

FAXLAN v3.0 ADMINISTRATOR GUIDE

Version 1.0
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1. FaxLAN Administrator Overview

Congratulations on purchasing MicroEnergy Inc.'s FaxLAN v3.0 software. FaxLAN v3.0 is a piece of Windows-based software that allows you to access faxes on your PC workstation just like e-mail from MicroEnergy Inc. FaxLAN fax server. FaxLAN allows you to view received faxes on your monitor at your leisure, and only print out the ones you choose while deleting unwanted ones.

The FaxLAN administrator is responsible for the creation and deletion of FaxLAN accounts, but perhaps more importantly, the routing of incoming faxes to specific users. In FaxLAN, all incoming faxes are put into a default server inbox. Only the administrator can view the server inbox. It is up to the administrator to assign each user the faxes meant for them.

Technically, a FaxLAN administrator is just a FaxLAN account with additional administrative privileges. Administrators can create new accounts or give existing accounts administrative privileges, but beware those same privileges can be taken away by anyone with administrative privileges.

2. FaxLAN Administrative Functions

There are five functions a FaxLAN administrator can exclusively perform:

- assigning incoming faxes to a specific account
- creating/deleting user accounts
- altering accounts' privileges
- change the date and time of the system
- restart and shutdown of print server

A FaxLAN account can be accessed through two ways: via the Windows based FaxLAN client, or via a web-browser. However, accounts can only be created/deleted or have its privileges changed, or the system clock changed only via the web-browser method. On the other hand, any user can send or upload a file from the local PC via the Windows client.

To access a FaxLAN account via a web-browser, type in the fax server's domain name or IP address. A login screen will appear. Log in to access the account. Navigation using the web-browser is identical to the Windows client, except the File Menu options are displayed as a row of hyperlinks at the top of the screen.

