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Sending a fax

Most DOS and Microsoft Windows application programs can be used for generating documents for transmission by Zetafax. In addition, scanned documents and faxes received by the system can be transmitted by fax.

There are three simple stages in sending a fax. The first two stages take place at the workstation when you submit a message. The third stage is performed by the Zetafax server at the time of transmission.

1. Document submission

First, a document must be submitted in a suitable file format.

If you are preparing the document using a Windows application you should select the Zetafax printer driver and print the document.

For non-Windows applications the Zetafax spooler should be loaded first. You can submit a document from most DOS applications by printing to the appropriate printer port. See Installing the Zetafax spooler for more information.

Alternatively, you can drag a text or graphics file from the File Manager and drop it on the Zetafax workstation. Or select a document listed in one of the Zetafax workstation windows and choose File Send from the menu. If you execute File Send and no document is selected, the Send message dialog box will be displayed for you to select a document file.

2. Addressing

Next, the message must be addressed and any options (such as delayed transmission) may be set.

If you submitted a document from a Windows application or by using the spooler, then providing the Zetafax workstation is already running under Microsoft Windows (and active), the Zetafax Addressing dialog box will be displayed automatically. If you were not running the workstation software when you spooled the document, this dialog box will be displayed when you next start the workstation up.

The Addressing dialog box prompts you for the name/organisation/fax number or the Unique name of each recipient of the message. Unique names are looked up in the server's address books in order to find fax numbers and the full names and addresses.

The Options dialog box allows you to select options for the message. You may confirm the name of the document file that was spooled by clicking the `REPORT` button: the Spooled Document dialog box will be displayed and transmission reports for this message will be filed with the document file you indicate. Click the Options dialog box OK button and the message is passed to the server.

3. File conversion and transmission

Any queuing and file conversion is done at the server before the message is transmitted using a fax machine or modem. The status of the message can be monitored at the workstation - see Screen Regions, File Information and Status Queues.

NOTE: If there has been a problem accessing the Zetafax server (the title bar will display Zetafax - Offline) then you must re-connect before sending a message - see Status Reconnect

See also: Sending multiple files, Fax merging, Including signatures.



Viewing/Printing a fax

You can view incoming faxes on screen or preview outgoing faxes. Faxes can be printed on thermal paper using a fax machine connected to the Zetafax server, or on plain paper using a laser printer on the LAN.

Viewing

Choose File View from the menu to display the selected fax document. If nothing is already selected, the View fax - File dialog box will be displayed for you to select a document file. Only TIFF fax format files may be viewed.

Previewing

When you are sending a fax, click the Hold before sending for preview radio button in the Addressing dialog box. The message will be prepared as if it is going to be faxed, but will be put on hold in the Out Window for viewing. Once you have viewed it, you will be asked if you want to release it for sending.

Printing

You can print any fax - choose File Print from the menu. The fax server may be set up to print all faxes sent and received.



Scanning a document

Any TWAIN scanner connected to a workstation or a suitable fax machine connected to the [Zetafax Server](#) can be used for scanning messages. This option is disabled if you do not have a scanner attached and are using a fax modem.

If you are using a TWAIN scanner, the TWAIN software looks after the scanning. The [Zetafax workstation](#) will treat the scanned document the same way as a computer generated document. It will display the [Zetafax Addressing](#) dialog box for you to address the fax.

If you are using a fax machine attached to the fax server for scanning, the [File Acquire](#) command displays the [Scan Message](#) dialog box which allows you to select which fax machine to use and at what resolution to scan. A message will appear on your screen when the fax machine is ready for you to place the document on it for scanning.

The scanned document will appear in the [In Window](#), from where it may be filed (see [File Move](#)), sent as a fax (see [File Send](#)), or viewed on screen (see [File View](#)).



Message Logs

Two types of message logs are kept for viewing at a workstation. The first allows you to analyse recent activity at the Zetafax Server; the second provides a transmission report for a particular document file.

Zetafax server's log

The Status Logs command asks the server for details of fax transmissions and receipts during the last few days. Those with Admin privilege may examine other users' activities as well.

Transmission reports for a file

File Information gives a full long-term history for the selected document in one of the Zetafax workstation windows. If the document file you want is not shown, choose the Options Change directory command to change the Filed window's display. See also Saving transmission reports.

The Zetafax Server also keeps a billing log. This details all fax messages by all users.



Saving transmission reports

There are two types of log kept for viewing at a workstation:

The Zetafax Server maintains a complete log of all activity by all users during the last few days - see Message logs.

The Zetafax workstation can keep permanent **transmission reports** which record when each document has been sent by fax.

The transmission reports feature must be enabled using the Options Message command (which displays the Message Options dialog box). If the option is enabled, you will sometimes have to specify the name of the document sent by fax so that the transmission report can be filed correctly. You can do this at the time of sending the message (press the `REPORT` button in the Zetafax addressing dialog box) or after it has been sent (using the File Move/Save command or the `SAVE` button in the Message information dialog box).

Transmission reports for documents listed in the Filed window are kept by the workstation in a Zetafax Information file (`ZETAFAX.DIR`) in the same directory as the documents.



Zetafax Address Book

The Zetafax Server maintains a set of address books to assist in the addressing and sending of messages.

Individuals

You can add the details of people to whom you send faxes using the Addresses New Entry command. Thereafter you can use the Addresses Search command to search for entries to edit or delete.

The address books store both the means of contacting an individual (such as a fax number) and the full name and address of that individual. These extra details can be used in fax-merges.

Groups (distribution lists)

You can set up a Group in an address book to save time when sending a fax to a collection of people (such as the members of a committee) - see Addresses New group.

Whether an individual or a group, each entry in an address book must have a Unique name. When you make an entry, you will be prompted by the Address book editor or Group editor dialog box for a suitable Unique name. This name is used when you are addressing a fax to be sent - see Sending a fax. If you want to give an individual several Unique names, you can enter additional names in the Address book editor - More details dialog box.

There are two address books available for you to use:

1. Private address book

For each user there is a private address book. Entries in this address book are not available to other users.

2. Network address book

There is also a network address book which is available to all users. Any user with adequate permissions can add or move an entry to this address book by clicking the Network radio button in the Address book editor dialog box.

If you prefer, you can use an electronic mail address book by selecting the **use mail address book** option in the Message options dialog.



Using mail address books

Book selection

Zetafax has its address books: a network one shared by all users, and a private one for each user. If you have an email system configured, you can also use the email address books in the same way as when you are addressing a mail message.

The choice of whether to use the Zetafax or email address books is made by a checkbox on the Message options dialog box. If you select the email address books, any address book searches (by either entering a name without a fax number, or clicking **Search** on the Addressing dialog box) will look in the email address books.

Adding or modifying email address book entries must be done using the normal email client program - these options are disabled in Zetafax while the email address book is selected.

Mail entry format

Fax entries in the email address book should be given a type of `Fax` or `Zetafax`. The parameter should be set to the fax number.

The default settings for the recipients name and organisation are the entry name and blank respectively. They can be set explicitly by adding `\name=...` `\organisation=...` to the end of the fax number (replacing the ... with the required name and organisation). You can abbreviate `\organisation` to `\org` if preferred. Note the syntax uses a backward oblique (`\`) rather than the more usual forward one (`/`).

Address book formats which include fields for the name and organisation (such as Microsofts At Work Fax format) are supported directly by Zetafax, without the need for the syntax above.

Sending to groups

The recipients specified when sending must be individual entries, rather than group entries, to allow Zetafax to get the fax number and other details from the mail address book. However, most email packages will allow you to list the group members individually using their addressing dialog (displayed by clicking **Search** on the Zetafax Addressing dialog box instead of entering a name directly in the **To** field).

With Microsoft mail, for example, you edit the group to display a list of the members, select all the entries in the list then click **Add**.



Using a new letterhead

Zetafax allows you to configure a number of letterheads for use when sending faxes. This section describes how to change the default files or add new ones, and is intended for the network supervisor or similar person responsible for system configuration.

Letterhead file

Each letterhead for use with Zetafax is stored as a multi page graphics file, in the `zfax\SYSTEM\Z-LETTER` directory.

The pages of the document being sent are merged with the letterhead pages in order (as when you print a document onto letterhead and continuation paper). If there are more pages in the document file than in the letterhead, the last page of the letterhead is used for all remaining pages.

Most companies have letterhead paper (with their address and logo) for the first page of letters, and continuation paper (with just a logo, or perhaps blank) for all other pages. To mirror this with Zetafax the letterhead file should contain two pages, with the letterhead sheet as the first page and the continuation sheet as the second.

Using a WP

If you have the letterhead available in a word processor or other application program, this will generally give the best result.

1. Ensure that the word processor letterhead has your continuation paper (or a blank sheet) as its second page. Select the Zetafax printer driver and set its spool format to HIGH (200 x 200 dpi).
2. With the server and workstation running, print the document using the Zetafax printer driver. After a short time the Zetafax Addressing dialog box will appear. Click the **Save as** button to display the Save message as dialog box.
3. Select the **Coversheet, letterhead or attachment file** option and click **OK**. This will display the Save as system file dialog box, where you should select **Letterhead background**. The option will be disabled if the Zetafax printer driver was set to the wrong format before printing.
4. Enter a file name without any extension (eg LETTHEAD to overwrite the default file), and a short description to help users. Click **OK** and the letterhead will be created.

Faxing a letterhead

If you do not have a word processor version of your letterhead, you can still create a new Zetafax letterhead simply by sending from another fax machine (effectively using the other fax machine as a scanner).

