Welcome to the
32bit Fax

Tutor

A faxmail Management System, appending facsimile/modem technologies to computer document generation. As a peripheral in the personal computer, the FaxModem is revolutionizing the manner in which we transfer information.

faxmail

The 32bit Fax system is a feature-rich environment in which computer generated correspondence may be transferred to or received from others, anywhere in the world in just moments. The simplicity of faxmail information transfer via 32bit Fax is unequaled in any other system.

Integration to Windows Applications

32bit Fax attaches itself to and becomes a part of the actual Microsoft Windows environment. You can print to 32bit Fax as you would your regular printer, thus making all the fax machines in the world into your printers.

When 32bit Fax is loaded, [ElectraSoft Convert to Fax] is accessible from all applications with a print routine running under the Windows environment.

What are its Features?

32bit Fax's power, efficiency and productivity lies in the ability to create a document in any Windows Application, convert that file to a fax format, select a name from a FaxBook, and transmit your faxmail.

1. Generate Documents in Windows!

Faxes may be generated from any Windows Application
Create a sample document in any Application that has printing capability and when you are finished, select the PRINT command. After printing to [ElectraSoft Convert to Fax], you will then be asked where you want to send the fax.

2. FaxBook Directory

Names, fax numbers, and important information about your associates with whom you communicate can be stored in the system's FaxBooks. A simple click of the mouse button and the recipient of your 32bit Fax is selected.

Multiple FaxBooks with Group-Sends
You may select from among several FaxBooks, add, edit and delete entries. Scroll through the listings with the scroll bar or click on the desired button from the index tab keys on the left of the list box.

You may sort the FaxBook listings by Recipient's company or name.

3. Send faxmail

Documents or Files may be Printed to Fax and transmitted from any Windows application or the Send Fax dialog box.
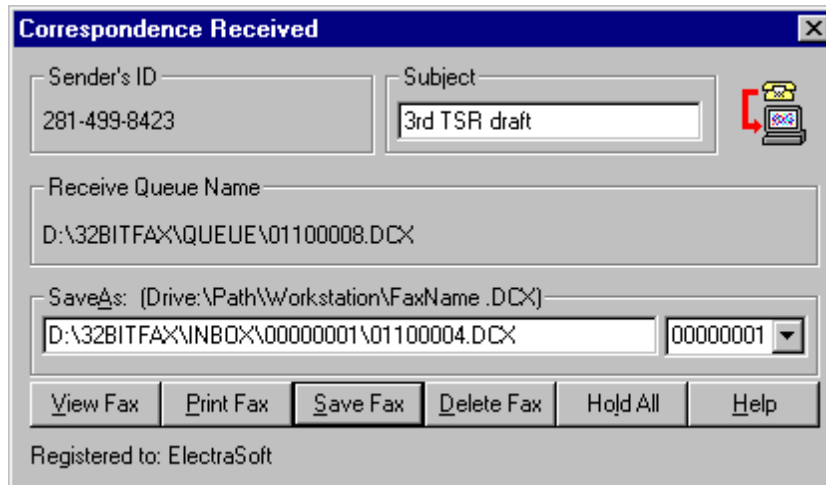
Custom Cover Pages
Multiple custom Cover Pages may be formed and, through coordination with the system FaxBooks, offering a "mail-merge" function. This feature individualizes and personalizes each piece of correspondence broadcast to group members.

Scheduling
Sending events may be scheduled to take place at any time in the future. You don't even have to be there. While you are sleeping, your PC is delivering your correspondence around the world to different time zones, or just because phone line rates are lowest after midnight.

4. Receive Documents

Whether you are operating your favorite software, or even if you are away from the computer, correspondence can be received into your computer. You may instruct 32bit Fax to notify you of incoming correspondence.

Immediately upon notification, your faxmail may then be viewed, printed, or stored. If you're occupied and choose not to be notified, you may instruct 32bit Fax to "Hold" all correspondence, to be handled later.

5. Faxmail Management

Manage your correspondence through 32bit Fax's Events Log gives you a wealth of information pertaining to each transaction. Not only is the Events Log a history reference of your faxmail activity, but you may also manipulate each individual entry. Entries and associated files may be viewed, copied, deleted, or saved under different names. Entries may be selected and re-transmitted right from the Events Log screen.

6. Fax Viewer

From any location throughout the program you may view a Fax for a final look before sending, or to read incoming correspondence. Scroll through a page with the scroll bar or select Page to move through a multiple-page document.

