



## How to... Receive a Fax

### Introduction:

This document provides information on how to receive faxes.

Follow the instructions below for two methods on how to receive faxes:

### Automatic Receive and Manual Receive

#### Automatic Receive

This method is ideal if you anticipate faxes coming in while you are away from your computer/modem or have a dedicated line for your fax modem. A dedicated line means that your fax modem has a different phone number than the number you normally use to receive voice calls.

1. Click on your **Apple** menu and select **Global Village Fax Center**.

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

GlobalFax 2.6.x Users: Click on the **Setup** menu, and select **Receiving**.

Check the **Receive Fax** box. *See Figure 1.*

When you check the Receive Fax box you should see a window appear with a summary of how to automatically and manually receive faxes. Once you've finished reading this, click **OK**.

2. Now that Receive Fax is turned on, your modem and GlobalFax software will attempt to answer all incoming calls as a fax. In the Receive Setup window, you can configure after how many rings the modem will answer a call. This includes the choice for Voice/Fax Call Sensing if your TelePort modem is capable of it. To determine whether or not your modem is Voice/Fax Call Sensing capable and how to configure Voice/Fax Call Sensing, download document #2704, "How to... Configure Voice/Fax or Fax/ARA Call Sensing." You can also configure whether an icon will be flashed in your Apple menu, or whether faxes will be printed automatically once they've been received. Once finished, click **OK** and quit the Global Village Fax Center.

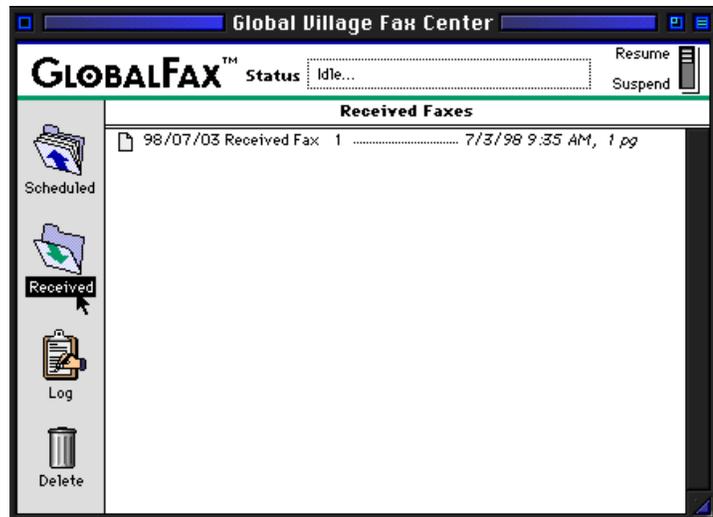


Figure 1

How to... Receive a Fax  
page 2 of 3

NOTE: If you want GlobalFax to automatically print faxes once they've been received, then the Global Village Fax Center must remain open and your printer must be left on.

3. Arrange with someone to have a fax sent to you. Click on your **Apple** menu and select **Global Village Fax Center**. In the Fax Center, you should see that your **Received** icon is now flashing. Click on the **Received** icon. You should now see an item called **Received Fax (#)** and the date. See *Figure 2*. The (#) indicates for this particular day this is the first, second, etc. fax you have received. The fax has a white page icon to the left of its name. Double click on the fax to view what was sent to you. The fax can be easily moved and expanded like other Macintosh windows.



*Figure 2*

4. At the bottom of the fax window you will see a pop-up menu with Page 1 of x, where x is the total number of pages in this fax. To view any page of this fax, click on the **Page** pop-up menu, and choose the page number you want to view.
5. To print this fax, click on the **File** menu and select **Print**. When you are finished viewing the fax, close the fax window. Notice now in the Fax Center that the icon next to this fax has turned grey. This indicates that the fax has been viewed.

**Global Village Online Support**

## Manual Receive

The Manual Receive method is ideal if you do not receive many fax calls and know when a fax will be sent to you. A good example of this scenario is if you share a phone line between your modem and your telephone.

1. Arrange with someone to have a fax sent to you. When the phonenumber rings with an incoming fax, continue to the next step without answering the phone.

NOTE: If you do not have prior notice that a fax is being sent to you and you answer the phone only to hear the send fax tones (beeping) of a remote fax device, do not hang up. The instructions in the following steps will still work if you answer the phone.

2. In order to tell the GlobalFax software that it needs to receive the fax, hold down the **Command** key, the **Shift** key and the **6** key simultaneously. Once you do this you should see a small telephone icon (Connection Status Display) at the top of your menu bar which indicates your GlobalFax software is preparing to receive a fax. If you answered your telephone first, wait about 4 or 5 seconds, then hang up your phone. In the Connection Status Display (menu bar), GlobalFax will keep you updated on the status of the fax it is receiving.

NOTE: The 6 Key must be the one above the T and the Y, not the 6 on your 10-key keypad.

3. Click on your **Apple** menu and select **Global Village Fax Center**. In the Fax Center, you should see that your Received icon is now flashing. Click on the **Received** icon. You should now see an item called Received Fax (#) and the date. *See Figure 2* (on page 2). The (#) indicates for this particular day this is the first, second, etc. fax you have received. The fax has a white page icon to the left of its name. Double click on the fax to view what was sent to you. The fax can be easily moved and expanded like other Macintosh windows.
4. At the bottom of the fax window you will see a pop-up menu with Page 1 of x, where x is the total number of pages in this fax. To view any page of this fax, click on the Page pop-up menu, and choose the page number you want to view.
5. To print this fax, click on the **File** menu and select **Print..** When you are finished viewing the fax, close the fax window. Notice now in the Fax Center that the icon next to this fax has turned grey. This indicates that the fax has been viewed.