1. Ensure that you are logged in to the Zetafax workstation as the user you have configured to receive incoming faxes. From another fax machine send Zetafax your letterhead and continuation paper as a two page fax, in FINE resolution. You should get a notification that a new fax has been received, and see an entry for the new fax in your IN window.
2. Select the entry, then choose File|View to check it has been received correctly. The file resolution (displayed on the status bar) should be 200 x 200 dpi - otherwise you didnt send it in FINE mode, and you should try again! Quit from view, then choose File|Move/Save to save the file

3. Continue with step 3 in Using a WP above.

You may wish to tidy up the letterhead, for example to remove transmission specs from it. You can do this by viewing it (either in the *zfax*\SYSTEM\Z-LETTER directory or while still in the IN window), exporting it to a PCX file, tidying it using the Paintbrush program, then importing it again into the Zetafax viewer.

Each %%[NOTE] field gets replaced with the next line of the coversheet note field from the addressing dialog box, which is word-wrapped automatically by Zetafax. You should ensure that there are at least 10 of these fields on the coversheet.

The steps to create a new coversheet foreground are as follows:

1. Create the document in your wordprocessor, ensuring that the FaxMerge fields are in a Zetafax font (you will need to select the Zetafax printer to choose these). The document can also contain any other text or graphics, as required.
2. Set the Zetafax printer to FaxMerge mode (using Printer Setup), then print the file to it. When the Addressing dialog box is displayed click on the **Save as** button. Note that you will not be able to view the file at this stage as it is not in a graphics format.
3. Select the **Coversheet, letterhead or attachment file** option and click **OK**. This will display the Save as system file dialog box, where you should select **Coversheet foreground**. The option will be disabled if the Zetafax printer driver was set to the wrong format before printing.
4. Enter a file name without any extension (eg COVSHEET to overwrite the default file), and a short description to help users. Click **OK** and the coversheet will be created.

A number of other FaxMerge commands are available for including in the foreground file. See FaxMerge in the Advanced Features chapter of the Zetafax User Manual for a full run down on the commands.

Background file

The coversheet background file is similar to a letterhead. It is TIFF FAX format graphics file, and contains the fixed part of the coversheet, like the logo and address of the sender.

The procedure to create the coversheet background file is almost identical to creating a letterhead file as described above, except that you should select **Coversheet background** as the file type. The foreground must be created before the background, though if one has not yet been created for this coversheet you will be given the option of just using the standard COVSHEET foreground.

Since only the first page of the coversheet background is used, you can use an existing letterhead file if you require a coversheet with your letterhead page as background (any continuation pages will be ignored).

To do this, choose File|Send, and select the letterhead file in the zfax\SYSTEM\Z-LETTER directory (eg LETTHEAD.G3F). Click **OK**, then on the the Addressing dialog box click **Save as**, and continue as above.



Saving attachment files

File types

Attachment files are multi page graphics files which can be added to the end of a fax being sent.

There are two types of attachment files: system attachments, which are available to all users, and private attachments which can only be used by a given user. System files are stored in the *zfax\SYSTEM\ZGRAPH* directory, while private files are stored in *zfax\USERS\username\ZGRAPH*.

Any image which you could send as a fax, or any received fax, can be saved as an attachment file. This includes images in any of the supported graphics formats (TIFF, DCX, PCX etc) as well as any word processor or text file.

Using a WP

If you have the image available in a word processor or other application program, this will generally give the best result.

1. From within the word processor, select the Zetafax printer driver and set its spool format to High (200 x 200 dpi).
2. With the server and workstation running, print the document using the Zetafax printer driver. After a short time the Zetafax Addressing dialog box will appear. Click the **Save as** button to display the Save message as dialog box.
3. Select the **Coversheet, letterhead or attachment file** option and click **OK**. This will display the Save as system file dialog box, where you should select **System attachment** or **private attachment** as required. The options will be disabled if the Zetafax printer driver was set to the wrong format before printing.
4. Enter a file name without any extension (eg MAP), and a short description to help users. Click **OK** and the attachment file will be created.

Faxed attachments

You can also create an attachment file by sending it from another fax machine (effectively using the other fax machine as a scanner).

1. Ensure that you are logged in to the Zetafax workstation as the user you have configured to receive incoming faxes. From another fax machine send Zetafax the required attachment file (one or more pages), in FINE resolution. You should get a notification that a new fax has been received, and see an entry for the new fax in your IN window.
2. Select the entry, then choose File|View to check it has been received correctly. Now, quit from view, then choose File|Move/Save to save the file
3. Continue with step 3 in Using a WP above.

You may wish to tidy up the attachment, for example to remove transmission specs from it. You can do this by viewing it while still in the IN window, exporting it to a PCX file, tidying it using the Paintbrush program, then importing it again into the Zetafax viewer.

Graphics files

Other format graphics files can be saved by using Zetafax to convert them into the correct format TIFF graphics files. You do this by using File|Send from the workstation. When the Addressing dialog box is displayed, you can check the format by clicking on **View**, then click **Save as**, and continue as with "Using a WP" above.

Zetafax Server

The Zetafax Server is the central computer which offers fax services to workstations. It need not be a dedicated PC - for example the Windows version of the Zetafax server software may be run in the background of a Windows workstation. If the OS/2 version of the Zetafax server software is used, it may be run on either an OS/2 workstation or an OS/2 based fileserver (eg Microsoft LAN Manager). Some versions of Zetafax allow the server's functions to be spread across a number of computers.



Zetafax Server programs

The programs running at the Zetafax Server are divided into four groups:

1. Queue Manager

Messages are submitted by workstations to the server's `QUEUEMAN` task, the Queue Manager. This program handles the delayed transmission of faxes, organises any necessary file conversions and shares out the fax transmissions between the device controllers.

2. File conversion

The server's `EPSTIFF` module performs file conversions (eg conversion of ASCII to Group 3 fax, merging onto a letterhead and adding a coversheet).

3. Device controllers

A number of device controllers running at the server handle input and output.

`STT`, `PANAFAX`, `FCLASS` and `WORLDPT` device controller programs handle the fax machines and fax modems. Zetafax may be upgraded to handle multiple fax lines; each with its own device controller.

`PRINT` automatically prints faxes sent and received.

`NETWORK` deals with messages being sent across the LAN.

4. Address Book

`ADDMAN`, the Address Book Manager, looks after the network address book (available to all users) and a private book for each user. Address book additions, deletions, edits and searches all take place at the server - workstations only request that a task is done and display the results.

Unique names

Each entry in an address book must have a Unique name. This is usually an abbreviation of an individual's name or organisation (eg FJones or XYZCorp). It must be 12 or fewer characters in length. Spaces are allowed in the name; the number and positioning of them is significant.

Groups

A number of entries for individuals in Address books can be collected together into a Group. Messages can then be addressed to the Group as a whole. For example, the Group "@DIRECTORS" could be set up to hold the Unique names of all the directors of an organisation. Sending a fax to this Group means that each member will receive a copy.

Groups' names always begin with the '@' character.

There may be up to 50 Unique names in a group.

A group may contain references to other groups, but any further groups referred to by them will be ignored when a message is sent. Therefore you may fax to groups of groups (up to 999 individuals), but not to groups of groups of groups!



Fax Merge

A Fax merge is a mail merge which is sent out by fax. Each fax message can be personalised in two ways:

Coversheet

If you attach a coversheet to a fax merge message, a different coversheet will be produced for each recipient of the fax. The name of the recipient can be put on this coversheet.

Name and address

Within the message itself you can enter special fields that will be replaced by the personal details of the individual receiving the fax.

IMPORTANT: These special fields must be in a typeface resident in the printer emulation and not created by the application in graphics. In the case of the Zetafax printer driver, they must be in the Roman typeface (eg Roman 10cpi). The Zetafax printer driver must be set up for Fax merge - use Printers Setup in the Control Panel.

Here is an example start to a letter, showing some of the special fields you can use:

```
%%[Title] %%[FirstNames] %%[FamilyName]  
%%[Position]  
%%[Organisation]  
%%[Address1]  
%%[Address2]  
%%[Address3]  
%%[Address4]  
%%[Address5]  
%%[PostcodeZip]  
%%[Date]
```

```
Dear %%[DearName]
```



Signatures

If you are using a Windows application to prepare messages, you should be able to use the Windows Clipboard to cut and paste your signature, like any other graphics.

If you are regularly including your signature in messages, it is worthwhile setting up your signature as a graphics file on the system. To do this you must first scan in an example signature (using the File Scan command). It is best to sign at the top left of a blank sheet of paper. If you do not have a fax scanner, try faxing your signature to Zetafax instead.

The file will appear in the IN window. Select it and file it using the File Move/Save command. It is best to save it in your private graphics directory (press the `PRIVATE` button in the File message dialog box). Choose a filename such as `FREDSIG` - there is no need to specify the file extension.

You can now include the signature in your document files using the `%%[Insert:file]` feature of Fax merge. For example:

```
Yours sincerely,  
%%[Insert:FREDSIG]
```

Fred Smith

IMPORTANT: Fax merge commands such as <code>%%[Insert:file]</code> must be in a typeface resident in the printer emulation and not created by the application in graphics. In the case of the Zetafax printer driver, they must be in the Roman typeface (eg Roman 10cpi).

You may want to touch up a scanned image using a drawing package such as Microsoft Windows Paintbrush. Use the File View command to view the graphics file, and then export the file using File Export and re-import the edited graphics file using File Import.



