the options described in [Sending the Fax to Phonebook Entries](#).

{button ,AL(` Entering a New Fax Recipient;Sending the Fax to a Distribution List;Sending the Fax to Phonebook Entries',0,';')} [Related Topics](#)

Sending the Fax to Phonebook Entries

1. Your default personal phonebook (personal.gfp) is automatically opened within the **Gold-Fax: Send Fax To** dialog box, and its entries are displayed for selection. To select recipients from a different phonebook, open the phonebook list box and select either Personal Phonebook... or System Phonebook..., then select the desired phonebook.
2. Select names from the open phonebook and choose the RIGHTARROW button. The selected entries will be added to the "Fax Addressees:" box. (You can also add names by double-clicking on the name.)
3. Once you have specified all of the recipients for this fax, choose the OK button. The **Gold-Fax: Send Fax** dialog box will display allowing you to specify cover page information and send the fax as described in [Sending a Fax](#).
To add a recipient that is not currently listed in a phonebook, see [Entering a New Fax Recipient](#).
To send the fax to a distribution list of names, see [Sending the Fax to a Distribution List](#).

{button ,AL(`Entering a New Fax Recipient;Introduction to Sent Faxes;Sending the Fax to a Distribution List',0,`,`')} [Related Topics](#)

Sending the Fax to a Distribution List

1. From the **Gold-Fax: Send Fax To** dialog box, choose the Add List button. The **Gold-Fax: Open Distribution Lists** displays.
2. Select or enter the distribution list file name and choose the OK button to add the distribution list to the list of fax addressees. Choose the Cancel button to exit the dialog box without including the distribution list.
3. Once you have specified all of the recipients for this fax, choose the OK button. The **Gold-Fax: Send Fax** dialog box will display allowing you to specify cover page information and send the fax as described in [Sending a Fax](#).
To add a recipient that is not currently listed in a phonebook, see [Entering a New Fax Recipient](#).

{button ,AL(`Entering a New Fax Recipient;Introduction to Sent Faxes;Sending the Fax to Phonebook Entries',0,'','')} [Related Topics](#)

Entering a New Fax Recipient

1. From the **Gold-Fax: Send Fax To** dialog box, type the fax number in the "Fax #:" field. Hyphens, parentheses, and slashes can be used to make the number easier for you to read. Be sure to enter any initial numbers required by your phone system for accessing outside phone lines or making long distance calls (such as "9,"). A fax number can contain a maximum of 35 characters.
2. Type the information in the "To:," "Company:," and "Address:" fields as you would like it to appear on the cover page (if used).
3. Choose the UPARROW (^) button under "Fax Addressees:" to add the entry to the "Fax Addressees:" box.
Note: You can also add this entry to the displayed phonebook by choosing the UPARROW (^...) button next to the Personal Phonebook box. The **Gold-Fax: Save Name to Phonebook** dialog box displays where you can enter a name for the phonebook entry:

Gold-Fax: Save Name to Phonebook

Name:

Fax #: (310) 555-7777

To: Sam Davis

Company: Davis Computer Software

Address: 7732 Westwood Hwy.,
Thousand Oaks, CA 92111

Voice #:

Comment:

Phonebook File:
C:\GOLDFAX\PERSONAL.GFP

4. Once you have specified all of the recipients for this fax, choose the OK button. The **Gold-Fax: Send Fax** dialog box will display allowing you to specify cover page information and send the fax as described in [Sending a Fax](#).

{button ,AL(`Introduction to Sent Faxes;Sending the Fax to a Distribution List;Sending the Fax to Phonebook Entries',0,'`,`')}} [Related Topics](#)

Changing Addressee Information

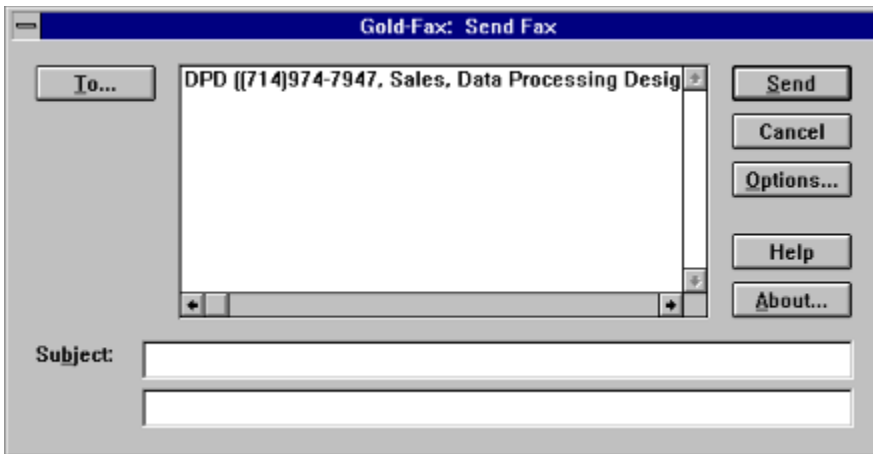
1. Select an entry from the "Fax Addressees:" list within the **Gold-Fax: Send Fax To** dialog box.
2. Choose the Examine Addressee button. The address information will be moved to the fields at the bottom of the dialog box.
3. Make the changes as desired.
4. Choose the UPARROW (^) button under "Fax Addressees" to add the new addressee information to the Fax Addressees list. The original addressee information can be removed from the list as described in [Removing a Fax Addressee Entry](#).

Removing a Fax Addressee Entry

1. Select an entry from the "Fax Addressees:" list within the **Gold-Fax: Send Fax To** dialog box.
2. Choose the Remove button to remove the entry.

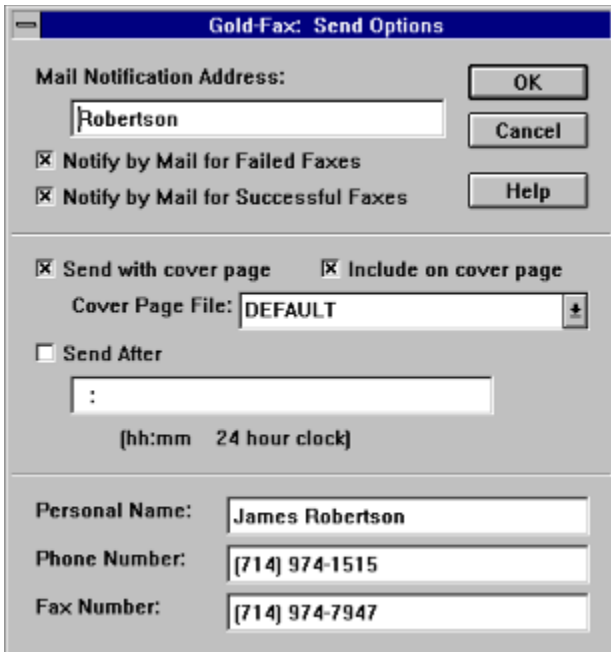
Sending a Fax

After you have [specified the fax recipients](#) and chosen the OK button on the **Gold-Fax: Send Fax To** dialog box, the **Gold-Fax: Send Fax** dialog box displays:



To send the fax:

1. Enter subject lines as you would like them to appear on the cover page.
2. If you need to change the Fax Addressees list, choose the To... button to return to the **Gold-Fax: Send Fax To** dialog box and follow the instructions as described in [Specifying Fax Recipients](#).
3. Choose the Options... button if you would like to change or specify different send options for this fax message.



From the **Gold-Fax: Send Options** dialog box, you can:

- Change the mail notification address and specify your desired mail notification method.
- Specify desired cover page options and the cover page file.
- Include your message text on the fax cover page by selecting "Include on cover page."
(Note: The "Include on cover page" option is only available for faxes created using the Gold-Fax text editor. If you select "Include on cover page," you must make sure you have specified a cover page file that supports this feature. If you are sending the fax from another Windows application, your message text will start on a separate page.)
- Send the fax at a later time by selecting the Send After checkbox. Enter a time (in the requested format) when you would like the fax to be sent.
- Change or add your Personal Name, Phone Number, or Fax Number as you would like them to appear on the cover page.

Choose the OK button when you are finished specifying send options. You will be returned to the **Gold-Fax: Send Fax** dialog box.

4. Choose the Send button to send the fax.

{button ,AL(`Displaying the Sent Fax Status Index;Introduction to Sent Faxes;Resending a Fax;Viewing a Sent Fax',0,`,`')} [Related Topics](#)

Resending a Fax

You can resend sent, failed, or aborted faxes to the original recipient or to new and/or additional recipients.

To resend a fax:

1. From the [Sent Fax Status Index](#), select the fax to resend and choose the Resend button on the Status toolbar:



Resend

or, from the Status menu, choose Resend Fax. The **Gold-Fax: Send Fax** dialog box will display.

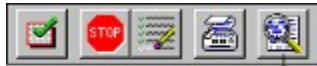
2. Specify fax recipients, subject information, and fax options as described in [Specifying Fax Recipients](#) and [Sending a Fax](#).

Viewing a Sent Fax

The Gold-Fax Viewer allows you to view your sent faxes as they look to the recipient. (Note: Depending on your site's Gold-Fax setup, viewing of sent faxes may not be supported.)

