

Click this button to close the dialog, implementing all selections and entries.

Click this button to close the dialog, ignoring all selections and entries.

Click this button to display help on the use of the **User Options** dialog.

Select these tabs to display further information.

Click this button to accept all changes, entries and selections, and close the dialog.

Click this button to ignore all changes and close the dialog.

Click this button to accept all changes, entries and selections, and close the dialog.

Click this button to ignore all changes and close the dialog.

Click this button to view help relating to this dialog.

Enter a name for the outgoing mailbox file.

Enter the extension that will be applied to all files sent from Lotus Notes.

Enter the number of seconds that Lotus Notes will wait before looking for new outgoing fax jobs.

Select this if you want the message body to be converted from rich text to plain text format.

Select this option to force the message body of an email (if less than 1000 characters) to be placed in the message field of the cover page. If the message body is larger than 1000 characters, the entire message is placed on the second and subsequent pages of a fax.

Select this option if you want all text displayed in the Status Line to be written to the log file.

Select the file format to be used for Lotus Notes files.

Select this checkbox to enable secure send as the fax is forwarded. This is a facility that the FaxNow! server provides to ensure that the forwarded fax is sent to the right fax machine or device. When FaxNow! calls the fax number, it will check to make sure that the number or name you have specified matches that configured in the fax machine. If it matches, the fax transmission will continue. If it does not, FaxNow! will terminate the call and the fax will be failed.

You can enter an alphanumeric billing code that will be associated with faxes that are forwarded automatically. This code can then be used when processing billing information, and can be viewed in the Activity Logger. This field is available only if faxes are to be forwarded automatically to either an e-mail address or a fax number.

The secure send option relies on the recipient's fax machine having a CSID configured. Most fax equipment will have a number or name configured as a CSID and therefore if you know the ID of the recipients fax, you can enter it here. You can enter up to 20 alpha and/or numeric characters.

This field will be available only if the **Secure send** checkbox is selected.

In this field you can enter the fax number to which faxes will be forwarded. This field is available only when the **Fax** checkbox is selected.

Enter the T.30 sub-address for the recipient's fax machine. If a recipient has been selected from a PhoneBook, the content of this field will be derived automatically from the PhoneBook entry.

T.30 Sub-Addressing, if supported, allows another fax user to send faxes directly to a FaxNow! user's Inbox. The sender fax machine/device must support T.30 Sub-Addressing.

Enter T.30 Sub Addressing settings (if selected). Specify the digit that will be used as a separating character and that to be used as a terminating character.

For example, if your Fax Extension is 123, the separating character is # and your terminating character is *, the sender would dial your fax number with the extension 123*

To address a fax to multiple sub-addresses, use the following method:

123#124#125*

FaxNow! will ignore any digits received after the terminating character. Up to 20 digits can be included in the sub-address.

Select this checkbox if you want all incoming faxes to be forwarded automatically to a specified FaxNow! user.

Select this checkbox if you want all faxes to be forwarded automatically to a specified e-mail address.

Select this checkbox if you want all faxes to be forwarded automatically to a specified fax number.

From this drop-down list you can select the FaxNow! user who will be the recipient of all auto forwarded incoming faxes.

Note: Only registered FaxNow! users will be displayed in this list. For details refer to the FaxNow! **User Admin** module and the **Books OnLine**.

In this field you can enter the e-mail address to which faxes will be forwarded. This field is available only when the **Email Address** checkbox is selected.

Select this checkbox if you always want to retain a copy of the fax in your Fax Manager Inbox.

Enter or select the path to the outgoing mailbox. This where outgoing faxes will be stored to await transmission.

Enter or select the path to the incoming mailbox. This where incoming faxes will be stored to await collection.

Click this button to choose a folder for the outgoing mailbox.

Click this button to choose a folder for the incoming mailbox.

Click this button to find a file that can be used as an overlay for the cover page.

Enter the filename of the file to be used as the overlay here. You can use the **Browse** button to find the file if required.

Click this button to open the overlay file in NotePad. Note that this button is available only if the overlay is an **ini** file.

Click this button to show the combination of backdrop and overlay that will form the cover page.

This list shows all the WinFax PhoneBooks that have been selected for import into FaxNow!. You can select PhoneBooks by clicking them. To select a number of adjacent PhoneBooks, hold the **SHIFT** key as you select them. To select non-adjacent PhoneBooks, hold the **CTRL** key as you select them.

Click this button to select all available PhoneBooks for import into FaxNow!. The PhoneBook names will be moved into the **Selected WinFax PhoneBooks** list. This button will be available only when one or more PhoneBooks are shown in the **Available WinFax PhoneBooks** list.

Click this button to deselect all PhoneBooks so that they will not be imported into FaxNow!. The PhoneBook names will be moved into the **Available WinFax PhoneBooks** list. This button will be available only when one or more PhoneBooks are shown in the **Selected WinFax PhoneBooks** list.

Click this button to select the highlighted PhoneBooks for import into FaxNow!. The selected PhoneBook names will be moved into the **Selected WinFax PhoneBooks** list. This button will be available only when one or more PhoneBooks are selected in the **Available WinFax PhoneBooks** list.

Click this button to deselect the highlighted PhoneBooks so that they will not be imported into FaxNow!. The PhoneBook names will be moved into the **Available WinFax PhoneBooks** list. This button will be available only when one or more PhoneBooks are selected in the **Selected WinFax PhoneBooks** list.

This list shows all the WinFax PhoneBooks that are available to be imported into FaxNow!. You can select PhoneBooks by clicking them. To select a number of adjacent PhoneBooks, hold the **SHIFT** key as you select them. To select non-adjacent PhoneBooks, hold the **CTRL** key as you select them.

Click this button to find an image file that can be used as a backdrop for the cover page.

If you want to use an existing image as the cover page backdrop, enter the filename of the image here. You can use the **Browse** button to find the file if required.

Click this button to view the selected backdrop image.

Click this button to scan an image that will be used as the cover page `backdrop.

This list shows all the WinFax message folders that have been selected for import into FaxNow!. You can select folders by clicking them. To select a number of adjacent folders, hold the **SHIFT** key as you select them. To select non-adjacent folders, hold the **CTRL** key as you select them.

Click this button to select the highlighted message folders for import into FaxNow!. The selected folder names will be moved into the **Selected WinFax Message Folders** list. This button will be available only when one or more folders are selected in the **Available WinFax Message Folders** list.

Click this button to deselect the highlighted message folders so that they will not be imported into FaxNow!. The folder names will be moved into the **Available WinFax Message Folders** list. This button will be available only when one or more folders are selected in the **Selected WinFax Message Folders** list.

Click this button to deselect all message folders so that they will not be imported into FaxNow!. The folder names will be moved into the **Available WinFax Message Folders** list. This button will be available only when one or more folders are shown in the **Selected WinFax Message Folders** list.

Click this button to select all available message folders for import into FaxNow!. The folder names will be moved into the **Selected WinFax Message Folders** list. This button will be available only when one or more folders are shown in the **Available WinFax Message Folders** list.

This list shows all the WinFax message folders that are available to be imported into FaxNow!. You can select folders by clicking them. To select a number of adjacent folders, hold the **SHIFT** key as you select them. To select non-adjacent folders, hold the **CTRL** key as you select them.

Enter the name that will be used for the cover page file.

Click this to save the cover page for use by all users.

Click this to save the cover page for your own use only.

Click this button to perform the conversion into FaxNow! format.

Click this button to accept all changes, selections and entries, and close the dialog.

Click this button to ignore all changes and close the dialog.

Click this button to select a folder for the shared code.

Enter or select the folder for the shared code.

In this field you can enter the name of the NetCentric server. For example, markettrial-2server.net

Enter the NetCentric account name to be used for this modem.

Enter the password to be used for this account.

Select this option to send IP faxes via a proxy server for this modem.

If you are using a proxy server, enter the host name in this field.

If you are using a proxy server, enter the port number in this field.

Note: generally the port will be 80 for normal http, or 443 for https. Please consult the administrator of the proxy server for this information.

Enter the user name (if a user name is required) to access the proxy server.

Enter the password name (if a password is required) to access the proxy server.

Check this box to use a secure connection to the proxy server if your proxy server supports this feature.

Click this button to add a new document association.

Click this button to remove a document association.

Enter the text that will appear as the library name for this association.

Enter the library version for this association.

This list shows all the associations defined for the system.

Enter or select the folder for the shared code.

Click this button to select a folder for the shared code.

Click this button to close the dialog, implementing all selections and entries.

Click this button to close the dialog ignoring all selections and entries.

Click this button to modify the page type shown in the **Label Size** field.

Click this button to generate a new label type.

Select this button to make a copy of the page type shown in the **Label Size** field. You can then enter a new name for the copy and amend its properties to generate a new label type.

Click this button to delete the page type shown in the **Label Size** field.

Enter the library version for this association.

This area holds a set of checkboxes corresponding to data relating to events. You can select the appropriate checkboxes to display the data you need for each event.

As not all applications support OLE, SHORT_PRODUCT_NAME is not able to take control of these applications directly. Examples of non OLE applications are Notepad and Paintbrush. To use these applications to render documents FaxNow! must first ask the Windows operating system to launch the application and then tell it to print a job. This is equivalent to right clicking on a document in Explorer and selecting the "Print Item" option.

Rendering Module

Using Object Linking & Embedding technology the FaxNow! Rendering Module can take control of an application to perform the required operations. This means that if any errors occur within that application during a print operation, instead of a message box being displayed and halting the rendering process, FaxNow! will be given the error message and allowed to deal with it directly. Typically FaxNow! will close down the offending application and e-mail the error message back to the user, so they can resubmit their e-mail.

Another method of taking control of an application is by opening a conversation with it using Dynamic Data Exchange. This allows a greater degree of control than Shell Execute, but less than OLE.

Enter the file extension that is to be associated with an application.

This list shows the available libraries to which the document will be associated.

This shows the library name with which the document will be associated.

You can select the appropriate label size and page layout from this drop-down list.

You can specify the first tab setting within each label. The units are those specified in the **Measurement** area in the **Page** tab of the dialog.

You can specify the third tab setting within each label. The units are those specified in the **Measurement** area in the **Page** tab of the dialog.

This field is enabled only when the **Linear** option button is selected in the **Format** area.

You can specify the second tab setting within each label. The units are those specified in the **Measurement** area in the **Page** tab of the dialog.

This field is enabled only when the **Linear** option button is selected in the **Format** area.

You can use these arrow buttons to increment or decrement the margin that will be left at the top of each label.

You can use these arrow buttons to increment or decrement the value for the first tab setting within each label.

You can use these arrow buttons to increment or decrement the value for the third tab setting within each label. These buttons are enabled only when the **Linear** option button is selected in the **Format** area.

You can use these arrow buttons to increment or decrement the value for the second tab setting within each label. These buttons are enabled only when the **Linear** option button is selected in the **Format** area.

Click this button to choose the font that will be used to print labels. This will display a standard Windows font selection dialog.

You can select this option button to use linear formatting of fields within the label. This format can combine a number of fields within each line of the label at positions specified by up to three tab settings.

You can select this option button to use block formatting of fields within the label. This format places one field in each line, and only one tab setting is allowed.

You can specify the margin that will be left at the top of each label. The units are those specified in the **Measurement** area in the **Page** tab of the dialog.

This area shows how a typical label will look if the current selections are accepted. Any changes made within the dialog will be reflected in this sample.

This list shows all the fields that can be incorporated into each label design, Select the checkboxes corresponding to the fields to be included. Note that the selections appear in a predetermined order on the label, regardless of the order in which you select the checkboxes.

Click this button to accept the settings and begin printing.

Click this button to abandon the print.

From this drop-down list you can select the printer that will be used to print the contact list.

Click this button to display a dialog in which you can select paper and graphics properties.

This display-only field shows the current status of the selected printer.

This display-only field shows the registered type of the selected printer.

This display-only field shows the port to which the selected printer is connected.

This display-only field shows any comments that have been set up for the selected printer.

From this drop-down list you can select the style of label onto which the contacts will be printed.

You can enter the number of copies of the contact list to be printed.

Select this checkbox if you are printing more than one copy of the contact list, and you want the output to be generated so that each copy of the list is separate.

This display-only field shows the number of pages to be printed.

You can enter the position on the sheet at which the first label will be printed. This allows you to continue to use a sheet from which labels have already been printed.

This display-only field shows the number of labels on each page.

This field shows the name of the label style to be used.

You can use these arrow buttons to increment or decrement the value for the number of copies of the contact list to be printed.

You can use these arrow buttons to increment or decrement the value for the position on the sheet at which the first label will be printed.

You can enter the position on the sheet at which the first label will be printed. This allows you to continue to use a sheet from which labels have already been printed.

You can enter the number of copies of the contact list to be printed.

This display-only field shows the number of records that will be printed.

This display-only field shows the current status of the selected printer.

This display-only field shows any comments that have been set up for the selected printer.

Select this option button to print all contacts in the current PhoneBook.

Select this option button to print only those contacts selected in the PhoneBook window.

There is no help for items at this level. Select an option in the sub-menu and press **F1** to see help.

Select a folder that will store Rendering Module logs.

Click this button to select a folder for the Rendering Module logs.

Enter the location where fax jobs and any attachments will be stored to await collection after submission by an e-mail user. The items will be collected by the FaxNow! Rendering Module.

Select a folder that will store error messages, transmission confirmations or inbound faxes to users. Jobs placed in this location are not processed by the FaxNow! Mail Gateway program, but are processed directly by FaxNow! Server.

Click this button to select a folder for outgoing mail.

Click this button to select a folder for error messages, transmission confirmations and inbound faxes

From this drop-down list you can select the module's default cover page. This will be used if a user sends an e-mail fax that requires a cover page, but does NOT have a preferred or default cover page defined in FaxNow!

Select this if you want the rendering program to run automatically when the FaxNow! Server program is started. If this option is selected, the rendering program will operate as an integral part of FaxNow! Server.

If this is not selected, the rendering program status will be displayed in an application window within the FaxNow! Server program.

Logging saves information about the activities of the FaxNow! Rendering Module. FaxNow! Rendering Module logs are useful for diagnosing a problem that may occur when documents are converted from their native file format to a fax ready format by FaxNow!. However, like all logging mechanisms, these logs can grow very quickly if left, and it is recommended that this option is disabled until you need help in diagnosing an issue.

When the **Enable logging** is selected, new logs will be created in the location shown in the **Log Path** field.

Click this button to accept all changes and entries, and close the dialog.

Click this button to ignore all changes and close the dialog.

Enter the name that will be used to identify this MAPI profile.

Enter the password for this MAPI profile.

Enter the name for the new PhoneBook into this field. You do not need to add a file extension, as this will be done automatically by FaxNow!.

From this drop-down list you can select the type of PhoneBook to be created.

This area lists all the PhoneBooks available for your use. You can select any PhoneBook either by clicking it or using the **ARROW** keys on your keyboard.

Click this button to add a new group for the PhoneBook.

Click this button to delete the group currently highlighted in the **Group** list area. Note that you can only delete an empty group. If you want to delete a group that is not empty, you must first delete all the contacts from the group.

Click this button to rename the group currently highlighted in the **Group** list area.

Click this button to add or remove contacts from the currently highlighted group.

This area shows a list of all the groups set up for the current PhoneBook. You can highlight entries in this area either by clicking them with the mouse or by using the **ARROW** keys on the keyboard.

Clicking this button will allocate the contact to all available groups. This button will become available only when there are groups in the **Non-Members** list.

Clicking this button will remove the contact from all groups. This button will become available only when there are groups in the **Members** list.

This area shows a list of all the contacts that do not belong to this group. You can select a contact in this area either by clicking it or using the **ARROW** keys on your keyboard.

Clicking this button will add the selected member to the group. This button will become available only when a member is selected in the **Non-Members** list.

Clicking this button will remove the selected member from the group. This button will become available only when a member is selected in the **Members** list.

This area shows a list of all the contacts that belong to this group. You can select a contact in this area either by clicking it or using the **ARROW** keys on your keyboard.

Click this button to accept all changes and entries, and close the dialog.

Click this button to ignore all changes and close the dialog.