TIFF file formats

Zetafax writes and re-reads TIFF Class B files with type 3 compression and one strip per page. Be aware that TIFF is a very broad specification for graphics files and therefore there will be some TIFF files that Zetafax cannot read, and not all applications will be able to read the TIFF files that Zetafax produces.

As a convention Zetafax uses the following file extensions for TIFF files:

- .G3N - Normal or standard resolution (200dpi by 100dpi)
- .G3F - Fine resolution (200dpi by 200dpi)
- .G3S - Superfine resolution (200dpi by 400dpi)

NOTE: You can produce a TIFF file from almost any application by sending a fax to yourself with no coversheet and no letterhead. Make an entry in your address book for yourself with the `SEND TO` option in the Address book editor - More details dialog box set to LAN, and the `PARAMETER` field set to your Zetafax user name.

The Zetafax workstation can export and re-import pages from TIFF fax files in monochrome PCX format (1728 pixels wide).

In addition, the Zetafax workstation can read most popular types of graphics files. It will convert a graphics file to TIFF before sending it.



Sending multiple files by fax

It is possible to add graphics files in TIFF format as attachments to a document by pressing the `ATTACH` button in the Zetafax addressing dialog box. This will display the Attach graphics files dialog box so that you can select the files to append.

A file to be appended should be in either your private graphics directory or the network graphics directory (press the `PRIVATE` or `NETWORK` button in the File message dialog box to determine where these are).

An alternative way of attaching graphics files is to use the `%%[Append:file]` feature of Fax merge. The `%%[Append:file]` command should appear in your document. For example, to attach the TIFF file `INFO.G3F`:

```
%%[Append:INFO]
```

The file extension should not be given as the Zetafax server will look for the best matched resolution TIFF file for the resolution of fax transmission requested, converting resolution if necessary. Therefore if both `INFO.G3N` and `INFO.G3F` exist, the former will be used in normal mode resolution; the latter for fine mode resolution.

IMPORTANT: Fax merge commands such as <code>%%[Append:file]</code> must be in a typeface resident in the printer emulation and not created by the application in graphics. In the case of the Zetafax printer driver, they must be in the Roman typeface (eg Roman 10cpi).



Configuration

The software run at a user's PC consists of two parts:

1. Zetafax Workstation (a Microsoft Windows program)
2. Zetafax Spooler (an optional TSR program)

An initialisation file (ZETAFAX.INI) is used by both of these. It gives configuration details and describes where Zetafax files such as the User Profile are stored. Zetafax's workstation configuration program installs the software and sets up the initialisation file automatically.

In addition to the software and the initialisation file, there may be a Zetafax Information file (ZETAFAX.DIR) in each directory containing documents. For further details about these information files see Message Logs.

Further files for a Zetafax user are stored on a fileserver in a location which can also be accessed by the Zetafax Server.



Installation programs

The Zetafax workstation is installed by running `WKSETUP.EXE` from the fileserver. The program is in the `zfax\SYSTEM` directory, where `zfax` is the Zetafax base directory on your fileserver (below which the Zetafax files are stored).

`WKSETUP.EXE` can be re-run to alter your configuration.

You can run the program by selecting File Run from the Program Manager and entering the full path name for `WKSETUP.EXE`, for example:

```
F:\ZFAX\SYSTEM\WKSETUP.EXE
```

IMPORTANT: Refer to the User Guide for details about installing and configuring Zetafax.

The Zetafax server must be installed and set up before installing the workstation. Its installation and configuration program is called `INSTALL.EXE` (which can be found in the `zfax\SERVER` directory).

`SETUP.EXE` is used by the network supervisor to add and delete Zetafax users, alter users' Permissions, configure devices and set up coversheets and letterheads.



Installing the Zetafax spooler

The Zetafax spooler is installed by the Zetafax workstation configuration program `WKSETUP.EXE` - see [Installation programs](#). The spooler is a terminate and stay resident (TSR) program which uses approximately 10 kilobytes of memory. If you are only using Windows applications you may prefer not to load the spooler.

IMPORTANT: Refer to the User Guide for details about installing and configuring Zetafax.



Installing the Zetafax printer driver

The Zetafax Windows printer driver `ZFAX.DRV` will be installed by the Zetafax workstation configuration program `WKSETUP.EXE` - see Installation programs.

The printer driver is used by Zetafax to receive documents from any Windows application by "printing". The print output is spooled to a file and converted by the Zetafax server into a fax for sending.

Zetafax Workstation

The Workstation software is the Microsoft Windows program (`ZETAFAQ.EXE`) which is run at the user's PC.

Zetafax Spooler

The workstation's spooler is a Terminate and Stay Resident program (TSR) called `ZSPOOL.EXE`. Printer output from programs is captured and stored in a file according to the settings in the workstation's initialisation file (`ZETAFAX.INI`).

The Options Devices command shows which printer port is used and records what type of printer applications should be set up to expect - usually an Epson dot matrix printer.



Initialisation file (ZETAFAQ . INI)

The workstation's initialisation file is an ASCII file which is read by the Workstation software and the Zetafax Spooler.

Usually this file is kept in the Windows directory (eg C:\WINDOWS\ZETAFAQ . INI). If the file is kept elsewhere, the ZFAXINIT environment variable should be set up to give the name of the directory which holds this file. See your DOS manual for details about environment variables.

Zetafax's workstation configuration program sets up the initialisation file automatically. It can also alter your AUTOEXEC . BAT start up file to set the ZFAXINIT environment variable correctly.



User Profile (USER . INI)

A user profile is kept on a fileserver for each Zetafax user. This ASCII file gives the default settings for devices (see Options Devices), how a message is sent (Options Message) and the name of the user - entered onto the coversheet and on the header line at the top of each fax page (Options Name).

The workstation's Initialisation file gives the area on the fileserver used by Zetafax. The user profile is stored as USER . INI in a sub-directory below this.

For example: F : \ZFAX\USERS\JOHN\Z-DB\USER . INI.

A default user profile is created by the server's installation and configuration program and this is used in place of a missing private user profile.



Zetafax Information File (ZETAFAQ . DIR)

This ASCII file contains a record of the transmission reports of all documents in the same directory as itself. It is used by the File Information command to display when a filed document has been sent and to whom.

The information file also records a textual description for each document, and the Message options for the last time the document was sent (such as which letterhead or coversheet was used). The Message options will be used as a default when the document is next sent as a message.

An information file is created automatically when you file a message (see Message Move/Save). If there is already a ZETAFAQ . DIR file in the same directory as the document, then an extra entry will be made in it to record the transmission.

If you elect not to save the history for each document, then Zetafax information files will not be created (see Options Message).



System Configuration file (SETUP . INI)

A system configuration file is kept on a fileserver for any Zetafax program to read. This ASCII file gives details of fax devices, system settings, etc.

The workstation's Initialisation file gives the area on the fileserver used by Zetafax. The System Configuration file is stored as SETUP . INI in a sub-directory below this.

For example: F : \ZFAX\SYSTEM\Z-DB\SETUP . INI.

IMPORTANT: Refer to the User Guide for details about the system configuration file.



User List file (USERLIST.INI)

A list of all Zetafax users is kept on a fileserver for any Zetafax program to read. This ASCII file gives details of each user's permissions.

The workstation's Initialisation file gives the area on the fileserver used by Zetafax. The System Configuration file is stored as USERLIST.INI in a sub-directory below this.

For example: F:\ZFAX\SYSTEM\Z-DB\USERLIST.INI.

IMPORTANT: Refer to the User Guide for details about the user list file.



Billing Log (FAX . LOG)

A billing log giving full details of all messages sent by all Zetafax users is kept on a fileserver.

The workstation's Initialisation file gives the area on the fileserver used by Zetafax. The billing log file is stored as FAX . LOG in a sub-directory below this.

For example: F : \ZFAX\SERVER\Z-DB\FAX . LOG.

The LOGCVT conversion program converts the billing log file into various formats suitable for spreadsheets, databases and telephone call management software.



Message options

There are a number of possible options available when sending a message by fax. These include:

Name of sender to appear on coversheet and in page header

Note to appear on coversheet

Choice of coversheet (or none)

Choice of letterhead (or none)

Resolution

Page header

Priority

Time to send

Whether transmission reports are kept

Printer to use if printed

When a document is sent for the first time, the default options used are those set by the Options menu. Most of these defaults are set using the Message options dialog box. At the time of sending, these defaults may be overridden by the Zetafax addressing dialog box.

If the same document is sent by fax again, most of the options are set to be the same as the last time a transmission report was saved for it (usually the last time it was sent if transmission reports are enabled). However the priority, time to send, saving of transmission reports and printer to use are set according to the defaults specified using the Options menu. Again, the Zetafax addressing dialog box may be used to override any of these options.



Permissions

The network supervisor can set up different permissions for each Zetafax user. The permissions are kept in the user list file.

Dial permission

Local, national and international fax numbers.

Time to send

Time of day and days of week.

Urgent privilege

Ability to send urgent faxes: these will queue-jump ahead of non urgent faxes.

Network edit privilege

Ability to edit the network-wide address book.

Admin privilege

Ability to view other users' logs and queues.



Charge codes

Each message sent by Zetafax may be assigned a charge code. The billing log lists all messages sent, together with the charge codes used. This may be used to produce itemised billing.

The system configuration file determines whether the charge codes feature is enabled - normally it is disabled.



Keyboard

1. General

TAB alters which Document window is largest and receiving keyboard input. It rotates round the windows top to bottom.

Shift+TAB is identical to TAB, but rotates bottom to top.

Up/Down arrow keys alters the currently selected document.

PgUp/PgDn keys scroll through the items a window-full at a time.

Home/End keys move to the first and last item in a window.