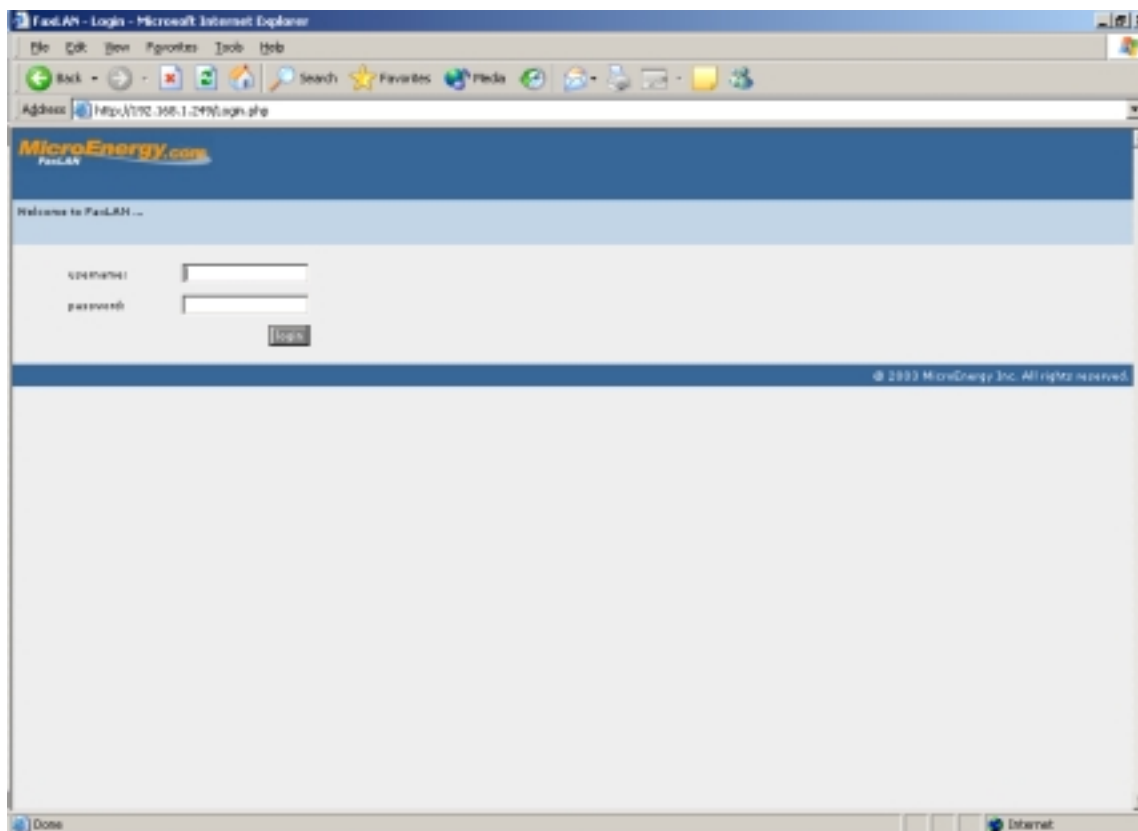


Figure 1 Login screen using the web-browser

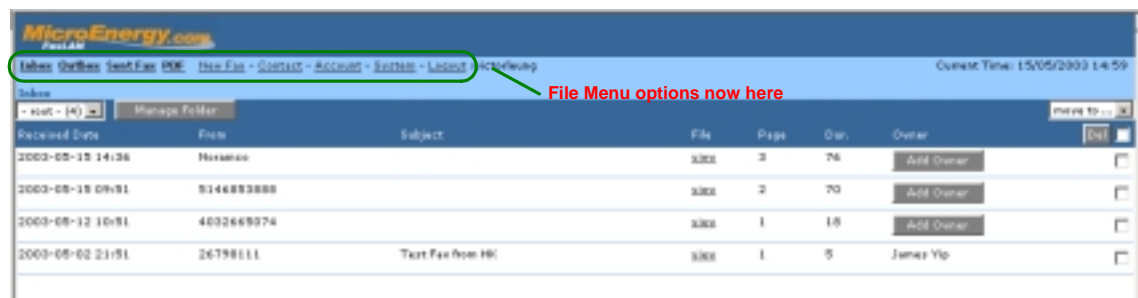


Figure 2 Inbox screen, with new location of File Menu options highlighted

The Inbox, Outbox, Sent Fax, PDF, New Fax, and Contact work identical to the ones in the Windows client. PDF is the same PDF storage, New Fax corresponds with Send Fax, and Contact means Phone Book. Logout ends the user's session with FaxLAN and keeps his/her account secure.

The administrative privileges are described in more detail below.

2.1 Assigning Incoming Faxes to User Accounts

As mentioned above, faxes arriving at the fax server are all put into a default inbox. It is the administrator's responsibility to sort through them and assign them to the correct user accounts. To get to the inbox, click on the Inbox hyperlink or select Show Inbox in the File menu. All unassigned fax will have the **Add Owner** button in the Owner column.

To assign the incoming faxes, the administrator must first determine for whom the fax was sent. This may involve recognizing the source, or viewing the fax itself. The fax can be viewed clicking on the corresponding view hyperlink under the File column, just as in the client.

After determining whom the fax belongs to, click on the corresponding **Add Owner** button under the Owner column. This will bring up the Add Owner screen shown below.

ID	Name	
26	Administrator	<input type="checkbox"/>
37	Dave Tse	<input type="checkbox"/>
28	James Yip	<input type="checkbox"/>
27	Kitty Tse	<input type="checkbox"/>
30	Raymond Chan	<input type="checkbox"/>
38	Victor Leung	<input type="checkbox"/>

Figure 3 Add Owner Window

Select the correct owner of the fax by using the checkboxes on the right and then click **Add**. The administrator may also add a subject line for the user to see. Once the Add button is clicked, the fax has been assigned to a particular user and it will now appear the user account's inbox. Clicking **Cancel** will the user back to the inbox screen without assigning an owner.

The fax will continue to appear in the default inbox, but with the assigned user's name in the Owner column instead of the Add Owner button.

2.2 Creating/Deleting/Editing User Accounts

Available only via the web-browser, the administrator can create and delete user accounts.

Click on the Accounts hyperlink, and the administrator will arrive at the Accounts window. It will list all existing accounts on the fax server. An **Add Account** button is located below the last entry. A typical account entry is shown below.

Name	User Name (ID)	Password	Company Name	Phone #	Fax Number	User Privileges
Victor Leung	victorleung	victorleung	MicroEnergy Inc.	(408) 266-8195	(408) 266-9074	F I P * [Add] [Delete]
victorleung@microenergy.com			200 2nd Street S.W.			MicroEnergy p

Figure 4 Typical account entry

At the far right, there are two buttons **M** and **D**. **D** stands for *delete*, and clicking **D** will delete the account from the server. **M** stands for *modify*, and clicking **M** allows the administrator to change the any of the account information

Beware : Clicking on **D** will delete the account. FaxLAN will *not* prompt you for confirmation, so make sure you want to erase the account before using this function!

Clicking **M** will bring up the Modify Account window shown below.

Figure 5 **Modify Account Window**

The administrator can change and replace any of the user information by typing in the data fields. The Cover list box selects the default cover page for the user, and the checkboxes at the bottom define the user privileges.

To create an account, click on the **Add Account** button at the bottom of the list. It will bring you to the Add Account window. It is identical to the Modify Account window, except all the data fields are blank. Fill in the user information and privileges and click **Add**. That will add the new user to the system. Clicking **Cancel** will nullify the operation.

2.3 Changing User Privileges

There are four user privileges in FaxLAN: received notify, sent notify, public and admin.

Received Notify:	<input checked="" type="checkbox"/>
Sent Notify:	<input checked="" type="checkbox"/>
Public:	<input checked="" type="checkbox"/>
Admin:	<input checked="" type="checkbox"/>

Figure 6 Privileges in Modify Account window

r	s	p	a
Missing Characters			

Figure 7 Privileges in User Account Entry

The following is a description of the four privileges:

Received Notify ('r' in the user account entry)

This privilege would email the user once a new fax arrives into the user's inbox. The destination email is the email address supplied in the user's information.

Sent Notify ('s' in the user account entry)

This privilege would email the user once a fax is sent out from the user's account.

Public ('p' in the user account entry)

This privilege allows the user of this account to view

Admin('a' in the user account entry)

The Admin privilege gives the user of the account administrative privileges. The account will have the look into the default inbox folder to assign incoming faxes, the ability to create/delete accounts, change user information and privileges of any account, and change the system clock.

2.4 Changing System Clock, Restarting & Shut Down of System

By clicking on the System hyperlink when on the web-browser, the administrator can change the system clock. The system clock window is shown below.

System

Change System Time

Year:

Month:

Day:

Hour:

Minute:

Click the "Restart" button to restart system:

Click the "Shut Down" button to shut down system:

Figure 8 System Window

Enter the new date and time in the Change System Time data fields and click **Change** to set a new date and time. Note that the system uses a 24-hour clock.

Clicking **Restart** will reboot the fax server, while clicking **Shut Down** will shut down and turn off the fax server.