Enter or select the time interval at which any waiting AOL messages will be sent.

Enter the screen name for the AOL address (the character string before the @ in the e-mail address).

Enter or select the path to the MS Mail post office folder. This where outgoing faxes will be stored to await transmission.

Click this button to choose the post office location.

Enter the number of seconds that MS Mail will wait before looking for new outgoing fax jobs.

Select this option to force the message body of an email (if less than 1000 characters) to be placed in the message field of the FaxNow! cover page. If the message body is larger than 1000 characters, the entire message is placed on the second and subsequent pages of a fax.

Enter the name of the mailbox that will be used to store incoming faxes and error messages until they are collected for display.

Enter the path to the log file. Like all logging processes, the log file can grow if left unchecked. It is recommended that this option is not selected until logging information is required for diagnostic purposes. Logging is disabled if this field is left blank.

Click this button to select a folder for the log files.

Enter the path the for the Novell GroupWise API Gateway which contains the subdirectories API_IN, ATT_IN, API_OUT & ATT_OUT

the GroupWise API Gateway places outgoing messages in these subdirectories for retrieval by the FaxNow! Mail Gateway. Similarly, the FaxNow! Mail Gateway will place incoming messages in these subdirectories for retrieval by the GroupWise API Gateway.

Enter the number of seconds that the system will wait before checking for new outgoing fax jobs and incoming messages routed from FaxNow! to GroupWise.

Select this option to force the message body of an email (if less than 1000 characters) to be placed in the message field of the FaxNow! cover page. If the message body is larger than 1000 characters, the entire message is placed on the second and subsequent pages of a fax.

Click this button to select the path for the Novell GroupWise API Gateway containing the subdirectories API_IN, ATT_IN, API_OUT & ATT_OUT

Groupwise Version 4x: Enter the full path for the public BIF (Binary Initialisation File) which will be used by GroupWise Version 4x mail clients.

Groupwise Version 5x: Enter the API (Application Programming Interface) Gateway Name which will be used by GroupWise Version 5x mail clients.

When the API Gateway Name field is displayed the browse button is hidden.

Click this button to select the full path for the public BIF (Binary Initialisation File) which is used by GroupWise Version 4x mail clients.

Enter a drive designation that will be used to map the drive of each client to the program files. This will eliminate the need for every user to manually map a drive to the FaxNow! program files.

Select this option if a GroupWise 4.x mail server is being used. This will allow specification of the public BIF (Binary Initialisation File) which is shared by GroupWise 4.x clients, and enable the "Client Configuration" fields so that GroupWise 4.x clients can have a drive mapped to the FaxNow! programs directory.

Select this option if a GroupWise 5.x mail server is being used. GroupWise 5.x mail server systems do not use public BIF (Binary Initialisation Files), so the "GroupWise BIF File" field is replaced by the "API Gateway Name" field.

Note: For GroupWise 5.x the API gateway does not have to have the same name as the specified GroupWise API directory.

The "Client Configuration" fields are disabled for GroupWise 5.x as UNC paths can be used in place of drivemapping.

Enter the path where the GroupWise Gateway log file (fngwlog.txt) will be saved.

Note: Like all logging processes, the log file will continue to grow if left unchecked. It is recommended that this option is not selected until logging information is required for diagnostic purposes. Logging is disabled if this field is left blank.

Click this button to select the full path where the GroupWise Gateway log file (fngwlog.txt) will be saved.

Enter the UNC path to the programs folder, in the form:

\\<computer name>\<share name>\programs

For example: \\Server1\FaxNow!\programs

Enter a name for the FaxNow! cc:Mail Post Office.

Enter the password for the cc:Mail Post Office.

Enter or select the location in the Lotus cc:Mail database where outbound faxes are placed when submitted by a cc:Mail user. The cc:Mail Post Office stores the outbound fax until it is collected by the FaxNow! Mail Gateway.

Select this option if you want to log the gateway activity. When selected, a path can be entered to the log file. Like all logging processes, the log file can grow if left unchecked. It is recommended that this option is not selected until logging information is required for diagnostic purposes.

Enter a path for the log file. Like all logging processes, the log file can grow if left unchecked. It is recommended that this option is not selected until logging information is required for diagnostic purposes. Logging is disabled if this field is left blank.

Select this to place the message body on the cover page if the text is less than 1000 characters. If the message body is larger than 1000 characters, the entire message is placed on the second and subsequent pages of a fax.

Enter the number of seconds that the Mail Gateway will wait before looking for new outgoing fax jobs.

You can use these arrow buttons to increment or decrement the polling interval value.

Select this to force the message body to be converted from rich text to plain text.

Click this button to choose the post office location.

Click this button to choose a path for the log file.

Select this if you want Fax Manager to display a message whenever a fax is received.

Select this if you want FaxNow! to display a warning message when a fax fails authorisation.

Select this option if you want Fax Manager to generate an audible warning signal when a new fax arrives.

Select this option if you want Fax Manager to generate an audible warning signal whenever a fax transmission is complete.

Select this if you want FaxNow! to play a sound when a fax fails authorisation.

You can use these arrow buttons to increment or decrement the time interval at which Fax Manager will check for new incoming faxes

Select this checkbox if you want the Fax Manager window to be displayed whenever a new fax is received.

Select this checkbox if you want the Fax Manager window to be displayed whenever a fax transmission is complete.

Select this if you want FaxNow! to display a fax if it fails authorisation.

Select this option if you do not want Fax Manager to display a visual notification message on successful completion of a fax transmission.

Select this option if you want Fax Manager to display a visual notification message for only failed fax transmissions.

Select this option if you want Fax Manager to display a visual notification message on completion of every fax transmission.

You can set the time interval at which Fax Manager will check for new incoming faxes, in minutes.

FaxNow! - No Help Available

There is no help for items at this level. Make a further selection to see detailed help.

The PhoneBook you select here will be used by default whenever you use the **Find** option to lookup a PhoneBook entry when sending a fax.

This setting will be applied automatically during fax composition, although the user can select different options at the time of sending.

To define what will appear at the right-hand side of the banner or header, enter variables and text as required or select the information from the appropriate drop-down lists. The fields will be completed by FaxNow! as the fax is sent. The codes that can be used, together with their meanings, are detailed in c

To define what will appear in the centre of the banner or header, enter variables and text as required or select the information from the appropriate drop-down lists. The fields will be completed by FaxNow! as the fax is sent. The codes that can be used, together with their meanings, are detailed in the on line documentation **Books OnLine**.

The **Resend only failed pages** option applies only to faxes that fail to transmit successfully. When a fax is interrupted part way through a transmission, FaxNow! will resend the fax according to the default settings for retries, but will begin transmitting from the point where the original fax failed. For example: If a 5 page fax fails halfway through sending page number 4, only pages 4 and 5 will be sent when it is retransmitted.

To define what will appear at the right-hand side of the banner or header, enter variables and text as required or select the information from the appropriate drop-down lists. The fields will be completed by FaxNow! as the fax is sent. The codes that can be used, together with their meanings, are detailed in the on line documentation **Books OnLine**.

Select this option button if you want to retain a copy of faxes after transmission, regardless of whether the transmission was successful.

Select this option button if you want to retain copies of faxes only if transmission is unsuccessful.

Select this option button if you want to delete faxes after transmission.

Enter your company name, if applicable. Any entry you make in this field will appear on the cover pages of your faxes.

Enter your business fax number, including dialing code if applicable. Any entry you make in this field will appear on the cover pages of your faxes.

Enter a your name, if required. Any entry you make in this field will appear on the cover pages of your faxes.

Enter your business telephone number, including dialing code if applicable. Any entry you make in this field will appear on the cover pages of your faxes.

Enter your job title within the company, if applicable. Any entry you make in this field will appear on the cover pages of your faxes.

Enter the name of your section within the company, if applicable. Any entry you make in this field will appear on the cover pages of your faxes.

This area shows a list of everyone who has read this fax, with details of each viewing.

This area shows details of the fax transmission.

Click this button to ignore all selections and entries, and close the dialog.

You can enter the required folder name in this field.

Click this button to accept all the entries and settings, and close the dialog.

Click this button to ignore any changes and close the dialog.

Enter the date on which this fax is scheduled for transmission. Clicking the arrow button at the right-hand end of the field will display a calendar from which you can select the date. This field is available only when the **Scheduled at** checkbox is selected.

Enter the time at which this fax is scheduled to be transmitted. Clicking the arrow button at the right-hand end of the field will display a “time line” along which you can move the clock pointer to select a time; as you move the pointer, the corresponding time will be shown in the field. This field is available only when the **Scheduled at** checkbox is selected.

You can select the priority with which the fax will be processed. Options are **Urgent** (which will transmit the fax immediately), **Normal** (which will send the fax in its place in the fax queue) and **Off peak** (which will send the fax during the hours defined as off-peak during server setup).

Note that access to higher priorities may be limited. If you need to assign a priority higher than that available on the list, contact your system administrator.

You can select this checkbox to schedule a fax for later transmission. When you send a fax, you can specify what time you want your fax to start dialing to work around international time differences or take advantage of lower telephone rates.

When you select Schedule, the default schedule time is used. To change the default schedule time, click the arrow at the right-hand end of the **Time** field. A time bar will be displayed, with cheap rate times marked in grey and a clock to show the selected default schedule time. You can click and drag the clock icon to a different time, then click outside the field to set the new time.

To transmit a fax on a different day, click the arrow at the right-hand end of the **Date** field. A calendar will be displayed from which you can select the required transmission date.

Check this box if you want to save a copy of the fax you are routing. The copy will be stored in your Inbox.

You can use this list to select the user who will be the recipient of the routed fax. To assist with finding individual users you can click on the header row(s) to sort the list by User ID number or by First/Last Name.

Note: Only registered FaxNow! users will be displayed in this list. For details refer to the FaxNow! **User Admin** module and the **Books OnLine**.

Click this button to select all the columns in the list. All columns will then be displayed in the Fax Manager window.

Click this button to deselect all the columns in the list. No columns will then be displayed in the Fax Manager window.

Click this button to swap the status of all column select checkboxes.

You can click these buttons to move the columns within the list. This will change their positions in the Fax Manager window.

This list shows all the columns that can be displayed in the Fax Manager window. You can select columns for display by clicking the appropriate checkboxes.

Click this button to accept all changes and entries, and close the dialog.

Click this button to ignore any changes and close the dialog.

Click this button to perform the PhoneBook search using the current selections and entries.

Enter the first characters of the recipient's first name. All records with a first name starting with these characters and meeting the other search criteria will be found.

Leaving this field blank will find all records meeting the other search criteria, regardless of first name.

Enter the first characters of the recipient's last name. All records with a last name starting with these characters and meeting the other search criteria will be found.

Leaving this field blank will find all records meeting the other search criteria, regardless of last name.

Enter the first characters of the recipient's company. All records with a company starting with these characters and meeting the other search criteria will be found.

Leaving this field blank will find all records meeting the other search criteria, regardless of company.

From this drop-down list you can select the group to be searched for the recipient.

This area shows all records matching the search criteria after the search has been performed. You can highlight entries in this area either by clicking them with the mouse or by using the **ARROW** keys on the keyboard. You can highlight a number of entries simultaneously using the **SHIFT** and **CTRL** keys.

You can enter the name for the group into this field, up to 30 characters. This must be a name that is not already in use.

You can enter a new name for the group, up to 30 characters. This must be a name that is not already in use.

Enter the contact's first name, up to 30 characters. If you do not make an entry in this field, you must make a key field entry in either the **Last Name** field or the **Company** field.

Enter the contact's last name, up to 30 characters. If you do not make an entry in this field, you must make a key field entry in either the **First Name** field or the **Company** field.

You can enter the contact's title (e.g. Mr, Mrs, Dr), up to 10 characters.

You can enter the contact's job title, up to 30 characters.

You can enter the section in which the contact works, up to 30 characters.

Enter the name of the company for which the contact works, up to 30 characters. If you do not make an entry in this field, you must make a key field entry in either the **First Name** field or the **Last Name** field.

You can enter the address used by the contact, up to five lines (max. 30 characters per line).

You can enter the contact's telephone number into this field, including the dialing code if appropriate. You can enter up to 30 digits.

You can enter the contact's mobile telephone number into this field. You can enter up to 30 digits.

You can enter the contact's e-mail address into this field. You must make an entry in this field if you are using Email as the fax method (by selecting **Email** from the **Method** list).

You can enter the contact's fax number into this field, including the dialing code if appropriate. You must make an entry in this field if you intend to send faxes to this contact. You can enter up to 30 alphanumeric characters.

You can enter up to 200 characters of additional information into this field. Any entry in this field is for reference only, and will not be used by FaxNow! when sending a fax or e-mail.

You can enter the T.30 sub-address for the recipient's fax machine. If a recipient has been selected from a PhoneBook, the content of this field will be derived automatically from the PhoneBook entry.

T.30 Sub-addressing, if supported, allows another fax user to send faxes directly to a FaxNow! user's Inbox. The sender fax machine/device must support T.30 Sub-Addressing.

Enter T.30 Sub Addressing settings (if selected). Specify the digit that will be used as a separating character and that to be used as a terminating character.

For example, if your Fax Extension is 123, the separating character is # and your terminating character is *, the sender would dial your fax number with the extension 123*

To address a fax to multiple sub-addresses, use the following method:

123#124#125*

FaxNow! will ignore any digits received after the terminating character. Up to 20 digits can be included in the sub-address.

In this field you can enter the international dialing code for this contact. This field is available only when **Internet Fax** is selected from the **Method** list. You can enter up to 30 digits.

In this field you can enter the area dialing code for this contact. This field is available only when **Internet Fax** is selected from the **Method** list. You can enter up to 30 digits.

From this drop-down list you can select the transmission method. The options are:

- **Fax**, which will send the fax message to the contact's fax number.
- **Internet Fax**, which will send the fax via a fax Internet service provider. You can enter the provider's number in the **Country Code**, **Area Code**, **Number** and **Ext** fields.
- **Email**, which will send the fax to the contact's e-mail address. You can enter this address in the **Email** field.

From this list you can select a folder that will be used to save copies of faxes sent to this contact. This list contains all the folders currently set up for FaxNow!

If you do not want to save copies of faxes for this contact, select **<none>**. If you want to create a new folder, select **Other**; you will be prompted to enter a name for the new folder.

Click this button to accept all changes and selections, and close the dialog.

You can use these arrow buttons to increment or decrement the value for the maximum number of attempts that will be made to transmit a fax to this contact.

Select this checkbox if you want FaxNow! to verify the recipient's CSID (Call Sender Identification) before sending a fax. The **CSID** field will then become active.

If you selected the **Match CSID** (Call Sender Identification) checkbox, you can enter the CSID into this field.

You can enter an alphanumeric billing code that will be associated with transmissions to this contact. This code can then be used when processing billing information, and can be viewed in the Activity Logger.

You can enter the maximum number of retry attempts that will be made to send a fax to this contact. You can key in the amount or use the arrow buttons at the right-hand side of the field.

Select this option button to disable the busy tone detection for this contact.

As some countries have a ringing tone that is similar to the UK busy tone, you may wish to select the **Off** button for foreign contacts.

Select this option button to enable the busy tone detection for this contact. If this is turned on, any transmission attempt will fail if the recipient's telephone is busy.

As some countries have a ringing tone that is similar to the UK busy tone, you may wish to select the **Off** button for foreign contacts.

Select this option if you want to use the system default setting for the maximum number of attempts that will be made to send a fax to this contact. The default is 3.

Select this option to enable the maximum number of attempts that will be made to send a fax to this contact.

Select this to ignore all changes and close the dialog.

This area shows a list of all the groups to which the contact does not belong. You can highlight a group in this area either by clicking it or using the **ARROW** keys on your keyboard.

This area shows a list of all the groups to which the contact belongs. You can highlight a group in this area either by clicking it or using the **ARROW** keys on your keyboard. For new contacts, this area will initially be empty.

Click this button to move the highlighted group from the **not a member of** list into the **a member of** list, making the contact a member of that group. This button is available only when a group is highlighted in the **not a member of** list.