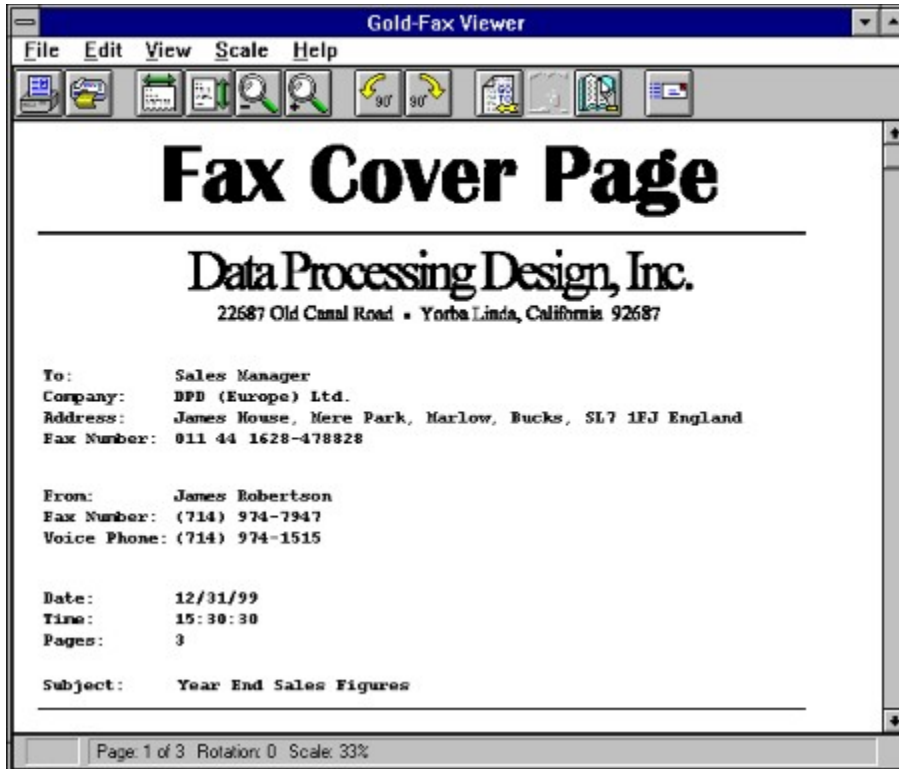
To view a sent fax:

From the [Sent Fax Status index](#), select the fax to be viewed and choose the View Sent Fax button on the Status toolbar:



View Sent Fax

or, from the Status menu, choose View Sent Fax. The Gold-Fax Viewer displays the first page of the fax similar to the following:



{button ,AL('Introduction to Sent Faxes',0,'','')} [Related Topics](#)








Introduction to Sent Faxes

A status record is kept for each fax you submit to the Gold-Fax printer. With Gold-Fax, you can view the fax status records on your screen or print them as a report. You can also stop (abort) submitted faxes, resend faxes, view sent faxes, and maintain your fax status listing. Your fax status information will be kept for the period of time specified by your system manager. (Note: Depending on your site's Gold-Fax setup, viewing of sent faxes may not be supported.)

Gold-Fax reports the status based on fax jobs. A fax job can have messages to one or more fax phone numbers, plus retry records for any of the numbers. Each phone number dialed will have a final completion status indicating success or failure for that phone number. Any retry status entries will be grouped under the entry for that phone number.

The status index displays on the left side of a split window, with details of the selected status entry displayed on the right side. Clicking on an entry in the status index will display status details for that entry.

The various fax status conditions are represented by the following icons:

-  **Green Check Mark** - Indicates a successfully sent job or fax.
-  **Fax Machine** - Indicates the job is currently in the process of sending.
-  **Clock** - Indicates the job or fax is pending.
-  **Yellow Warning Sign** - Indicates some pages sent with warnings.
-  **Red Flag** - Indicates a failed fax.
-  **Red "X"** - Indicates an aborted fax job.
-  **R.I.P.** - Indicates the entry has been marked for deletion.

{button ,AL(` Sending a Fax;Viewing a Sent Fax',0,`,`')} [Related Topics](#)

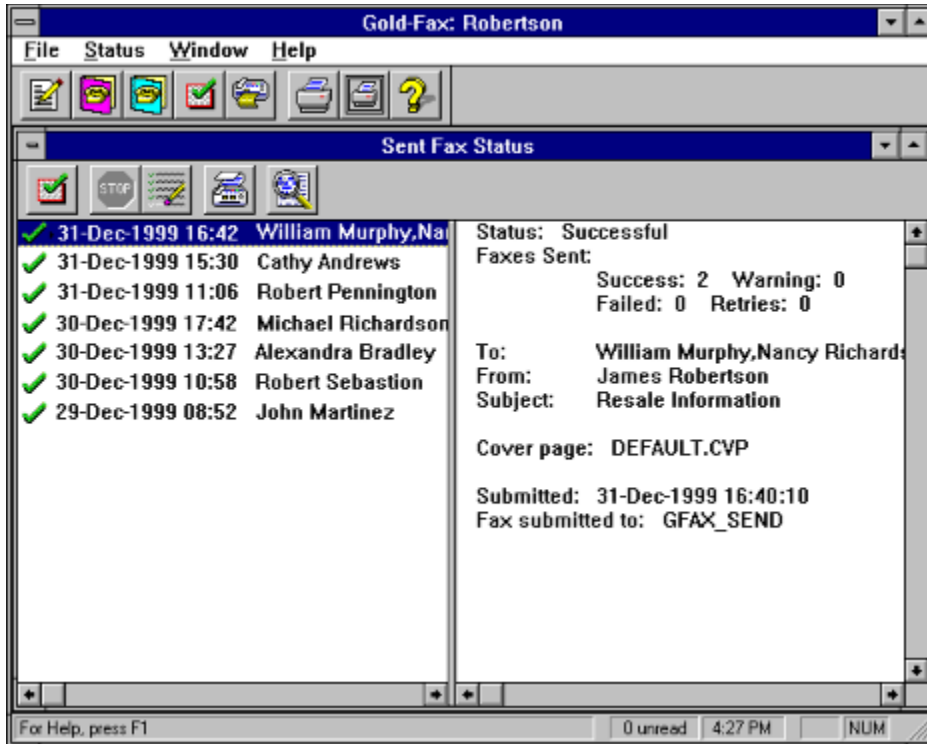
Displaying the Sent Fax Status Index

1. Choose the Sent Fax Status button on the Main Gold-Fax toolbar:



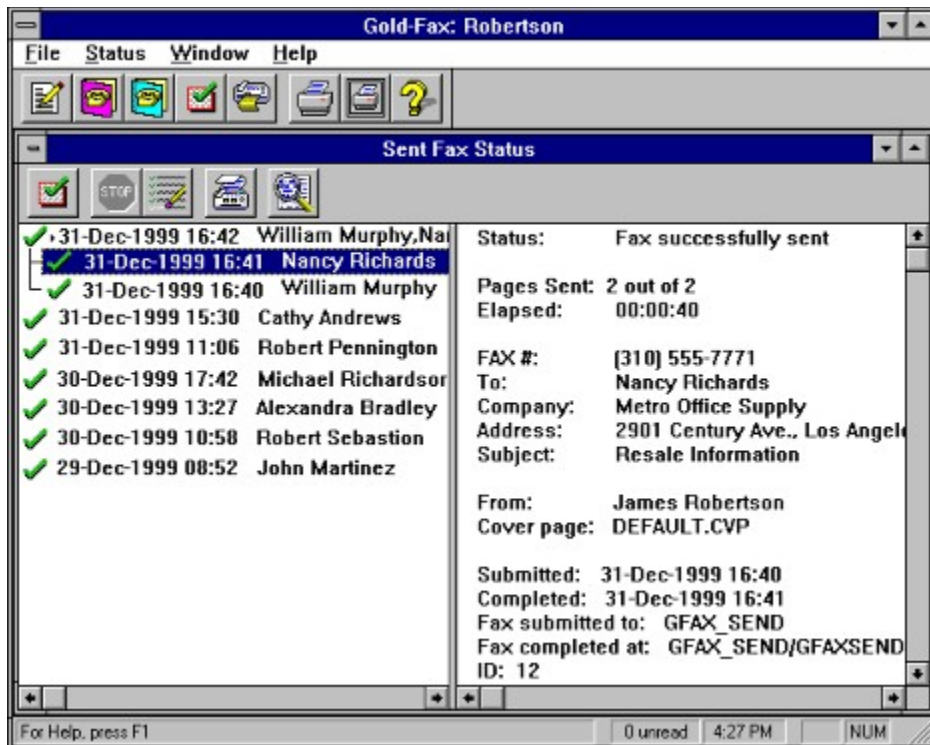
Sent Fax Status

or, from the Gold-Fax File menu, choose Sent Fax Status. A status index similar to the following displays:



The status index displays on the left side of a split window, with details of the selected status entry displayed on the right side.

2. To view completion status records for a fax job, double-click on the desired entry or, from the Status menu, choose Open/Close Level. The display will show individual status information plus any retry attempts for each number dialed:



{button ,AL(` Introduction to Sent Faxes;Sending a Fax;Viewing a Sent Fax',0,`,`')} [Related Topics](#)

Printing Status Information

1. Choose the Sent Fax Status button on the Main Gold-Fax toolbar to display your status index:



Sent Fax Status

or, from the Gold-Fax File menu, choose Sent Fax Status. The status index will display.

2. To print the status *index*, choose the Print button on the Main Gold-Fax toolbar when one of the entries in the status index is highlighted. To print the *detailed status* information for the highlighted status entry, position the cursor within the status detail screen and choose the Print button on the Main Gold-Fax toolbar:



Print

or, from the Gold-Fax File menu, choose Print Index... or Print Details...