SPACE toggles the selection on/off.

ESCAPE removes any selection.

Enter views the currently selected document - equivalent to File View.

ALT+Enter fetches historical information about the currently selected document - equivalent to File Information.

Del aborts or deletes the currently selected document - equivalent to File Delete/Abort.

ALT activates the menu bar. Use the **arrow** keys with the **Enter** key or the underlined letters to choose items from the menus.

2. Viewing a fax

Grey + on the numeric keypad moves a page forward.

Grey - on the numeric keypad moves a page back.

Home, End, PgUp, PgDn, arrow keys alter which part of the current page is on display. The scroll bars indicate what fraction is currently visible. Combining these keys with the **Ctrl** key will allow you to move around the page more quickly.

3. Dialog boxes

TAB moves the cursor from field to field.

Shift-TAB moves the cursor from field to field in reverse order.

Return selects the default push-button (shown by a heavy border). This is usually the OK button when the dialog box is first displayed.

Space selects the item under the cursor (or enters a space character if that item is a text entry field).



Mouse

A **single click** on the icon next to a Document window will make that window largest and give it keyboard input.

A **single click** on a message in a Document window selects it.

A **double click** views the currently selected document - equivalent to File View.

A **single click** on the directory name in the Filed Window calls up the Change Directory dialog box - equivalent to Options Change directory.

Dragging a message from a Document window and dropping it on the icon next to the Out Window sends it - equivalent to File Send.

Dragging a message from a Document window and dropping it on the icon next to the Filed Window files it - equivalent to File Move/Save.



Screen Regions

The Zetafax workstation's display is divided into a number of regions.

Document windows

Normally, the main area of display consists of three windows:

In Window
Out Window
Filed Window

Documents are listed in these regions; each with an icon giving its status, a timestamp and a description.

Above these three windows may be a button bar; below them may be a status bar.

Viewing a fax



When a fax is being viewed (see File View), the majority of the display is given over to showing the fax.



To the right of this are symbols showing the number of pages.



If there are too many pages, an up or down arrow will be drawn above or below these symbols to indicate earlier or later pages.

System areas

At the edge of the main window are several system areas:

Title bar
Minimize icon
Maximize icon
System menu
Sizing border

In Window



Incoming messages and scanned documents are listed in this area.

Out Window



Outgoing messages and faxes for previewing are shown here.

Filed Window



Message files in the current directory are listed in this area. The directory can be changed by clicking on its name or selecting Options Change directory from the menu.

Title Bar



The title bar gives the name of the application (Zetafax) and indicates if contact with the Zetafax Server has been lost (Zetafax: Offline). If a fax is being viewed, the name of the file will be given.

Size Box



The Zetafax Workstation does not use a size box.

Minimize Icon



Click on this icon to reduce the application to an icon. It will continue running as normal.

Maximize Icon



Click on this icon to increase the application's main window in size to fill the whole screen. The Maximize Icon will change to a Restore Icon which you can click to restore the main window to its original size.

System Menu



This menu can be displayed by **clicking** on the System Menu Icon or by pressing **Alt-Space**.

Sizing Border



Drag this with the mouse to change the size of the application's main window.

Selecting a document

Most commands operate on the currently selected document. This is the entry in one of the document windows which is highlighted in black.

Mouse

You can select a new document by clicking on it. Remove all selections by clicking on a blank area of one of the Document windows.

Keyboard

Select a new document by pressing the **up or down arrow** keys. To switch Document windows, press the **TAB** key. Remove any selection by pressing the **ESCAPE** key.



Document Status Icons

The icon next to a message shown in a Document window indicates its status:



Sent OK



Aborting



Failed or document file missing



Scanned document (not yet viewed)



Document



New message (not yet viewed)



Received message



Queued



Preparing (file conversion taking place at server)



Connecting



Sending



Receiving



Scanning

Select a message and then choose File Information to display further status information and transmission reports.



Commands

Main menu commands:

File	Options
<u>Send</u>	<u>Devices</u>
<u>Forward</u>	<u>Message</u>
<u>Send mail</u>	<u>Alerts</u>
<u>Print</u>	<u>Name</u>
<u>Print setup</u>	<u>Buttons with icons</u>
<u>Acquire</u>	<u>Buttons with text</u>
<u>Select source</u>	<u>Status bar</u>
<u>Move/Save</u>	
<u>Hold</u>	
<u>Release</u>	
<u>Rush</u>	
<u>Delete/Abort</u>	
<u>View</u>	
<u>Information</u>	
<u>Exit</u>	

Addresses	Window
<u>Search</u>	<u>In</u>
<u>New Entry</u>	<u>Filed</u>
<u>New Group</u>	<u>Out</u>
	<u>Change directory</u>
Status	<u>Tidy Up</u>
<u>Server</u>	
<u>Logs</u>	
<u>Reconnect</u>	

Menu commands when viewing a fax:

File	Size
<u>Print</u>	<u>1:1</u>
<u>Print setup</u>	<u>2:1</u>
<u>Name of sender</u>	<u>3:1</u>
<u>Import</u>	<u>Overview</u>
<u>Export</u>	
<u>OCR</u>	
<u>Quit viewing</u>	

Page	Options
<u>Go to page</u>	<u>Buttons with icons</u>
<u>Forward</u>	<u>Buttons with text</u>
<u>Back</u>	<u>Status bar</u>
<u>Rotate</u>	



File Send command

Allows fax messages to be sent by either fax device or LAN. Send actually prepares the file for sending in the correct format, so it may also be used for previewing and printing. If a file is selected the Zetafax addressing dialog box is displayed, otherwise the Send Message dialog box is shown. The shortcut equivalent for this menu item is <Ctrl-S>, or you can drag the item onto the OUT icon.



File Forward command

Allows fax messages to be forwarded to other LAN users. If a file is selected the Forward message dialog box is displayed. The shortcut equivalent for this menu item is <Ctrl-F>, or you can drag the item onto the OUT icon whilst pressing the SHIFT key.



File Send mail command

Allows a fax message from the IN, OUT or FILED windows to be forwarded via electronic mail. This displays the standard mail addressing dialog box, with the selected file as an attachment (in the format specified in the system configuration file). The shortcut equivalent for this menu item is <Ctrl-M>.



File Acquire command

If there is a TWAIN scanner attached to the workstation, this activates the scanner.

If there is no workstation scanner, displays the Scan message dialog box, allowing details of the scanning parameters (such as resolution) required, then requests the fax server to perform a scan. Scanning will produce a new entry in the IN window.

This option is disabled if there is no workstation scanner and you are using a fax modem.



File Select source command

Selects which TWAIN scanner to use if there is more than one.



File Move/Save command

This requires an entry in either the IN or OUT windows to be selected. If the selected entry is in the OUT window, then the effect will be to save the message history (if this option is enabled for the user). For entries in the IN window, it will also copy the image file (received or scanned fax file) into the users file. If the entry does not already have a file associated with it (ie it is marked as "(Untitled)" on the display) then the File message dialog box is displayed. The shortcut equivalent is <F7>, or alternatively drag the item onto the FILED icon.

See also Saving history.



File Hold command

Asks the fax server to hold the selected message in the queue, temporarily preventing it from being sent - the opposite of releasing the message.



File Release command

Asks the fax server to release the selected message back into the queue for sending - the opposite of holding the message.



File Rush command

Asks the fax server to move the selected message towards the front of the queue. If the message is awaiting redialling, the delay will be reduced as much as is feasible - often redialling will begin again immediately.



File Delete/Abort command

A dual purpose choice. If the selected entry is being processed by the fax server (ie it is not displayed with a tick or cross), then it will be deleted. Otherwise a request will be made to the fax server to abort the message - the status will change to a cross when the fax server has finished processing it. The shortcut equivalent is .



File View command

This choice allows a received fax or scanned document to be viewed on the screen. If a file is already selected from one of the windows, view will attempt to open that file. Otherwise, the [View fax - File](#) dialog box will appear asking for a file to view. The view screen is then displayed - its menus are listed in the [commands index](#). The shortcut equivalent is <Ctrl-V>.

See also [Keyboard](#) for details on the keys to use when viewing a fax.



File Information command

Displays the Message information dialog box, giving information about the selected entry. This information includes whom it has been sent to (and when), and the nature of any errors that occurred. The shortcut equivalent is <Enter>, or double click on the item.



File Exit command

Exits the Zetafax workstation software.



Addresses Search command

Displays the Address book - Search dialog box. You can search for a record by name or company, as well as an address book group. When located, the chosen person or company may be selected as the recipient for a fax message, or the entry may be edited or deleted.



Addresses New Entry command

Displays the Address book editor dialog box allowing a new addressee entry to be added to the address book. Note that the changes to existing entries should be made using Search.



Addresses New Group command

Displays the [Address book group editor](#) dialog box allowing you to create a new group of entries in the address book. Groups simply keep a list of contacts that all receive a fax message when the group name is addressed. Note that you must add the individual entries to the address book before they can be included in a group, and also that changes to existing groups should be made using the [Search](#) option.



Status Server command

Displays the Server status dialog box, which provides a display of the status of all sending and scanning processes, as well as the availability of the individual devices. This is a static display - it does not update once displayed.



Status Logs command

The Zetafax log keeps a record of all status messages produced by the various processes that take place during a Zetafax session. This menu choice displays the Server logs dialog box, which allows you to search for and display specific types of messages.



Status Reconnect command

If the workstation is unable to contact the Zetafax server (for example if the fax server is shut down) then it displays an error box saying "Problem accessing Zetafax server". This option causes it to attempt to reconnect to the fax server. If unsuccessful the error box will be displayed again. The menu choice is greyed out if the fax server is already connected.



