



## **User Guide**

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## What is Mac Fax?

Mac Fax allows you to use your Toshiba e-BRIDGE MFP in combination with your favourite Mac OS X applications to send faxes and iFaxes. Mac Fax is supported on the following operating systems (both PowerPC and Intel where applicable):

- Mac OS X 10.4 (Tiger)
- Mac OS X 10.5 (Leopard)
- Mac OS X 10.6 (Snow Leopard)
- Mac OS X 10.7 (Lion)
- OS X 10.8 (Mountain Lion)

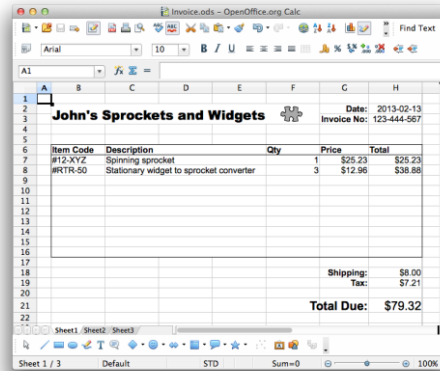
Mac Fax can be used with any fax-enabled or iFax-enabled Toshiba MFP supporting e-BRIDGE III architecture, and is compatible with any software that utilises the standard OS X printing system.

Mac Fax integrates with the OS X printing system and also acts as a standalone application that can fax any PDF.

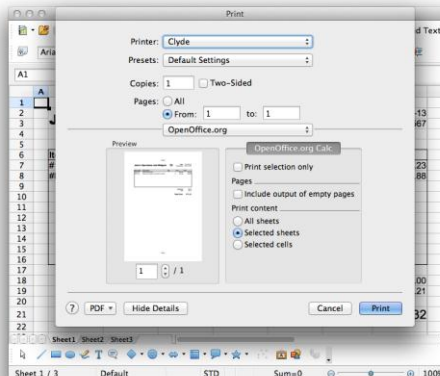
# Using Mac Fax

Mac Fax integrates with the OS X printing system. Applications that utilise the standard OS X printing system can also be used with Mac Fax.

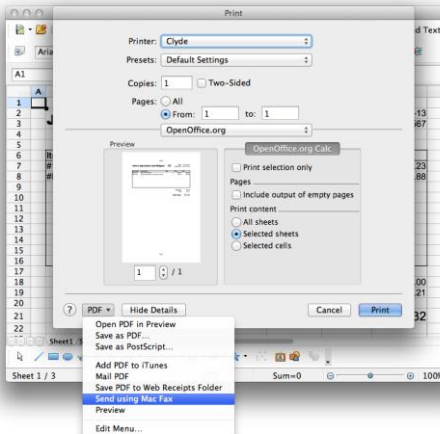
- Below is a screenshot of a spreadsheet application with a document ready to be faxed.



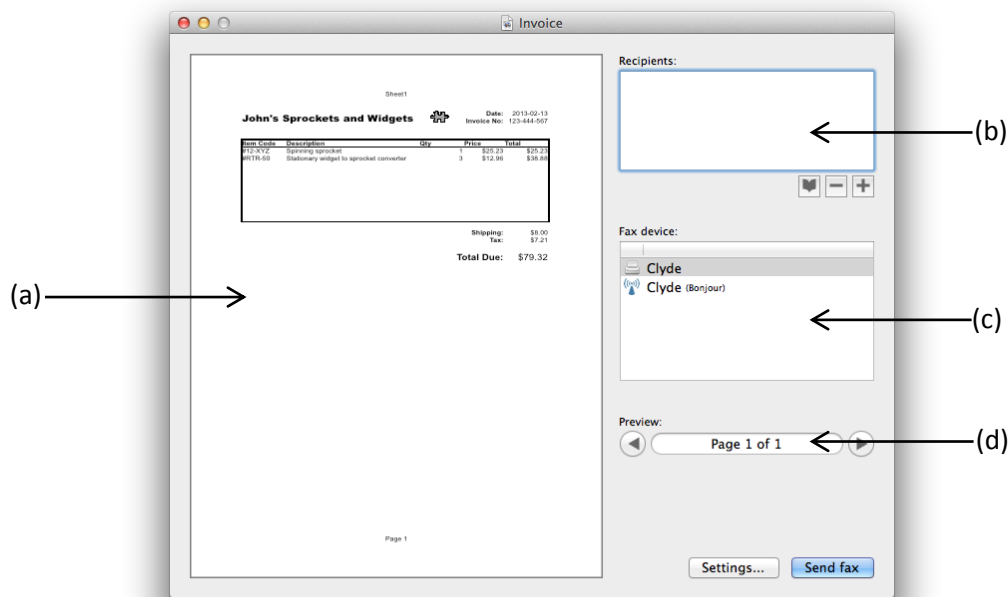
- To fax a document, select **Print** from your application's **File** menu (or press **Command-P** on your keyboard to invoke the print dialog).



