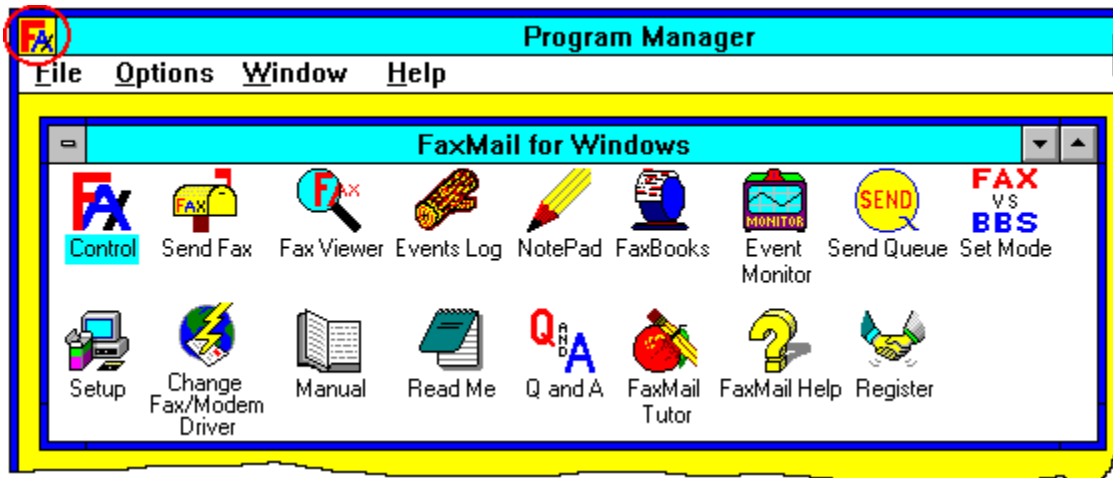# Welcome to the FaxMail for Windows

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 FaxMail for Windows 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 FaxMail for Windows is unequaled in any other system.

Integration to Windows Applications

FaxMail for Windows attaches itself to and becomes a part of the actual Microsoft Windows environment, thereby appending itself to system menus and adding it's features to Windows applications. Notice the <Fax> button circled in red.

When the FaxMail for Windows Control Program is loaded, the FaxMail for Windows Menu is attached to the Windows System button, making it accessible from applications 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 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. When the FaxMail 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 FaxModem. 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 sort the FaxBook listings by Recipient's company or name.

3. Send faxmail

Documents or Files may be Converted to Fax and transmitted from any Windows application or the Send Fax program.

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 FaxMail for Windows to notify you of incoming correspondence.

Correspondence Received

Sender's ID
1-713-499-5939,11,11,11,11

Default Print Driver or Convert to Fax
☒ Default:
HP LaserJet Series II,HPPCL,LPT1:

SaveAs
C:\FAXMAIL\INBOX\09040002.DCX

View Fax | Print Fax | Save Fax | Delete Fax | Hold All | Help

Regisered to: Jon Krahmer, 3207 Carmel Valley Dr, Missouri City, TX 77459-3068

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 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.

Fax Viewer

Lets try it out, NOW!

1. Send your first FAX

01.   Double-click the <Send Fax> icon to load the Send Fax dialog box.

If you have just installed FaxMail for Windows, 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.

If you installed on Windows NT

o   Read the Read Me, WINDOWS NT section *Creating*: FaxMail NT Convert to Fax on C:\TOFAX

2. Convert and Send a FAX

01.   From the FaxMail for Windows Group, double-click the <Send Fax> icon to load the Send Fax dialog box.

If you have just installed FaxMail for Windows, 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. Choose the <Windows-System-Button> to be known as <FaxButton>

and "check" the <PRINTER OR FAX TOGGLE>

to enable the FaxMail Convert to Fax so it can notify your applications when they are loaded.

07. Load or create a file or document.

08. Choose the <FaxButton>

and from there choose <CONVERT TO FAX>.

Note: With some Applications, you may need to disregard 07, and instead, select <File>, <Select Printer> and select "FaxMail Convert to Fax on C:\TOFAX" as your printer, and then select <File>, <Print> .

09. 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.

10. 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.

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

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

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

14. 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.

15. 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. Each dialog box has a context-sensitive <Help> button pertaining to the subject of that dialog box.