Options Devices command

Displays the Default devices dialog box to allow selection of devices, such as fax machines and scanners, to be used by default in your Zetafax sessions.



Options Message command

Displays the Message options dialog box which is used for setting the default options for fax messages. The options available include coversheet, letterhead, resolution, priority, time to send, page header, and whether to keep transmission reports. These default settings are the starting options when you send a message, but may be changed just for a single message when you are addressing it - you should only make changes here if you wish them to apply to all future messages.



Options Alerts command

Displays the Options - Alerts dialog box which is used for setting when an alert should be displayed.



Options Name command

Displays the Default name dialog box, which allows you to enter the name which appears in the From field on fax messages being sent. It may be overridden for an individual message when addressing that message.



Options Buttons with icons command

Toggles whether the button bar is shown with icons drawn on the buttons at the top of the display.



Options Buttons with text command

Toggles whether the button bar is shown with text drawn on the buttons at the top of the display.



Options Status bar command

Toggles whether the status bar is shown at the bottom of the display.



Window In command

Makes the IN window largest, shrinking the others. The shortcut equivalent is clicking the IN icon.



Window Out command

Makes the OUT window largest, shrinking the others. The shortcut equivalent is clicking the OUT icon.



Window Filed command

Makes the FILED window largest, shrinking the others. The shortcut equivalent is clicking the FILED icon.



Window Change directory command

Displays the Change directory dialog box which specifies the directory and file type viewed in the FILED window. You can limit the display to just message files (files with a transmission history). The shortcut equivalent is clicking the directory pathname at the top of the FILED window itself.



Window Tidy up command

Removes all completed messages and previews from the OUT window - equivalent to selecting File Save for each entry in the window.



Help Index command

Accesses this help index facility. This is standard throughout Microsoft Windows applications. Refer to the Windows manual for more information.



Help Using Help command

Displays the "help on help" built into Windows.



Help About command

Gives the version number of the workstation program and the licencing details of the Zetafax server.



File Print command

Displays the Print dialog box which is used for printing the fax currently selected or being displayed.



File Print setup command

Displays the Print setup dialog box which is used for selecting the printer used for printing faxes - see the [File print](#) command.



File Name of sender command

Displays the Name of sender dialog box, which allows the name of the sender of currently viewed fax to be saved. All future faxes from this sender will automatically be labelled with this name.



File Import command

Displays the [Import page](#) dialog box, which allows a page in PCX format to be imported into the fax message currently being viewed.



File Export command

Displays the Export page dialog box, which saves the currently viewed page as a PCX format file. This can then be edited with a graphics package and imported again if you wish to change the fax document on view.



File OCR command

Allows Optical Character Recognition (OCR) to be performed upon the fax that is currently being viewed. This displays the OCR dialog box, where preferences can be set up before the OCR procedure is started.



File Quit viewing command

Returns to the Zetafax main screen.

If a second instance of the program is running just as a viewer, this option exits from the program.



Page Go to page command

Displays the View fax - Page dialog box which allows you to move directly to a specific page number within the currently viewed document. The shortcut equivalent is <Ctrl-G>. Alternatively, if the page number is displayed in the boxes on the right of the view display you can move to the page by clicking on the box.



Page Forward command

Displays the next sequential page in the currently viewed document. The shortcut equivalent is <K+>, that is the <+> key on the numeric keypad.



Page Back command

Displays the previous sequential page in the currently viewed document. The shortcut equivalent is <K->, that is the <-> key on the numeric keypad.



Page Rotate command

Rotates by 180 degrees the currently displayed page, and all pages until exited from view, or Page Rotate is chosen again. Used when faxes are received upside down.



Size 1:1 command

Displays the current document at the biggest size - for fax graphics files each dot is displayed on the screen.



Size 2:1 command

Displays the current document at half the biggest size.



Size 3:1 command

Displays the current document at a third the biggest size. This is best for normal viewing.



Size Overview command

Displays the whole of the page on the screen.



Help Viewing faxes command

Goes directly to the help topic on viewing.



Dialog boxes

[About](#)

[Address book - Search](#)

[Address book editor](#)

[Address book editor - More details](#)

[Address book group editor](#)

[Attach graphics files](#)

[Change directory](#)

[Charge code](#)

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[Message Information](#)

[Message Information - Addressees](#)

[Message options](#)

[Name of sender](#)

[Options - Alerts](#)

[Options - Coversheet](#)

[Options - Letterhead](#)

[Options - Page header](#)

[Options - Priority](#)

[Options - Resolution](#)

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[Options](#)

[Print fax](#)

[Save as system file](#)

[Save message as](#)

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[Send message](#)

[Server logs](#)

[Server status](#)

[Transmission report](#)

[View fax - File](#)

[View fax - Page](#)

[Zetafax addressing](#)

[Zetafax log](#)

[Zetafax login](#)



About dialog box

This dialog box gives the version number of the Zetafax Workstation software. The software licence details are also shown.

The dialog box is displayed when Help About is chosen from the menu.



Address book - Search dialog box

This dialog box allows either address book (private and network), or both, to be searched for a record. The record could then be edited, deleted or selected for a fax recipient. This is accessed through the Addresses Search menu choice, and also by clicking the **SEARCH** button in the addressing dialog box. Only the top half of the dialog box is displayed at first - it is expanded when you perform the first search.

Search By

Specifies to search for an entry by Name or Company (Organisation), or search for a Group.

Look For

The word to look for. When searching by name this will look at the Unique name, Also Called (alias), and Family Name fields. For group searches it looks at the Group Name field. For Company searches it looks at the Organisation field. For example, if you know that the surname is Smith but you can not remember the Unique name, perform a name search for "Smith". If you know he works for Hendon Services Ltd then perform a company search for "Hendon".

You may also use "wildcards" when specifying the word to search for. A "?" in the word will match any single character, a "*" will match a zero or more characters. So "Wil?on" would match "Wilson" or "Wilton", "Smith*" would match "Smith", "Smithson" and "Smithers". Whilst extremely flexible, it should be noted that exact searches are much faster than wildcard searches and should be used where possible - if you don't know whether someone's surname is spelt "Smith" or "Smythe" it will probably be quicker to do two searches. With wildcard searches, giving more letters will also increase speed - searching for "Smit*" will be quicker than "S*".

Private

Check this option to search in the user's private address book.

Network

Check this option to search in the network-wide address book.

Search

Searches the specified address book(s) and displays the results in the expanded dialog box (see below).

Cancel

Exits from the dialog box.

Found

List of all matching records with first one automatically selected. Select another one if required by clicking it.

New

Allows a new record to be entered, displaying the Address book editor dialog box.

Edit

Allows the selected record to be edited, displaying either the Address book editor dialog box or the Address book group editor dialog box depending on whether the selected entry is an addressee or a group. This is not available if the record is in the network address book but the user does not have network edit privileges.

Delete

Deletes the current address book entry. Not available if the record is in the network address book but the user does not have network edit privileges.

Select

Adds the currently selected record to the list of addressees for sending a fax message. This is only available if this screen was displayed by clicking the `SEARCH` button on the Zetafax addressing dialog box rather than from the Addresses menu.



Address book editor dialog box

The address book editor allows the entry and modification of details of a contact in the address book. It can be selected either by the Addresses New Entry menu choice for a new entry, or by the `EDIT` button in the Address book search dialog box, or by the `ADD` button in the Zetafax addressing dialog box.

Title

Mr, Mrs, Miss, Dr, etc. Used in constructing the "Dear" name when a user is first added (see below).

First Names

The first name or initials of the individual. Used in constructing the "Coversheet" name when a user is first added (see below).

Family Name

Surname. Used for constructing both the "Dear" name and the "Coversheet" name when a user is first added (see below).

Position

Position or title in the company.

Department

Department within the company.

Organisation

Company or Organisation name.

Address

Address of individual. Each line of the address is a separate field, and the address should be entered on separate lines. You move between lines using `<Tab>` and `<Shift-Tab>` as for other fields.

Postcode

The Postcode associated with the address.

Unique Name

The name by which Zetafax will associate this contact record. It is usually an abbreviation, surname or company. This is the name to be specified when sending fax messages, etc.

Telephone

The Telephone number of the individual (for information only).

Fax

The fax number to send faxes for this individual to. Spaces and dashes ("-") in the number are ignored, and can be used to make it simpler to read.

If the Zetafax fax device is connected to an internal extension on your office telephone system, Zetafax will normally be configured with the numbers that need to be dialled to get an outside (external) line. You just enter the external phone number in this field. For example, even if you normally have to dial 9 for an outside line, then 345... for a local number, you would still just enter "345..." as the fax number. In this case, you can still dial internal numbers by adding an "x" in front of the number - eg "x1428" would dial extension 1428.

Pauses are programmed by including a comma (",") in the number - the length of the pause will depend on the fax device being used.

Address Book

Set to either Private or Network, this specifies the availability of the record on the network. Entries in the private address book are available only to the user, whereas network address book entries are available to anyone, and can be edited or deleted by anyone with network edit privileges.

More

Displays the Address book editor - more details dialog box, allowing the less commonly used items to be changed.

Add/Save

The text on the button is changed to reflect the operation which will be carried out. `ADD` will add a new entry to the address book. If however you are editing an existing entry (or have already clicked `ADD` and the change has been accepted) then the text on the button is `SAVE`. In this case when you click the button any changes you have made will be made to the entry in the address book. This includes changes to the Unique name. You can not `ADD` or `SAVE` an entry which does not have a Unique name specified.

