



How to... Forward a Fax

Introduction:

This document provides information on how to forward a fax. This document assumes that you are generally familiar with how to send faxes. If you need general information on how to send faxes, download document #2000, "How to... Send a Fax."

Forwarding a fax is defined as scheduling a fax that you have received and faxing it to someone else. To forward a fax, follow the instructions below.

1. Click on your **Apple** menu and select **Global Village Fax Center**.
2. In the Global Village Fax Center dialog box click on the **Received** icon. Click once on the fax you wish to forward to someone else. Under the **Fax** menu select **Schedule**. See *Figure 1*.

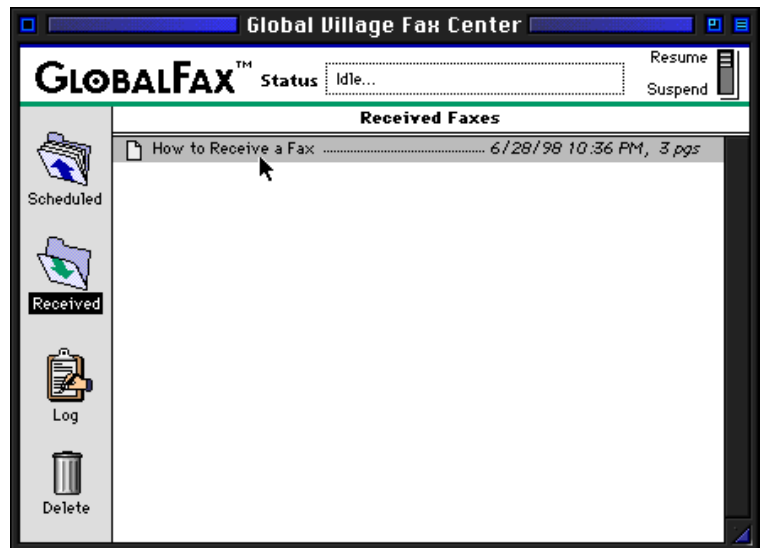


Figure 1

3. You should see the GlobalFax dialog box that is displayed when you normally send a fax. Address the fax to whomever you wish to forward the document. To avoid any confusion on the new recipient's behalf, you may wish to attach a cover sheet with a brief note in the memo field explaining the contents that will follow. This is especially true if the fax you are forwarding had a cover sheet addressed to you.

NOTE: If you wish to forward a received fax and documents of your own by attaching more than a cover sheet to a fax you have received, download document #2004, "How to... Fax Multiple Documents Together (Enveloping)."

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4. After you have addressed the fax and assigned it a cover sheet (optional), click **Forward**, and your fax will be sent as normal. See *Figure 2*.

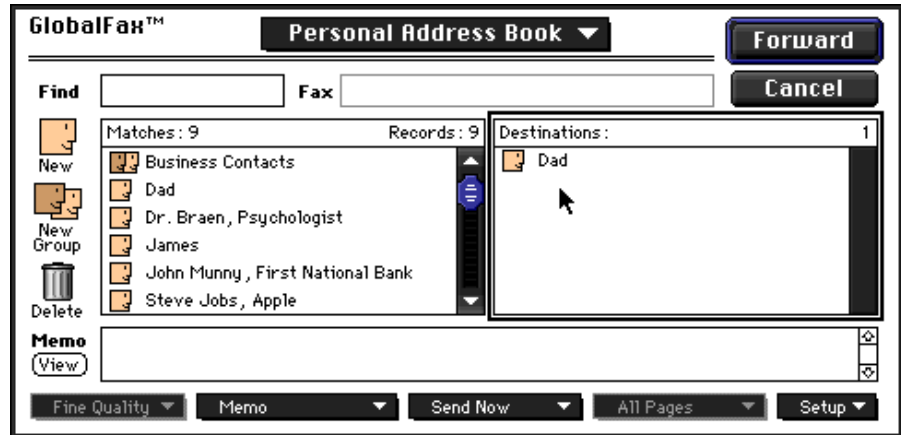


Figure 2