3. Specify print settings and choose the OK button to print the status information.

{button ,AL(`Displaying the Sent Fax Status Index;Introduction to Sent Faxes;Viewing a Sent Fax',0,`,``)}
[Related Topics](#)

Refreshing a Status Index

You can refresh (update) your status index to include the latest status information for your sent faxes.

To refresh your status listing:

From the status index, choose the Refresh button on the Status toolbar:



Refresh

or, from the Gold-Fax Status menu, choose Refresh. Updated status information will automatically be displayed in your status index.

{button ,AL(`Displaying the Sent Fax Status Index',0,`,`')} [Related Topics](#)

Stopping a Fax in Progress

1. Select the pending fax you want to stop from the [Sent Fax Status index](#).
2. Choose the Stop Fax button on the Status toolbar:



Stop Fax

or from the Status menu, choose Stop Fax. The **Gold-Fax: Confirm Stop Fax** dialog box displays.

3. Choose the Yes button to stop the fax. The fax will be stopped, and the status for that entry will change to "Aborted."

Deleting a Sent Fax Status Entry

Status entries can be deleted at any time from your status index. If the selected fax has already sent, the entry will be marked for deletion and will automatically be deleted from the index when you exit Gold-Fax. If the selected fax is still in progress (pending or sending), you will be prompted to confirm if you want to abort the fax transmission before marking the entry for deletion.

To delete an item from your status index:

1. From the [Sent Fax Status index](#), select the entry you want to delete.
2. Choose the Delete From Listing button on the Status toolbar:



Delete From Listing

or, from the Gold-Fax Status menu, choose Delete From Listing. The entry will be marked for deletion and will automatically be deleted when you exit Gold-Fax.

To "undelete" an item marked for deletion, repeat the above steps.

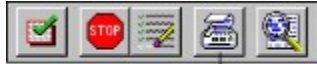
{button ,AL(`Stopping a Fax in Progress',0,`,`')} [Related Topics](#)

Resending a Previously Sent Fax

You can resend sent or aborted faxes to the original recipient or to new and/or additional recipients.

To resend a fax:

1. From the [Sent Fax Status index](#), select the fax to be resent and choose the Resend button on the Status toolbar:



Resend

or, from the Status menu, choose Resend Fax. The **Gold-Fax: Send Fax** dialog box will display.

2. Specify fax recipients, subject information, and fax options as described in [Specifying Fax Recipients](#) and [Sending a Fax](#).

{button ,AL(` Sending a Fax',0,`,`')} [Related Topics](#)

Introduction to Received Faxes

Gold-Fax Receive allows you to receive and view faxes on your desktop. If your site is using DID (Direct Inward Dial), your faxes will be received directly at your desktop. If your site is not using DID, faxes received on your system will be viewed by a designated router and forwarded to you. If you have been set up as a router for your site, see [Routing Received Faxes](#) for complete instructions.

An InBox folder is automatically created for you when you install Gold-Fax on your client system, and all faxes forwarded to you are received there. You may also [create other folders](#) for storing your received faxes.

If you have selected one of the received fax notification options in your Gold-Fax Preferences, the **Gold-Fax: Received Faxes** dialog box will display when you have received a fax.



See your system manager if you are unsure whether Gold-Fax Receive is installed on your system.

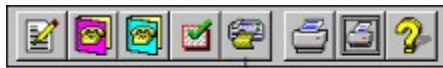
{button ,AL(` Changing Default Preferences;Editing Received Fax Information;Printing a Received Fax;Viewing a Received Fax',0,`,`') } [Related Topics](#)

Viewing a Received Fax

1. When you enter Gold-Fax, the **Gold-Fax: Received Faxes** dialog box will display if you have unread faxes in your InBox. Choose the InBox button to view your received faxes or choose the Cancel button to cancel the dialog box and remain in Gold-Fax.

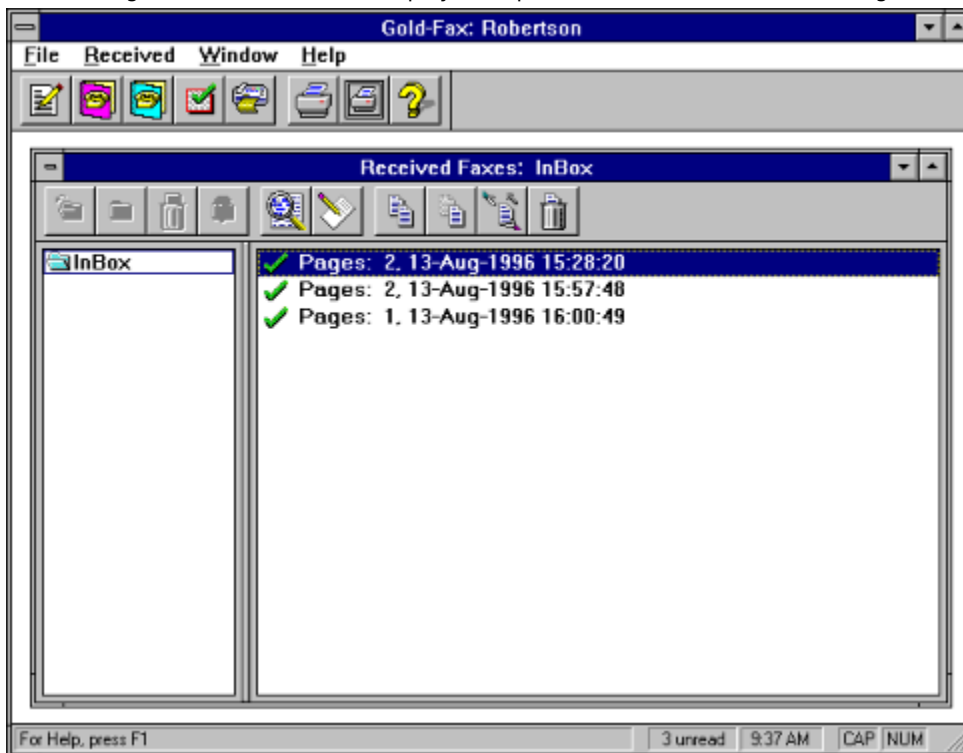


If you are already running Gold-Fax, you can choose the Received Faxes button on the Main Gold-Fax toolbar to return to the Received Faxes listing:



Received Faxes

A listing of received faxes will display in a split window similar to the following:



The left side of the window contains your InBox plus any additional folders you may have created. An InBox is automatically created when you install Gold-Fax and is automatically opened when you choose the InBox button from the **Gold-Fax: Received Faxes** dialog box. All faxes routed to you are received in your InBox. The right side of the window contains a listing of received faxes for the highlighted folder. Faxes shown in bold are unread. Faxes left in your InBox may be automatically deleted after a period of time specified by your system manager.

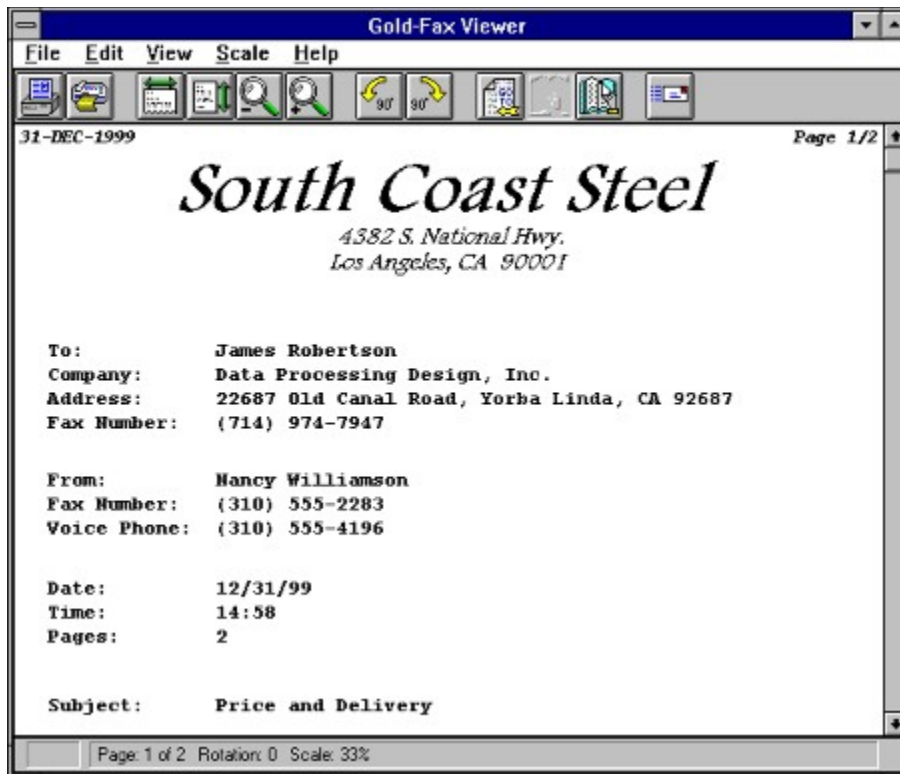
You can update the Received Faxes listing to display newly-received faxes by double-clicking on the InBox folder.

2. To view a received fax, select the fax and choose the View button on the Received Faxes toolbar:



View

or, from the Received menu, choose View. You can also view faxes by double-clicking on the desired fax. The first page of the fax displays as in the following example:



The Gold-Fax Viewer provides you with many options for viewing, rotating, scaling, and displaying your received faxes.