<p>Note that after pressing <code>ADD</code> or <code>SAVE</code>, you must select <code>QUIT</code> to exit from the dialog box (after waiting for the message which informs you whether the change was accepted).</p>
--

Quit

Exit the address book editor. If you want to save any changes you have made either on this dialog box or the Address book editor - more details dialog box then you must click `ADD` or `SAVE` (above) before exiting.



Address book editor - More details dialog box

On Coversheet

The default name to use on all coversheets to this recipient. This is generated automatically when you create a new user from the first names and family name. You should edit this field if you subsequently edit these names, or wish to override the automatic version.

Dear

Name often used in FaxMerge as form of address at the top of the fax message. It is also generated automatically when you create a new user.

Also Called

These are treated in a similar manner to the Unique name (and must obey the same rules regarding maximum length etc), and are used where you want to have two or more Unique names for a single record. Additional names are entered here separated by commas. So, for example, if you have an entry with unique name "FSmith", and with an entry in this field of "Fred, Freddy", then when addressing a fax you could specify "FSmith", "Fred", or "Freddy" - they would all give the same result. This can be useful in certain circumstances - however it can also be quite confusing if used to excess!

Send To

Selects where to send the fax message, either Fax, Lan or Printer.

Number or Parameter

This needs to contain either the fax number to fax to, or the LAN address (user name) to send to on the LAN. If a fax number is entered on the main Address book editor dialog box, then this is the default.

OK

Returns to the Address book editor dialog box. The new settings on the second page are remembered while in the editor, but not yet saved.

Cancel

Exits to the Address book editor dialog box without remembering any changes on this page.



Address book group editor dialog box

This dialog box is for maintaining a list of address book entries as a group. All members of the group may be sent a fax message at once if required. This is accessed either by choosing Addresses New Group from the menu, or by clicking the `EDIT` button on the Address book search dialog box when a group is selected.

Group Name

The name by which the group is known. It always begins with the at sign (`@`), as this keeps it distinct from individual address book entries.

Description

A suitable description for the group.

Address Book

Set to either Private or Network, this specifies the availability of the group on the network. Groups in the private address book are available only to the user, whereas network address book groups are available to anyone, and can be edited or deleted by anyone with network edit privileges.

Members

List of all members in the group. Only the Unique Name can be specified. Other groups may also be included in groups. However if the included groups have further groups, these further groups will not be added to the recipient list.

Add/Save

The text on the button is changed to reflect the operation which will be carried out. `ADD` will add a new group to the address book. If however you are editing an existing group (or have already clicked `ADD` and the change has been accepted) then the text on the button is `SAVE`. In this case when you click the button any changes you have made will be made to the group in the address book. This includes changes to the Group name. You can not `ADD` or `SAVE` an entry which does not have a Group name specified.

Note that after pressing <code>ADD</code> or <code>SAVE</code> , you must select <code>QUIT</code> to exit from the dialog box (after waiting for the message which informs you whether the change was accepted).
--

Quit

Exit the address group editor. If you want to save any changes you have made on this dialog box then you must click `ADD` or `SAVE` (above) before exiting.



Attach graphics files dialog box

Network

The network-wide graphics storage sub-directory.

Private

The user's private graphics storage sub-directory.

Attach

List of TIFF format graphics files in these network and private directories. The former are shown in capitals, the latter in lower case.

OK

Sets the attached graphics files to be those selected.

Cancel

Cancels without altering the attached graphics files.



Change directory dialog box

This allows the directory displayed in the FILED window to be specified. It is possible to display just message files (those with a transmission history associated), or all files, or just those with a given extension. It is called by the Window Change Directory menu item, or by clicking the directory name at the top of the FILED window itself.

Match files of type

This specifies which files should be listed in the FILED window. Enter a pattern using a wild card (* or ?) eg. "*.DOC". Alternatively, select a file from the list box, to match all files with that extension.

Directories

Double click a directory entry to display files from that directory in the **Match files of type** box.

List file of Type

Click the arrow to display a list of file types. The filename extension determines the file type. Click a file type to display a list of all files of that type from the current drive and directory in the **Match files of type** box.

Drives

Click the arrow to display a list of all attached drives. Click a drive from that list to display directories and filenames from the selected drive.

Show only files with transmission reports

If you check this option, only the documents with a transmission history will be listed. The **Match files of type** boxes are not available.

OK

Saves the new setting and exits.

Cancel

Exits the dialog box without saving.



Charge code dialog box

The charge code dialog box allows a new charge code to be added or the description for an existing charge code to be altered.

Charge code

The charge code.

Description

An optional description.

OK

Save changes and exits the dialog box.

Cancel

Exit dialog box without saving.



Default devices dialog box

The default devices dialog box allows for the selection of default scanner and printer. This is accessed by choosing Options Devices from the menu.

Scanner

The default device for scanning (when using a scanner attached to the fax server). This option is disabled if you are using a fax modem.

Printer

The default device for printing fax messages, etc. This option is disabled if you are using a fax modem.

Spool to

The device or file name for which printer output is captured and spooled for sending by Zetafax. This is changed using the workstation installation/configuration program.

Redirect to

The device used for redirecting captured output to a physical printer when the Zetafax Spooler is being used. This option is greyed out if the Zetafax Spooler is not running.

Invert TWAIN images

When selected, inverts any images scanned at the workstation using a TWAIN scanner.

Reset

Reset devices to the system defaults.

Save

Save changes and exit dialog box.

Cancel

Exit dialog box without saving.



Default name dialog box

The default name dialog box specifies the full name of the user. This full name is used in the From field on fax messages. This dialog box is accessed by the Options Name command from the menu.

Username

The Zetafax user name is displayed for confirmation.

Full Name

The Full name of the user.

Save

Saves the current setting and exits.

Cancel

Exits from dialog box without saving.



Edit charge codes dialog box

The edit charge codes dialog box allows charge codes to be added, edited or deleted.

Charge codes

The existing charge codes.

New

Displays the Charge code dialog box to add a new charge code.

Edit

Displays the Charge code dialog box to edit the selected charge code.

Delete

Deletes the selected charge code.

OK

Saves the charge code list and exits.



Export page dialog box

The Export page dialog box allows the exporting of the currently displayed page into a single page PCX format graphics file. It is displayed when File Export is chosen from the View menu.

File name

Enter the file name for the page to be saved.

Directories

Double click a directory entry to display files from that directory in the **File name** box.

List files of type

Click the arrow to display a list of file types. Click a file type to display a list of all files of that type from the current drive and directory in the **File name** box.

Drives

Click the arrow to display a list of all attached drives. Click a drive from that list to display directories and filenames from the selected drive.

OK

Attempts to export page as specified.

Cancel

Exits without exporting.



Forward message dialog box

The forward message dialog box allows a message to be sent to other Zetafax users. It is invoked from the File Forward menu choice when a file is selected in the IN, OUT or FILED windows.

To

A list of Zetafax users to whom the message may be forwarded.

Forward all future messages from this sender

Check this box if you would like all future messages you receive from this sender to be automatically forwarded to the chosen user. You will not receive a copy of the message.

OK

Sends the message to the selected Zetafax users.

Cancel

Exit dialog box without sending the message.



Import page dialog box

The Import page dialog box allows the importation of a single page PCX format graphics file into a fax message. It is displayed when File Import is chosen from the View menu.

File name

Enter the name of the file to be imported. It should be a monochrome PCX file with a width of 1728 pixels. If you type a pattern using a wildcard (* or ?) and press ENTER, the list box displays files matching that pattern.

Directories

Double click a directory entry to display files from that directory in the **File name** box.

List files of type

Click the arrow to display a list of file types. Click a file type to display a list of all files of that type from the current drive and directory in the **File name** box.

Drives

Click the arrow to display a list of all attached drives. Click a drive from that list to display directories and filenames from the selected drive.

OK

Attempts to import page as specified.

Cancel

Exits without importing.



Message information dialog box

The Message information box gives status and reports on the sending of a fax message. It is accessed by selecting a message in any of the three windows then choosing File Information from the menu or pressing <Enter>.

Document

Associated file name and location if known.

Work Files

Temporary work file names for files in the IN window and OUT window.

Status

For messages in the IN or OUT windows the current status of the message - whether it has finished (successfully or with errors), or is still being processed by the fax server.

Transmission Reports

Lists the attempts made to transmit a fax message. Note that although this information is always available for entries in the IN and OUT windows, it is only stored in the FILED window if the Save Transmission Reports option is enabled for the user. The format of the entries is:

```
--- date ---  
time Sent/Failed type mode: name (param)
```

where "type" is FAX, LAN or SCAN,
"mode" is Standard, Fine or Superfine,
"name" is the recipient, and
"param" is the fax number or Zetafax user name.

A message line will appear below this field if an entry with errors is clicked. The message line will give further details about the error encountered.

To

Displays the Message information - addressees dialog box.

Log

Displays the Zetafax log (results) dialog box showing logged entries for the current fax message. Note that for messages which were not sent within the last few days this information may no longer be available - one of the configuration options for the fax server specifies the number of days for which this detailed information is kept.

Cancel

Ends viewing the message information without saving the transmission history.



Message information - Addressees dialog box

This dialog box simply lists all the desired recipients for the message, with the method of contact for each (eg FAX plus fax number). It displays against each one their current status, that is whether they have been successfully transmitted to, given up on, or still processing. It is displayed when the **TO** button on the Message information dialog box is clicked.

Addressees

The format of this list is:

```
--- date ---  
OK/Failed type: name (user name)
```

where "type" is FAX, LAN or SCAN, and "name" and "user name" refer to the intended recipients.