To activate the Fax Viewer, select the <Fax> button, <Fax Viewer> button or

the Fax Viewer icon.

Lets try it out, NOW!

1. Send your first FAX

01. **Start 32bit Fax and click on the <Background> button. The toolbar will remain. Cick the <Send Fax> button on the toolbar to load the Send Fax dialog box.**

If you have just installed 32bit Fax, the Recipient will be ElectraSoft, Jon Krahmer and the default fax will be SAMPLE.DCX.

02. **Click on the <Send Fax> button and the Send Fax dialog box will disappear and the Event Monitor dialog box will appear so you can Monitor the Fax as it is being sent to Jon.**

Note: **If you send a fax to the same area-code area that you are in, you may need to go to the [FaxBook Entries] box and chick [Edit Entry] and remove the 1 from the fax number. In some areas you will need to remove the area-code also. IE: If you live in the Houston Texas area, and want to send a fax to ElectraSoft, remove the 1 from the fax number, as ElectraSoft is in the Houston Texas area.**

If you installed 32bit Fax on Windows NT/2000

During the 32bit Fax installation, the [ElectraSoft NT Print to Fax] ?:\TOFAX port is added to the available Windows Printer Ports. Where the ? is the drive you installed 32bit Fax on. However, the ?:\TOFAX port will not be available until after rebooting the computer. For this reason, the [ElectraSoft NT Print to Fax] will be created and added to your available Printer Drivers in the Printers Group the first time you run 32bit Fax. If for some reason the [ElectraSoft NT Print to Fax] is not created, you can create it yourself after reading the following.

If you installed 32bit Fax on Windows 2000

o Read the 32bit Fax README.TXT, **WINDOWS 2000** section**:**
Adding [ElectraSoft NT Print to Fax] to Windows 2000:

It will give you step by step instruction on how to use the Windows 2000 printer utility to create the: **ElectraSoft NT Print to Fax on C:\TOFAX**

o If you want to run 32bit Fax as a **Service**, go to our www-page and click on:

[Run 32bit Fax as an NT Service]

If you installed 32bit Fax on Windows NT

o Read the 32bit Fax README.TXT, **WINDOWS NT** section**:**
Adding [ElectraSoft NT Print to Fax] to Windows NT:
It will give you step by step instruction on how to use the Windows 2000 printer utility to create the: **ElectraSoft NT Print to Fax on C:\TOFAX**

o If you want to run 32bit Fax as a **Service**, go to our www-page and click on:

[Run 32bit Fax as an NT Service]

2. Convert and Send a FAX

01. **From the 32bit Fax Toolbar, click the <Send Fax> button to load the Send Fax dialog box.**

If you have just installed 32bit Fax, the Recipient will be ElectraSoft, Jon Krahmer.

02. **Click the <Recipient > button to load FaxBook Entries dialog box.**

03. **Choose the <Make and Edit FaxBooks> button and create a new FaxBook with eight letters or less. We will refer to this FaxBook as "DEFAULT".**

04. **Exit the FaxBook Entries dialog box and Send Fax dialog box.**

05. **Load your favorite Windows Application with printing capabilities.**

06. **Load or create a file or document.**

07. **Select <File>, <Select Printer> and select [ElectraSoft Convert to Fax] on C:\TOFAX as your printer, and then select <File>, <Print> .**

08. **Answer your Applications question as though you were printing to your printer, although you are actually printing to a Fax-File that will be sent to remote location. Your file will be converted to a Fax and the Send Fax dialog box will appear.**

09.	Choose <View Fax> to be sure the outgoing Fax is what you wanted. While in Fax Viewer, you may want to add more text or graphics, or even use your mouse to sign it. Exiting Fax Viewer will bring you back to the Send Fax dialog box.

10.	Choose <Recipient> and the FaxBook Entries dialog box will appear.

11.	Choose <Make and Edit FaxBooks> and select the "DEFAULT" FaxBook that we created earlier.

12.	Choose <Add Entry> and add an entry to the "DEFAULT" FaxBook.

13.	Highlight the new entry that we just created and choose <OK>. This will select the highlighted entry and bring you back to the Send Fax dialog box. You should now have a Recipient and a Fax selected.

14.	Choose <Send Fax> and the Fax is off to its destination.

Note:	Because the image was not "scanned", it will be the clearest Fax you have ever sent.

Before you Begin

You have just completed a general overview of the 32bit Fax system. More detailed information about each operation is available from the 32bit Fax help system. Each dialog box has a context-sensitive <Help> button pertaining to the subject of that dialog box.