{button ,AL(` Scale Menu Options;View Menu Options;Viewer Toolbar Options',0,`,`')} [Related Topics](#)

Editing Received Fax Information

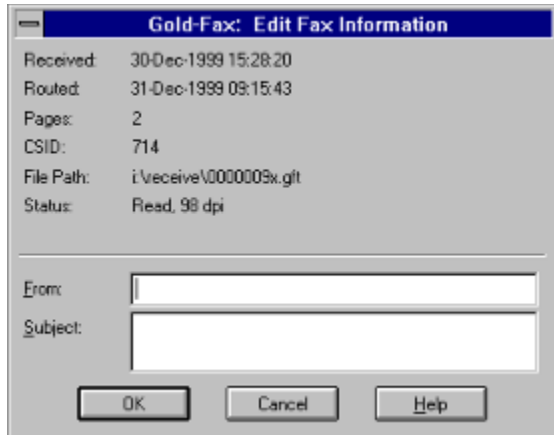
The Edit Information option is available from the Received Faxes listing and allows you to add "From" and "Subject" reference information to help you identify the fax.

To add reference information to a received fax:

1. From the [Received Faxes listing](#), select the fax and choose the Edit Information button on the Received Faxes toolbar:



or, from the Received menu, choose Edit Information. The **Gold-Fax: Edit Fax Information** dialog box displays:



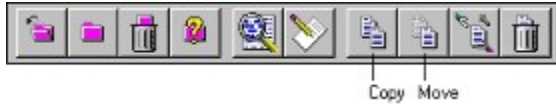
2. Add "From:" and/or "Subject:" reference information as desired.
3. Choose the OK button to save the reference information.

Copying or Moving a Received Fax

You can copy or move received faxes between folders. With Copy, a copy of the fax remains in the original folder; with Move, the fax is deleted from the original folder.

To copy or move a fax:

1. From the [Received Faxes listing](#), select the fax you want to copy or move.
2. Choose the Copy or Move button on the Received Faxes toolbar:



or, from the Gold-Fax Received menu, choose Copy or Move. The **Gold-Fax: Copy to Folder** or **Gold-Fax: Move to Folder** dialog box displays:



3. Select the destination folder and choose the OK button, or double-click on the destination folder name to complete the copy or move function and close the dialog box.

{button ,AL(` Introduction to Gold-Fax Folders',0,','`')} [Related Topics](#)

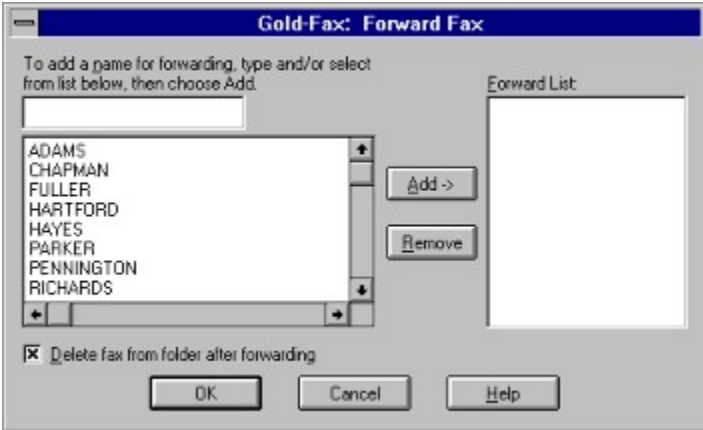
Forwarding a Received Fax

Use the Forward command to forward a received fax to another user.

1. From the [Received Faxes listing](#), select the fax you want to forward.
2. Choose the Forward button on the Received Faxes toolbar:



or, from the Received menu, choose Forward. The **Gold-Fax: Forward Fax** dialog box displays:



3. Specify users to receive a copy of the fax by selecting names from the list of Gold-Fax Receive users and choosing the Add button, or by double-clicking on the name. You can also add names by entering them in the name box above the listing.
Remove a user from the Forward List by selecting the user's name and choosing the Remove button.
Select the "Delete fax from folder after forwarding" box to delete the fax once it is forwarded.
4. When you have specified all of the users you want to receive the fax, choose the OK button to forward the fax. Choose the Cancel button to exit the dialog box without forwarding the fax.

Forwarding a Received Fax Through Microsoft Mail

If your workstation is set up to use Microsoft Mail, you can mail copies of your faxes to other Microsoft Mail users.

To forward a copy of a received fax through Microsoft Mail:

1. From within the [Gold-Fax Viewer](#), choose the Send Mail button on the Viewer toolbar:



or, from the File menu choose Mail.... The image automatically converts to mail format.

2. If you are not already running Microsoft Mail, the **Sign In** dialog box will display prompting you for your password. Enter your password name and choose the OK button.
3. Once you are logged in to Microsoft Mail, the **Send Note** form displays allowing you to enter the desired mail recipient information.

Refer to your Microsoft Mail documentation for complete instructions on using Microsoft Mail.

{button ,AL(` Forwarding a Received Fax',0,`,`')} [Related Topics](#)

Deleting a Received Fax

1. From the [Received Faxes listing](#), select the fax to be deleted.
2. Choose the Delete button on the Received Faxes toolbar:



Delete

3. Choose the Yes button to delete the fax, or choose the No button to leave the fax in the folder.

Printing a Received Fax

To print a *specific* received fax:

1. Select and view the fax with the [Gold-Fax Viewer](#).
2. From the Viewer, choose the Print button on the Viewer toolbar:



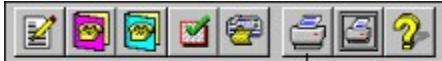
Print

or, from the File menu, choose Print.

3. Set print values within the **Print** dialog box. Choose the Setup button to select another printer.
4. Choose the OK button to print the fax.

To print a *listing* of received faxes:

1. From the [Received Faxes listing](#), choose the Print button on the Main Gold-Fax toolbar:



Print

or, from the File menu, choose Print Fax List.

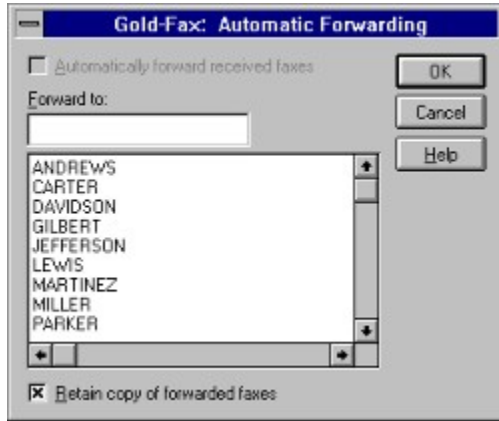
2. Set print values within the **Print** dialog box. Choose the Setup button to select another printer.
3. Choose the OK button to print the fax listing.

Automatically Forwarding Received Faxes

You can choose to have your received faxes automatically forwarded upon receipt to another Gold-Fax user.

To automatically forward your faxes to another user:

1. From the [Received Faxes listing](#), choose Auto Forward from the Received menu. The **Gold-Fax: Automatic Forwarding** dialog box displays:



2. Specify the name of the person to receive your faxes by double-clicking on the name in the "Forward To:" box.
The "Automatically Forward Received Faxes" option will automatically become selected when you enter a name in the "Forward To:" box. Clear the "Automatically Forward Received Faxes" checkbox to disable auto forwarding while retaining the selected name in the "Forward To:" box (for future use). Note that this option will be disabled if the "Forward To:" box is blank.
3. Select "Retain copy of forwarded faxes" to keep a copy of your forwarded faxes in your InBox.
4. Choose the OK button to save the Automatic Forwarding settings.

Routing Received Faxes

If your system manager has designated you as a Gold-Fax router, you will be responsible for routing received faxes to the proper recipients.

As a Gold-Fax router, you may choose to be notified at regular intervals when faxes are received on your system. You can specify notification preferences in your [Gold-Fax Preferences](#).

As a Gold-Fax router, you can view the first page of the received fax (usually a cover page) to determine the recipient. You can then forward the fax to the proper recipient using the methods described in [Forwarding Unrouted Faxes](#).

{button ,AL(`Viewing a Received Fax',0,`,`')} [Related Topics](#)

Forwarding Unrouted Faxes

To view and forward an unrouted fax:

1. Choose the Unrouted button on the **Gold-Fax: Received Faxes** dialog box:

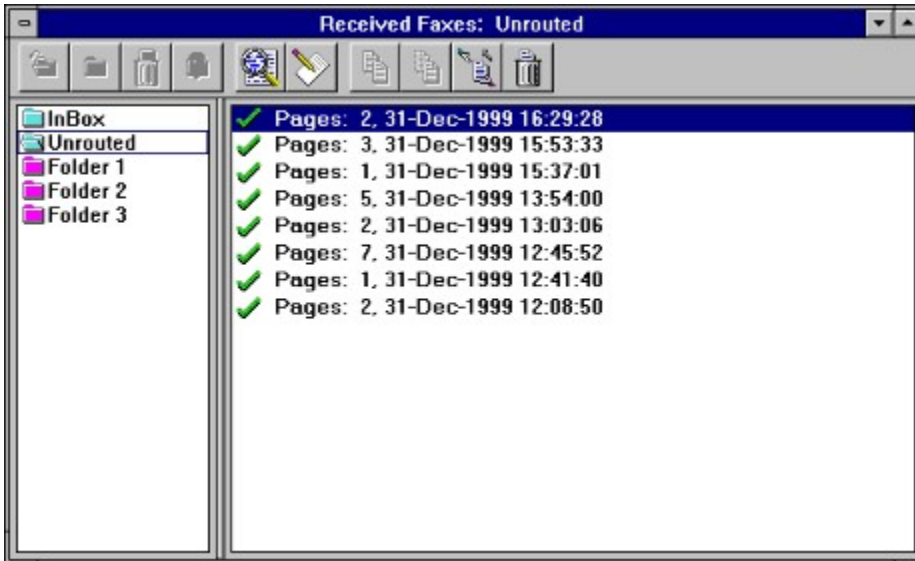


or, if you are already running Gold-Fax, choose the Received Faxes button on the Main Gold-Fax toolbar:



Received Faxes

then select the Unrouted folder to display a list of unrouted faxes:



2. View the fax to be routed by double-clicking on the fax, or by any of the other viewing methods as described in [Viewing a Received Fax](#).
3. After determining the recipient, return to the Received Faxes listing by choosing the Return to Gold-Fax button on the Viewer toolbar:



Return to Gold-Fax

4. From the Received Faxes listing, choose the Forward button on the Received Faxes toolbar:



Forward

and specify forwarding information as described in [Forwarding a Received Fax](#).