- Click the button called "PDF" in the lower-right corner of the print dialog to bring up the PDF Workflow menu. Under this menu, click "Send using Mac Fax".



4. The Mac Fax application will open. Your original document will still be open in its application. Below is an overview of the Mac Fax application:



- (a) The **Preview Panel** shows an example of how the document will look when it is faxed. Faxes are sent as black and white so the preview panel will show only black and white colours. It is suitable only to use as a reference, the actual faxed document may look different.
  - (b) The **Recipient List** contains the recipients that will receive this fax. Recipients can be added manually or by choosing contacts from your Apple address book.
  - (c) The **Fax Device List** shows the available devices that can be used for faxing. This list by default contains only the Toshiba MFP devices installed on your system as a printer.
  - (d) The **Preview Controls** allow you to change which page of the document is shown in the preview panel.
5. After you have added recipients and chosen a fax device, click “Send Fax” to send the fax. For more information about adding receipts or for using alternative settings, refer to the later sections of this guide.

## Opening an existing PDF

Mac Fax registers itself as a viewer of PDF files. You can open any PDF file in Mac Fax by following these steps:

1. In Finder, navigate to the folder that contains the PDF file.
2. Select the PDF file by single-clicking on it.
3. Either:
  - a. Open the **File** menu, expand the **Open With** sub-menu, and select **Mac Fax**.
  - b. Right-click on the PDF file (or hold the control key while clicking), expand the **Open With** menu, and select **Mac Fax**.

# Adding and Removing Recipients

Recipients for your fax can be added manually or by choosing them from your address book. To add a recipient manually:

1. Click on the **+** button underneath the recipient list. This will add a “blank” entry to the recipient list.
2. Double click in the “Name” field and enter the recipient’s name.
3. Press the “tab” key **or** double click the “Number or email” field to enter either their fax number or their internet fax address (email).

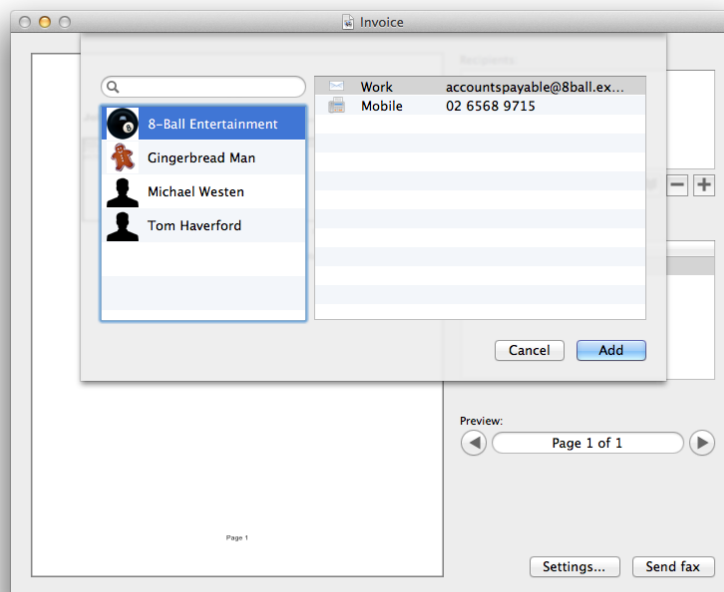
If you are sending a fax using a fax number, and your Toshiba fax device does not have a direct line (e.g. it goes through a PBX), remember to insert the necessary digits at the front of the fax number.

4. Mac Fax will determine what kind of fax to send based on whether you have supplied fax numbers or internet fax addresses (or both).

To add a recipient from your address book:

1. Click on the **▼** button beneath the recipient list. This will access your address book.

The Mac Fax application is sandboxed. On Mac OS X 10.7 and OS X 10.8 you will need to grant permission to Mac Fax to access your Apple address book.



2. Click on the company or individual on the left-hand side (if you have assigned photos to your contacts in your address book, they will also be displayed here).
3. Choose the contact information that you wish to use from the right-hand side. Only valid phone numbers and email addresses are shown.
4. Click “Add” to add that information to the recipients list.

If you are sending the fax using a fax number and your Toshiba fax device does not have a direct line (e.g. it goes through a PBX), double click on the number in the recipient list and insert the necessary digits at the front of the number.

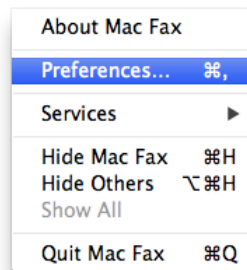
# Fax Devices

Only Toshiba MFPs are supported by Mac Fax. There are two ways to allow Mac Fax to see your Toshiba MFP.

1. Install a Toshiba printer using the “Print & Fax” or “Print & Scan” panel in System Preferences. You must select a Toshiba printer driver or Mac Fax will not be able to detect the printer.
2. Enable Bonjour discovery in Mac Fax. By default, this option is disabled.

