



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

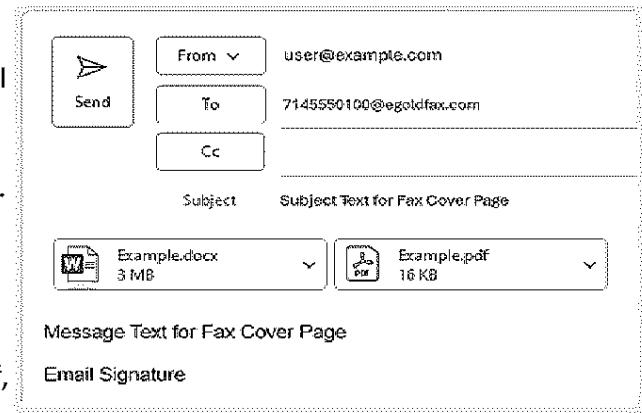
www.eGoldFax.com

eGoldFax Quick Start Guide

Sending Faxes

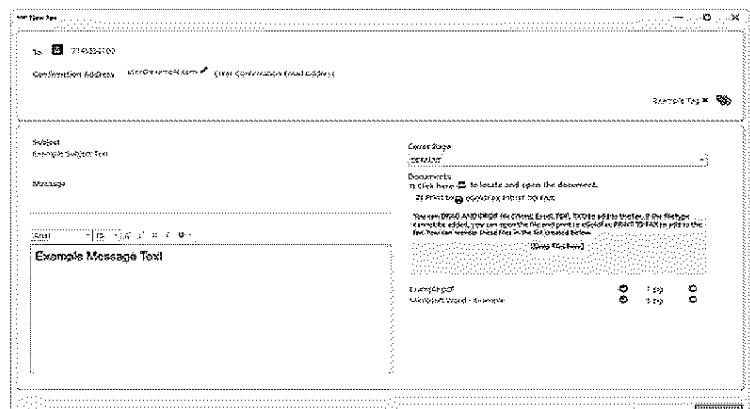
Digital Documents: Fax from Email

- **Address** new email including Area Code to FaxNumber@goldfax.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.



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.





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: 7145550100

Contact Name: Example Name

Company Name: Example Company

Add Recipients Add Subject/Memo

Recipients

9495550100 - Example Contact

Scan and Send

START

Duplex mode:

Confirmation email: name@example.com

Registered