Editing Unrouted Faxes

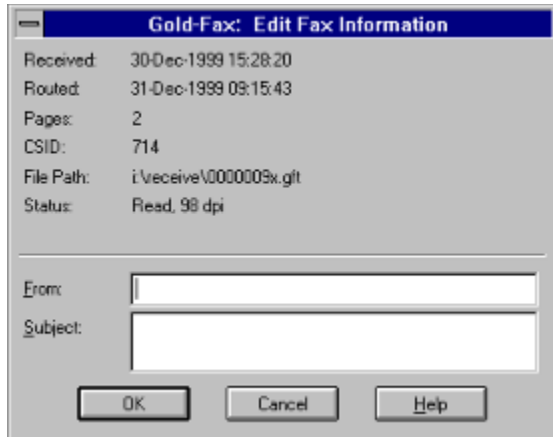
The Edit Information option is available from the Received Faxes listing and allows you to add "From" and "Subject" reference information to help you identify the fax.

To add reference information to a received fax:

1. From the [Received Faxes listing](#), select the fax and choose the Edit Information button on the Received Faxes toolbar:



or, from the Received menu, choose Edit Information. The **Gold-Fax: Edit Fax Information** dialog box displays:

A dialog box titled 'Gold-Fax: Edit Fax Information'. It displays the following information:
Received: 30-Dec-1999 15:28:20
Routed: 31-Dec-1999 09:15:43
Pages: 2
CSID: 714
File Path: i:\receive\0000009x.gif
Status: Read, 98 dpi
Below this information are two text input fields labeled 'From:' and 'Subject:'. At the bottom are three buttons: 'OK', 'Cancel', and 'Help'.

2. Add "From:" and/or "Subject:" reference information as desired.
3. Choose the OK button to save the reference information.

Printing Unrouted Faxes

To print a *specific* unrouted fax:

1. Select and view the fax with the [Gold-Fax Viewer](#).
2. From the Viewer, choose the Print button on the Viewer toolbar:



Print

or, from the File menu, choose Print.

3. Set print values within the **Print** dialog box. Choose the Setup button to select another printer.
4. Choose the OK button to print the fax.

To print a *listing* of unrouted faxes:

1. From the [Received Faxes listing](#), choose the Print button on the Main Gold-Fax toolbar:



Print

or, from the File menu, choose Print Fax List.

2. Set print values within the **Print** dialog box. Choose the Setup button to select another printer.
3. Choose the OK button to print the fax listing.

Introduction to Gold-Fax Folders

An InBox folder is automatically created when you install Gold-Fax on your client system, and all faxes forwarded to you are received there. From your Received Faxes listing, you can create additional folders for storing and organizing your received faxes.

{button ,AL(`Introduction to Received Faxes',0,`,`')} [Related Topics](#)

Opening a Folder

Select the folder to open and choose the Open Folder button on the Received Faxes toolbar:



Open Folder
or, from the Received menu, choose Open Folder. The highlighted folder will open with the contents of the folder displaying on the right side of the window. You can also open folders by double-clicking on the folder name.

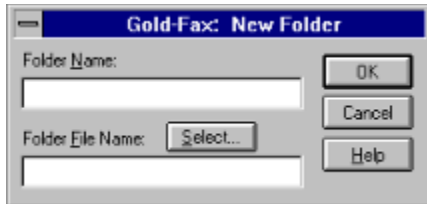
Creating a New Folder

1. With any folder highlighted, choose the New Folder button on the Received Faxes toolbar:



New Folder

or, from the Received menu, choose New Folder. The **Gold-Fax: New Folder** dialog box displays:



2. Specify the Folder Name as you would like it to appear in Gold-Fax.
3. Specify a Folder File Name if you want to use a file name other than the default assigned by Gold-Fax. The default file extension for folder names is ".gff."
4. Choose the Select button to view a listing of currently-used file names or to specify a different directory.
5. Choose the OK button to accept the folder designations and create the new folder, or choose the Cancel button to exit the dialog box without creating a new folder.

Deleting a Folder

1. Select the folder to delete and choose the Delete Folder button on the Received Faxes toolbar:



or, from the Received menu, choose Delete Folder. The **Gold-Fax: Confirm Delete Folder** dialog box displays.

2. Choose the Yes button to delete the folder and its contents, or choose the No button to exit the dialog box without deleting the folder.

Finding a Folder

Use the Find Folder option when you want to share Gold-Fax folders with other users.

1. With any folder highlighted, choose the Find Folder button on the Received Faxes toolbar:



Find Folder

or, from the Received menu, choose Find Folder. The **Gold-Fax: Find Folder** dialog box displays.

2. Specify the file and directory specifications to search for and choose the OK button. Choose the Network... button to connect to another network drive to access other folders. Choose the Cancel button to exit the dialog box and return to Gold-Fax.

Introduction to the Gold-Fax Viewer

The Gold-Fax Viewer allows you to view sent and received faxes directly on your desktop. The Gold-Fax Viewer provides you with many options for viewing, rotating, scaling, and displaying your faxes. (Note: Viewing of sent faxes is only supported when running Gold-Fax from a Gold-Fax Windows NT server system.)

{button ,AL(`Opening the Gold-Fax Viewer',0,`,`')} [Related Topics](#)

Opening the Gold-Fax Viewer

To open the Gold-Fax Viewer from the Sent Fax Status index:

From the [Sent Fax Status index](#), select the fax to view and choose the View Sent Fax button on the Sent Fax Status toolbar:



View Sent Fax

or, from the Status menu, choose View Sent Fax.

To open the Gold-Fax Viewer from the Received Faxes listing:

From the [Received Faxes listing](#), select the fax to be viewed and choose the View button on the Received Faxes toolbar:



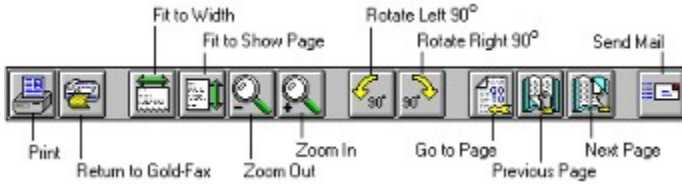
View

or, from the Received menu, choose View.

{button ,AL(` Scale Menu Options;The PageBoard;View Menu Options;Viewer Toolbar Options',0,';')} [Related Topics](#)

Viewer Toolbar Options

The following Viewer toolbar options are available when you are in the Gold-Fax Viewer. Note that some Viewer toolbar options, such as Next Page, Previous Page, and Go To Page may not be available, depending on the number of pages in the fax:



Print

Print all pages of the fax you are currently viewing.

Return to Gold-Fax

Return to the Received Faxes listing or the Status Index leaving the Viewer window open.

Fit to Width

Scale the page to fit horizontally within the Viewer window.

Fit to Show Page

Scale the page to fit vertically within the Viewer window.

Zoom Out

Reduce the entire page by 25% each time you choose the button.

Zoom In

Enlarge the entire page by 25% each time you choose the button.

Rotate Left 90°

Rotate the image counterclockwise 90 degrees.

Rotate Right 90°

Rotate the image clockwise 90 degrees.

Go to Page

Display the Go To Page dialog box and specify the page number to view.

Previous Page

View the previous page of the fax.

Next Page

View the next page of the fax.

Send Mail

Send the fax to another user via Microsoft Mail.

{button ,AL(`Opening the Gold-Fax Viewer',0,`,`')} [Related Topics](#)

The PageBoard

The PageBoard displays within the Gold-Fax Viewer. A numbered button represents each page of the fax being viewed. View a specific page by clicking on the desired page number.



{button ,AL(`Opening the Gold-Fax Viewer',0,`,`')} [Related Topics](#)

View Menu Options

The View menu offers the following options while in the Gold-Fax Viewer:

Rotate Normal

Return the page to its original viewing position.

Rotate 90 Degrees

Rotate the page 90 degrees to the left.

Rotate 180 Degrees

Rotate the page 180 degrees (upside down).

Rotate 270 Degrees

Rotate the page 270 degrees to the left (90 degrees to the right).

Reverse Image

Display the page in reverse video.

Next Page

View the next page of the fax.

Previous Page

View the previous page of the fax.

Go To Page

Display the **Go To Page** dialog box and specify the page number to view.

PageBoard

Hide or display the PageBoard.

Toolbar

Hide or display the Viewer toolbar.

Color Panel

Hide or display the Color Panel, which allows adjustment of various color aspects of the page display.

