



How to... Send a Fax

Introduction:

This document provides information on how to send a fax to a single destination. Screen examples for GlobalFax 2.5.x and 2.6.x. are included. If you use a version of GlobalFax prior to 2.5.x, follow the 2.5.x instructions. However, certain features may appear different in the screen examples.

Sending Your First Fax

1. Once you install your GlobalFax software you will need to configure it. Click on the **Apple** menu, and select **Global Village Fax Center**.
2. GlobalFax 2.5.x Users: Click on the **Fax** menu, select **Setup**, then select **Dialing**.

GlobalFax 2.6.x Users: Click on the **Setup** menu, then select **Dialing**.

3. At the top of the Dialing Setup window you should select the location you are calling from: Office, Home or Other. This allows you to have different dialing setups for different locations, which is very useful if you use your computer at home and work.
4. GlobalFax 2.5.x Users: Fill in the Outside Line Prefix, Long Distance Prefix, and Local Area Code boxes as they relate to where you are faxing from. See *Figure 1a*.

Dialing Setup For Office

Outside Line Prefix: 9 Pulse Dial

Long Distance Prefix: 1 Ignore Dial Tone

Local Area Code: 408 Dial Billing Codes

Use Calling Card 1

Dialing example for (555) 555-5555
9 1 (555) 555-5555

Set Up Calling Cards... Cancel OK

Figure 1a

GlobalFax 2.6.x Users: Fill in the Local Area Code, Outside Line Access and Prefix boxes as they relate to where you are faxing from. See *Figure 1b*.

Dialing Setup

Dialing Setup For Office

Local Area Code: 408

Country Code: United States (1)

Local Outside Line Access: 9 Pulse Dial

Long Distance Outside Line Access: 1 Ignore Dial Tone

International Outside Line Access: 0 Dial Billing Codes

Long Distance Prefix: 1 Use Calling Card 1

International Prefix: 011 Use Calling Card 2

Dialing Example for (555) 555-5555
9 1 (555) 555-5555

Set Up Calling Cards... Advanced Options... Cancel OK

Figure 1b

NOTE: For information regarding all prefixes, please see **GlobalFax Definitions** at the end of this document. When you've finished, click **OK**.

5. GlobalFax 2.5.x Users: Click on the **Fax** menu, select **Setup**, then select **Sending**.

GlobalFax 2.6.x Users: Click on the **Setup** menu, then select **Sending**.

6. Fill in the **Station Name** and **Station Fax Number** boxes. The information you put into these two boxes is displayed at the top of each fax page you send and is required by the FCC. The Station Name would usually be your name, or your company's name. The Station Fax Number would be the fax number that recipients can fax you at. For information regarding other features in Sending Setup, please see **GlobalFax Definitions** at the end of this document. When you've finished, click **OK**.
7. Open or create a document that you would like to fax. You can fax a document from any application that you can normally print from.

8. Once the document you would like to fax is open, hold down the **Option** key and click on the **File** menu. You'll notice that where the application used to display **Print, Fax** is now displayed. Choose **Fax** from the **File** menu. The GlobalFax dialog box will open.
See Figure 2.

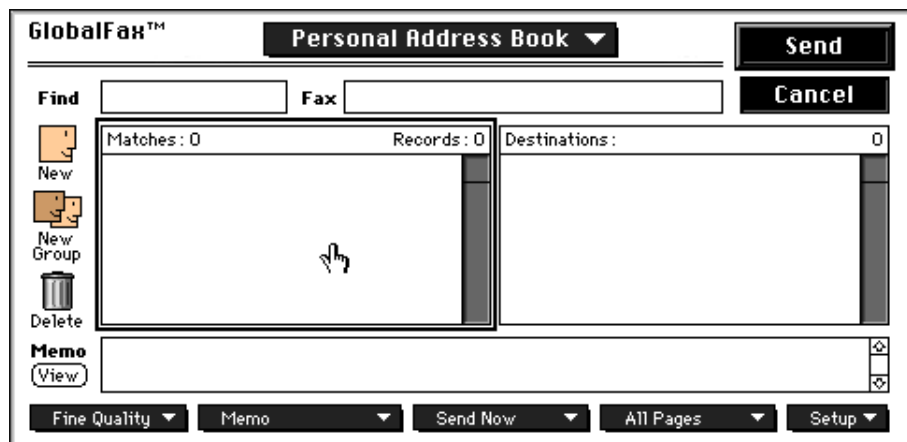


Figure 2

9. To create an address book entry for the person to whom you want to send the fax, click on the **New** icon to the left.
10. With the New Address dialog box open, enter in the address information. For more information regarding these fields, please see your GlobalFax User's Guide. Once you are finished, click **OK**. If you are sending a fax to an International fax number, please refer to **Faxing Internationally** at the end of this document.

NOTE: For GlobalFax 2.6.x users, click on the tabs in the new address dialog box to change panels and fill in the address information.

