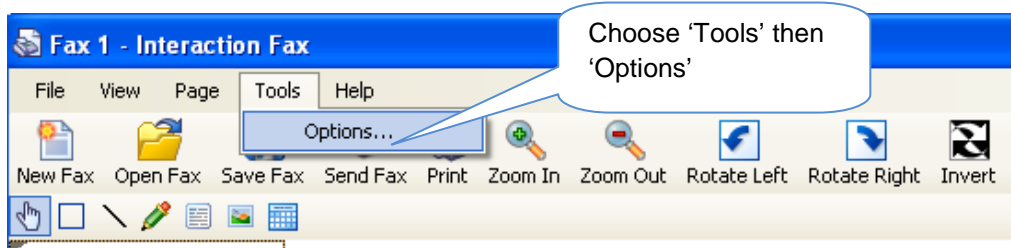


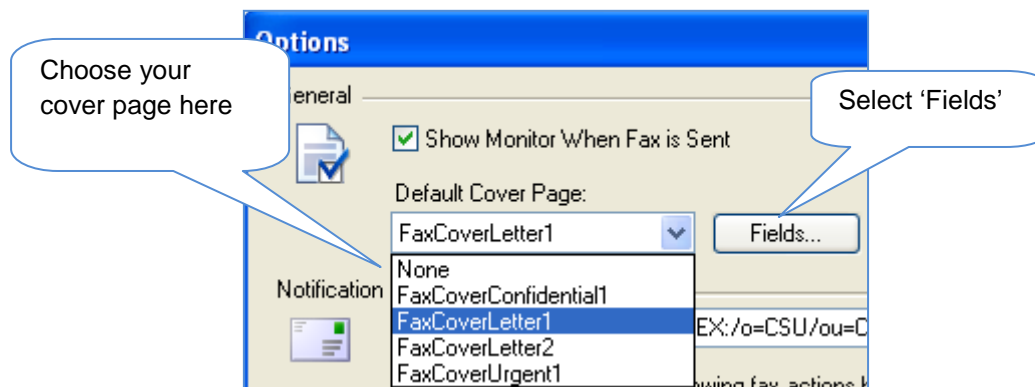
How do I change the details in my fax cover page?

You can send a cover page with your fax which contains your name and contact details. You can set this cover page to automatically attach to any fax message you send.

To set up this cover page you need to open the IC Fax screen and choose 'Tools' and 'Options':

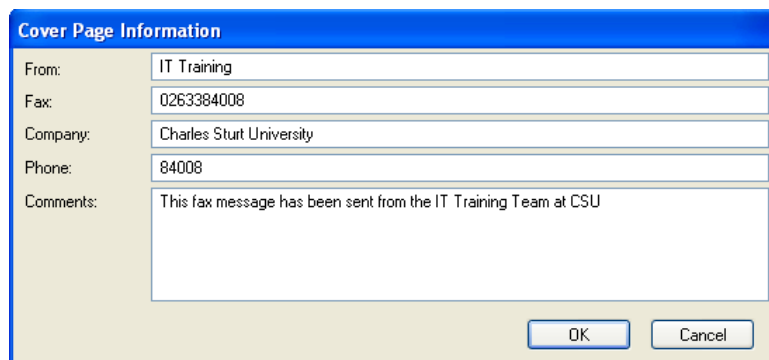


At the top of the 'Options' window in the 'General' section you will see a drop down menu where you can choose what you would like to have in your fax cover sheet. You have the choice of 4 different cover sheets which you can set up yourself. It looks like this:



To enter information into your cover sheet you simply need to select the sheet you wish to set up, and then select 'Fields':

When you click on 'Fields' you will see a window where you can enter the information you would like to appear in your cover page. It looks like this:

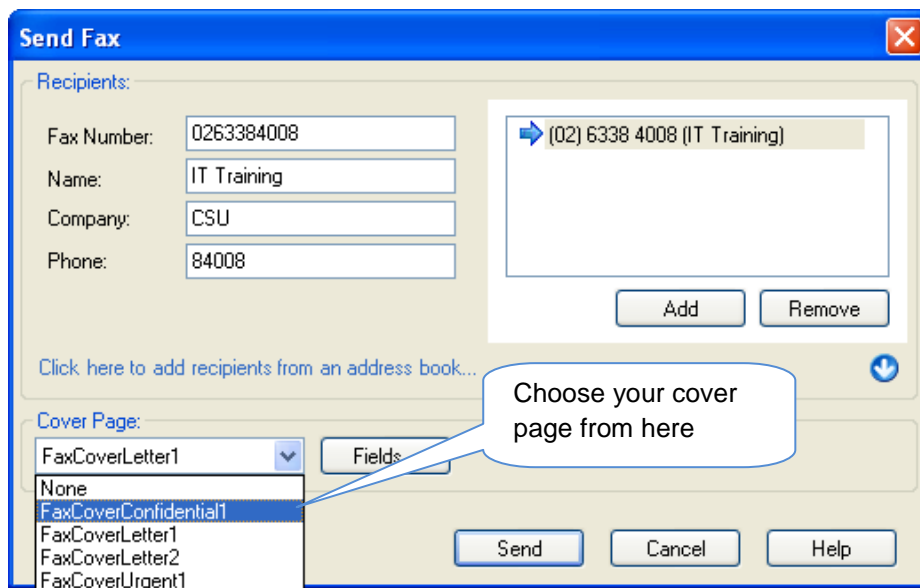


A screenshot of the 'Cover Page Information' dialog box. It contains the following fields:

From:	IT Training
Fax:	0263384008
Company:	Charles Sturt University
Phone:	84008
Comments:	This fax message has been sent from the IT Training Team at CSU

Buttons: OK, Cancel

Then click on OK and when you send a fax you can choose the option to send a cover page of your choice from those you have set up. See below:



If you don't want to set up cover pages to choose from in advance you can add the details to a cover page as you send the fax by selecting a cover page and then 'Fields' and entering the information as you send it.