Image Map

Hide or display the Image Map, which adjusts the viewing field of the page.

{button „AL(‘Opening the Gold-Fax Viewer’,0,‘,’)} [Related Topics](#)

Scale Menu Options

The Scale menu offers the following options while in the Gold-Fax Viewer:

Actual Size

View the page at its actual size.

Scale to 50%

Scale the page to 1/2 its actual size.

Scale to 33%

Scale the page to 1/3 its actual size.

Fit to Width

Scale the page to fit horizontally within the Viewer window.

Fit to Show Page

Scale the page to fit vertically within the Viewer window.

Zoom In

Enlarge the entire page by 25%.

Zoom Out

Reduce the entire page by 25%.

{button ,AL(`Opening the Gold-Fax Viewer',0,`,`')} [Related Topics](#)

Returning to Gold-Fax from the Viewer

From within the Gold-Fax Viewer, you can quickly return to the Sent Fax Status index or the Received Faxes listing (depending on where you entered the viewer from) by choosing the Return to Gold-Fax button on the Viewer toolbar:



The Viewer window will remain open, allowing you to quickly switch between Gold-Fax functions and the Gold-Fax Viewer.

{button ,AL(`Opening the Gold-Fax Viewer',0,`,`')} [Related Topics](#)

Main Gold-Fax Window

From the Main Gold-Fax window, you can create and open phonebooks, maintain distribution lists, display the status of attempted fax transmissions, maintain received faxes, change preferences, and exit Gold-Fax.

While in the Main Gold-Fax window, the following Main toolbar buttons are available:



and the menu bar displays the following options:

[File](#)

[Window](#)

[Help](#)

Phonebook Window

The Phonebook window displays names within the open phonebook. Multiple phonebook windows may be open within the Main Gold-Fax window.

While in a Phonebook window, the following Phonebook toolbar buttons are available:



and the menu bar displays the following options:

[File](#)

[Name](#)








[Window](#)

[Help](#)

Sent Fax Status Window

The Sent Fax Status window displays a status index on the left side of a split window, with details of the selected status entry displayed on the right side.

The various fax status conditions are represented by the following icons:

-  **Green Check Mark** - Indicates a successfully sent job or fax.
-  **Fax Machine** - Indicates the job is currently in the process of sending.
-  **Clock** - Indicates the job or fax is pending.
-  **Yellow Warning Sign** - Indicates some pages sent with warnings.
-  **Red Flag** - Indicates a failed fax.
-  **Red "X"** - Indicates an aborted fax job.
-  **R.I.P.** - Indicates the entry has been marked for deletion.

While in the Sent Fax Status window, the following Status toolbar buttons are available:



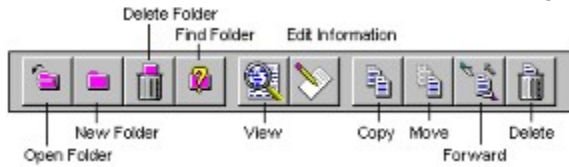
and the menu bar displays the following options:

- [File](#)
- [Status](#)
- [Window](#)
- [Help](#)

Received Faxes Window

The Received Faxes window displays the list of available folders on the left side of a split window, with contents of the highlighted folder displayed on the right side.

While in the Received Faxes window, the following Receive toolbar buttons are available:



and the menu bar displays the following options:

[File](#)

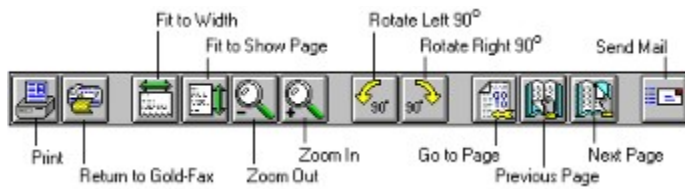
[Received](#)

[Window](#)

[Help](#)

Viewer Window

The Gold-Fax Viewer window allows you to read (view) faxes and display them in a variety of ways. While in the Gold-Fax Viewer, the following Viewer toolbar buttons are available:



and the menu bar displays the following options:

[File](#)

[Edit](#)

[View](#)

[Scale](#)

[Help](#)

Message Window

The Gold-Fax Message window allows you to enter and edit your fax message text and open existing files for editing.

While in the Gold-Fax Message window, the following Editor toolbar buttons are available:



and the menu bar displays the following options:

[File](#)

[Edit](#)

[Message](#)

[Window](#)

[Help](#)

File Menu

The File menu displays the following options:

Close

Close the currently active window. This option is grayed (disabled) if there are no open windows.

Create a Fax Message

Create and edit a fax message using the Gold-Fax text editor.

Sent Fax Status

Display status information for submitted fax transmissions (fax jobs).

Received Faxes

Display the Received Faxes listing and fax folders.

Phonebook >

Create or open a personal or system phonebook.

Distribution Lists >

Create, modify, or delete distribution lists.

Preferences...

Specify cover page information, the method for notification of success or failure of fax transmissions, and the method for notification of received faxes.

Print...

Print phonebooks when in the Phonebook window.

Print Index...

Print the sent fax index when in the Sent Fax Status window.

Print Details...

Print sent fax status details when in the Sent Fax Status window.

Print Fax List...

Print the open folder's fax list when in the Received Faxes window.

Print Preview

Preview the phonebook file, status listing, or fax list before printing.

Print Setup...

Select printer options from the Print Setup dialog box.

Name Menu

The Name menu displays the following options:

Add

Add names to a selected phonebook. In a read-only phonebook, the Add option will be disabled.

Edit

Edit names in a selected phonebook. In a read-only phonebook, the Edit option will be disabled.

View

View names in a selected phonebook.

Delete

Delete names in a selected phonebook. In a read-only phonebook, the Delete option will be **disabled**.

Search

Search phonebook entries for specified information.

Copy

Copy names from one phonebook to another while retaining a copy of the name in the original **phonebook**.

Move

Move names from one phonebook to another while deleting the name from the original phonebook. In a read-only phonebook, the Move option will be disabled.

Message Menu

The Message menu displays the following option:

Send Message

Display the [Gold-Fax: Send Fax To](#) dialog box to specify fax recipient information and send the fax message.

{button ,AL(` Creating and Sending Faxes',0,`,`')} [Related Topics](#)

Window Menu

The Window menu displays the following options:

Cascade

Resize and layer the open windows in a cascade fashion, with each title bar visible.

Tile

Resize and arrange the open windows vertically.

Arrange Icons

Distribute icons evenly along the lower edge of the Main Gold-Fax window.

Split

Position the split line on two-pane windows.

Toolbar

Turns the active window's toolbar display on or off.

Status Bar

Turn the Status Bar display (at the bottom of the window) on or off.

Help Menu

The Help menu displays the following options:

Contents

Display contents for Gold-Fax for Windows Help.

Help on the . . . Window

Display Help for the currently active window, or for the Main Gold-Fax window if no other windows are open. The name of this menu item will be the currently active window.

Search for Help on...

Display the Help Topics dialog box to search for Help on a specific topic.

How to use Help

Display instructions for using Help.

About Gold-Fax...

Display the version number of Gold-Fax and the copyright notice.

Received Menu

The Received menu displays the following options:

View

View the selected fax.

Edit Information...

Add "From" and "Subject" reference information to the selected fax.

Copy...

Copy the selected fax or faxes to another folder.

Move...

Move the selected fax or faxes to another folder.

Forward...

Forward the selected fax or faxes to specified users.

Delete...

Delete the selected fax or faxes.

Open Folder

Open the selected fax folder.

New Folder...

Create a new fax folder.

Find Folder...

Find an existing fax folder.

Delete Folder...

Delete the selected fax folder.

Auto Forward...

Set or cancel Automatic Forwarding.

{button ,AL(`Received Faxes Window',0,`,`')} [Related Topics](#)

Edit Menu

The Edit menu displays the following options:

Undo

Undo the last editing function (when in the Gold-Fax text editor).

Cut

Cut the selected text and place in on the clipboard (when in the Gold-Fax text editor).

Copy

Copy the selected text to the Clipboard.

Paste

Paste text from the Clipboard.

Delete

Remove the selected text (when in the Gold-Fax text editor).

Find

Search for specified text within the Gold-Fax text editor.

Find Next

Search for the next occurrence of the specified text.

Replace

Search for and replace specified text within the Gold-Fax text editor.

View Menu

The View menu displays the following options:

Rotate Normal

Return the page to its original viewing position.

Rotate 90 Degrees

Rotate the page 90 degrees to the left.

Rotate 180 Degrees

Rotate the page 180 degrees (upside down).

Rotate 270 Degrees

Rotate the page 270 degrees to the left (90 degrees to the right).

Reverse Image

Display the page in reverse video.

Next Page

View the next page of the fax.

Previous Page

View the previous page of the fax.

Go to Page...

Display the Go To Page dialog box and specify the page number to view.

Page Board

Hide or display the PageBoard.

Toolbar

Hide or display the Viewer toolbar.

Color Panel

Hide or display the Color Panel, which allows you to adjust various color aspects of the page display.

Image Map

Hide or display the Image Map, which allows you to adjust the viewing field of the page.

Scale Menu

The Scale menu displays the following options:

Actual Size

View the page at its actual size.

Scale to 50%

Scale the page to 1/2 its actual size.

Scale to 33%

Scale the page to 1/3 its actual size.

Fit to Width

Scale the page to fit horizontally within the Viewer window.

Fit to Show Page

Scale the page to fit vertically within the Viewer window.

Zoom In

Enlarge the entire page by 25%.