OK

Ends viewing the addressees transaction list.



Message options dialog box

This dialog box sets up a number of default message options for future fax messages. These are the defaults that will be used in the Zetafax addressing dialog box when sending a message. Message options is accessed by choosing Options Message from the menu.

Coversheet

Displays the Options - Coversheet dialog box.

Letterhead

Displays the Options - Letterhead dialog box.

Resolution

Displays the Options - Resolution dialog box.

Priority

Displays the Options - Priority dialog box.

Time

Displays the Options - Time to send dialog box.

Header

Displays the Options - Page header dialog box.

Keep Transmission Reports

When checked the Zetafax workstation will store transmission reports with the document files. This is the information of whom a file has been sent to, etc, as well as the options used when it was last sent, which is displayed by selecting File Information for files in the FILED window.

Use mail address book

Check this box to use the electronic mail address book instead of the Zetafax address book.

The reports are stored in Zetafax Information files called ZETAFAQ.DIR which are in the same directories as the original document files produced by the word processor, etc. These reports are kept until ZETAFAQ.DIR is deleted by the user.

If no transmission reports are kept, then logging information for the last few days of activity will still be kept by the fax server (accessed using the Status Logs command).

Save

Save the settings as they are and exit.



Name of sender dialog box

This dialog box allows the name of the sender of a received fax to be saved. All future faxes from this sender will automatically be labelled with this name. This dialog box is accessed by choosing File Name of sender from the View menu.

Sender ID

Displays the sender's identification code.

Organisation

Enter the name of the organisation who sent this fax. In future, all faxes received from this Sender ID will have a description that includes this name; eg. "From: Equisys Ltd".

OK

Saves the organisation name and exits the dialog box.

Cancel

Ignores the organisation name and exits the dialog box.



Options - Alerts dialog box

This dialog box allows the selection of events which will cause an alert. This dialog box is accessed by choosing Options Alerts from the menu.

Show alert message when

Check all the events which should make an alert message pop-up on screen. The events are when a message is received, when a message is ready for previewing, when a message is sent and when a message fails.

Reset

Resets the alert events to the system default.

OK

Remembers the setting and exits the dialog box.

Cancel

Ignores the new setting and exits the dialog box.



Options - Coversheet dialog box

This dialog box allows selection of the default coversheet, or to use none by default. It is accessed from the Message options dialog box.

Coversheet

Selects the coversheet, or none.

Reset

Resets the coversheet to system default.

View

Runs the Zetafax viewer to display the selected coversheet.

OK

Remembers the setting and returns to the Message options dialog box.

Cancel

Ignores new setting and returns to the Message options dialog box.



Options - Letterhead dialog box

This dialog box allows the selection of the default letterhead, or to use none by default. It is accessed from the Message options dialog box.

Letterhead

Selects the letterhead, or none.

Reset

Resets the letterhead to system default.

View

Runs the Zetafax viewer to display the selected letterhead.

OK

Remembers the setting and returns to the Message options dialog box.

Cancel

Ignores new setting and returns to Message options dialog box.



Options - Page header dialog box

This dialog box allows the selection of the details to appear on the top of each fax page by default. Note that these are not displayed on previews, only on faxes which are sent. This dialog box is accessed from the [Message options](#) dialog box.

It is also displayed when the `HEADER` button is clicked in the [Zetafax addressing](#) dialog box. It then allows selection of the details to appear on the top of each fax page of the message being addressed.

Header

Check all the details to appear by default on the fax header. The optional items are Numbered (page numbers), To, From, Date and Time.

Reset

Resets the header setting to the system default.

OK

Remembers the setting and returns to the Message options dialog box.

Cancel

Ignores the new setting and returns to the Message options dialog box.



Options - Priority dialog box

This dialog box allows the selection of the default priority. It is accessed from the Message options dialog box.

It is also displayed when the `PRIORITY` button is clicked in the Zetafax addressing dialog box. It then allows selection of the priority of the message being addressed.

Priority

Selects the priority as Normal, Urgent or Background.

Reset

Resets the priority to system default.

OK

Remembers the setting and returns to the Message options dialog box.

Cancel

Ignores the new setting and returns to the Message options dialog box.



Options - Resolution dialog box

This dialog box allows selection of the default resolution. This dialog box is accessed from the Message options dialog box.

Resolution

Selects the resolution as Draft, Normal or High.

Reset

Resets the resolution to the system default.

OK

Saves the settings and returns to the Message options dialog box.

Cancel

Ignores the new setting and returns to the Message options dialog box.



Options - Time to send dialog box

This dialog box allows the selection of the default time to send method. It is accessed from the Message options dialog box.

It is also displayed when the `TIME` button is clicked in the Zetafax addressing dialog box. It then allows selection of the time to send the message being addressed.

Immediately, Off peak or At hh:mm

Selects the time to send as Immediately, Offpeak or At a specific time. The "At hh:mm" field is the actual time, in twenty-four hour mode, to send the fax message. It can be set by clicking the up arrow and down arrow buttons when the cursor is on either the hours or the minutes, or by entering the hours and minutes directly.

Reset

Resets the time to send setting to the system default.

OK

Remembers the setting and returns to the Message options dialog box.

Cancel

Ignores the new setting and returns to the Message options dialog box.



Print fax - File dialog box

The Print fax - File dialog box allows selection of a TIFF fax file for printing. It is invoked from the File Print menu choice if no file is currently selected in the IN, OUT or FILED windows.

File name

Enter the name of the file to be printed. If you type a pattern using a wildcard (* or ?) and press ENTER, the list box displays files matching that pattern.

Directories

Double click a directory entry to display files from that directory in the **File name** box.

List files of type

Click the arrow to display a list of file types. Click a file type to display a list of all files of that type from the current drive and directory in the **File name** box.

Drives

Click the arrow to display a list of all attached drives. Click a drive from that list to display directories and filenames from the selected drive.

OK

Proceeds to printing.

Cancel

Cancels without printing the fax.



Save as system file dialog box

This dialog box allows a file to be saved as a coversheet, letterhead or attachment file. It is accessed by selecting the **Coversheet, letterhead or attachment file** option from the [Save message as](#) dialog box.

FaxMerge format (from Zetafax printer)

This section is enabled if the format of the file being saved is FaxMerge. To use the Zetafax printer to create a FaxMerge file, the spool format must be set to FaxMerge in the printer setup dialog box.

Coversheet foreground - containing FaxMerge fields

Select this option to save the file as a coversheet foreground file. The list at the bottom of the screen will display all of the currently configured coversheets.

See [Using a new coversheet](#) for further information.

Graphics formats

This section is enabled if the file being saved is in a graphics format. To use the Zetafax printer to create a graphics file, the spool format must be set to Draft or High in the printer setup dialog box.

Coversheet background - optional

Select this option to save the file as a coversheet background file. The list at the bottom of the screen will display all of the currently configured coversheets.

See [Using a new coversheet](#) for further information.

Letterhead background - letterhead and continuation

Select this option to save the file as a letterhead background file. The list at the bottom of the screen will display all of the currently configured letterheads.

See [Using a new letterhead](#) for further information.

Private attachment file - for your private use

Select this option to save the file as a private attachment file. The list at the bottom of the screen will display all of the currently configured private attachment files.

See [Saving attachment files](#) for further information.

System attachment file - for use by everyone

Select this option to save the file as a system attachment file. The list at the bottom of the screen will display all of the currently configured system attachment files.

See [Saving attachment files](#) for further information.

File name

Enter a name for the system file. No extension is required.

Description

Enter a description for the system file.

Currently configured coversheets, letterheads or attachments

This box lists all of the currently configured coversheet, letterhead, private attachment or system attachment files (depending upon which option is selected above). Select a file from the list to replace (the relevant part of) that system file.

OK

Proceeds to save the file.

Cancel

Cancels without saving the file, and returns to the Save message as dialog box.

Zetafax users who do not have Administrator permissions are only able to save private attachment files.



Save message as dialog box

This dialog box appears whenever saving a file, allowing the file to be named and located as wished.

Coversheet, letterhead or attachment file

Click this button and then click **OK** to display the Save as system file dialog box. This allows you to save the file as a coversheet, letterhead, private attachment file or system attachment file. When this button is clicked, the file selection controls, described below, are disabled.

Other file

Use the file selection controls, described below, to enter a drive, directory and file name to save the file.

File name

Enter the file name of the file to save.

Directories

Double click a directory entry to display files from that directory in the **File name** box.

List files of type

Click the arrow to display a list of file types. Click a file type to display a list of all files of that type from the current drive and directory in the **File name** box.

Drives

Click the arrow to display a list of all attached drives. Click a drive from that list to display directories and filenames from the selected drive.

Save transmission report

Check this box to save a transmission report with the file. If this box is unchecked, the **Description** box is enabled.

Description

Enter a description to be saved in the transmission report.

OK

Proceeds to save the file.

Cancel

Cancels without saving the file.



Scan message dialog box

Sets the necessary parameters and starts scanning. This dialog box is available from the File Acquire menu choice.

Description

Description of the scanned document which will appear with the untitled entry in the IN window when the scan is completed.

Scanner

Selection of scanner to use.

Mode

Selects the scan resolution as Standard, Fine or Superfine.

Contrast

Selects the contrast of the scan as Lighter, Normal, Darker or Half tone.

OK

Proceeds to scan document.

Cancel

Cancels without scanning.



Send message dialog box

The Send message dialog box allows selection of a file to send using Zetafax. It is invoked from the File Send.