Click this button to move the highlighted group from the **a member of** list into the **not a member of** list, removing the contact from that group. This button is available only when a group is highlighted in the **a member of** list.

Click this button if you want to add a new group. This will display a dialog in which you can enter the name of the new group.

Click this button if you want to delete the highlighted group. If there are no other contacts in the group, it will be deleted ***without warning***. This button will be available only if a group is selected in either list.

Click this button if you want to change the name of the highlighted group. A dialog will be displayed in which you can enter the new name for the group.

This button will be available only if a group is highlighted in either list.

You can enter the margin that will be left at the top of the page, in the units specified in the **Measurement** area.

You can enter the width of each label on the page, in the units specified in the **Measurement** area.

You can enter the height of each label on the page, in the units specified in the **Measurement** area.

You can set the number of label columns that will be printed on each page.

You can set the number of label rows that will be printed on each page.

You can use these arrow buttons to increment or decrement the margin that will be left at the left-hand side of the page.

Click this button to print a test sheet of labels according to the current selections. The **Print** dialog will be displayed, allowing you to select the print parameters.

From this drop-down list you can select the paper size.

From this drop-down list you can select the source of the paper within the printer.

Select this option button to use inches to specify the label details in this dialog.

Select this option button to use centimeters to specify the label details in this dialog.

Select this option button to use portrait orientation of the paper.

Select this option button to use landscape orientation of the paper.

You can use these arrow buttons to increment or decrement the margin that will be left at the top of the page.

You can use these arrow buttons to increment or decrement the width of each label on the page.

You can use these arrow buttons to increment or decrement the height of each label on the page.

You can use these arrow buttons to increment or decrement the number of label columns that will be printed on each page.

You can use these arrow buttons to increment or decrement the number of label rows that will be printed on each page.

This display-only area shows the page width in the selected units of measurement.

This display-only area shows the page height in the selected units of measurement.

You can enter the margin that will be left at the left-hand side of the page, in the units specified in the **Measurement** area.

This area shows a sample representation of the page's appearance with the current settings. Any changes to the settings are reflected in this sample.

You can enter the width of the field (in digits) for the serial number, if printed, for each contact label.

You can enter a prefix for the serial number, if printed, for each contact label.

Select this option button to print dates in short format on labels. Note that this setting does not affect the way that the date is held within FaxNow!

Select this option button to print dates in long format on labels. Note that this setting does not affect the way that the date is held within FaxNow!

Select this option button corresponding to print only hours and minutes for the time on labels. Note that this setting does not affect the way that the time is held within FaxNow!

Select this option button corresponding to print hours, minutes and seconds for the time on labels. Note that this setting does not affect the way that the time is held within FaxNow!

You can enter a starting number for the serial number, if printed, for each contact label.

You can enter a suffix for the serial number, if printed, for each contact label.

You can enter a footer banner that will appear at the bottom of every printed label.

You can enter a header banner that will appear at the top of every printed label.

In this field you can enter any prefix that is to be placed before the selected line type on printed labels.

In this field you can enter any suffix that is to be placed after the selected line type on printed labels.

You can select the field from this drop-down list, then enter the suffix/prefix details for printed labels in the appropriate fields.

Click this button to ignore all selections and entries, and close the dialog.

These bars represent the times at which the modem will be available on the indicated days. Each block represents a half-hour time slot. Blue blocks show times when the modem is available, white blocks represent times when it is unavailable.

To change the settings click the left-hand mouse button to add or remove a single half hour time slot.

Tip: To add multiple blocks click and hold down the left-hand mouse button, drag the cursor to the required time setting and release the mouse button. The new time blocks will be automatically added.

Tip: To delete multiple blocks press and hold the keyboard Control key, click and hold down the left-hand mouse button, drag the cursor to the required time setting and release the mouse button. The selected time blocks will be automatically deleted.

In this field you can enter the number of rings that FaxNow! will wait for before answering an incoming fax call.

You can enter the length of time (in seconds) that that the modem will allow the receiving fax machine to respond to the call before it performs a timeout.

Select this checkbox if you want to display an image of an incoming fax in the Fax Server Modem window as it is received.

Note: This facility is not available when using a Dialogic Gammalink board.

Modem debug logs contain information about the transmit and receive activities of your modem. They are useful for diagnosing a problem when sending or receiving via your modem. However, the logs created can grow very quickly depending upon the volume of fax traffic. We therefore recommend that this setting is used only when you need help in diagnosing a modem issue, and is then switched off once complete.

Selecting **Bad Sessions** will log only errors, selecting **All Sessions** will record all activity. We recommend that you select the default setting, **Off**.

The logs are stored in the following directories:

...Logs\Modem\RxB	Receive Bad
...Logs\Modem\RxB	Receive Good
...Logs\Modem\RxB	Receive Processing
...Logs\Modem\TxB	Transmit Bad
...Logs\Modem\TxG	Transmit Good

From this drop-down list you can select the maximum receive speed for this modem. FaxNow! will always attempt to use the maximum speed set. When this is not possible, the speed will be reduced automatically until it reaches the minimum speed. If FaxNow! cannot receive at the minimum speed it will fail the fax.

From this drop-down list you can select the minimum receive speed for this modem. FaxNow! will always attempt to use the maximum speed set. When this is not possible, the speed will be reduced automatically until it reaches the minimum speed. If FaxNow! cannot receive at the minimum speed it will fail the fax.

From this drop-down list you can select the maximum transmit speed for this modem. FaxNow! will always attempt to use the maximum speed set. When this is not possible, the speed will be reduced automatically until it reaches the minimum speed. If FaxNow! cannot transmit at the minimum speed it will fail the fax.

From this drop-down list you can select the minimum transmit speed for this modem. SHORT_PRODUCT_NAME will always attempt to use the maximum speed set. When this is not possible, the speed will be reduced automatically until it reaches the minimum speed. If FaxNow! cannot transmit at the minimum speed it will fail the fax.

Click this button to specify time periods during which this modem will be available to receive faxes. This button will be available only if the related **Custom availability** option button has been selected.

You can use these arrow buttons to increment or decrement the timeout period.

You can use these arrow buttons to increment or decrement the number of rings that FaxNow! will wait for before answering an incoming fax call.

Click this button to specify time periods during which this modem will be available to transmit faxes. This button will be available only if the related **Custom availability** option button has been selected.

Select this option button if you want this modem to be permanently available to receive faxes.

Select this option button if you never want this modem to be available to receive faxes.

Select this option if you want specify time periods during which this modem will be available to receive faxes.

Select this option button if you want this modem to be permanently available to transmit faxes.

Select this option button if you never want this modem to be available to receive faxes.

Select this option if you want specify time periods during which this modem will be available to transmit faxes.

Select the manufacturer of the modem from the **Manufacturer** list.

Note: If your modem is not included on our list of supported modems, FaxNow! includes a number of generic modem drivers that are designed to be compatible with as many modems as possible. The drivers are called "Unlisted Class 1 and 2", and they are located near the top of the list of available drivers.

Users with a permanent Internet connection may wish to select **Internet Fax** as the modem manufacturer. In this case the Model column will list the Internet Fax Service Providers configured in the Modem Properties/Internet Fax dialog.

Select the model of your modem from the **Model** list.

Note: If your modem is not included on our list of supported modems, FaxNow! includes a number of generic modem drivers that are designed to be compatible with as many modems as possible. The drivers are called “Unlisted Class 1 and 2”, and they are located at the top of the list of available drivers.

If any special commands are used by your modem to process incoming data, enter them in these fields. Special commands are not usually needed, but will be detailed in the documentation supplied with your modem if required.

If any special commands are used by your modem to process outgoing data, enter them in these fields. Special commands are not usually needed, but will be detailed in the documentation supplied with your modem if required.

If you have selected a **Modem Manufacturer** and **Model**, the Port drop-down list displays all COM ports available for your modem connection. Using the drop-down list you can select the relevant COM port where your modem is connected.

If you have selected an **Internet Fax Manufacturer** you can select the Internet connection that will be used to transmit faxes:

<**Prompt User**>: Prior to sending an Internet fax FaxNow! will display a message asking you to establish an Internet connection, or select an existing connection. Establishing a new Internet connection will normally be done using a dial-up connection or a third party Internet Service Provider (ISP) such as AOL. After FaxNow! has finished establishing the Internet connection another message will be displayed to allow you to close any connections that the ISP may have opened.

<**LAN**>: FaxNow! will prompt you to select the Local Area Network (LAN) which has the permanent Internet connection prior to attempting to send an Internet Fax.

Alternatively, all entries in your Windows Dial-up Networking will be displayed. If you have an entry configured for Internet faxing you can select it from the drop-down list. This will allow FaxNow! to automatically dial the Internet using the connection details configured in the Dial-up Networking account, complete it's task and terminate the connection.

Detect busy tone is selected by default; deselect it if you do not want the modem to detect busy tones on recipients' fax machines.

Note: Some modems may incorrectly report a busy tone, by deselecting this option it will compensate for this problem.

Detect dial tone is selected by default; deselect it you do not want the modem to detect a dial tone.

Note: some modems cannot detect a dial tone, especially if connected on a PBX, by deselecting this option it will compensate for this problem.

Select this option button if the modem will be connected directly to an outside line.

Enter the CSID (call, sender identification) reference of the modem into this field. The CSID will appear on the senders fax machine whilst a fax is being transmitted.

If the modem needs to dial an extra number or code to be connected to an outside line, enter the number or code into this field i.e. 9.

Note: This will be available only if you selected the **For outside line dial** option button.

Select pulse dial if your local telephone exchange is elderly and will only accept pulse (rotary) dialing.

From this drop-down list, select the modem speaker operation option. If your modem does not support speaker volume settings this option will be disabled.

From this drop-down list, select the modem speaker volume option. If your modem does not support speaker volume settings this option will be disabled.

Select this option button if the modem will need to dial an extra number or code to be connected to an outside line.

Click this button to choose a printer that will be used for automatic fax printing.

Enter the number of copies of each incoming fax to be printed automatically. This field will be unavailable if the **No auto print** option button is selected.

From this drop-down list you can select the number of fax pages that will be printed on each sheet (1, 2, 4 or 9).

Select this checkbox to print the text entered in the **Subject** field at the top of each fax page.

This display-only area shows the currently selected printer.

You can use these arrow buttons to increment or decrement the number of copies of each incoming fax to be printed automatically.

Select this option button if you do not want incoming faxes to be printed automatically on reception. This is the default selection.

Select this if you want to print only unrouted faxes as they are received.

Select this option button if you want to print all incoming faxes automatically as they are received.

FaxNow! can be configured to work with your e-mail system. Depending on which mail system you use, select one of the following from the drop-down list:

Disabled: E-mail faxing is disabled. This is the default setting.

External: Enabled for Network version only. This must be selected for Groupwise

MAPI: Select for use with MAPI compliant e-mail systems i.e. Lotus Notes, MS Exchange, POP3 Internet Mail etc.

AOL4.OI Select for use with AOL 4 mail systems.

AOL3.OI Select for use with AOL 3 mail systems for Windows 95

This display-only field shows the name of the selected printer.

Click this to select a printer.

Select this option button if you do not want messages relating to server events to be mailed.

Select this option if you want to mail general mail server error messages to a specified e-mail address.

Note: In the Network version the “e-mail address” represents the FaxNow! user.

Select this option if you want to mail both server error messages and warnings to a specified e-mail address.

Note: In the Network version the “e-mail address” represents the FaxNow! user.

In this field you can enter the e-mail address to which error messages and warnings will be forwarded.

Note: This field is available only when the option button is selected to send error messages/warnings.

Click this button to set up the properties of the selected e-mail system. Note that this button will not be available if you selected **Disabled** or **External** from the account list.

You can select or enter t a folder for the outgoing fax queue.

Click this button to select a folder for the unrouted fax queue.

Enter or select a folder for the incoming fax queue.

Click this button to select a queue for outgoing faxes.

You can select or enter the outgoing queue.

Select this to retain copies of all outgoing faxes

Select this to retain copies of outgoing faxes only if transmission fails.

Select this to delete faxes immediately after transmission.

Select this to place all unrouted faxes in the queue.

Click this button to add a new fax sender to the blacklist.

Click this button to delete the selected fax sender from the blacklist. Note that the sender will be deleted with no further warning.

This list shows the CSID (Call Sender Identification) references of all fax senders on the blacklist.

Select this option button if no printout is required when this fax is transmitted. This is the default selection.

Select this option if you want to print a confirmation slip on successful transmission of this fax. You can enter the number of copies to be printed in the **No of copies** field.

Select this option button if you want to print the whole fax on successful transmission. You can enter the number of copies to be printed in the **No of copies** field.

This display-only field shows the folder that contains your FaxNow! installation.

From this drop-down list you can select the number of fax pages that will be printed on each sheet (1, 2, 4 or 9).

Select this checkbox if you want title information to be printed on each sheet. This will show the page number, the destination details and transmission details for the fax.

Set the default maximum number of attempts that will be made to deliver a fax. The default is 3, although you can enter a number between 1 and 99.

Enter the hours component of the time interval between retries. This is the number of hours that the Fax Server will wait before retrying a fax. The default is 0 (as the time is specified in minutes).

Enter the minutes component of the time interval between retries. This is the number of minutes that the Fax Server will wait before retrying a fax. The default is 3 minutes.

You can use these arrow buttons to increment or decrement the maximum number of attempts that will be made to deliver a fax.

You can use these arrow buttons to increment or decrement the minutes component of the time interval between retries.

You can use these arrow buttons to increment or decrement the hours component of the time interval between retries.

You can use these arrow buttons to increment or decrement the number of copies of each fax that will be printed.

Select this checkbox if you want to retain copies of outgoing faxes, i.e. for audit purposes. Selecting this option will retain a copy of all outgoing faxes in the FaxNow!\audit\outgoing directory. You will need to ensure that you have sufficient storage space for audit faxes.

Click this button to set up the times at which off peak telephone rates apply.

Select this checkbox if you want to maintain an activity log. An activity log file called activity.dbf will be created in the FaxNow!\logs\activity directory. Each time a new transaction takes place, this file will be updated.

Select this checkbox if you want to retain copies of incoming faxes, i.e. for audit purposes. Selecting this option will retain a copy of all incoming faxes in the FaxNow!\audit\incomming directory. You will need to ensure that you have sufficient storage space for audit faxes.

You can enter the number of copies of each fax that will be printed.

Select this checkbox if you always want to retry to send a fax.

FaxNow! will retry to send a fax if:

- The remote fax machine was engaged.
- The remote fax machine did not answer (and busy detect is disabled).

Click this button to accept all selections and entries, and close the dialog.

Click this button to ignore all changes and close the dialog.

Click this button to view help on the dialog.

Click this button to accept all changes and entries, and close the dialog.

Click this button to ignore all changes and entries, and close the dialog.

Click this button to display help on the use of the **Server Properties** dialog.

Enter the folder where FaxNow! will look for new faxes submitted from your Network ScanJet, using the Browse facility if required.

This directory must be identical to the one specified in the HP Network ScanJet fax server setup.

Enter the FaxNow! user who will manage faxes sent from the HP Network ScanJet.

FaxNow! needs to know the name of the user who submitted a fax from the HP Network ScanJet so that the outbound fax can be placed into the correct Outbox folder. The HP Network ScanJet can be configured to make users identify themselves before using the ScanJet. Where this feature is not enabled, all submitted faxes are placed into the Outbox folder of the user who is defined here.

You can click this button to select the folder where FaxNow! will look for new faxes submitted from your Network ScanJet.

Select this checkbox to enable the ScanJet interface to send faxes that have been scanned and submitted as a fax directly from an HP Network ScanJet.

You can enter or select the time interval at which FaxNow! will check the directory access rights of the user.

You can use these arrow buttons to increment or decrement the time interval at which FaxNow! will check the directory access rights of the user.

In this field you can enter the path of the folder that will be purged after a file has been transmitted. You can select a folder using the **Browse** button.

This field is available only if the **After Send Purge Files** checkbox is selected.

WARNING! Use with care... When Housekeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

In this field you can enter the prefix that will be used to select files to be deleted during the purge operation after a fax is transmitted. Leaving this blank will purge all files that are selected using the entry in the **Extension** field.

This field is available only if the **After Send Purge Files** checkbox is selected.

WARNING! Use with care... When Housekeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

In this field you can enter the extension that will be used to select files to be deleted during the purge operation after a fax is transmitted. Leaving this blank will purge all files that are selected using the entry in the **Prefix** field.

This field is available only if the **After Send Purge Files** checkbox is selected.

WARNING! Use with care... When Housekeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

In this field you can enter the path of the folder that will be purged after a fax has been received. You can select a folder using the **Browse** button.

This field is available only if the **After Receive Purge Files** checkbox is selected.

WARNING! Use with care... When Housekeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

In this field you can enter the prefix that will be used to select files to be deleted during the purge operation after a fax is received. Leaving this blank will purge all files that are selected using the entry in the **Extension** field.

This field is available only if the **After Receive Purge Files** checkbox is selected.

WARNING! Use with care... When Housekeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

In this field you can enter the extension that will be used to select files to be deleted during the purge operation after a fax is received. Leaving this blank will purge all files that are selected using the entry in the **Prefix** field.

This field is available only if the **After Receive Purge Files** checkbox is selected.

WARNING! Use with care... When Housekeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

Select this checkbox if you want to purge all files in a folder after each fax transmission.

WARNING! Use with care... When Housekeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

Select this checkbox if you want to purge all files in a folder after each fax is received.

WARNING! Use with care... When Housekeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

Click this button to select a folder containing files to be purged after each fax transmission.

WARNING! Use with care... When Housekeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

Click this button to select a folder containing files to be purged after each received fax.

WARNING! Use with care... When Housekeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

Click this button to accept all changes, entries and selections, and close the dialog.

Click this button to ignore all changes and close the dialog.

Click this button to view help relating to this dialog.

Click this button to accept all changes, entries and selections, and close the dialog.

Click this button to ignore all changes and close the dialog.

Click this button to view help relating to this dialog.

Enter the area code for the region from which you are calling in the format used by International Dialers. For example 1908 for Milton Keynes.

Enter the country code for the country that you are dialing from, without the International exit code. For example 44 for the U.K. and 1 for the U.S.A.

Enter the code to be dialed to reach an international line. For example 00 in the U.K.

Enter the code dialed before a number to denote that the call is national. For example in the U.K. the 0 that prefixes an area code.

Countries that have different number formats for local and national calls have a non-uniform numbering system. An example is the U.K. where to dial a local call you do not require an area code if you are within the same area.

Note: The least cost routing uses the national exit code to determine whether the call is local or national in order to format the Internet fax number correctly.

A uniform numbering system is one where there is no difference in the number dialed no matter what the geographical location i.e. there is no local/national numbering scheme.

Note: Countries such as France use this system.

The Remove Leading Digits option removes leading digits which are not required when dialing a number from an international location.

The Remove Leading Digits option removes leading digits which are not required for countries with a uniform numbering system.

If your carrier requires that leading digits are removed from numbers, enter the digits to be removed.

Enter the digits that are to be dialed to access the Third Party Carrier network prior to dialing the actual destination fax number. The access code is the basic requirement of a route profile.

Enter any digits that are to be dialed after the access code but before the destination fax number.

Enter any digits that are to be dialed after the destination fax number.

In this field you can enter the delay, in seconds, to be left between dialing the access code and the destination fax number. You can use the arrow buttons at the right-hand end of the field to increment and decrement this value.

In this field you can enter the delay, in seconds, to be left between the dialing of the pre-number and the destination fax number. You can use the arrow buttons at the right-hand end of the field to increment and decrement this value.

In this field you can enter the delay, in seconds, to be left after the destination fax number has been dialed and before the Post-number. You can use the arrow buttons at the right-hand end of the field to increment and decrement this value.

Click this button to implement the license number and upgrade the software.

Click this button to abandon the upgrade and close the dialog.

Enter you upgrade license number. If you do not have an upgrade license number, please contact RedRock.

Enter you upgrade license number. If you do not have an upgrade license number, please contact RedRock.

Enter you upgrade license number. If you do not have an upgrade license number, please contact RedRock.

This display-only field shows the number of fax lines covered by the license.

This shows the details of your license.

Select this checkbox to set whether the modem can be used to send IP faxes. If the modem driver is set as an **Internet Fax** then this option cannot be unchecked.

Note: For intelligent fax boards this option cannot be set as these devices do not support switching to dial-up networking.

In this field you can enter the time interval (in minutes) at which the Internet faxes status will be checked, if there are no IP faxes in progress the status check will not be made. This will be available only if the **Every** option button is selected.

Note: IP faxes that are in progress can be seen in the **Outbox** within the **Fax Manager**.

From this drop-down list you can select the Internet fax driver that is to be used.

Note: Please check the RedRock Technologies web site for new Internet fax modem drivers if your fax ISP is not listed.

Click this button to configure the Internet fax driver.

Select this option if you only want to check Internet fax status when a fax is being sent.

Select this option button if you want to check Internet status automatically at a specified time interval, regardless of whether a fax is to be sent.

Note: If there are no IP faxes pending then this check will not be done.

From this drop-down list you can select the Internet connection that will be used to transmit faxes:

<**Prompt User**>: Prior to sending an Internet fax FaxNow! will display a message asking you to establish an Internet connection, or select an existing connection. Establishing a new Internet connection will normally be done using a dial-up connection or a third party Internet Service Provider (ISP) such as AOL. After SHORT_PRODUCT_NAME has finished establishing the Internet connection another message will be displayed to allow you to close any connections that the ISP may have opened.

<**LAN**>: FaxNow! will prompt you to select the Local Area Network (LAN) which has the permanent Internet connection prior to attempting to send an Internet Fax.

Alternatively, all entries in your Windows Dial-up Networking will be displayed. If you have an entry configured for Internet faxing you can select it from the drop-down list. This will allow FaxNow! to automatically dial the Internet using the connection details configured in the Dial-up Networking account, complete it's task and terminate the connection.

Enter a name for the new user. You can enter up to 30 alpha and or numeric characters including spaces.

This field shows the login name of the user. This can be derived from the user's PhoneBook entry.

This field shows the e-mail address of the user. This can be derived from the user's PhoneBook entry.

Enter the user's fax extension to allow faxes to be routed to the user automatically. If direct inbound routing is used, this number must correspond with the user's DID number.

Select this option button to let the user know through Fax Manager when a fax notice is received. Fax notices refer to incoming faxes in addition to sent confirmations.

Select this option button to let the user know through e-mail when a fax notice is received. Fax notices refer to incoming faxes in addition to sent confirmations.

Click this button to configure an interface for MAPI compatible e-mail clients for this user.

Select this option button if you want to allow incoming faxes to support TIFF format attachments. This is available only when notification via e-mail is enabled.

Select this option button if you want to allow incoming faxes to support IFX format attachments. This is available only when notification via e-mail is enabled.

Click this button to configure an interface for non-MAPI compatible e-mail clients for this user.

Select this option button if you want to allow incoming faxes to support ViewNow! format attachments. This is available only when notification via e-mail is enabled.

Select this checkbox if you want the **Sender** tab to be available to this user in the **Send Fax** and **Express Fax** dialogs. The **Sender** tab allows the user to amend the sender details that will be shown on the cover page of the fax.

Select this checkbox if you want the **Options** tab to be available to this user in the **Send Fax** and **Express Fax** dialogs. The **Options** tab allows the user to select saving and printing options, priority, secure transmission and scheduled transmission requirements for a fax.

Select this checkbox if you want the **Advanced** tab to be available to this user in the **Send Fax** and **Express Fax** dialogs. The **Advanced** tab allows the user to configure a banner for the fax and configure the redial/resend options.

Select this checkbox if you want the **Attachments** tab to be available to this user in the **Send Fax** and **Express Fax** dialogs. The **Attachments** tab allows the user to scan and attach external files to the fax.

Select this option if you want the user to be allowed to send special faxes. The Special Fax button will then be available in the **Send Fax** dialog.

Select this option button if this user can assign all priority levels to faxes. This priority will then be available in the **Options** tab of the **Send Fax** and **Express Fax** dialogs.

Select this option button if this user can assign only **Normal** and **Off Peak** priority levels to faxes. This priority will then be available in the **Options** tab of the **Send Fax** and **Express Fax** dialogs.

Select this option button if this user can assign only **Off Peak** priority levels to faxes. This priority will then be available in the **Options** tab of the **Send Fax** and **Express Fax** dialogs.

Select this option button to delete the selected group and all the users who are members.

Select this option button to delete all the users who are members of the selected group but retain the group itself.

Select this option button to delete the selected group without deleting any users.

Select this checkbox to retain the files containing user information as the users are deleted. This will be available only when an option button is selected specifying that users are to be deleted.

Click this button to add a new group. This will display a dialog in which you can enter a name for the new group.

Click this button to change the name of the selected group. This will display a dialog in which you can enter the new name for the group.

Click this button to delete the selected group. This will display a dialog in which you can choose to delete the group and its users, delete the group but retain the users or delete the users but retain the group.

This list shows all the groups currently set up for your system. You can select a group by clicking it or using the **ARROW** keys on your keyboard.

Click this button to copy an existing group. A dialog will be displayed in which you can enter a name for the copy.

This will create a duplicate group with all the same members.

Click this button to define the properties that will be applied to all users within the group. This allows you to:

- set up fax routing for a group
- prevent members from dialing barred numbers
- prevent member from dialing numbers without authorisation
- allow members to add or remove other members from the group.

Click this button to add a new number or set of numbers to the list of those barred for this group. A dialog will be displayed in which you can set up the restricted number(s).

Click this button to remove the selected number from the barred number list.

Click this button if you want to amend the restriction details of the selected number.

Click this button to test whether a number has been barred. This will display a dialog in which you can enter a number, and its restriction status will be indicated.

This list shows all the numbers that have been barred for this group. No group members will be allowed to send faxes to these numbers (or, if only prefixes are specified, to numbers beginning with the indicated digits).

From this drop-down list you can select the category for which you will define this user's rights. You can then select from the options those rights that you want to grant. Details of these rights and their implications are given in the on line documentation **Books OnLine**.

Select this option button to allocate to this user all the rights for the current selection in the **User Rights** list. Details of these rights and their implications are given in the on line documentation **Books on line**.

Select this option button to deny this user all the rights for the current selection in the **User Rights** list. Details of these rights and their implications are given in the on line documentation **Books OnLine**.

Select this option button to give selected rights to this user for the current selection in the **User Rights** list. You can then select the specific rights from the checkboxes. Details of these rights and their implications are given in the on line documentation **Books OnLine**.

Select this checkbox to allow this user to submit faxes to the Outbox folder. This is available only when the **Custom rights** option button is selected.

Select this checkbox to allow this user to receive faxes to the Inbox folder. This is available only when the **Custom rights** option button is selected.

Select this checkbox to allow this user to view the folder in the folder view. In a Send category, this includes both Outbox and Sent folders. This is available only when the **Custom rights** option button is selected.

Select this checkbox to allow this user to move or copy a fax. This is available only when the **Custom rights** option button is selected.

Select this checkbox to allow this user to delete a fax. This is available only when the **Custom rights** option button is selected.

Select this checkbox to allow this user to authorise a fax within the user's group. This is available only when the **Custom rights** option button is selected.

Select this checkbox to allow this user to amend a group phonebook. This is available only when the **Custom rights** option button is selected.

Select this checkbox if you want the user to be able to view activity reports using the FaxNow! Activity Log Reporter program.

Select this checkbox to display the unrouted faxes folder in the user's Fax Manager folder view and allow the user to view all unrouted faxes.

Clicking this button will add all available users to the group. This button will become available only when one or more users are shown in the **Non-Members** list.

Clicking this button will remove all users to the group. This button will become available only when one or more users are shown in the **Members** list.

This list shows all available users who are not selected to be members of the group. You can select users by clicking them. To select a number of adjacent users, hold the **SHIFT** key as you select them. To select non-adjacent users, hold the **CTRL** key as you select them.

Clicking this button will add the selected user to the group. This button will become available only when a user is selected in the **Non-Members** list.

Clicking this button will remove the selected user from the group. This button will become available only when a user is selected in the **Members** list.

This list shows all available users who are selected to be members of the group. You can select users by clicking them. To select a number of adjacent users, hold the **SHIFT** key as you select them. To select non-adjacent users, hold the **CTRL** key as you select them.

This list shows all the groups of which this user will not be a member when the selections are accepted. You can select groups by clicking them. To select a number of adjacent groups, hold the **SHIFT** key as you select them. To select non-adjacent groups, hold the **CTRL** key as you select them.

Click this button to add the user to the selected groups. The group names will be moved into the **Member of** list. This button will be available only when one or more groups are selected in the **Non-Member of** list.

Click this button to add the user to all available groups. The group names will be moved into the **Member of** list. This button will be available only when one or more groups are shown in the **Non-Member of** list.

Click this button to remove the user from all groups. The group names will be moved into the **Non-Member of** list. This button will be available only when one or more groups are shown in the **Member of** list.

Click this button to remove the user from the selected groups. The group names will be moved into the **Non-Member of** list. This button will be available only when one or more groups are selected in the **Member of** list.

This list shows all the groups of which this user will be a member when the selections are accepted. You can select groups by clicking them. To select a number of adjacent groups, hold the **SHIFT** key as you select them. To select non-adjacent groups, hold the **CTRL** key as you select them.

Enter the user's fax extension to allow faxes to be routed to all users in this group automatically.

Select this option button to let the group members know through Fax Manager when a fax notice is received. Fax notices refer to incoming faxes in addition to sent confirmations.

Select this option button to let the group members know through e-mail when a fax notice is received. Fax notices refer to incoming faxes in addition to sent confirmations.

Click this button to configure an interface for MAPI compatible e-mail clients for this group.

This field shows the common e-mail address to be used for the group.

This field shows the common login name of the group.

This display-only field shows the PhoneBook for the group. You can change the PhoneBook by clicking the **Edit** button.

Click this button to allocate a different PhoneBook to the group.

Click this button to remove the allocated PhoneBook from the group.

Click this button to configure an interface for non-MAPI compatible e-mail clients for this group.

Select this checkbox to show this group as a group within the Fax Manager window.

This list shows all the numbers for which authorisation is needed when faxes are sent by members of this group. Any faxes sent by group members to any of these numbers will be sent for authorisation (or, if only prefixes are specified, to numbers beginning with the indicated digits).

Click this button to add a new number to the list of numbers for authorisation.

Click this button to modify a number in the list for authorisation.

Click this button to delete the selected number from the list for authorisation.

Click this button to test whether a number requires authorisation. This will display a dialog in which you can enter a number, and its authorisation status will be indicated.

Click this button to accept all entries and selections, and close the dialog.

Click this button to abandon any changes and close the dialog.

Enter the name that will be used to identify the group. You can enter up to 30 characters.

This list shows all the PhoneBooks that are available to be allocated to the group. You can select a PhoneBook either by clicking it or using the **ARROW** keys on your keyboard.

Enter the path to the folder containing your old version of the software. You can use the **Browse** button to select the folder.

Click this button to select the path to the folder containing your old version of the software.

Select this checkbox if you want to import existing faxes from your old version of the software.

Select this checkbox if you want to import existing incoming faxes from your old version of the software. This will be available only if you have selected the **Import Version 2 faxes** checkbox.

Select this checkbox if you want to import existing outgoing faxes from your old version of the software. This will be available only if you have selected the **Import Version 2 faxes** checkbox.

Select this checkbox if you want to import existing retained faxes from your old version of the software. This will be available only if you have selected the **Import Version 2 faxes** checkbox.

Select this checkbox if you want to import existing PhoneBooks from your old version of the software. This will be available only if you have selected the **Import Version 2 faxes** checkbox.

This list shows the users with records set up for your old system. Select the users to be converted.

Select this to transfer the user's existing rights from the old system as the files are converted.

Select this to assign all send and receive rights to the user as the files are converted.

Select this to deny all rights for the user as the files are converted. You can then assign new rights within the User Admin window.

This area shows a summary of your selections for the conversion.

This field contains the mail address specification. This will normally be defined from a PhoneBook entry, but you can enter it directly if required.