Zoom Out

Reduce the entire page by 25%.

Help Menu

The Help menu displays the following options:

Contents

Display the contents for Gold-Fax Viewer Help.

How to Use Help

Display instructions for using Help.

Image Details

Display file and image details of the fax being viewed.

About Gold-Fax Viewer

Display the version number of the Gold-Fax Viewer and the copyright notice.

Status Menu

The Status menu displays the following options:

Refresh

Update the status display with any new status information.

Open/Close Level

Open further levels of status information for the selected entry. Disabled if selected entry contains no further levels.

Stop Fax

Stop a selected pending fax from being sent.

Resend Fax

Display the [Gold-Fax: Send Fax](#) dialog box where you can specify fax options and resend the fax to the original or to different addressees.

Delete From Listing

Mark the selected status entry for deletion upon exiting Gold-Fax. If the selected fax is still in progress (sending or pending), you will be prompted to confirm if you want to abort the fax transmission before marking the entry for deletion.

View Sent Fax

Open the Gold-Fax Viewer and view the selected fax.

{button ,AL(`Displaying the Sent Fax Status Index;Viewing a Sent Fax',0,`,`')} [Related Topics](#)

Server Directory Specification

Specify the server directory where Gold-Fax system files are located.

Gold-Fax Server Directory

Specify the directory on the Gold-Fax Server system where Gold-Fax system phonebooks, cover pages, and fax status files are located.

Server Type

Choose the appropriate Gold-Fax server type for your installation.

File Open

Specify the following file information when opening a text file within the Gold-Fax text editor:

File Name

Specify the file name to be opened. The list box below will display the existing text files in the specified directory.

List Files of Type

Specify the types of files to display.

Directories

Displays the current drive and directory location. The list box below displays the directories on the current drive.

Drives

Displays the drives available on your system.

File Save As

Specify the following file information when saving your text message to a file:

File Name

Specify the file name for the text message.

Save Files as Type

Specify the types of files to display.

Directories

Displays the current drive and directory location. Specify the directory to which to save the file.

Drives

Displays the drives available on your system. Select the drive to which to save the file.

Find Text

Search the message for specific text by specifying the following criteria:

Find What

Specify the search information. All entries containing the specified characters will be found.

Match Case

Select this check box to search for text with the same capitalization as the text entered in the "Find What" field.

Direction

Specify the direction in which to search for the information.

Find Next

Begin the search or find the next occurrence of the specified search criteria.

Directory Locations

Specify various Gold-Fax directories and server information.

Gold-Fax Server Directory

Specify the directory on the Gold-Fax Server system where Gold-Fax system phonebooks, cover pages, and fax status files are located.

Server Type

Specify the appropriate Gold-Fax server type for your installation.

Personal Directory

Specify the directory where your personal phonebooks and distribution lists will be stored.

Installation Directory

Specify the directory where the Gold-Fax program is located.

Distribution List Specification

Specify the following distribution list file information when creating or opening a distribution list:

File Name

Enter the distribution list file name to add, create, modify, or delete.

List Files of Type

Specify the types of files to display in the File Name list box.

Directories

Specify the desired directory.

Drives

Specify the desired drive.

Distribution List Maintenance

Specify the following distribution list file information when creating, deleting, or modifying a distribution list:

Phonebook

This list box displays the contents of the currently selected phonebook. When the dialog box is entered for the first time, the personal phonebook personal.gfp is displayed.

Phonebook Selection Box

To display another phonebook, select either Personal Phonebook... or System Phonebook.... A dialog box will then be displayed to allow selection of the desired phonebook.

Distribution List

Displays the location and file name of the distribution list, with the list of fax addressees displayed in a box below.

->

Choose this button to copy any selected names in the Phonebook list box to the Distribution List list box. This button is disabled if there are no names selected.

Add List

Choose this button to add an entire distribution list. The [Gold-Fax: Open Distribution Lists](#) dialog box will appear to allow you to select the desired list to add.

Remove

Choose this button to remove a selected addressee from the Distribution List list box. This button is disabled if there are no fax addressees selected.

{button ,AL(` Creating a Distribution List;Introduction to Gold-Fax Distribution Lists',0,`,`')}` [Related Topics](#)

Phonebook Name Specification

Specify the following phonebook file information when creating or opening a phonebook:

File Name

Specify the phonebook file name to be created or opened. The list box below will display the existing phonebook names in the specified directory.

List Files of Type

Specify the types of files to display.

Directories

Displays the current drive and directory location. The list box below displays the directories on the current drive.

Drives

Displays the drives available on your system.

Read Only

If checked, indicates the selected phonebook file cannot be modified.

Network... (Windows NT users only)

Connect to another network drive and access phonebook files.

Adding a Phonebook Name

Add a name to a Gold-Fax phonebook with the following fields:

Name

The reference name for the phonebook entry, up to 15 characters in length. Gold-Fax will convert what you type to uppercase. The name must begin with a letter, and it cannot contain commas (,) or slashes (/).

Fax #

The fax phone number for the name. Include any required prefixes, such as 9. You may include a comma (,) to specify a two-second wait.

To

The name of the person to receive the fax. This name should be entered the way you would like it to appear on the cover page.

Company

The company name for the person specified in the "To:" field.

Address

The address of the person or company.

Voice #

The voice phone number for the person specified in the "To:" field.

Comment

Reference information or comments for this entry.

{button ,AL(`Introduction to Gold-Fax Phonebooks',0,`,`')} [Related Topics](#)

Editing a Phonebook Name

Edit a phonebook name to include the following information:

Name

The name of the entry being edited; this field cannot be edited. To change the name, choose the Save As... button and save the entry to a different name. You can then delete the old entry.

Fax #

The fax phone number for the name. Include any required prefixes, such as 9. You may specify a comma (,) to indicate a two-second wait.

To

The name of the person to receive the fax.

Company

The company name for the person specified in the "To:" field.

Address

The address of the person or company.

Voice #

The voice phone number for the person specified in the "To:" field.

Comment

Reference information or comments for this entry.

Save As...

Save the information under a different name, and go to the [Gold-Fax: Save Phonebook Name As](#) dialog box.

{button ,AL(`Introduction to Gold-Fax Phonebooks',0,`,`')} [Related Topics](#)

Viewing a Phonebook Name

View the following phonebook name information:

Name

The name being viewed.

Fax #

The fax phone number for the name.

To

The name of the person to receive the fax.

Company

The company name for the person specified in the "To:" field.

Address

The address of the person or company.

Voice #

The voice phone number for the person specified in the "To:" field.

Comment

Reference information or comments for this entry.

{button ,AL(`Introduction to Gold-Fax Phonebooks',0`,``,`')} [Related Topics](#)

Save Phonebook Name As

Save a phonebook name with the following information:

Name

The reference name for the phonebook entry. Gold-Fax will convert what you type to uppercase. The name is limited to 15 characters in length, and cannot contain commas (,) or slashes (/).

Fax #

The fax phone number for the name.

To

The name of the person to receive the fax.

Company

The company name for the person specified in the "To:" field.

Address

The address of the person or company.

Voice #

The voice phone number for the person specified in the "To:" field.

Comment

Reference information or comments for this entry.

Phonebook File

The name of the phonebook file to where the entry will be saved.

Save

Add the entry to the phonebook.

{button ,AL(`Introduction to Gold-Fax Phonebooks',0,`,`')} [Related Topics](#)

Saving a Name to a Phonebook

Save a name to a phonebook with the following information:

Name

The reference name for this fax number. Gold-Fax will convert what you type to uppercase. The name is limited to 15 characters in length, and cannot contain commas (,) or slashes (/).

Fax #

The fax phone number for the name.

To

The name of the person to receive the fax.

Company

The company name for the person specified in the "To:" field.

Address

The address of the person or company.

Voice #

The voice phone number for the person specified in the "To:" field.

Comment

Reference information or comments for this entry.

Phonebook File

The name of the phonebook file to where the entry will be saved.

Save

Add the entry to the phonebook.

{button ,AL(`Introduction to Gold-Fax Phonebooks',0,`,`')} [Related Topics](#)

Copying a Phonebook Name

Copy a phonebook name to another phonebook by specifying the following information:

File Name

Specify the phonebook file name to where the selected name is to be copied. The list box below displays the existing phonebook names in that directory.

List Files of Type

Specify the type of files to display.

Directories

Displays the current drive and directory location. The list box below displays the directories on the current drive.

Drives

Displays the drives available on your system.

Network... (Windows NT users only)

Connect to another network drive and access other phonebook files.

{button ,AL(`Introduction to Gold-Fax Phonebooks',0,`,`')} [Related Topics](#)

Moving a Phonebook Name

Move a phonebook name to another phonebook by specifying the following information:

File Name

Specify the phonebook file name to where the selected name is to be moved. The list box below displays the existing phonebook names in that directory.

List Files of Type

Specify the type of files to display.

Directories

Displays the current drive and directory location. The list box below displays the directories on the current drive.

Drives

Displays the drives available on your system.

Network... (Windows NT users only)

Connect to another network drive and access other phonebook files.

{button ,AL(`Introduction to Gold-Fax Phonebooks',0,`,`')} [Related Topics](#)

Mail Preferences

Specify your mail notification preferences for your sent faxes using the following options:

Mail Notification Address

Specify the address where notification should be sent upon success or failure of the attempted fax transmission. Must be a valid mail address that is compatible with the Gold-Fax Server software. See your system manager for more information.