Selected message from IN,OUT or FILED window

Click this option to send the message that is currently selected in the IN, OUT or FILED window. This option is greyed if no message is selected.

Coversheet only

Selects no file for sending - just a coversheet (with optional attachments).

Other file

Click this option to send another file. The dialog box will expand so that a file can be picked. When the dialog expands, the **File name**, **Directories**, **List files of type** and **Drives** boxes (see below) are all displayed.

File name

Enter the name of the file to send. If you type a pattern using a wildcard (* or ?) and press ENTER, the list box displays files matching that pattern.

Directories

Double click a directory entry to display files from that directory in the **File name** box.

List files of type

Click the arrow to display a list of file types. Click a file type to display a list of all files of that type from the current drive and directory in the **File name** box.

Drives

Click the arrow to display a list of all attached drives. Click a drive from that list to display directories and filenames from the selected drive.

OK

Proceeds to Zetafax addressing dialog box.

Cancel

Cancels without sending the fax message.



Server logs dialog box

This dialog box allows for the selection of the type of log messages to be displayed. The log messages are then displayed and are selectable for more information. This dialog box is accessed by choosing Status Logs from the menu.

Type

Enables selection of the type of log message to list. You can choose Messages Sent, Messages Received/Scanned, individual Devices or fax server Programs, or Everything (all logged items).

Devices

If the Type selected was Devices, this selects the device for which log messages are to be listed.

Programs

If the Type selected was Programs, this selects the fax server program for which log messages are to be listed.

Username

This selects the user name for whom the log messages to be listed were created. This allows a user to look at another user's log messages, a facility that is only available if Admin privilege has been set for the user.

Today Only

Check this if only today's messages are required. This is especially important if the Network Supervisor has configured the system to keep log messages for many days.

OK

Proceeds to the Zetafax log dialog box, listing the log messages as required by the set options.

Cancel

Exit without listing any log messages.



Server status dialog box

Server status shows the current status of any sending or scanning currently being processed, as well as the status of any devices attached to the system. This is accessed by choosing Status Server from the menu. The display always gives full details of messages for the user making the request. If the user has Admin privilege set then the display also gives full details for other users' messages, otherwise only limited details (such as the number of pages and the number of addressees) are displayed for those messages.

Sending

The list of messages in the fax server's queue for sending by fax or LAN, previewing and printing, with the status of each.

Scanning

The list of current scan requests in the fax server's queue, with the status of each.

Devices

The list of all correctly installed devices connected to the fax server with the current status of each.

OK

Exit from dialog box.



Transmission report dialog box

This dialog box records the name of the document file being sent by fax. The transmission report will be kept with this document permanently so there is a record of where and when it was faxed. If the name of the document is not specified at the time of sending, it will be asked for later (at the time of saving the transmission reports). See also [Saving transmission reports](#).

The dialog box is displayed when the `REPORT` button is clicked in the [Zetafax addressing](#) dialog box.

Save report with

Name of the document file being sent by fax. The transmission report will be saved with this file in the [Zetafax Information file](#) (`ZETAFAX.DIR`) in the same directory.

Directories

Double click a directory entry to display files from that directory in the **Save report with** box.

List files of type

Click the arrow to display a list of file types. Click a file type to display a list of all files of that type from the current drive and directory in the **Save report with** box.

Drives

Click the arrow to display a list of all attached drives. Click a drive from that list to display directories and filenames from the selected drive.

Description

Description of the file. This is the description which is displayed in the [FILED window](#) on the right of the screen.

Redirect

Redirects spooled printer output to the printer port specified in the [Zetafax workstation's Initialisation file](#).

OK

Records the name of the document file to save transmission reports with, and sets the description of the file.

Cancel

Cancels without recording (or altering) where transmission reports are to be saved, and without setting the file description.



View fax - File dialog box

The View fax - File dialog box allows selection of a TIFF fax file for viewing. It is invoked from the File View menu choice if no file is currently selected in the IN, OUT or FILED windows.

File name

Enter the name of the file to be viewed. If you type a pattern using a wildcard (* or ?) and press ENTER, the list box displays files matching that pattern.

Directories

Double click a directory entry to display files from that directory in the **File name** box.

List files of type

Click the arrow to display a list of file types. Click a file type to display a list of all files of that type from the current drive and directory in the **File name** box.

Drives

Click the arrow to display a list of all attached drives. Click a drive from that list to display directories and filenames from the selected drive.

OK

Proceeds to viewing.

Cancel

Cancels without viewing the fax.



View fax - Page dialog box

This dialog box is used to specify the page within the currently viewed fax message you want to view. It is accessed by choosing Page Go to Page from the View menu.

Go to Page

Enter the page number you wish to view.

OK

Retrieves and views desired page.

Cancel

Exits without changing the viewed page.



Zetafax addressing dialog box

This dialog box is for specifying the intended recipients of a fax message, or requesting a preview or print. It is invoked from the Send message dialog box, or whenever any application prints to the Zetafax printer device or file. It also appears once a document has been scanned using a TWAIN scanner or when a text or graphics file is dragged from the File Manager and dropped on the Zetafax workstation.

Name

The name of the recipient or the address book unique name or group name of the intended recipients, separated by commas. Group names must start with an "@" character.

Organisation

If the addressing details are going to be entered directly (ie an address book name was not entered in the NAME field), then the organisation may be entered.

Fax number

If an address book name has not been entered, the fax number should be entered directly. A comma signifies a pause when dialling. A number starting with an "x" indicates an internal phone extensions.

If you enter a question mark ("?") in the NAME field, full details of the recipient can be entered. This is not normally recommended, since it is as quick to add a new entry to the address book, which can then be used if you want to send to the person again (see the NEW button, below)

The intended recipients for the fax message are displayed, including those within groups. Any address book duplicates are indicated as such and are not sent to twice.

Add to list

Adds the details in the NAME/ORGANISATION/FAXNUMBER fields to the LISTOFRECIPIENTS.

Remove

Removes the selected name from the LISTOFRECIPIENTS or from the PREVIOUSRECIPIENTS list.

Hold before sending for preview

If selected, the message will be put on hold prior to being sent so that it may be previewed.

Confirm options

If selected, the Options dialog box will be displayed next so that settings may be altered from the defaults.

View

If the message is a TIFF fax file, it may be viewed prior to addressing and selection of options such as coversheet and letterhead.

Save as

The message file may be saved to a specific directory. This must be done when creating letterheads and coversheets.

OK

If an address book search is required, performs this. Otherwise displays the Options dialog box

which confirms the recipients and settings - provided the CONFIRMOPTIONS check box is selected.

Cancel

Cancels without processing.

Previous recipients

The last 250 or so people you have addressed a fax to are listed in this window.

Sort by

The ordering of the PREVIOUS RECIPIENTS list may be selected in reverse time order or in alphabetical order of name or organisation.

New

Displays the Address book editor dialog box with the details taken from the NAME/ORGANISATION/FAXNUMBER fields already completed. This makes it simpler to enter a recipient's details into an address book.

Search

Search for a unique name or group for the recipient if unknown. Either the Zetafax address book or mail address book can be searched, depending upon the **use mail address book** setting in the Message options dialog.



Zetafax log dialog box

This dialog box shows a list of logged messages for a particular fax message, fax device, fax server program or user. This is used for examining problems, such as why a certain fax message was not transmitted. This dialog box is available from the Server logs (search) dialog box which specifies the messages to list, or by clicking the LOG button on the Message information dialog box.

Logged Entries

Lists the logged messages for the categories requested. The messages are displayed with the time they were generated, and often contain the name of a work file used when the message was submitted.

The User, Server program and Message number, plus an explanation of the error if applicable, are displayed when a particular log entry is clicked. A message line will appear below this if the entry has errors.

This Message

If the currently selected line relates to a particular message (ie if there is the Message: field is not blank) then this will search for and display all logged entries for the given message.

OK

Exits from the dialog box.



Zetafax login dialog box

The Zetafax username is normally deduced from the network username using the user list file. This dialog box is displayed if there is a problem establishing network username or if there is a problem deducing the Zetafax username.

The Zetafax workstation may also be installed always to prompt for the Zetafax username using this dialog box.

Username

The Zetafax username to use to logon.

OK

Attempts to login using the Zetafax username entered.

Cancel

Exits Zetafax without attempting to login.



Zetafax options dialog box

This is the options confirmation dialog box that may appear after you have pressed **OK** from the Zetafax addressing dialog box.

Note on coversheet

Short note to be printed on the coversheet of the fax message in addition to the addressing details.

Charge code

The charge code for this message. To alter the list of charge codes select the `EditChargeCodeList...` item in the combo box list - this will display the Chargecodes dialog box.

This option is invisible if charge codes are disabled - see Chargecodes.

From

Provided by the default Full Name field. This can be overridden for this message.

Coversheet

Selection of coversheet to use, or none at all.

Letterhead

Selection of letterhead to use, or none at all.

Resolution

Select one of Draft, Normal or High resolution. In general for faxes, Draft is sent in Standard mode (100x200 dpi) and High is sent in Fine mode (200x200 dpi). The setting used for "Normal" resolution depends on the system configuration.

Header

Select information to include in the fax header line.

Attach

Allows you to select the graphics files to attach to the message.

Time

Set time to send fax message.

Priority

Set priority for fax message.

Report

Associates the message currently being addressed with a document file so that the transmissionreport can be saved later with the document file. This is greyed out if the file itself has been dragged-and-dropped, or if transmission reports are not being saved.

OK

Queues the action for processing by the fax server programs.

Cancel

Cancels without sending.