11. From the GlobalFax dialog box, you should see the entry for the address you just created. Click on the address book entry, drag it to the **Destinations** box to the right, and let go. You should now see the address entry that you just created both in the Matches box and the Destinations box, indicating that

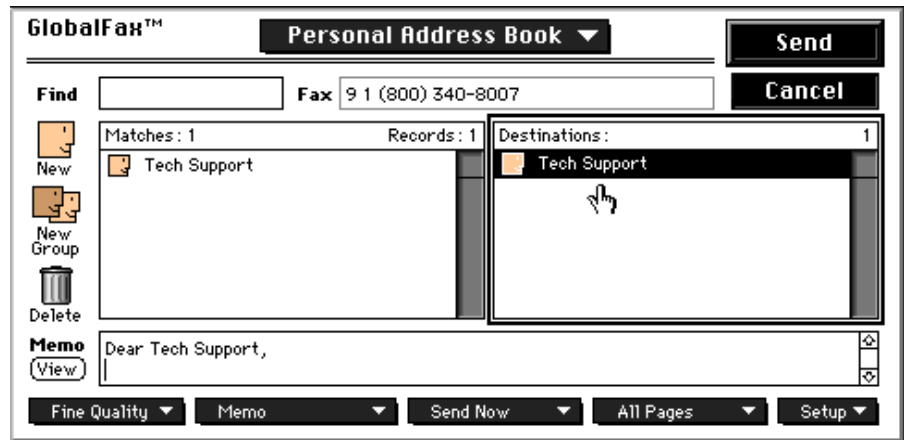


Figure 3

GlobalFax is ready to send a fax to that address. See Figure 3.

12. At the bottom of the GlobalFax dialog box you should see a series of pop-up menus. These menus offer various options for how to send faxes, such as the quality of the fax, and which cover sheet (if any) you can use. See Figure 3. For more information on these features, please refer to your GlobalFax User's Guide. Once you're finished configuring these pop-up menus, click **Send** in the upper right corner.

13. After you click Send, GlobalFax converts each page of your document to a fax image. A status box appears, displaying information about your fax and a thumbnail image of the page that is being converted. See Figure 4.

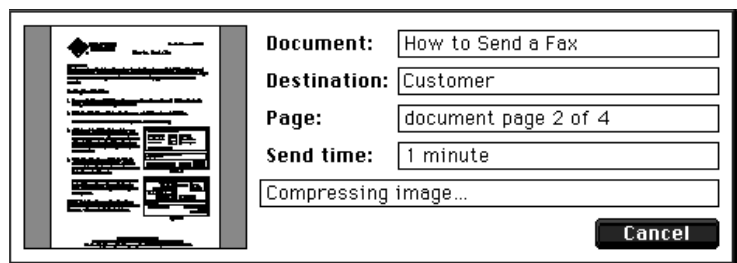


Figure 4

14. GlobalFax software works in the background so that you can continue using your computer while your faxes are being sent. A status display in your menu bar keeps you informed of the progress of each fax transmission. See *Figure 5*.

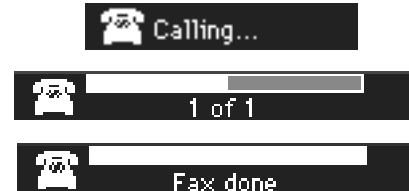


Figure 5

GlobalFax Definitions

Local, Long Distance, and International Outside Line Access (GlobalFax 2.6.x only)

These numbers would be the numbers you must dial before all outgoing calls, generally only needed when dialing from an office environment. The most common outside line access number is a 9. Check with the person responsible for your phone system if you have questions about the dialing requirements for the phonenumber your modem is using.

Outside Line Prefix (GlobalFax 2.5.x and earlier only)

This number would be the number you must dial before all outgoing calls, generally only needed when dialing from an office environment. The most common outside line prefix is a 9. Check with the person responsible for your phone system if you have questions about the dialing requirements for the phonenumber your modem is using.

Long Distance Prefix

This is the number that needs to precede any fax numbers for fax calls outside your local area code. In the US this is normally a 1. If the number you are faxing has a different area code than your own, GlobalFax will detect this, and automatically add a 1 to the beginning of the fax number.

Local Area Code

This is the area code that you fax from. This is not the area code of the person you are faxing.

NOTE: Billing Codes and Calling Cards are not discussed in this document. For more information on these two features please consult your GlobalFax User's Guide.

Number of Attempts

In the event the fax device you are sending to is busy or for whatever reason cannot receive your fax, your GlobalFax software will attempt to resend your fax automatically. The number of times the GlobalFax software retries to send a fax is based on what you select in this pop-up menu.

Delay Between Retries

This is how long your GlobalFax software will wait between retries before it dials the number again and attempts to send the fax.

After a Successful Fax

You have the option to save your faxes (**save fax file**) after you send them, in which case they will appear in your Global Village Fax Center. You can also choose to delete faxes (**delete fax file**) after they are sent. Deleting a fax file does not change or delete the original document the fax was created from in any way.

Enable 14.4k bps Fax

This allows your modem to send faxes at a higher speed provided the remote fax device is capable of receiving faxes at 14.4 bps. This box will not appear for users of Bronze or Silver modems.

Faxing Internationally

GlobalFax 2.5.x Users: When creating an address for your international fax recipient, enter in the entire phone number as it should be dialed into the **Fax Number** box. This includes the International dialing prefix, country code and city (area) code.

GlobalFax 2.6.x Users: When creating an address for your international fax recipient, choose the Country Code (from the Country Code pop-up menu), and enter the remainder of the fax number in the **Fax** boxes. The International dialing prefix (011 when dialing out of the U.S.) should be entered in the International Prefix in your Dialing Setup. *See Figure 1b* (page 1).