Notify by Mail for Failed Faxes

Select this option to receive a mail message when an attempted fax transmission fails.

Notify by Mail for Successful Faxes

Select this option to receive a mail message when a fax transmission has been sent successfully.

{button ,AL(`Changing Default Preferences',0,`,`')} [Related Topics](#)

Received Preferences

Specify notification method and query interval for your received faxes using the following options:

Notify by Message Box

Select this option to receive notification on-screen when you have received a new fax.

Query Interval (in minutes)

Specify how often Gold-Fax should check the server for new received faxes.

{button ,AL(` Changing Default Preferences',0,`,`')} [Related Topics](#)

Cover Page Preferences

Specify the following cover page preference information to use when sending faxes from other Windows applications:

Send with Cover Page

Select this option to include a cover page when sending faxes from other Windows applications.

Cover Page File

Specify the default cover page file to use when sending faxes from other Windows applications.

Personal Name

Specify your name the way you would like it to appear on the cover page.

Phone Number

Specify your voice phone number the way you would like it to appear on the cover page.

Fax Number

Specify your fax phone number the way you would like it to appear on the cover page.

Billing Code

Specify an internal billing code to be added to any long distance number.

Message Preferences

Specify the following message preference information to be used when sending faxes from the Gold-Fax text editor:

Send with Cover Page

Select this option to include a cover page with the fax transmission.

Include on Cover Page

Select this option to include the message text on the cover page. (Note: If you select "Include on Cover Page," you must select a cover page file that supports this feature.)

Cover Page File

Specify the fax cover page file to use.

Line Length (in inches)

Specify the text line length as it should print in the fax output.

Directories Preferences

Specify the directory locations where the following Gold-Fax server and files are located:

Gold-Fax Server Directory

The directory on the Gold-Fax Server system where Gold-Fax system phonebooks, cover pages, and fax status files are located.

Personal Directory

The directory where your personal phonebooks and distribution lists are stored.

Installation Directory

The directory where the Gold-Fax program is located.

Searching a Phonebook

Search a phonebook for specific entries by specifying the following search criteria:

Find What

Specify the search information. All entries containing the specified characters will be found. Wildcard searches are not supported.

Match Case

Select this check box to search for entries with the same capitalization as the text entered in the "Find What" field. (Only available when searching the "To," "Company," and "Address" phonebook fields.)

Phonebook Field

Open this list box to specify the phonebook field to search.

Find Next

Begin the search or find the next entry matching the specified search criteria.

Direction

Specify the direction to search.

{button ,AL(`Introduction to Gold-Fax Phonebooks',0,`,`')} [Related Topics](#)

Opening a System Phonebook

Open a system phonebook by choosing the phonebook name from the **System Phonebooks** list and choosing the OK button or by double-clicking on the phonebook name to open.

{button ,AL(`Introduction to Gold-Fax Phonebooks',0,`,`')} [Related Topics](#)

Send Fax...

Specify the following send options and send the fax:

To...

Change the fax addressees.

Subject

Enter up to two subject lines to appear on the cover page. These lines will be word-wrapped.

Send

When you have specified all fax addressees and options, choose this button to send the fax.

Cancel

Cancel the send and exit the dialog box.

Options...

Display the **Gold-Fax: Send Options** dialog box where you can change fax send options.

{button ,AL(`Send Fax To',0,`,`')} [Related Topics](#)

Send Fax To...

Specify fax addressee information using the following fields and options:

Phonebook

The contents of the currently selected phonebook.

Search

Display the **Gold-Fax: Phonebook Search** dialog box and search the displayed phonebook for specified entry information.

Fax Addressees

The list of addressees to receive this fax.

->

Copy selected names from the Phonebook list box to the Fax Addressees list box. This button is disabled if there are no names selected.

Add List

Add a distribution list to the list of fax addressees.

Remove

Remove the selected fax addressee from the Fax Addressees list box. This button is disabled if there are no fax addressees selected.

Personal Phonebook.../System Phonebook...

Select either Personal Phonebook... or System Phonebook....to display a different phonebook.

^...

Add a manually-entered name to the current phonebook.

^

Add a manually-entered fax addressee to the list of fax addressees.

Examine Addressee

Display the selected fax addressee in the "Fax #," "To:," "Company:," and "Address:" fields below.

Fax

The fax phone number. Include any required prefixes, such as 9. You may specify a comma (,) to indicate a two-second wait.

To

The name of the person to receive the fax.

Company

The company name for the person specified in the "To:" field.

Address

The address of the person or company.

{button ,AL(` Send Fax To;Specifying Send Fax Options',0,`, `') } [Related Topics](#)

Specifying Send Fax Options

Specify send options for this fax message only using the following fields:

Mail Notification Address

Specify the address where notification should be sent upon success or failure of the attempted fax transmission. Must be a valid VMSmail address, NT user account name, or Microsoft Mail name.

Notify by Mail for Failed Faxes

Select this option to receive a mail message when an attempted fax transmission fails.

Notify by Mail for Successful Faxes

Select this option to receive a mail message when a fax transmission has sent successfully.

Send with cover page

Select this option to send a cover page with this fax transmission.

Include on cover page

Select this option to include your fax message on the cover page. This option is only available for faxes created using the Gold-Fax text editor. If you are sending the fax from another Windows applications, your message text will start on a separate page. If you select "Include on cover page, " you must make sure you have specified a cover page file that supports this feature.

Cover Page File

Specify the cover page file to be used. (The Send with Cover Page option must also be selected.)

Send After

If this check box is selected, the fax will be sent at the specified date and time. Enter the date and time in the standard format shown.

Personal Name

Specify your personal name as you would like it to appear on the cover page.

Phone Number

Specify your voice phone number as you would like it to appear on the cover page.

Fax Number

Specify your fax phone number as you would like it to appear on the cover page.

OK

Accept the specified options and return to the Gold-Fax: Send Fax dialog box.

Cancel

Exit the dialog box without saving changes.

Help

Obtain Help on the dialog box.

{button ,AL(` Send Fax;Send Fax To',0,'','')} [Related Topics](#)

Copying and Moving Faxes

Choose the Copy to/Move to button to select the destination folder, then choose the OK button to copy or move the selected fax.

{button ,AL(` Received Faxes Window',0,`,`')} [Related Topics](#)

Forwarding a Fax

Specify recipients to receive a copy of a received fax using the following dialog box fields and options:

Name List

Specify users to receive a copy of the fax by selecting names from the list of Gold-Fax users. You can also add names by double-clicking on the name, or by entering a name in the name box.

Delete fax from folder after forwarding

Delete the fax once it is forwarded.

Add

Add the selected name to the Forward List.

Remove

Remove the selected name from the Forward List.

Forward List

The list of names to which the received fax will be forwarded.

{button ,AL(`Received Faxes Window',0,`,`')} [Related Topics](#)

Editing Fax Information

View received information and add "From" and "Subject" reference information to a received fax using the following fields:

Received

The date and time the fax was received by Gold-Fax.

Routed

The date and time the fax was routed to you.

Pages

The number of pages the fax contains.

CSID

The Calling Station Identifier of the sender.

File Path

The path and file name of the actual fax image.

Status

The status of the fax. This line will contain one or more of the following status conditions:

Unread

Indicates the fax has never been read (viewed).

Read

Indicates the fax has been read (viewed).

Received with Errors

Indicates the fax was received with errors.

98 dpi

Indicates the fax was received at 98 dots per inch (dpi) resolution.

196 dpi

Indicates the fax was received at 196 dots per inch (dpi) resolution.

Unrouted

Indicates the fax has not yet been routed.

From

Add "From" reference information to help you identify the fax. This information will appear as part of the fax identification on the fax list, and will also appear on the printed fax listing.

Subject

Add "Subject" reference information to help you identify the fax. This information will appear as part of the fax identification on the fax list, and will also appear on the printed fax listing.

{button ,AL(`Received Faxes Window',0,`,`')} [Related Topics](#)

Creating a New Folder

Create a new folder using the following dialog box options:

Folder Name

Specify the folder name as you would like it to appear in Gold-Fax.

Folder File Name

Specify a folder file name if you want to use a file name other than the default assigned by Gold-Fax. The default file extension for folder names is ".gff."

Select

View a listing of currently-used file names, or specify a different directory.

OK

Accept the information displayed and create a new folder.

Cancel

Exit the dialog box without creating a new folder.

Help

Obtain Help on the dialog box.

{button „AL(‘ Received Faxes Window’,0,‘,’)} [Related Topics](#)

Finding a Folder

Search for a fax folder by specifying the following file information:

File Name

Specify a descriptive file name.

List Files of Type

Specify the types of files to display in the File Name list box.

Drives

Displays the drives available on your system.

Network... (Windows NT users only)

Connect to another network drive and access other folders.

OK

Find and add the folder as specified.

Cancel

Exit the dialog box without adding the found folder.

Help

Obtain Help on this dialog box.

{button ,AL(` Received Faxes Window',0,`, `')} [Related Topics](#)

Auto Forwarding Faxes

Specify the following options to have your received faxes automatically forwarded to another user:

Automatically Forward Received Faxes

This check box will automatically become selected when a name is entered in the "Forward To:" box. Click on this box to disable auto forwarding while retaining the selected name (for future use).

Forward to

Specify the name of the person to receive your faxes by double-clicking on the name, or by typing the name in the "Forward To:" box.

Retain copy of forwarded faxes

Select this option to keep a copy of the forwarded faxes in your InBox.

{button ,AL(` Received Faxes Window',0,`,`')} [Related Topics](#)