To enable Bonjour discovery:

1. Ensure that your Toshiba MFP has Bonjour discovery enabled and that it is configured appropriately. Consult your Toshiba MFP’s manual for further information on how to set up Bonjour.
2. Follow steps 1 to 4 on page 5 (in the section Using Mac Fax).
3. When Mac Fax has opened, click on the Mac Fax menu in the menu bar, and click “Preferences...”



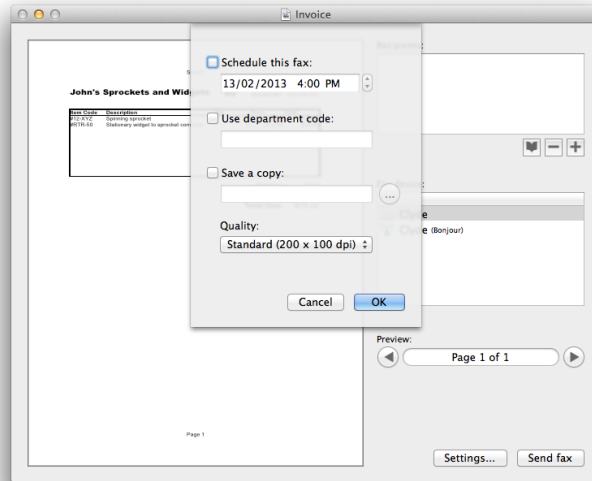
4. In the window that pops up, check the box saying “Discover fax devices on the local network”





# Settings

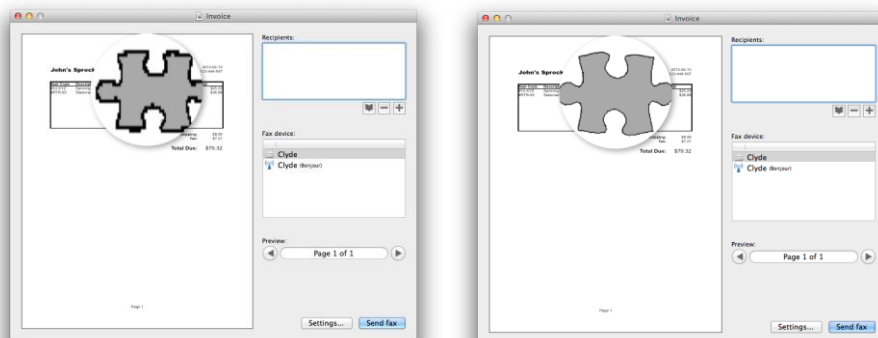
There are several settings that can be adjusted if necessary. Before sending your fax, you can click on the “Settings...” button to open up the Settings sheet.



1. The first setting, **Schedule this fax**, allows you to delay the transmission of your fax. This can be used to take advantage of off-peak calling rates. To enable this, simply check the box and enter the date and time that you want the fax to be sent.

The internal clock on your Toshiba fax device is used to determine when to dispatch the fax, not the clock on your computer.

2. The second setting, **Use department code**, allows you to enter your department code if they are enforced on your Toshiba fax device. If department codes are enforced and you do not provide your department code, **your fax will not be sent**.
3. The third setting, **Save a copy**, allows you to save this document to your computer. This is useful if you wish to have a copy to fax again later. The file that is saved is a full-colour PDF.
4. The fourth setting, **Quality**, controls the level of quality of the fax document. Higher quality results in a better looking image, but also in longer transmission times. You can click anywhere on the preview panel to embiggen a section of the document and get a glimpse at how different quality settings affect the image quality of the document. The left shows image shows **Standard** quality, and the right image shows **Ultra-Fine** quality.



# Frequently Asked Questions

## **Why does the actual fax look dissimilar to the preview in Mac Fax?**

The preview panel only shows an example to help visualise how the fax will appear without colour and at various quality levels.

## **Does Mac Fax support colour?**

No. There is no widely-supported colour fax standard.

## **Why does my iFax have only Fine quality when I specified Ultra-Fine in the settings?**

The maximum supported quality for iFaxes is Fine quality.

## **How do I grant Mac Fax access to my Apple address book when I have previously declined access?**

1. Open "System Preferences"
2. Click on the "Security & Privacy" icon
3. Click on the "Privacy" tab
4. Choose "Contacts" on the left
5. Click the checkbox next to "Mac Fax"

## **Why are there no fax devices shown in Mac Fax?**

Mac Fax asks the OS X printing system for all Toshiba MFPs that are currently installed and set up. Only Toshiba MFPs are supported. If you have enabled Bonjour discovery (see page 8 in section Fax Devices) and your device is not detected, ensure that Bonjour is configured correctly on your Toshiba MFP and that there is no firewall preventing Bonjour communication.

## **What is an internet fax (a.k.a. iFax)?**

An internet fax is special kind of email. An iFax-enabled device can be configured to recognise and receive iFaxes and print them out just like a regular fax that was received over the telephone line. If it is received by a regular email program then the fax document simply appears as an attachment. Since iFaxes are sent over the internet, they avoid toll charges on long-distance calls.