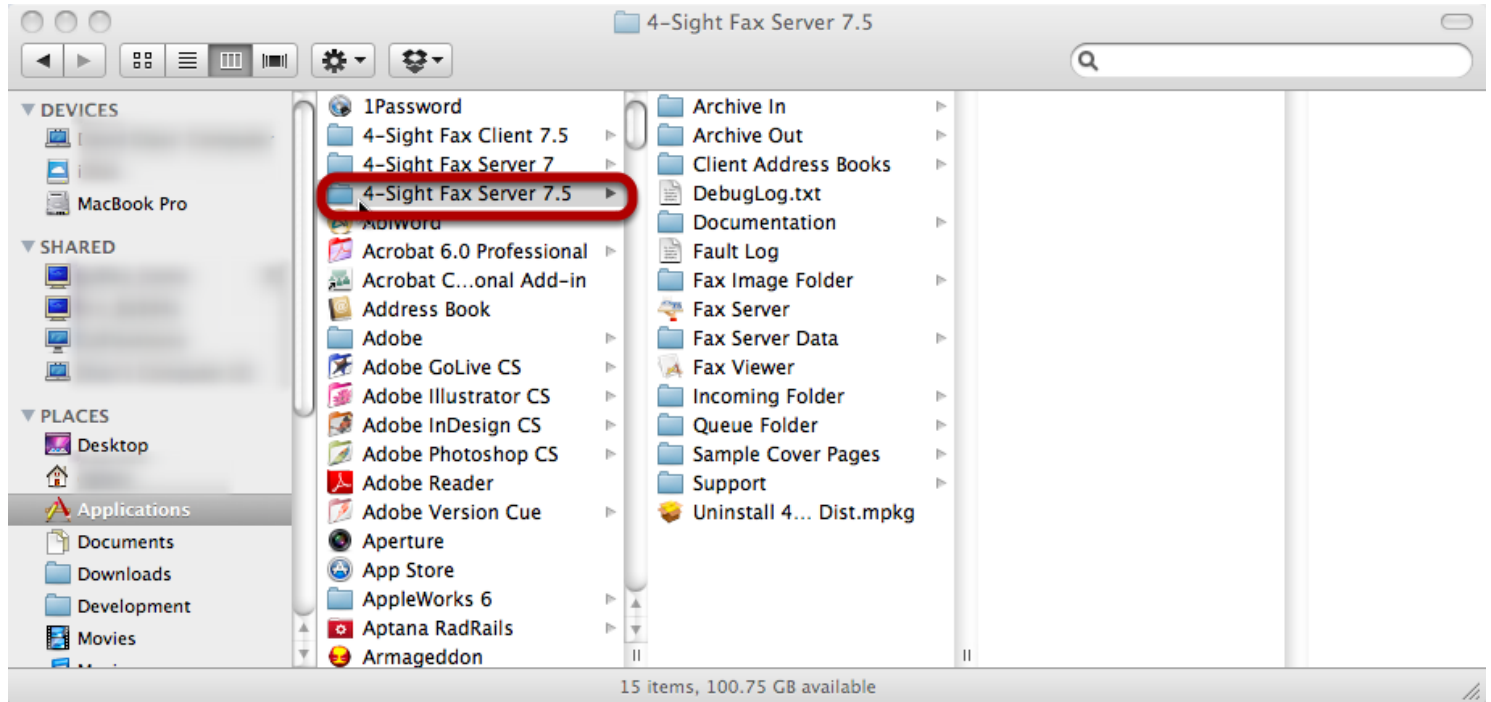


## Changing Permissions on the Fax Server folder (10.5 & 10.6)

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If you are receiving messages about not having proper permissions for the Fax Server folder, these instructions should help resolve them.

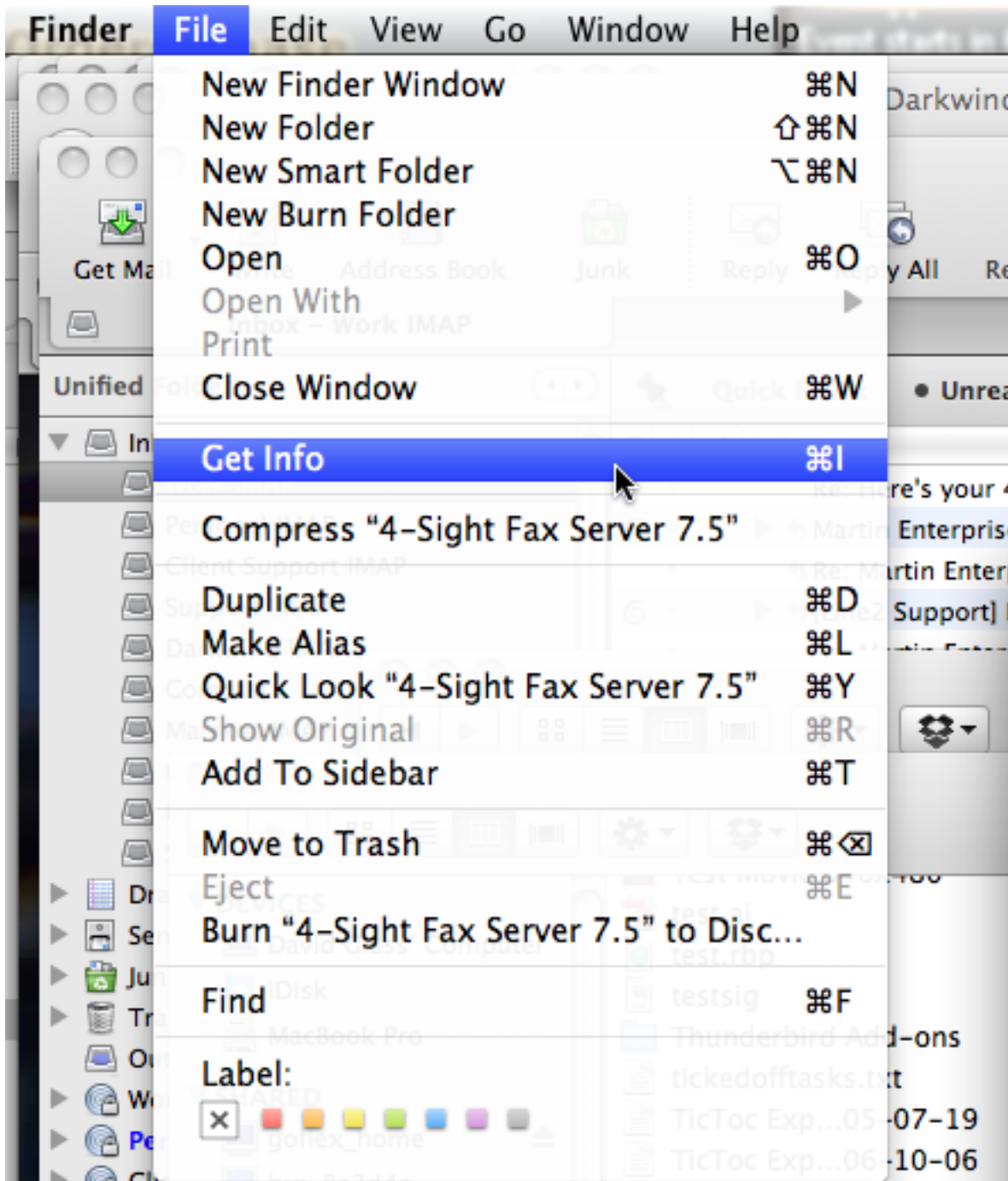
### Select the Fax Server folder in the Finder



Navigate to the 4-Sight Fax Server folder (it should be in the *Applications* folder), and select it.

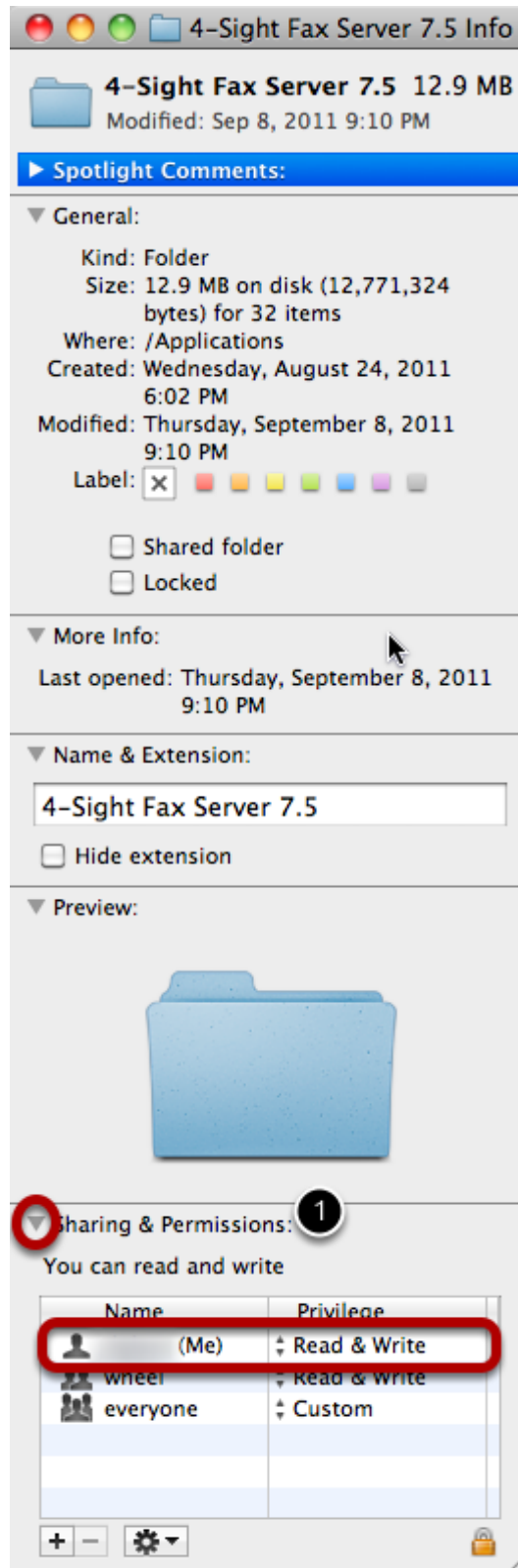
**NOTE:** The actual name of the folder will depend on your version of the software. In the image above, both version 7 and version 7.5 are installed.

## Get the Info of the folder



Select *Get Info...* from the Finder's *File* menu.

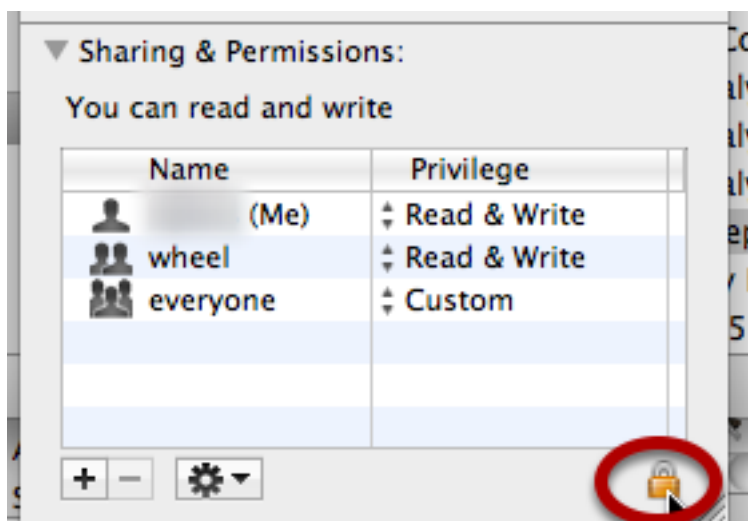
## Show the folder's permissions



At the bottom of the *Get Info...* window is a section for *Sharing & Permissions* (1). It might be collapsed. If so, click the disclosure triangle (circled in red above) to expand it.

Find your username in the list. It should have *(Me)* next to it.

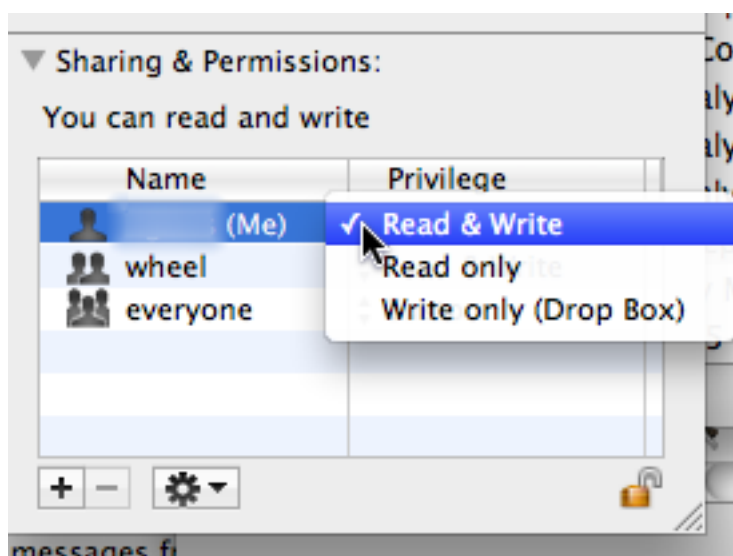
## Unlock the permissions



It may be necessary to unlock the permissions. If the lock in the bottom right corner is closed, you will need to

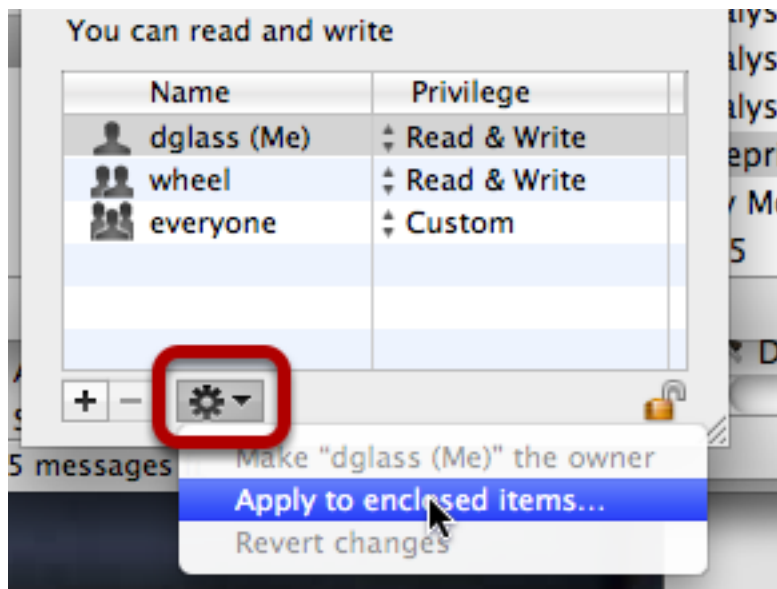
- click on it
- provide an administrator username and password (if you are the only user, these should be your username and password)

## Set the folder's permissions



If the permissions aren't set to *Read & Write*, change them to *Read & Write*.

## Change the enclosed items as well



Make sure you have the same permissions for all the items in the folder by clicking the *gear* button, and selecting *Apply to enclosed items...*