This field contains the login name for the address. This will normally be defined from a PhoneBook entry, but you can enter it directly if required.

Click this button to enter default text that will be placed before and after the mail address and login entries for this address.

Enter any text string that is to be placed before the mail address.

Enter any text string that is to be placed after the mail address.

Enter any text string that is to be placed before the login name.

Enter any text string that is to be placed after the login name.

Click this button to close the wizard and abandon the importing of data.

Click this button to view help about the migration wizard.

Click this button to return to the previous window of the wizard.

Click this to accept the displayed information and move to the next window of the wizard.

Enter the area code to be dialed to reach the selected carrier.

Enter the country code to be dialed to reach the selected carrier.

Enter the code to be dialed to reach an international line (if appropriate).

Enter the code to be dialed to reach a national line (if appropriate).

If your carrier requires the removal of leading digits from numbers, enter the number of digits to be removed.

You can use these arrow buttons to increment and decrement the number of digits to be removed.

This list shows the carriers that have been configured for your system. You can click any carrier to select it.

Click this button to add a new carrier to the list.

Click this button to delete the selected carrier from the list.

Enter the digits that are to be dialed to access the Third Party Carrier network prior to dialing the actual destination fax number. The access code is the basic requirement of a route profile.

Enter any digits that are to be dialed after the access code but before the destination fax number.

Enter any digits that are to be dialed after the destination fax number.

In this field you can enter the delay, in seconds, to be left between dialing the access code and the destination fax number. You can use the arrow buttons at the right-hand end of the field to increment and decrement this value.

You can use these arrow buttons to increment and decrement the access delay value.

In this field you can enter the delay, in seconds, to be left after the access code has been dialed but before the destination fax number is dialed. You can use the arrow buttons at the right-hand end of the field to increment and decrement this value.

In this field you can enter the delay, in seconds, to be left after the destination fax number has been dialed and before the Post-number. You can use the arrow buttons at the right-hand end of the field to increment and decrement this value.

You can use these arrow buttons to increment and decrement the pre-number delay value.

You can use these arrow buttons to increment and decrement the post-number delay value.

From this drop-down list you can choose whether the carrier is for telephone or Internet faxes.

From this drop-down list you can select the carrier for the selected route. This list contains all the carriers configured for the system.

This display-only entry shows the availability of the selected route on Sunday of each week. Options are **Never available**, **Partial availability** or **Always available**. You can change the availability (or view partial availability in more detail) by clicking the **Modify** button.

This display-only entry shows the availability of the selected route on Monday of each week. Options are **Never available**, **Partial availability** or **Always available**. You can change the availability (or view partial availability in more detail) by clicking the **Modify** button.

This display-only entry shows the availability of the selected route on Tuesday of each week. Options are **Never available**, **Partial availability** or **Always available**. You can change the availability (or view partial availability in more detail) by clicking the **Modify** button.

This display-only entry shows the availability of the selected route on Wednesday of each week. Options are **Never available**, **Partial availability** or **Always available**. You can change the availability (or view partial availability in more detail) by clicking the **Modify** button.

This display-only entry shows the availability of the selected route on Thursday of each week. Options are **Never available**, **Partial availability** or **Always available**. You can change the availability (or view partial availability in more detail) by clicking the **Modify** button.

This display-only entry shows the availability of the selected route on Friday of each week. Options are **Never available**, **Partial availability** or **Always available**. You can change the availability (or view partial availability in more detail) by clicking the **Modify** button.

This display-only entry shows the availability of the selected route on Saturday of each week. Options are **Never available**, **Partial availability** or **Always available**. You can change the availability (or view partial availability in more detail) by clicking the **Modify** button.

Click this button to delete the selected route.

Click this button to add a new route.

Click this button to change the availability settings for this route.

This list shows all the routes that have been configured for the system. You can click any route to select it.

Click this button to accept all and entries, and close the dialog.

Click this button to ignore all changes and close the dialog.

Enter the name that will be used to identify this carrier.

From this drop-down list you can select a carrier that will be associated with the code. This list contains all the carriers that have been set up for the system.

From this drop-down list you can select the carrier to which routes will be reassigned. This list is available only when the **Reassign the routes to another carrier** option button is selected.

Enter the code for this profile. Code refers to the fax number that will use this profile. For example, if a code **001** is entered, the profile will apply to all fax numbers that begin with the digits **001**. If a code **01234** is entered, the profile will apply to all fax destinations that begin with the digits **01234**.

Select this option button if you want to reassign the routes for this carrier to a different carrier. You can then select the new carrier from the drop-down list.

Select this option button if you want all routes for this carrier to be removed as you remove the carrier.

Select this option button if you want to retain routes as the carrier is removed, but you do not yet want to reassign the routes to a different carrier.

You can enter a destination fax number in this field. The other fields in the dialog will show the carrier selected and the actual number that will be dialed.

This display-only field shows the carrier that has been selected to deliver the fax to the test number.

This display-only field shows the actual number that will be dialed to send the fax to your entered destination using the automatically selected carrier.

Click this button to accept all selections and entries, and close the dialog.

Click this button to ignore all changes and close the dialog.

Click this button to view help about the dialog.

Click this button to accept all selections and entries, and close the dialog.

Click this button to ignore all changes and close the dialog.

Click this button to view help about the dialog.

Click this button to abandon the CoverPage generation and close the wizard.

Click this button to view help about this window of the CoverPage wizard.

Click this button to return to the previous window of the CoverPage wizard.

Click this button to move to the next window of the CoverPage wizard.

Click this button to abandon the conversion and close the wizard.

When you have made all the required entries and selections, click this button to display the next screen of the wizard.

Click this button to complete the conversion.

From this list you can select the scanner that will be used to capture the scan. This list contains all the scanners set up for FaxNow!

Enter the name that will be used for the scanned image.

Select this option button if the scanned image is to be attached to this fax then removed from your computer after transmission of the fax.

Select this option button if you want to save the scanned image for future use.

FaxNow! requires WinFax version 8.02 in order to function correctly.

Once you have installed the 8.02 patch you must ensure that you run WinFax at least once before attempting to migrate it to FaxNow!.

This patch is available from http://www.symantec.com/techsupp/files/winfax/winfax_pro_version_8x.html

If you are running version 9 of WinFax then you need to upgrade this to version 9.01.

This patch is available from http://www.symantec.com/techsupp/files/winfax/winfax_pro_version_9x.html

Click this button to accept all changes and selections, and close the dialog.

Click this button to ignore any changes and close the dialog.

Select this checkbox if you want to print a border-line around each page of the fax.

From this drop-down list you can select the number of fax pages that will be printed on each sheet (1, 2, 4 or 9).

Select this checkbox if you want title information to be printed on each sheet. This will show the page number, the destination details and transmission details for the fax.

This area will give an outline representation of the appearance of each printed page if the current entries and selections are accepted.

Select this to close **Properties** dialog.

This dialog shows details of the transmission of the fax and users who have read the fax.

Select this option if you want FaxNow! to ignore the busy tone before transmission. Any faxes sent with this option will fail if the recipient's fax is busy. Under most circumstances, this option will not be selected, as any faxes that detect a busy tone will be retransmitted according to the retry settings defined.

The **Resend only failed pages** option applies only to faxes that fail to transmit successfully. When a fax is interrupted part way through a transmission, FaxNow! will resend the fax according to the default settings for retries, but will begin transmitting from the point where the original fax failed. For example: If a 5 page fax fails halfway through sending page number 4, only pages 4 and 5 will be sent when it is retransmitted.

Enter the text and codes to appear at the left-hand side of the banner or header. The fields will be completed by FaxNow! as the fax is sent. The codes that can be used, together with their meanings, are detailed in the on line documentation **Books OnLine**.

Enter the text and codes to appear in the centre of the banner or header. The fields will be completed by FaxNow! as the fax is sent. The codes that can be used, together with their meanings, are detailed in the on line documentation **Books OnLine**.

Enter the text and codes to appear at the right-hand side of the banner or header. The fields will be completed by FaxNow! as the fax is sent. The codes that can be used, together with their meanings, are detailed in the on line documentation **Books OnLine**.

Enter or select the maximum number of attempts that FaxNow! will make to send your fax before it is failed.

Enter the length of time that SHORT_PRODUCT_NAME will wait before attempting to resend a failed fax.

You can use these arrow buttons to increment or decrement the maximum number of attempts that FaxNow! will make to send your fax before it is failed.

Click this button to attach the attachment currently selected in the **Available attachments** field.

Click this button to attach all the attachments in the **Available attachments** field.

Click this button to detach the attachment currently selected in the **Attached files** field.

Click this button to detach all the attachments in the **Attached files** field.

Click this button to delete the item currently selected in the **Available attachments** field. This item will then no longer be available to be transmitted as a fax attachment.

Click this button to rename the item currently selected in the **Available attachments** field.

Click this button to view the item currently selected in the **Available attachments** list.

Click this button to view the item currently selected in the **Attached files** list.

Click this button if you want to scan a document that will become a fax attachment.

Click this to search a PhoneBook for a recipient (or recipients). You can then perform a search and select all the required recipients for the fax. All the recipients' details will be placed in the appropriate fields in the dialog.

Enter the name of the recipient's company, if applicable. If a recipient has been selected from a PhoneBook, the content of this field will be derived automatically from the PhoneBook entry. If you enter a character string in this field, FaxNow! will display the first record in the PhoneBook with a company name containing that string. The entry in this field will be shown in bold; before you can select a different record you must delete the bold entry.

You can enter an alphanumeric billing code that will be associated with this fax. This code can then be used when processing billing information, and can be viewed in the Activity Logger.

If you have selected a cover sheet for your fax, you can enter up to 1,000 characters of text into this field to be shown on the cover sheet. This text will be formatted by FaxNow! as the cover sheet is generated.

Enter the name of the recipient in this field. You can click the **PhoneBook** button to select a recipient from a PhoneBook if required, and the name will be derived automatically from the PhoneBook entry. If you enter a character string in this field, FaxNow! will display the first record in the PhoneBook with a contact name containing that string. The entry in this field will be shown in bold; before you can select a different record you must delete the bold entry.

Enter the recipient's fax number or e-mail address. The item to be entered in this field, and the label of the field, depends on the transmission method selected from the **Send Method** list. If a recipient has been selected from a PhoneBook, the content of this field will be derived automatically from the PhoneBook entry.

Enter the country code to be dialed when the fax is transmitted. This field is available only when **Internet Fax** is selected from the **Send Method** list.

Enter the recipient's position within the company. If a recipient has been selected from a PhoneBook, the content of this field will be derived automatically from the PhoneBook entry. If you enter a character string in this field, FaxNow! will display the first record in the PhoneBook with a position containing that string. The entry in this field will be shown in bold; before you can select a different record you must delete the bold entry.

Enter the department in which the recipient works. If a recipient has been selected from a PhoneBook, the content of this field will be derived automatically from the PhoneBook entry. If you enter a character string in this field, FaxNow! will display the first record in the PhoneBook with a department name containing that string. The entry in this field will be shown in bold; before you can select a different record you must delete the bold entry.

Enter the T.30 sub-address for the recipient's fax machine. If a recipient has been selected from a PhoneBook, the content of this field will be derived automatically from the PhoneBook entry.

T.30 Sub-Addressing, if supported, allows another fax user to send faxes directly to a FaxNow! user's Inbox. The sender fax machine/device must support T.30 Sub-Addressing.

Enter T.30 Sub Addressing settings (if selected). Specify the digit that will be used as a separating character and that to be used as a terminating character.

For example, if your Fax Extension is 123, the separating character is # and your terminating character is *, the sender would dial your fax number with the extension 123*

To address a fax to multiple sub-addresses, use the following method:

123#124#125*

FaxNow! will ignore any digits received after the terminating character. Up to 20 digits can be included in the sub-address.

Enter the area code to be dialed when the fax is transmitted. This field is available only when **Internet Fax** is selected from the **Send Method** list.

From this list you can select a folder that will be used to save a copy of this fax. This list contains all the folders currently set up for FaxNow!.

If you do not want to save copies of this fax, select **<none>**. If you want to create a new folder, select **Other**; you will be prompted to enter a name for the new folder.

From this drop-down list you can select the transmission method. The options are:

- **Fax**, which will send the fax message to the contact's fax number.
- **Internet Fax**, which will send the fax via a fax Internet service provider. You can enter the provider's number in the **Country Code**, **Area Code**, **Number** and **Ext** fields.
- **Email**, which will send the fax to the contact's e-mail address. You can enter this address in the **Email** field.

Select these tabs to show further information.

This list shows all the recipients for this fax. You can select any recipient by clicking it or using the **ARROW** keys on the keyboard.

There is no help for items at this level. Make a further selection to see detailed help.

You can select this checkbox to schedule a fax for later transmission. When you send a fax, you can specify what time you want your fax to start dialing to work around international time differences or take advantage of lower telephone rates.

When you select Schedule, the default schedule time is used. To change the default schedule time, click the arrow at the right-hand end of the **Time** field. A time bar will be displayed, with cheap rate times marked in grey and a clock to show the selected default schedule time. You can click and drag the clock icon to a different time, then click outside the field to set the new time.

To transmit a fax on a different day, click the arrow at the right-hand end of the **Date** field. A calendar will be displayed from which you can select the required transmission date.

Select this checkbox to enable secure send, a facility that the FaxNow! server provides to ensure that your fax is sent to the right fax machine or device. When FaxNow! calls the recipient's fax number, it will check to make sure that the number or name you have specified matches that configured in the recipients fax. If it matches, the fax transmission will continue. If it does not, FaxNow! will terminate the call and the fax will be failed.

You can select the priority with which the fax will be processed. Options are **Urgent** (which will transmit the fax immediately), **Normal** (which will send the fax in its place in the fax queue) and **Off peak** (which will send the fax during the hours defined as off-peak in the **Fax Modem Server** dialog; to set these times in that dialog, select **System Properties** from the **Server** menu, then select the **General** tab in the displayed dialog).

Note that access to higher priorities may be limited. If you need to assign a priority higher than that available on the list, contact your system administrator.

The secure send option relies on the recipient's fax machine having a CSID configured. Most fax equipment will have a number or name configured as a CSID and therefore if you know the ID of the recipients fax, you can enter it here. You can enter up to 20 alpha and/or numeric characters.

If you have selected an option button that will result in a printed output, you can enter or select the number of copies to be printed in this field.

Select this option button if you want to retain a copy of this fax after transmission, regardless of whether the transmission was successful.

Select this option button if you want to retain a copy of the fax only if the transmission is unsuccessful.

Select this option button if you want to delete this fax after transmission.

Select this option button if no printout is required when this fax is transmitted. This is the default selection.

Select this option if you want to print a confirmation slip on successful transmission of this fax. You can enter the number of copies to be printed in the **No of copies** field.

Select this option button if you want to print the whole fax on successful transmission. You can enter the number of copies to be printed in the **No of copies** field.

You can use these arrow buttons to increment or decrement the number of copies to be printed.

Enter the date on which this fax is scheduled for transmission. Clicking the arrow button at the right-hand end of the field will display a calendar from which you can select the date. This field is available only when the **Scheduled at** checkbox is selected.

Enter the time at which this fax is scheduled to be transmitted. Clicking the arrow button at the right-hand end of the field will display a “time line” along which you can move the clock pointer to select a time; as you move the pointer, the corresponding time will be shown in the field. This field is available only when the **Scheduled at** checkbox is selected.

This field will show the company of the user to whom this client is registered. If you want to change the Sender Company, enter the new company.

The entry in this field will be displayed on the cover page of the fax.

This field will show the fax number of the user to whom this client is registered. If you want to change the sender fax number, enter the new fax number (including the dialing code if appropriate).

The entry in this field will be displayed on the cover page of the fax.

This field will show the name of the user to whom this client is registered. If you want to change the sender name, enter the new name.

The entry in this field will be displayed on the cover page of the fax.

This field will show the telephone number of the user to whom this client is registered. If you want to change the sender number, enter the new telephone number (including the dialing code if appropriate).

The entry in this field will be displayed on the cover page of the fax.

This field will show the position of the user to whom this client is registered. If you want to change the sender position, enter the new position.

