



Fax Cover Page

Date: 19 Feb 2026 12:31

To: +19725329272

From: danielv@rcofmt.com

Fax Number: +19725329272

Pages: 3 Including Cover Sheet

Subject: TEST FAX

Message:

IT
Obelisk Solutions
(406) 212-4257

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(714) 695-1000



support@goldfax.com



www.eGoldFax.com

eGoldFax Quick Start Guide

Sending Faxes

Digital Documents: Fax from Email

- **Address** new email including Area Code to FaxNumber@egoldfax.com.
 - "1" before fax number and hyphens are optional
 - International fax: Enter 011, country code, area or city code, and phone number.
 - Parentheses are not allowed in the Fax Number.
 - Option: Enter the Message and Subject to be placed on the fax cover page, and specify the sender.
- **Attach** documents (bmp, .dat, .doc, .docx, .gif, .html, .jpeg, .jpg, .pdf, .png, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .xls, and .xlsx).
- **Click Send**
 - Add frequently faxed contacts to your email address book.
 - Contact support@goldfax.com to create a custom coversheet including your logo and other details. Default Coversheet includes email signature.
- **Fax Confirmation** returned to sender indicating successful transmission.

The screenshot shows a web form for sending a fax via email. It includes fields for 'From' (user@example.com), 'To' (714550100@egoldfax.com), and 'Cc'. There are also fields for 'Subject' and 'Subject Text for Fax Cover Page'. Below these are two document selection boxes: 'Example.docx 3 MB' and 'Example.pdf 16 KB'. At the bottom, there are fields for 'Message Text for Fax Cover Page' and 'Email Signature'.

Digital Documents: eGoldFax Desktop App

- In the eGoldFax **Desktop App**, select Create a Fax.
- **Enter** the Fax Number or choose from Contacts.
 - "1" before the fax number and hyphens are optional.
 - International fax: Enter 011, country code, area or city code, and phone number.
 - Parentheses are not allowed in the Fax Number.
- **Select Fax Cover Page**
 - Option: Enter the Message and Subject to be placed on the fax cover page.
- Option: Apply **Tag** (Label) for identification
- **Attach** document files and 'Print to Fax' from documents, click "Send."
- **Fax Confirmation** returned to sender indicating successful transmission
- See **eGoldFax Desktop App – User Guide** for additional information.

The screenshot shows the eGoldFax Desktop App interface. It has a 'To' field with the number 714550100 and a 'Confirmation Address' field with the email address support@goldfax.com. There are fields for 'Subject' (Example Subject Text) and 'Message' (Example Message Text). On the right, there is a 'Cover Page' section with a 'Documents' list showing 'Example.pdf' (16 KB) and 'Example.docx' (3 MB). At the bottom, there are 'Cancel' and 'Send' buttons.



eGoldFax Quick Start Guide

Sending Faxes

Paper Documents: Scan-to-Email Multi-Function Products (MFPs)

TO:
7145550100@egoldfax.com

Address Book
Doe, Jane
jane.doe@example.com
Doe, Jane FAX
7145550100@egoldfax.com

- **Select** Scan-to-Email from the MFP touch panel.
- **Enter** FaxNumber@egoldfax.com in the "To:" field.
 - Option: Select the contact from the MFP Email address book in Fax Format.
- Include "FAX" in the Contacts display name for easy searching.
- **Place** the document on the feeder or glass to scan and then **click "Send"** to begin fax transmission.

Paper Documents: eGoldFax Advanced Connector Apps

- **Connector** Apps for Epson, HP, Kyocera, Ricoh, Sharp, and Xerox MFPs.
- **Enter** the fax number or select from the Address Book. Click Add to Recipients.
- Option: **Enter** the Message and Subject to be placed on the Fax Cover Page.
- Enter **Confirmation** email to receive sent fax confirmation indicating successful transmission.
- **Place** document on feeder or glass and then **click "Start"** to begin scanning fax transmission.
 - If the document is 2-sided, choose "Duplex Mode."

Home

Address Book

Settings

Manual Entry

Fax Number:

Contact Name:

Company Name:

Add to Recipients

Add Subject/Memo

Registered

Recipients

eGoldFax Stream
Cloud
Faxing

Scan and Send

START

Duplex mode:

Confirmation email: