

FAXCOM Client

Quick Reference Guide

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Notice

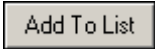





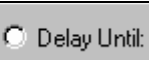
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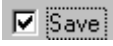


Let's Send a Fax from a Windows Application

1. Work within a Windows application such as Microsoft Word.
2. Select *File...Print*; in the *Printer Name box*, select **Biscom Fax Printer**; click **OK** to be automatically transferred to the Send Fax dialog.




While you can enter detailed Send To information on the Send Fax dialog box, the only information REQUIRED to send a fax is the destination fax number in the Fax Number box.

3. To add additional files from any Windows application to the fax, click . You are returned to the application from which you called the Biscom Fax Printer.
4. Either open another file in that application or open a file created in another Windows application. "Print" that file to the Biscom Fax Printer and be returned to the Send Fax dialog.
5. Once you have added all the files you want to the list, continue with filling out the Send Fax dialog.
6. Enter fax recipient names yourself, or click either  or  to select recipients from previously-created lists.
7. To automatically add a fax recipient to your Private phone book, click  and click **OK**.
8. In the *Cover Page* box, specify a Subject to be printed on the cover page. Either use the default cover page, or select from a list of available cover pages, or click  for no cover page.
9. If you do NOT want the fax to be sent immediately (ASAP), click either  **Offpeak** or  **Delay Until:**
10. If you select *Delay Until*, select the appropriate *Date* and *Time*. (*Offpeak* goes at whatever Offpeak time has been configured for the fax service by the administrator.)

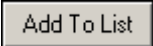

11. To save the fax in a Sent fax folder  and send the fax, click both  and  to enable the Folder fields. (To save the fax in a folder **without** sending the fax, click only .)


Folder name :	Business Faxes
Note :	

Select the folder in which to store the fax and enter a **REQUIRED** descriptive note to identify the fax. Once you have saved the fax in a folder, you can later select the folder, open the folder, select the fax, right-click and select **Review/Submit** from the shortcut menu to resend the saved fax.

12. Depending on what you chose, click  to save and send the fax, save it only, or send it only.

Building One Fax with Multiple Attachments



The  button on the Send Fax dialog enables you to build one fax that includes multiple attachments – up to a maximum of 100. Once you click the  button, the FAXCOM Client begins keeping a running list of the files you attach, enabling you to close the Send Fax dialog and select additional attachments to add to the list of attachments. You can select the files that comprise the list of fax attachments from the following sources:

- Any open Windows application file that you “print” to the Biscom Fax Printer (as explained in “Let's Send a Fax from a Windows Application” section above)
- Previously-received faxes in any FAXCOM Client Received fax folder 
- Files you select in Windows Explorer



Note: *While in theory you can attach up to 100 attachments to a fax, you should check with your fax service administrator to verify the exact number you are configured to attach.*

To Select Previously-Received Faxes:


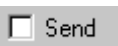


1. Run the FAXCOM Client and open a Received fax folder ; select one or more faxes, right-click and select **Send to Fax Recipient** to be automatically transferred to the Send Fax dialog.
2. If appropriate, click the  button to save the received faxes you selected to be attached and select additional faxes from the same or a different Received fax folder, right-click and select **Send to Fax Recipient**.
3. Continue the process until you have attached all the previously-received faxes you want.

Select Documents from Windows Explorer:

1. In the *Attachments* area on the Send Fax dialog, click the  button to display Windows Explorer.
2. Select the appropriate file and click **Open** to be returned to the Send Fax dialog with the file added in the Attachments list.
3. If appropriate, click the  button again to continue the process of selecting files from Windows Explorer to attach to the fax.

Previewing an Outgoing Fax

Before actually transmitting a fax, you can preview its contents by doing the following:

1. When addressing and creating the fax on the Send Fax dialog, check  **Preview**. Notice that  **Send** is automatically deselected.
2. Click  to send the fax to the fax server.
3. Click  **Pending Queue** in the Folder list.
4. Locate the appropriate outgoing fax and note its Status.
5. When the Status is *Ready for PREVIEW*, select the fax entry to open the fax in the Viewing pane.


6. To actually send the fax, select the fax entry, right-click and select **Release** from the shortcut menu.

Monitoring the Queue



Be aware that you can specify on the View/Log Options tab whether or not the Pending queue is displayed; also be aware that you can manage only your own fax jobs in the Pending queue.

Once you have queued a fax, you can monitor its progress and make last minute changes to the transmission status and destination fax number. You can even delete a queued fax. If you chose to preview the fax before sending, you can open it for previewing from the Pending queue.

1. Either select *Logs...Pending Queue* or the  Pending Queue item in the Folder list.
2. To display only your faxes, right-click anywhere in the queue and select **Only User's Faxes** from the shortcut menu.
3. *To change the time of transmission, destination fax number or Transmission Priority*, double-click an entry to display the Change Pending Entry box, make your changes and click **OK**. (You can also select multiple entries, right click and select **Change ...** from the shortcut menu to make changes; in that case, the changes you make to Schedule and Priority apply to **all** selected faxes. You can, however, select the **No Scheduling Change** radio button to retain the original scheduling for **each** fax.)
4. *To place a fax on Hold*, highlight an entry and select **Hold** from the shortcut menu
5. *To release a fax from being on Hold*, highlight the entry and select **Release** from the shortcut menu.
6. *To delete one of your faxes*, highlight the fax and select **Delete** from the shortcut menu.


Let's Receive a Fax

1. Open a Received fax folder .

2. Either single-click the entry to view it in the Viewing pane, or double-click the entry to open the fax with FAXCOM Viewer.

You can also right-click and select **Get Next Unread Fax** to view the oldest, unread fax in FAXCOM Viewer (where new unread faxes are displayed in bold).


3. If you opened the fax in FAXCOM Viewer, use the FAXCOM Viewer menus to perform such functions as: rotating the image, stacking/unstacking pages, erasing an image area, touching up the image, etc.
4. Use the various tools to add text, draw an arrow, draw curved and straight lines, highlight an area, etc.
5. If appropriate, in a multi-page fax, separate the fax into two faxes – one from the pages **before** the currently-viewed page and one from all pages forward,

including the currently-viewed page – by either clicking  or select **Split Fax** on the **Edit** menu. The fax is then split into two separate faxes.



Be aware that the Split function is NOT available on the first page of a multi-page fax.

6. To access an additional option for splitting the fax, select **Split...** on the **Edit** menu, and select **All** (and click **OK**) to split the fax into individual pages. For example, selecting **All** for a 10-page fax results in 10 separate faxes.

7. If appropriate, forward the fax to an e-mail recipient, by either clicking  or selecting **Send Fax to Mail Recipient** from the **File** menu (or right-clicking and selecting **Send Fax to Mail Recipient** from the shortcut menu).

You are automatically transferred to your email application New Message window with an attachment icon for the fax. Address and send the fax as you would any email message.


8. When you are finished using the FAXCOM Viewer, exit back to the Received fax folder.

Using FAXCOM Client

Now that you have sent and received a fax, let's back up and take a look at each of the FAXCOM Client functions.

Using Options



1. Either click  or select *Tools...Options* to display the Options property pages.
2. Specify the defaults for your use of the fax service: cover page sender information, transmission resolution, transmission status notification (*All faxes* or *Failed Only*), default received fax viewer, default Folder and cover page file.



As you saw when you sent a fax, you can override these defaults for a specific fax on the Send Fax dialog.

Using Login

1. Select *File...Login* to display the login dialog box.
2. As advised by your fax service administrator, select the appropriate *Login with* option, either:

Active Directory Account – uses the information specified for you in the Active Directory directory service so that no login to the fax service is required.

NT Domain Account – uses the same User Name and Password combination with which you identify yourself when logging into Windows.


FAXCOM Account – uses the name specified for you when the fax service administrator added you to the fax service.

3. Verify your login name and the network location of the fax service.



Using Send

In addition to accessing the Send Fax dialog from a Windows application, you can



also click  or select *File...Send Fax...* to access the Send Fax dialog directly. The direct method is recommended for sending simple fax memos (and when your location has the Translation Server program that enables you to attach files in any of the supported formats: MS-Word, MS-PowerPoint, MS-Excel, MS Project, Lotus WordPro, Lotus FreeLance, Lotus 1-2-3, WordPerfect, Visio, Adobe Acrobat, Web page HTML documents).


1. Fill out the Send Fax dialog box as described above.

- To attach a file (in one of the supported formats), in the *Attachments Name* text box, enter the full path name of the attachment and click  or click  and select the file. Then continue the process of sending the fax.


Using Sent Fax Folders and the Activity Log

Since we have already used the Pending Queue and Received fax folders, let's look at Sent fax folders and the Activity log.

Using a Sent Fax Folder


- In the folder listing, select a Sent fax folder, identified with the  icon.
- If there is a failed entry* (fax status does not say "ok"), you can highlight the entry and select **Review/Submit...** from the shortcut menu to either resend the original fax, or modify the original before resending.




Viewing the Activity Log

- If you have chosen to display the Activity log on the View/Log Options tab,* either select *Logs...Activity*, or the Activity log item  in the Folder list to display the Activity log listing all attempted fax transmissions, successful and unsuccessful, and any faxes received.

Using Phonebooks

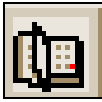


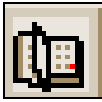
- Click  to display your Private phonebook.

Phonebook								
Last Name/Group Name	First Name	Fax Number	Voice Number	Company Name	Address 1	Address 2	Address 3	Account Number
 engineering con...								
 Engineering Staff								
 Manufacturing S...								
Douven	barbara	2504449						
Dixon	Dona	1617825...						
Celke	Fredda	2502526						
swanson	gloria	2504449						
Maore	Harris	2504449						
Ojeda	Helen	2504449						
Engelse	Ilona	0113110...						
Ramsey	Kevin	598-9087						
Brooks	Lauren	1978597...	19785978...	Graphics Uni...	234 Jo...	Pepper...		art67890234...
Cohen	Marvin	1401326...		The Landford				897456
Hanlett	Marvin	3927064	3920305	Ledgeview				

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3. Right-click and select **New Entry** or **New Group** as appropriate. You can even select a user/group, right-click and select **Send Fax...** to be automatically transferred to the Send Fax dialog box to send the user/group a fax.



4. Click  to view the Public phonebook maintained by the fax service administrator.
5. Select *Tools...Phonebooks...Import* to merge an existing phonebook database into a fax service phonebook.
6. Select *Tools...Phonebooks...Export* to export your existing fax service Phone Book into a comma delimited ASCII file (that can be imported into the phone book of another application)