The entry in this field will be displayed on the cover page of the fax.

This field will show the section of the user to whom this client is registered. If you want to change the sender section, enter the new section.

The entry in this field will be displayed on the cover page of the fax.

Click this button to restore the default settings and entries for this tab of the dialog.

Click this button to make the current settings the defaults for this client.

Click this button to accept all selections and entries, and close the dialog.

Select this to delete the selected item.

Select this to rename the selected item.

Select this to view the selected item.

Select this to scan an item that is to be attached to a fax.

These thumbnails represent the attachments that have been linked to the fax. If you move the mouse pointer over a thumbnail, the name of the attachment will be displayed. You can click any thumbnail to select it.

These thumbnails represent the cover pages that have been designed for the system. If you move the mouse pointer over a thumbnail, the name of the cover page will be displayed. You can click any thumbnail to select it.

This shows the copyright owner for the software.

This shows the name and version of the software.

This display-only field shows the name of the person to whom the software is licensed.

This display-only area shows the company to which the software is licensed.

This display-only field shows the serial number of the software license.

This display-only area shows who the software is licensed to.

This display-only area shows the type of license for this software installation.

This field shows the label of the serial number field.

Click this button to transmit the fax.

Click this button to see a preview of the fax. This will show the exact layout and content of the fax as it will be transmitted.

If you have selected a cover sheet for your fax, you can enter up to 1,000 characters of text into this field to be shown on the cover sheet. This text will be formatted by FaxNow! as the cover sheet is generated.

If you have selected a cover sheet for your fax, you can enter a subject that will be shown on the cover sheet, up to 30 alphanumeric characters.

Within this dialog you can enter the details and content to send an express fax.

Click this button to abandon all entries and selections, and close the **Express Fax** dialog without transmitting the fax.

This list shows all the recipients for this fax. You can select any recipient by clicking it or using the **ARROW** keys on the keyboard.

PhoneBook Contact

<Enter Description Here>

No help is associated with this item.

Select this to view the specified PhoneBook.

Select this to add a new contact to the specified PhoneBook.

Select this to set the properties of the modem.

Check this item to enable this modem to transmit all FaxNow! faxes.

Check this item to stop this modem from transmitting FaxNow! faxes.

Check this item to enable this modem to transmit FaxNow! faxes under specified conditions only. To set the conditions under which faxes will be transmitted, select **Configure** from this menu to display the **Modem Properties** dialog. Select the **Advanced** tab, then click the **Custom availability** option button in the **Transmit Availability** area. You can then click the **Customise** button to display a dialog in which you can select the times for which transmission will be enabled.

Check this item to enable this modem to receive all FaxNow! faxes.

Check this item to stop this modem from receiving FaxNow! Faxes.

Check this item to enable this modem to receive FaxNow! faxes under specified conditions only. To set the conditions under which faxes will be received, select **Configure** from this menu to display the **Modem Properties** dialog. Select the **Advanced** tab, then click the **Custom availability** option button in the **Receive Availability** area. You can then click the **Customise** button to display a dialog in which you can select the times for which reception will be enabled.

Select this to open the **Express Fax** dialog, in which you can make the entries to transmit an express fax. An express fax is one that consists of a cover sheet, together with attachments if required, but does not include a document from an application.

Select this to scan a document item that will be attached to an express fax.

Select this option to show only details of the currently selected log entry.

Select this option to show a list of log entries in the left-hand pane of the window with details of the currently selected entry in the right-hand pane.

Select this to choose the columns that will be displayed in the Activity Reporter window.

Select this to export the log in Comma Separated Variable (CSV) text format.

Select this to open the Fax Manager window.

Select this to open the Fax Modem Server window.

Select this to close FaxNow!

Select this option to refresh the information held in the Activity Reporter window.

Select this option to show only a list of the activity log entries.

Select this to remove all entries from the log.

Select this option if you want faxes to be forwarded automatically to a specified e-mail address.

Select this option if you want faxes to be forwarded automatically to a specified fax number.

Click this to mark the selected fax(es) as read, regardless of current read status.

Click this to mark the selected fax(es) as unread, regardless of current read status.

Select this to delete the currently selected folder or fax.

Select this to set up the fax options.

Select this to display the properties of the selected fax.

Select this to open the currently selected fax in the Fax Viewer window.

Select this option to refresh the information displayed in the Fax Manager window.

Select this to abandon the transmission of the current fax.

Select this to create a new folder for your faxes.

Select this to change the name of an existing fax folder.

Select this to open the **Express Fax** dialog, in which you can make the entries to transmit an express fax. An express fax is one that consists of a cover sheet, together with attachments if required, but does not include a document from an application.

Select this to resubmit a failed fax for transmission.

Select this to resubmit a failed fax for transmission.

Select this option to set up the page layout for printing of faxes.

Select this to remove any scheduled transmission time for the fax and set its priority to **Urgent**. This will normally send the fax immediately, regardless of its scheduled fax time.

Click this to select all the faxes listed in the Fax Manager window.

Select this to manipulate FaxNow! attachments.

Click this to manipulate FaxNow! cover pages.

Select this to open the PhoneBook window.

Select this to open the Fax Viewer window.

Select this to open the Fax Viewer window.

Select this to send the current fax as e-mail.

When an incoming fax is received it is stored in the unrouted faxes folder. However, if an incoming fax is received that includes routing information for a FaxNow! user, it is placed directly into that user's Inbox folder.

Access to the unrouted faxes folder is defined in the **User Admin** program. If you have the necessary privileges, you can examine the Unrouted faxes folder to see whether any of the faxes are intended for you or route faxes that are intended for other FaxNow! users. The responsibility of checking the unrouted faxes folder and routing faxes is usually given to just a few users but all users with the necessary privileges can view unrouted faxes.

Individual FaxNow! users can use the **Route Fax** facility to route any faxes in their Inbox, Outbox or Retained Faxes directories to other FaxNow! users.

Select this to scan an item that will be attached to a fax.

Select this to choose the columns holding information that will be displayed in the Fax Manager window.

Select this option to import folders containing WinFax faxes into the FaxNow! system.

Select this to delete the displayed page from the current fax.

Select this to turn all pages in the current fax through 180°.

Select this to turn the current page through 180°.

Select this to turn the current page through 90° anti clockwise.

Select this to turn the current page through 90° clockwise.

Select this to delete the current document from your computer.

Select this to define the page layout for faxes as they are printed.

Select this to display the properties of the current fax.

Having viewed the contents of a fax, FaxNow! users can use the **Route Fax** facility to route the fax to other FaxNow! users.

Select this to increase the magnification of the fax to the next higher standard magnification level.

Select this to make the image darker.

Select this to show the fax at one eighth of full size in the Viewer window.

Select this to show the fax at full size in the Viewer window.

Select this to show the fax at half size in the Viewer window.

Select this to make the image lighter.

Select this to view the next fax in the sequence.

Select this to set the image to its normal brightness level.

Select this to view the previous fax in the sequence.

Select this to show the fax at one quarter of full size in the Viewer window.

Select this to show a single page of the fax in the Viewer window.

Select this to show the fax at one sixteenth of full size in the Viewer window.

Select this to reduce the magnification of the fax to the next lower magnification level.

Select this to show the fax at 33% of full size in the Viewer window.

Select this to view all the pages of the fax in thumbnail form.

Select this to save an image of the current item in graphic format.

Select this to paste the content of an image file into the current fax.

Click this button to authorise the selected fax. The fax will then be queued for transmission in the usual way, and all user-defined send parameters will be retained.

Click this button to reject the selected fax. It will then be marked as rejected and placed in the originator's Sent faxes folder.

Select this option to show contacts in the list in alphabetic order of company.

Select this option to show contacts in the list in alphabetic order of first names.

Select this option to show contacts in the list in alphabetic order of last names.

Select this option to add a new contact to the current PhoneBook.

Select this option to change the details of the current contact.

Select this option to create a new contact based on the data held for the current contact.

Select this option to delete the current contact from the PhoneBook.

Select this option to export record groups in ANSI form suitable for Windows applications. The records will be saved as comma separated variable (CSV) files.

Select this option to export records in DOS form suitable for Windows applications. The records will be saved as comma separated variable (CSV) files.

Select this option to export record groups in ANSI form suitable for non-Windows applications. The records will be saved as comma separated variable (CSV) files.

Select this option to export records in ANSI form suitable for non-Windows applications. The records will be saved as comma separated variable (CSV) files.

Select this option to search for a contact or contacts within the PhoneBook.

Select this option to import record groups in ANSI format into the current PhoneBook.

Select this option to import records in ANSI format into the current PhoneBook.

Select this option to import record groups in DOS form into the current PhoneBook.

Select this option to import records in DOS form into the current PhoneBook.

Select this option to select or display the next record in the contact list.

Select this option to select or display the previous record in the contact list.

Select this option to show a list of contacts in the left-hand pane of the window with details of the current contact in the right-hand pane.

Select this option to show only details of the current contact.

Select this option to show only a list of the contacts in the PhoneBook.

Select this option to generate a new PhoneBook. You will be prompted to enter a type and name for the PhoneBook.

Select this option to set up the page layout for printing.

Select this option to place the current contact's details on the Windows clipboard.

Select this option to edit groups of contacts within the PhoneBook.

Select this option to refresh the information held in the PhoneBook window.

Select this option to import a WinFax phone book into the FaxNow! PhoneBook module.

Select this to remove all entries from the Event Log.

Select this to configure a new modem for use with your system.

Select this to pause the operation of the modem configured for the system. This option will be available only while the modem is operating normally.

Select this to change the operating properties of the selected modem.

Select this to remove the selected modem from the system. Note that the modem will still be available for other applications on your computer.

Select this to resume the operation of the modem configured for the system. This will be available only while the modem is paused.

The Server Properties dialog is used to configure the mail properties of the server. You can enable the e-mail account, select events to be mailed and a destination address, and select a printer to be used for outbound faxes if printing is required after transmission.

Select this to configure your fax server system.

Select this to make the image darker.

Select this to show the fax image at one eighth size in the Viewer window.

Select this to show the fax image at full size in the Viewer window.

Select this to show the fax image at half size in the Viewer window.

Select this to increase the magnification of the fax to the next higher standard magnification level.

Select this to make the image lighter.

Select this to set the image to its normal brightness level.

Select this to show the fax image at one quarter size in the Viewer window.

Select this to show the fax image at one sixteenth size in the Viewer window.

Select this to decrease the magnification of the fax to the next lower magnification level.

Select this to show the fax image at one third size in the Viewer window.

Select this option to configure the options that will allow FaxNow! To minimise transmission costs if required.

Rendering Module

The FaxNow! Rendering Module is a Windows-based program whose task is to convert attachments that are included within an e-mail into a fax-ready format. The Rendering Module Properties dialog allows you to configure the manner in which the SHORT_PRODUCT_NAME Rendering Module is run.

The FaxNow! Rendering Module a separate application that can be run on the FaxNow! server computer, or a separate PC on the same network.

You can set up folders that will be used for incoming and outgoing mail, define a default CoverPage and set-up logging options. You can also set the Rendering Module to run locally or to be displayed in an application window within the Fax Server.

You can also set-up document associations so that documents produced in other applications can be made fax ready without having to open the host application.

Mail Gateway

This dialog allows you to configure the FaxNow! Mail Gateway.

FaxNow! Mail Gateway is included with FaxNow!. This module extends the current e-mail functionality beyond just receiving and routing faxes through e-mail. With FaxNow!, users can send faxes directly from an e-mail client at their desktop.

E-mail faxes can include native file attachments such as word processor or spreadsheet documents. File attachments included with e-mail faxes are automatically converted by FaxNow! before transmission.

FaxNow! Mail Gateway is designed to run on the FaxNow! Server computer but can, if required, be run on a separate networked computer.

Select this option to upgrade the license of your software. You should first contact RedRock to obtain a new license number.

Click this button to show the user list and also details of the selected user within the User Admin window.

Click this button to show only details of the selected user within the User Admin window.

Click this button to show only the user list within the User Admin window.

Select this to add a new user to the system.

Select this to duplicate the selected user. The duplicate will be given the name **Copy of** followed by the original filename.

Select this to change the details of the selected user.

Select this to delete the selected user. You will be asked if you want to retain the user's data before confirming the deletion.

Click this button to display the user records in order of user name.

Click this button to display the user records in order of user fax extensions.

Click this button to display the user records in order of user ID.

Click this button to display the next user record in the sequence. Note that you must have entry details visible to use this button.

Click this button to display the previous user record in the sequence. Note that you must have entry details visible to use this button.

Select this to edit the groups of users for your system.

You can associate your users into groups to make them more manageable. You can then assign rights to users allowing them access to faxes sent to and received by other members of their group.

A group can also be used to define restrictions. FaxNow! can restrict “barred” and “unauthorised” numbers. These numbers can be defined within the group administration option and will then apply to each member of that group.

Click this button to display the user records in group order, with all members of the same group shown in sequence.

Select this to import user details from an e-mail address book.

Select this to import user information from a standard text file.

Select this to output details of users and groups into a single text file. This file will hold all the users and groups configured for your system.

Select this option to change the password that users must enter before they can access the User Admin module.

Select this option if you want to enable password protection for the User Admin module.

Select this to start the wizard that will import data from older versions of FaxNow! into the current version.

Select this option to open a new item.

Select this to close the current fax.

Select this to save the current version of the fax under its existing name.

Select this to save the current fax under a new name.

Select this option to print the displayed item.

Select this to send the fax via e-mail.

Click this to open the indicated document.

Select this to place a copy of the current fax page on the Windows clipboard.

Select this to place a copy of the current fax page on the Windows clipboard and delete the original from the fax.

Select this to place a copy of the current fax page on the Windows clipboard. Select this to place the contents of the Windows clipboard into the current fax. You can choose where the new content will be pasted.

Select this to align the icons within the window.

Select this to display sub-windows in a cascaded manner.

Select this to display sub-windows in a column.

Select this to display sub-windows in a row.

Select this option to split the view and set up the pane widths within the window.

Select this option to display the **About** box containing details of your FaxNow! Installation.

Select this option to close the module.

Select this option to open the on-line manuals supplied with FaxNow!

Select this option to display the FaxNow! Toolbar within the window.

Select this option to display the FaxNow! Status bar within the window.

Select the sub-window you want to make active from this list, which shows all open sub-windows.

There is no help for items at this level. Make a further selection to see detailed help.

User Options Auto Forward

In this dialog you can set up automatic forwarding of all this user's faxes to a specified fax number or e-mail address.

Cover Page Wizard

This is the first screen of the Cover Page Wizard, which gives an overview of cover pages. Read the displayed information, then click the **Next** button to continue.

You can include a cover page with any fax that you send. The cover page, if selected, will always be the first page to be transmitted and typically contains information about the recipient, your details, the date, the time, number of pages in the fax, a subject heading and any notes that you add.

The information that is included in the cover page is created by you when you send a fax. Many of the details may be ready to use such as your user details, but the recipient's details (including those stored in a PhoneBook), subject and notes are created each time you send a fax.

In addition to sending a cover page with any documents you fax, you can also send a cover page on its own as an express fax.

The cover page has two purposes:

- It displays the "address" of the intended recipient just like on an envelope. This is particularly useful if the fax is sent to a shared fax machine.
- It displays your company image and therefore should be designed in the same way as your company's letterhead.

Cover pages are not always necessary, and this is why you can send a fax without one. If you want to start using FaxNow! without delay, a selection of standard cover pages are installed during set-up.

Cover Page Wizard

FaxNow! installs a selection of overlay files that can be used with almost any background design. This means that you only need to create your background, and select one of the pre-defined overlay files that fit into your design.

Default overlay files have a .cvo extension. These files cannot be edited, however. All overlay files are also supplied in text (.ini) files that you can edit to create your own definitions and then convert to .cvo files during cover page generation.

The cover page overlay contains details of the style and position of text that will be added to the cover page before it is transmitted. Field labels, including fields and position co-ordinates are all contained within the overlay file.

Cover Page Wizard

This screen allows you to set up a backdrop for the cover page. You can either select an existing graphic file or scan an image to provide the backdrop.

