About CommBar

CommBar is the communications command center for your desktop.

When you start CommBar, it appears as a toolbar on your desktop. You can drag CommBar and "dock" it at the top or bottom of your screen. Once CommBar is docked, all icons, open windows, and dialogs on your desktop shift to make room for CommBar.

You can use CommBar to receive all your WinFax messages (even when WinFax is not running) as long as automatic reception is enabled in both CommBar and WinFax. You can also use CommBar as a shortcut for sending faxes or starting other Windows programs.

When you receive new messages, CommBar expands to display a status panel that shows transmission information (for example, the message type—fax, email, or voice) and progress details. After the message is received, CommBar illuminates the message waiting light.   To view more information about the new messages, point the mouse pointer at the message waiting light.

You can also use CommBar as a shortcut for sending faxes or starting other Windows programs.

Starting CommBar using the Windows Start button

▪ On the Windows Start menu, point to Programs, point to WinFax PRO, and then click CommBar.

Starting CommBar automatically when you start Windows

1 On the Windows Start menu, point to Programs, point to Settings, and then click Taskbar. The Taskbar Properties dialog appears.

2 Click the Start Menu Programs tab.

3 Click Add. The Create Shortcut dialog appears.

4 Click Browse. The Browse dialog appears.

5 Select the COMMBAR.EXE file in the \COMMON folder (at the same level as the WinFax installation folder). The Create Shortcut dialog reappears with the location and name of the file in the Command Line field.

6 Click Next. The Select Program Folder dialog appears.

7 Double click the StartUp folder. The Select A Title For The Program dialog appears.

8 In the Select A Name For The Shortcut field, type the name you want to appear on the StartUp menu and click Finish. The CommBar icon is added to the StartUp folder, and CommBar starts automatically the next time you start Windows.

Note

- You can install CommBar in your StartUp group during installation.

Exiting CommBar

1   Right click on CommBar. A menu appears.

2   On the menu, click Exit.

Showing CommBar

1 On the Windows taskbar, right click on the CommBar icon. A menu appears.

2 On the menu, click Show CommBar. CommBar appears on your screen.

Positioning CommBar

1   Click CommBar to give it the focus.

2   Drag CommBar where you want it—either docked to one edge of your screen or floating on the desktop.

Note

▪   When you dock CommBar along an edge of your screen, Windows rearranges your desktop so CommBar does not cover anything else.

Checking for new messages

1   Check the red message waiting light on the CommBar. If the red light is flashing, you have new messages.

2   Point at the message waiting light with the mouse pointer. A popup window displays the number of unread messages by message type (that is, fax, email, and so on).

Enabling the status indicator

1 Right click on CommBar. A menu appears.

2 On the menu, click Options. The CommBar Options dialog appears.

3 Click the Status tab.

4 Enable Automatically Display Communications Status.

Note

▪   When you send or receive new messages, CommBar displays status messages. To cancel the transmission, click the Cancel button.

Keeping CommBar visible at all times

1 Right click on CommBar. A menu appears.

2 On the menu, click Options. The CommBar Options dialog appears.

3 Click the General tab.

4 In the Toolbar Options section, enable Keep Bar On Top.

Enabling Auto Hide mode

1 Right click on CommBar. A menu appears.

2 On the menu, click Options. The CommBar Options dialog appears.

3 Click the General tab.

4 In the Toolbar Options section, enable Auto Hide.

5 Click OK. CommBar appears as a thin line, just visible on the screen. To redisplay it, point to the line with the mouse pointer.

Displaying large buttons on CommBar

1   Right click on CommBar. A menu appears.

2   On the menu, click Options. The CommBar Options dialog appears.

3   Click the General tab.

4   In the Toolbar Buttons section, enable Large Buttons.

Showing ToolTips

1 Right click on CommBar. A menu appears.

2 On the menu, click Options. The CommBar Options dialog appears.

3 Click the General tab.

4 In the Toolbar Buttons section, enable Show ToolTips.

Note

- To view ToolTip text for a specific button on CommBar, point to the button with the mouse pointer.

Hiding CommBar on startup

1   Right click on CommBar. A menu appears.

2   On the menu, click Options. The CommBar Options dialog appears.

3   Click the General tab.

4   Enable Hide CommBar On StartUp.

Viewing loaded CommBar extensions

1 Right click on CommBar. A menu appears.

2 On the menu, click Options. The CommBar Options dialog appears.

3 Click the General tab.

4 Click Advanced. A list of loaded CommBar Extensions appears.

Adding a file to CommBar

1   Right click on CommBar. A menu appears.

2   On the menu, click Add File. The Open dialog appears.

3   Select the file you want to add to CommBar and click Open. A new button appears in the leftmost position of CommBar. The button displays the icon associated with the program in which the file was created.

Dragging items onto CommBar

1 Open the folder containing the item you want to add to CommBar.

2 Click the appropriate item and hold the left mouse button down.

3 Drag the item to CommBar.

4 Release the mouse button. A new button appears in the leftmost position of CommBar. The button displays the icon associated with the application in which the file was created.

Removing items from CommBar

1 On CommBar, right click the button you want to delete. A menu appears.

2 Click Delete.

Receiving faxes automatically with CommBar

1 Enable automatic reception in WinFax. (On the Receive menu, click Automatic Receive).

2 Right click on CommBar. A menu appears.

3 Click Options. The CommBar Options dialog appears.

4 Click the WinFax tab.

5 Enable Use CommBar To Receive Faxes Automatically.

Receiving faxes manually with CommBar

- On CommBar, click the Manual Receive button.

Launching programs from CommBar

▪   On CommBar, click the button corresponding to the program you want to launch.

Note

▪   If you enabled ToolTips, check the function of a button by pointing to it with the mouse pointer. CommBar displays brief help messages.