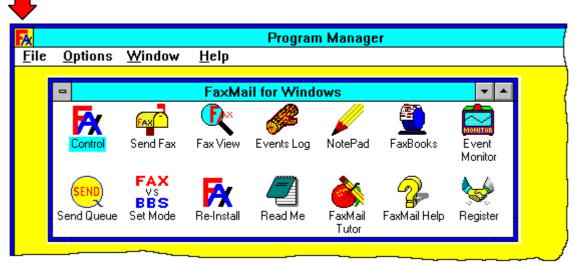# Welcome to
FaxMail for Windows

Welcome to FaxMail for Windows, a FaxMail Management System, appending facsimile/modem technologies to computer document generation. As a peripheral in the personal computer, the fax/modem board is revolutionizing the manner in which we transfer information.

FaxMail, not E-Mail

The FaxMail for Windows system is a feature-rich environment in which computer generated correspondence, documents, files, or programs may be transferred to or received from others, anywhere in the world in just moments. The simplicity of information transfer via FaxMail for Windows is unequaled in any other system.

Integration to Windows Applications

The Windows version of FaxMail attaches itself to and becomes a part of the actual Microsoft Windows environment, thereby appending it's self to all sytem menus and add's its features to all Windows applications.

When the Control Program is loaded, the FaxMail for Windows Menu is attached to the Windows System button, making it accessible from any application program

running under the Windows environment.

What are its Features?

FaxMail for Windows's power, efficiency and productivity lies in the ability to create a document in Windows, convert that file to a fax format, select a name from a FaxBook, and transmit your FaxMail... all from your Windows program.

1. Generate Documents in Windows!

Faxes may be generated from any Windows Program
Create a sample document in Write and when you are finished, simply select the *PRINT* command. When the Control program is loaded, and the special printer driver enabled your document will be converted into a Fax-Format Bitmap file which can be understood and transmitted by your Fax/Modem. 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 FaxMail for Windows 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 also sort the listings by Recipient's company or name.

3. Send FaxMail

Documents or Files may be transmitted from any Windows application program or the Send Fax program.
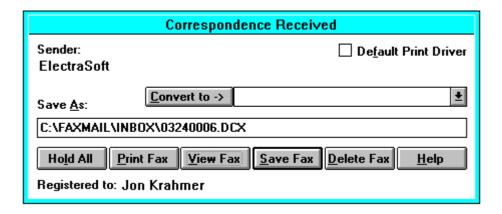
Custom Cover Pages

Multiple custom Cover Pages may be formed and, through coordination with the system faxbook, offering a "mail-merge" function. This feature individualizes and personalizes each piece of correspondence broadcast to group members.

Scheduling

Sending events may be schedules 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 FaxMail for Windows 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 FaxMail for Windows to "Hold" all correspondence, to be handled later.

5. FaxMail Management

Manage your correspondence through FaxMail for Windows's Events Log. A wealth of information pertaining to each transaction is available, creating a quick index or "reading file" to all of your FaxMail activity. 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. Viewing FaxMail

From any location throughout the program you may display your FaxMail...a final look before sending, or to read incoming correspondence. The FaxMail in the system at any time...the current document being sent or received will automatically be displayed when you call the View Window. You may also retrieve saved Faxes from disk.

Scroll through a page with the scroll bar or select PAGE to move through a multiple-page document.

7. Sending your first FAX

01. Load the <FaxBooks> icon. This will load Maintain FaxBooks.

FaxBooks

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

03. Load the <Control> icon.

Control

04. Choose the <Windows-System-Button>

and "check" the <PRINTER OR FAX TOGGLE>

to enable the Fax from Windows Driver so it can notify your Applications when they are loaded.

05. Load your favorite Windows Application(with printing capabilities).

06. Load or create a file.

07. Choose the <Windows-System-Button>

and from there choose <SEND FROM WINDOWS>.

08. Answer your Applications question as though you were printing to your printer (although you are actually printing to a Fax-Machine at a remote location). Your file will be converted to a Fax and the Send Fax Dialogue Box will appear.

09. Choose <View> to be sure the outgoing Fax is what you wanted.

10. Choose <Recipient> and the FaxBook Entries Dialogue Box will appear.

11. Choose <FaxBooks> and choose the "DEFAULT" FaxBook that we created earlier.

12. Choose <Add> 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 Dialogue 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 FaxMail for Windows system. More detailed information about each operation is available from the FaxMail for Windows help system.