The cover page background is the “letterhead” of your fax page. It will typically include your company logo and address. Many companies also include a title such as “Facsimile Message” too.

In technical terms, the background file format is a monochrome (black and white), bi-level TIFF (Tag Image File Format). (FaxNow! supports the TIFF format but adds header information and saves these files with an *.ifx extension). The dimensions of the file may vary depending upon the application it was created in, however, as a guideline; your page should be no larger than a standard A4 page.

You can enter the name that will be used to save the cover page.

The Activity Log Reporter displays details of all transmit and receive operations performed by FaxNow! Server. Any user with the necessary access rights can examine these details for audit and control purposes.

Note Only the system administrator will normally have access to the Activity Reporter facilities. If you need to perform any of the tasks detailed in this section, please contact your system administrator.

The main body of the screen contains a list of user events detected by Activity Reporter. Events can be selected by clicking the required entry. The grey area to the right shows details of the currently selected entry.

Note The information held in this window is for display only. Although you change the way in which the information is presented, you cannot change the information itself.

Click this button to view help on using document association facilities.

Click the **Finish** button to complete the design and saving of the new cover page.

User Administration is used to register FaxNow! users and assign rights, properties and also to control system security.

Note Only the system administrator will normally have access to the FaxNow! User Admin facilities, and you may need to enter a password before you are granted access. If you need to perform any of the tasks detailed in this section, please contact your System Administrator.

Label Design

This will display the individual “label” in the dialog, allowing you to specify the printed content. As you select information, the effect will be shown in the pictorial representation of the label.

- 1 In the **Text Position** area, set the margins and tabs that will apply to each label.
- 2 Select the checkboxes corresponding to the record fields that will appear on the label. A sample is shown in the pictorial representation so that you can assess the effect of your selections. Note that the selections appear in a predetermined order on the label, regardless of the order in which you select the checkboxes.
- 3 Select the option button for either linear or block formatting. Linear formatting will allow you to place a number of fields on each line, and is useful if you want to print general information on each contact for your records.

Block formatting places items on successive lines in the manner appropriate for address labels.

Note The **Copy** button will display a dialog containing details of the currently selected page layout. If you need to create a new layout, it may be quicker to copy a similar page and make amendments rather than adding a new page from scratch.

Rendering Module Properties

The SHORT_PRODUCT_NAME Rendering Module is a Windows-based program whose task is to convert attachments that are included within an e-mail into a fax-ready format. The Rendering Module Properties dialog allows you to configure the manner in which the FaxNow! Rendering Module is run.

The FaxNow! Rendering Module a separate application that can be run on the FaxNow! server computer, or a separate PC on the same network.

You can set up folders that will be used for incoming and outgoing mail, define a default CoverPage and set-up logging options. You can also set the Rendering Module to run locally or to be displayed in an application window within the Fax Server.

You can also set-up document associations so that documents produced in other applications can be made fax ready without having to open the host application.

ccMail Properties

FaxNow! Mail Gateway for Lotus cc:Mail provides seamless integration for Lotus cc:Mail mail users and FaxNow!. Before you can send faxes from Lotus cc:Mail, you must configure:

- A Lotus cc:Mail Post Office for FaxNow!. This Post Office will manage the routing of outbound faxes from Lotus cc:Mail users.
- A Lotus cc:Mail user. This user will be used to route inbound faxes, conversion errors and transmission confirmations from FaxNow! to Lotus cc:Mail users.

When you have completed this, you can set up FaxNow! to process e-mail faxes. This dialog allows you to do that.

User Options dialog

This dialog allows you to set up the time interval between Fax Manager checks for incoming faxes, how Fax Manager will respond to incoming faxes and the way that Fax Manager will notify this user of fax transmission results. The settings made in this dialog will apply only to this user.

User options

This allows you to set up the options that will be implemented whenever this user sends a fax.

User options

You can enter details of the user into these fields. This information may be used to build the standard data for faxes sent by this user.

Fax Manager provides an easy to use graphical interface to enable you to control and manage faxes.

Network Version: If you are a manager or administrator, Fax Manager provides you with the ability to view faxes belonging to other users within your group or company depending upon your user privileges.

The Fax Viewer is an independent but fully integrated application. Fax Viewer allows you to view and manipulate faxes as well as print, mail, save and route. Fax Viewer will also view any monochrome bi-level TIFF (Tag Image File Format) images. Fax Viewer can be started directly from Windows or from the FaxNow! Fax Manager.

The FaxNow! PhoneBook allows you to store personal details of contacts so that they can be located easily when sending a fax. All the relevant information can be stored for each contact, and entries can be combined into groups to speed up searching and enable you to send a fax to a number of recipients in a single operation.

When sending a fax, you can search the PhoneBook to find recipients. You can specify the parameters that will be used for the search and which groups will be searched.

The main body of the PhoneBook screen contains a list of the PhoneBook entries, which can be selected by clicking the required entry. The grey area to the right shows details of the currently selected entry.

The PhoneBook can be linked to any existing MAPI compliant contacts list or WinFax phone book link. For details refer to the **Books OnLine**.

PhoneBook Contact

You can define 2,800 contacts in a PhoneBook. Adding a new contact is a straightforward procedure that consists of entering personal details into a form-type window; these details can be amended at any time.

- 1 Enter contact details into the relevant fields. Note that you must make an entry in one of the **First Name**, **Last Name** or **Company** fields as these are the key fields used to sort entries in the PhoneBook. In addition, if you want to fax to a contact you must enter their fax number.

Entries made in the **Notes** field are for reference only. They are not used by FaxNow! and will not appear on faxes.

- 2 If you want to include the contact in a group (or a number of groups) within the PhoneBook, click the **Groups** tab to display group information in the dialog. To allocate the contact to a group, select an entry from the available groups in **not a member of:** (the right-hand list) then click the appropriate move button. The group name will move to the **member of:** list (left-hand area). You can then allocate the contact to as many groups as you want.

You can also add new groups, delete groups and rename groups from this dialog.

- 3 To set up the fax options for the contact, select the **Fax options** tab to display fax operating parameters in the dialog.
- 4 If you want to FaxNow! server to check the ID of the contact's fax machine before sending, select the **Match CSID** checkbox. Enter the CSID as it is defined in the contact's fax machine.
- 5 Make an alphanumeric **Bill To** code entry for this contact if required. This code can then be used when processing billing information, and can be viewed in the Activity Logger
- 6 Select **Busy Tone Detection** if required.
- 7 Set the number of retry attempts for this contact. You can specify the number of attempts, or let the fax use the system default setting.
- 8 When all the required entries and selections have been made, click the **OK** button.

PhoneBook Contact Fax Options

You can set up the fax options that will be used for this contact:

- 1 If you want to FaxNow! server to check the ID of the contact's fax machine before sending, select the **Match CSID** checkbox. Enter the CSID as it is defined in the contact's fax machine.
- 2 Make an alphanumeric **Bill To** code entry for this contact if required. This code can then be used when processing billing information, and can be viewed in the Activity Logger
- 3 Select **Busy Tone Detection** if required.
- 4 Set the number of retry attempts for this contact. You can specify a number of attempts or let the fax use the system default settings.
- 5 When all the required entries and selections have been made, click the **OK** button.

PhoneBook Contact Group

You can add a contact record to as many groups as you want. You can do this either when editing a group, or when creating or editing a contact record.

- 1 To make the contact a member of a group, select the group in the **not a member of:** list on the right, then click the appropriate move button (this becomes active when a group is selected). The group name will move to the **a member of:** list on the left. You can allocate the contact to as many groups as you want.
- 2 To remove a contact from a group, select the group in the **a member of:** list on the left, then click the appropriate move button (this becomes active when a group is selected). The group name will move to the **not a member of:** list on the left.
- 3 Click the **OK** button.

Note You can also add new groups, delete groups and rename groups from this dialog.

Label Design

You can specify the size and layout of pages containing labels:

- 1 Set the paper size and source, number of labels in each row/column, the size of each label and the margins to be left at the edge of each page.
- 2 If required, select the appropriate option buttons to change the paper orientation and measurement units.

Note The **Copy** button will display a dialog containing details of the currently selected page layout. If you need to create a new layout, it may be quicker to copy a similar page and make amendments rather than adding a new page from scratch.

Label Design

You can set up the text that will appear adjacent to each field specified for the label, and at the top and bottom of each label:

- 1 For each of the telephone number types that you have used, select the type from the **Line Type** drop-down list and enter the prefix and suffix as you want it to appear on the label.
- 2 Enter the details of the serial number to appear on each label (if used).
- 3 Select the formats for date and time, if used.
- 4 Enter the text that will appear as banners at the top and bottom of each printed page.
- 5 If you want to view a sample of the layout, click the **Label** tab. The current layout will be shown pictorially.
- 6 If you want to print a sample hard copy of the layout, click the Page tab and select the Test Print button. In the displayed dialog, ensure that the correct printer is selected then click the OK button.
- 7 When the page layout is correct, click the **OK** button in the **Label Design** dialog. A further dialog will be displayed into which you can enter a name for the page layout then click **OK**. The new page will then appear on the list of pages.

Note The **Copy** button will display a dialog containing details of the currently selected page layout. If you need to create a new layout, it may be quicker to copy a similar page and make amendments rather than adding a new page from scratch.

Modem Properties

You can use this dialog to set the advanced properties of the modem. You can define the permissible receive and transmit speeds for the modem, availability, answering and timeout characteristics, and debug facilities. You can also set the modem to display faxes automatically as they are received.

Modem Properties

This dialog allows you to specify the modem driver and port to be used for this modem, together with any special commands required by the modem.

Modem Properties

This dialog allows you to define the identity and general properties of the modem. You can enter a CSID, set the dialing characteristics and line access properties, and define the speaker settings.

Modem Properties

This dialog allows you to set up automatic printing of incoming faxes through this modem. You can select which faxes will be printed, how many copies of each will be printed and the layout of each printed sheet. You can also select the printer that will be used.

Server Properties

In this dialog you can configure the mail properties of the server. You can enable the e-mail account, select events to be mailed and a destination address, and select a printer to be used for outbound faxes if printing is required after transmission.

Server Properties – V2.5 Queues

If you have an existing installation of FaxNow! version 2.5, the queues that would normally be serviced by a FaxNow! version 2.5 Fax Server can instead be serviced by this version of FaxNow!.

This means that FaxNow! v2.5 users can continue to send and receive faxes even when the FaxNow! v2.5 server is switched off. This would typically be the case while users are migrating to a higher version of FaxNow!.

In this dialog you can set-up routing and queue options for V2.5 faxes.

Note: To a large network, migrating users to a new system can be a long and tedious task. The migration tools provided with this version of FaxNow! are designed allow users to move to the new version quickly and seamlessly. Routing and queue options for V2.5 faxes, and other migration tools are described in the **Books OnLine**.

Blacklist

The Black List facility allows you reject unwanted faxes. The blacklist shows any fax numbers, from which incoming faxes will not be accepted, allowing you to set up automatic rejection of persistent junk-faxes. Faxes received from these senders will be ignored. The number you enter here will be the CSID of the senders fax machine. The CSID is displayed in the **From** column of received faxes. See the **Inbox** folder of the Fax Manager.

Fax Server System Properties

This dialog allows you to configure the behaviour of the Fax Server. You can define the way that the server will retry fax deliveries, and whether audit copies and an activity log are to be maintained.

The Event Log records all events such as sending and receiving faxes, and error messages. These events can be forwarded to a FaxNow! user as they occur.

To view the log, maximise the Event Log within the Fax Modem Server window. When you have examined the messages, minimise the window.

Note You cannot close the Event Log window. Selecting the close button will minimise the Event Log within the Fax Modem Server window.

This window allows you to configure modem access for your system. You can add, remove and set properties for all the modems that will be used. You can also pause a modem during its operation, then resume operations when required.

HP ScanJet

In this dialog you can configure the interface to the HP ScanJet. You can then send paper based documents from the front panel of the Network ScanJet and the server will fax them for you.

The procedure to fax from the Network ScanJet is:

1. The document is placed in the hopper at the HP Network ScanJet.
2. The fax number is entered at the ScanJet control panel.
3. The document is scanned to the network file server.
4. FaxNow! collects and faxes the document.

When a “scanned” document is queued by FaxNow!, it appears in the Outbox folder like any outgoing fax in FaxNow!.

System Properties - HouseKeeping

WARNING! Use with care... When HouseKeeping is enabled all files within the specified directory that match the defined prefix and extension are removed without prior warning.

FaxNow! HouseKeeping is an additional feature provided within the System Properties of the Fax Server program.

FaxNow! integrates with most email programs. Some of these email programs produce temporary files when processing messages that are not removed by the email application itself. If left unchecked, these temporary files can occupy more and more of your valuable disk space on your FaxNow! Fax Server. Like most applications, FaxNow! cannot operate when it has no disk space.

To help eliminate this issue, FaxNow! incorporates an automated HouseKeeping process to remove these temporary files.

When enabled, FaxNow! will remove predefined temporary files after each fax transmission and/or reception. If you find that your email program is producing temporary files, but not removing them, you can enable HouseKeeping to carry out this task for you.

To configure FaxNow! HouseKeeping:

1. Run FaxNow! Fax Server program.
2. Select "System Properties" (Server menu)
3. Click the HouseKeeping tab:
4. Click "Enable - After Send Purge Files"

Directory:

Enter the drive and directory where your email application creates temporary files. HouseKeeping will remove specified files from this directory after every fax is transmitted.

Prefix:

Enter the prefix of the files to be removed.

Extension:

Enter the extension of the files to be removed. (* = wildcard)

Example:

Directory = C:\windows\temp

Prefix = ABC*

Extension = *

FaxNow! HouseKeeping will remove ABC*.* from C:\windows\temp

5. Click "Enable - After Receive Purge Files"

Directory:

Enter the drive and directory where your email application creates temporary files. HouseKeeping will remove specified files from this directory after every fax is received.

Prefix:

Enter the prefix of the files to be removed.

Extension:

Enter the extension of the files to be removed. (* = wildcard)

Example:

Directory = C:\windows\temp

Prefix = ABC*

Extension = *

FaxNow! HouseKeeping will remove ABC*.* from C:\windows\temp

Modem Properties dialog

This dialog allows you to configure the internet faxing capabilities of FaxNow!. You can set up the fax drivers, modem port and status checking characteristics.

User Configuration

In this dialog you can set up the user's name and contact details. You can also define how the user will be notified when a fax message is available.

User Configuration

In this dialog you can set up the options to which this user will be granted access. You can select the tabs that will be available to the user when sending faxes, and also the maximum priority that the user can assign to faxes.

Group Admin

In this dialog you can set up numbers for which the group will have restricted access. Faxes to these numbers will be rejected, and will not be transmitted.

User Configuration

In this dialog you can set up the privileges the user will have. These privileges fall into six categories:

User Send	Access to the users own Outbox and Sent folders .
User Receive	Access to the users own Inbox folder.
Group Send	Access to the group Outbox & Sent folders of which the user is a member. This includes the outbox and Sent folder belonging to each member of the group.
Group Receive	Access to the group Inbox folder of which the user is a member. This includes the Inbox folder belonging to each member of the group.
World Send	Access to the Global Outbox and Sent folder. This includes the Outbox and Sent folder belonging to each user.
World Receive	Access to the global Inbox folder. This includes the Inbox folder belonging to each user.

For each of these categories, are defined as **All rights**, **No rights** or **Custom rights**. Custom rights allows you to be flexible when defining a users access to folders. They are:

Send	Submit faxes to their Outbox folder.
Receive	Receive faxes to their Inbox folder.
View	View the folder in the folder view. In a Send category, this includes both Outbox and Sent folders .
Move/Copy	Can move or copy a fax.
Delete	Can delete a fax.
Authorise	Can authorise a fax within the users group.
Manage Group phonebook	Can amend a group phonebook.

Members

In this dialog you can define the users who will be members of the group. You can add and remove members as required.

User Configuration

This dialog allows you to make this user a member of one or more groups.

General

In this dialog you can enter the contact and notification details for the group. You can also select a group PhoneBook and configure both MAPI and non-MAPI e-mail interfaces.

Authorisation

In this dialog you can set up details of numbers for which authorisation is needed before faxes can be sent. Any faxes sent by group members to any of these numbers will be sent for authorisation (or, if only prefixes are specified, to numbers beginning with the indicated digits).

You can also test individual numbers to see if authorisation is required.

Migration wizard

This wizard will guide you through the selections you need to make in order to convert records and faxes from Version 2 of FaxNow! to the latest format. This wizard allows you to convert faxes that have been submitted in your older version for transmission from the latest version. Users can continue to send and receive faxes with the Version 2 server switched off during the migration.

The wizard also allows migration of users and PhoneBooks to make the version update quick and seamless.

Migration wizard

In this window you can enter the path to the folder containing the old version of the software, and select the items to be converted. You can select individual fax types, and you can also choose to convert PhoneBooks.

Migration wizard

In this window you can set up the rights for users whose records are converted from the old system. You can transfer rights from the old system, or grant all send and/or receive rights.

Migration wizard

This window displays a summary of your conversion selections. If you want to proceed with these selections, click the **Next** button. If you want to change any selections, click the **Back** button until you reach the window containing the item to be changed, then make the required amendment. If you want to abandon the conversion, click the **Cancel** button.

Migration wizard

This window indicates that the conversion is currently taking place.

Migration Wizard

This window shows that the file conversion is complete.

Least Cost Routing

FaxNow! can transmit outgoing faxes via third party carriers to save money on fax calls. Least Cost Routing uses an easy to configure mechanism that transmits outgoing faxes through any third party carrier of your choice depending upon the destination and time of transmission. This means that you can not only take advantage of cheaper call rates offered by third party carriers, but also reduce costs further by using off peak or special rates.

Some of the popular third party carriers are pre-defined in FaxNow!, however, these can be edited or new profiles defined so that you can take advantage of the most cost-effective carrier in your area.

This dialog allows you to configure and test routing carriers that will send faxes at least cost. You can set up a number of carriers then define routes using carriers as required. The test facility allows you to enter a destination, and a carrier and route will be selected at least cost.

Least Cost Routing

When a Carrier profile has been defined, routes can be configured to use that carrier. A route refers to the routing of a number based upon the digits dialed.

This dialog allows you to configure a number of routes that can be used to send faxes at least cost.

Routes are defined by the dialing digits of the fax number, and by the time of transmission. FaxNow! Least Cost Routing will match a defined route to a carrier based upon the longest match. For example, a route "001" could be matched to the carrier "Global-One". All faxes with a destination number beginning with "001" would be routed via "Global-One". However, an additional route could be defined for "001510". This would make an exception that routed all faxes with a destination number beginning with "001510" through a different carrier.

These thumbnails represent the cover pages that have been designed for your system. If you move the mouse pointer over a thumbnail, the name of the cover page will be displayed. You can click any thumbnail to select it. The cover page selected will be outlined in red.

To see how your fax will look using the cover page selected press the **Preview** button.

To deselect a cover page, click in an unused part of the thumbnail area. You can define new cover page layouts using the Cover Page Editor. For details refer to the **Books OnLine**

Click this button to scan the next page of the document.

Click this button to finish the scan.

Click this button to abandon the scan without saving to a file.

Click this button to remove the page from the scanned document.

Click this button to view the scanned pages.

Instead of sending the fax, checking this option will place the fax in the **Outbox**.

Click this button to place the selected contacts on the recipients list for this fax.

Click this button to place all matched contacts on the recipients list for this fax.

Click this button to perform the PhoneBook search using the current selections and entries.

Click this button to open the PhoneBook window and load the book selected in the **PhoneBook** list.

Click this button to remove the selected contacts from the recipients list.

Click this button to remove all contacts from the recipients list.

From this drop-down list you can select the group to be searched for the recipient.

From this drop-down list you can choose the PhoneBook you want to search.

Enter the first characters of the recipient's company. All records with a company starting with these characters and meeting the other search criteria will be found.

Leaving this field blank will find all records meeting the other search criteria, regardless of company.

Enter the first characters of the recipient's first name. All records with a first name starting with these characters and meeting the other search criteria will be found.

Leaving this field blank will find all records meeting the other search criteria, regardless of first name.

Enter the first characters of the recipient's last name. All records with a last name starting with these characters and meeting the other search criteria will be found.

Leaving this field blank will find all records meeting the other search criteria, regardless of last name.

This list shows the matched contacts that are to be recipients of this fax. You can select contacts on this list either by clicking them or using the **ARROW** keys on your keyboard.

This list shows all matched contacts. You can select contacts on this list either by clicking them or using the **ARROW** keys on your keyboard.

Select this to pause the modem. This will allow the modem to be assigned for use by other facilities, such as Internet access, and sending/receiving e-mails.

Note...With the modem paused you will no longer be able to receive faxes using that modem until the “pause” is removed.

Click this button to select a printer.

You can enter the number of copies of the fax to be printed.

You can use these arrow buttons to increment or decrement the number of copies of the fax to be printed.

This display-only field shows the name of the printer currently selected.

Select this option button if no printout is required when this fax is transmitted. This is the default selection.

Select this option if you want to print a confirmation slip on successful transmission of this fax. You can enter the number of copies to be printed in the **No of copies** field.

Select this option button if you want to print the whole fax on successful transmission. You can enter the number of copies to be printed in the **No of copies** field.

Select this checkbox if you want to include your details with each e-mailed fax. This will show any entries for your name, contact details, company, section and position information on the cover page of the fax. You can enter and amend this information in the **User** tab of the **User Options** dialog.

Type the body of the message in this area.

Enter the e-mail address to which any reply should be sent. You will need to enter your e-mail address in this field if your message requires a response. The entry in this field will be shown on the cover page of the fax.

Click this button to accept all entries and selections, and close the dialog.

Click this button to see help on using the dialog.

Click this button to ignore all changes and close the dialog.

This option will open the Fax Modem Server window.

Select this option to configure automatic forwarding of all your faxes to a specified fax number or e-mail address.

These thumbnails represent the attachments that are currently available. By default attachments are stored in the Program Files\FaxNow!\User*\Attach directory

If you move the mouse pointer over a thumbnail, the name of the attachment will be displayed. You can click any thumbnail to select it. The attachment selected will be outlined in red.

These thumbnails represent the attachments that have been selected for inclusion with the fax.

If you move the mouse pointer over a thumbnail, the name of the attachment will be displayed. You can click any thumbnail to select it. The attachment selected will be outlined in red.

These thumbnails represent the CoverPages that are currently available.

If you move the mouse pointer over a thumbnail, the name of the CoverPage will be displayed. You can click any thumbnail to select it. The CoverPage selected will be outlined in red. To deselect a CoverPage simply click the white area below the CoverPage thumbnails.

These thumbnails represent the cover pages that have been designed for your system. By default cover pages are stored in the Program Files\FaxNow!\User*\Cover directory

If you move the mouse pointer over a thumbnail, the name of the cover page will be displayed. You can click any thumbnail to select it. The cover page selected will be outlined in red.

To create new cover pages refer to the CoverPage Wizard and the **Books OnLine**.

Click this button to view the selected scanned page (highlighted in red).

Click this button to delete the selected scanned page (highlighted in red).

Note: Be sure that you have correctly selected the page to be deleted, as the page will automatically be deleted as soon as the **Delete Page** button is pressed.

Click this button to cancel the current scanning session.

Note: Be sure that you want to abort the current scanning session, as all temporary scanned pages will be automatically deleted as soon as the **Abort Scan** button is pressed.

Click this button to start the scanning software.

Click this button to automatically add all pages to the Attached File section of the Express Fax Manager.

These thumbnails represent the cover pages that have been designed for your system. By default cover pages are stored in the Program Files\FaxNow!\User*\Cover directory

If you move the mouse pointer over a thumbnail, the name of the cover page will be displayed. You can click any thumbnail to select it. The cover page selected will be outlined in red.

To create new cover pages refer to the CoverPage Wizard and the **Books OnLine**.

Edit the existing name to create the new cover page name. Pressing the **OK** button will automatically rename the cover page. To check the new name move the mouse pointer over the thumbnail and the new cover page name will be displayed.

Edit the existing name to create the new attachment name. Pressing the **OK** button will automatically rename the attachment. To check the new name move the mouse pointer over the thumbnail and the new attachment name will be displayed.

FaxNow! can send errors and warnings, generated by the Fax Server, to the e-mail address of a FaxNow! System Administrator or User

To configure this option, select either **Errors** or **Errors and Warnings** and select an e-mail address to send the selected events to.

Note: Only FaxNow! users with an e-mail address will be displayed in this list. For details refer to the FaxNow! **User Admin** module and the **Books OnLine**.

Check this box to enable delivery of unrouted faxes to a selected FaxNow! fax user.

Check this box to enable delivery of unrouted faxes to a selected FaxNow! e-mail user.

From this drop-down list you can select the FaxNow! user who will be the recipient of all unrouted faxes via their e-mail address.

Unrouted faxes are received faxes that either do not include routing information or cannot be routed to a specific FaxNow! user.

Note: Only registered FaxNow! users with a valid e-mail address will be displayed in this list. For details refer to the FaxNow! **User Admin** module and the **Books OnLine**.

From this drop-down list you can select the FaxNow! user who will be the recipient of all unrouted faxes via their User Inbox.

Unrouted faxes are received faxes that either do not include routing information or cannot be routed to a specific FaxNow! user.

Note: Only registered FaxNow! users will be displayed in this list. For details refer to the FaxNow! **User Admin** module and the **Books OnLine**.

The number of digits you select will define how many digits the sender is allowed to enter before FaxNow! starts receiving the fax. From the drop-down box, select the number of DTMF digits that your modem expects to receive when receiving a fax call. This number must include separating and terminating characters. The following example below would require a setting of at least 12 digits: 123#124#125*.

FaxNow! supports routing to users via DDI (Direct Dial Inwards, sometimes referred to as DID). This method requires no manual intervention from the sender. It is only supported if your "modem" (terminal adapter) connects to an ISDN line and your telephone carrier passes DDI digits to your terminal adapter.

When a call is answered on this line FaxNow! will be supplied with DDI digits from your telephone carrier. Using the supplied Pre amble and Post amble FaxNow! will use these digits to formulate a FaxNow! user extension number. For example a call is received and a DDI digit is passed to FaxNow! of 5, the Pre amble is 100 and the Post amble is 00. The fax would be routed to a user with the extension of 100500.

FaxNow! supports routing to users via DDI (Direct Dial Inwards, sometimes referred to as DID). This method requires no manual intervention from the sender. It is only supported if your "modem" (terminal adapter) connects to an ISDN line and your telephone carrier passes DDI digits to your terminal adapter.

When a call is answered on this line FaxNow! will be supplied with DDI digits from your telephone carrier. Using the supplied **Pre amble** and Post amble FaxNow! will use these digits to formulate a FaxNow! user extension number. For example a call is received and a DDI digit is passed to FaxNow! of 5, the **Pre amble** is 100 and the Post amble is 00. The fax would be routed to a user with the extension of 100500.

FaxNow! supports routing to users via DDI (Direct Dial Inwards, sometimes referred to as DID). This method requires no manual intervention from the sender. It is only supported if your "modem" (terminal adapter) connects to an ISDN line and your telephone carrier passes DDI digits to your terminal adapter.

When a call is answered on this line FaxNow! will be supplied with DDI digits from your telephone carrier. Using the supplied Pre amble and **Post amble** FaxNow! will use these digits to formulate a FaxNow! user extension number. For example a call is received and a DDI digit is passed to FaxNow! of 5, the Pre amble is 100 and the **Post amble** is 00. The fax would be routed to a user with the extension of 100500.

FaxNow! supports routing to users via DTMF (Dual Tone Multi Frequency). This method requires the sender to enter the DTMF digits at their fax machine keypad or handset. Select this if you want this modem to listen for DTMF digits.

The process that a sender would follow is:

Enter your fax number at the fax machines handset

Sender listens for DTMF tone (the frequency of this tone is defined in the DTMF tone setting. The length of this tone is defined in the Length of Prompt setting)

Sender enters 123#124#125*

As soon as the * is received, FaxNow! starts to receive the fax.

If the user takes longer than the specified Input Timeout to enter the DTMF digits then FaxNow! starts to receive the fax.

T.30 Sub-Addressing, if supported, allows another fax user to send faxes directly to a FaxNow! users Inbox. The sender fax machine/device must support T.30 Sub-Addressing.

Enter T.30 Sub Addressing settings (if selected). Specify the digit that will be used as a separating character and that to be used as a terminating character.

For example, if your Fax Extension is 123, the separating character is # and your terminating character is *, the sender would dial your fax number with the extension:

123*

to address a fax to multiple sub-address's:

123#124#125*

FaxNow! will ignore any digits received after the terminating character. Up to 20 digits can be included in the sub-address.

The process that a sender would follow is:

Enter your fax number at the fax machines handset

Sender listens for DTMF tone (the frequency of this tone is defined in the DTMF tone setting. The length of this tone is defined in the **Length of Prompt** setting)

Sender enters 123#124#125*

As soon as the terminating Char * is received, FaxNow! starts to receive the fax.

If the user takes longer than the specified Input Timeout to enter the DTMF digits then FaxNow! starts to receive the fax.

The process that a sender would follow is:

Enter your fax number at the fax machines handset

Sender listens for DTMF tone (the frequency of this tone is defined in the DTMF tone setting. The length of this tone is defined in the Length of Prompt setting)

Sender enters 123#124#125*

In the above example the # would be the **separating char**.

As soon as the terminating Char * is received, FaxNow! starts to receive the fax.

If the user takes longer than the specified Input Timeout to enter the DTMF digits then FaxNow! starts to receive the fax.

The process that a sender would follow is:

Enter your fax number at the fax machines handset

Sender listens for DTMF tone (the frequency of this tone is defined in the DTMF tone setting. The length of this tone is defined in the Length of Prompt setting)

Sender enters 123#124#125*

As soon as the terminating Char * is received, FaxNow! starts to receive the fax.

If the user takes longer than the specified **Input Timeout** to enter the DTMF digits then FaxNow! starts to receive the fax.

The process that a sender would follow is:

Enter your fax number at the fax machines handset

Sender listens for DTMF tone (the frequency of this tone is defined in the DTMF tone setting. The length of this tone is defined in the Length of Prompt setting)

Sender enters 123#124#125*

As soon as the **terminating Char *** is received, FaxNow! starts to receive the fax.

If the user takes longer than the specified Input Timeout to enter the DTMF digits then FaxNow! starts to receive the fax.

T.30 Sub-Addressing, if supported, allows another fax user to send faxes directly to a FaxNow! users Inbox. The sender fax machine/device must support T.30 Sub-Addressing.

Enter T.30 Sub Addressing settings (if selected). Specify the digit that will be used as a **separating character** and that to be used as a terminating character.

For example, if your Fax Extension is 123, the **separating character** is # and your terminating character is *, the sender would dial your fax number with the extension:

123*

to address a fax to multiple sub-address's:

123#124#125*

FaxNow! will ignore any digits received after the terminating character. Up to 20 digits can be included in the sub-address.

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Enter T.30 Sub Addressing settings (if selected). Specify the digit that will be used as a separating character and that to be used as a **terminating character**.

For example, if your Fax Extension is 123, the separating character is # and your **terminating character** is *, the sender would dial your fax number with the extension:

123*

to address a fax to multiple sub-address's:

123#124#125*

FaxNow! will ignore any digits received after the **terminating character**. Up to 20 digits can be included in the sub-address.

The process that a sender would follow is:

Enter your fax number at the fax machines handset

Sender listens for DTMF tone (the frequency of this tone is defined in the DTMF tone setting. The length of this tone is defined in the **Length of Prompt** setting)

Sender enters 123#124#125*

As soon as the terminating Char * is received, FaxNow! starts to receive the fax.

If the user takes longer than the specified Input Timeout to enter the DTMF digits then FaxNow! starts to receive the fax.

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Sender enters 123#124#125*

As soon as the * is received, FaxNow! starts to receive the fax.

If the user takes longer than the specified Input Timeout to enter the DTMF digits then FaxNow! starts to receive the fax.

