FAXLAN CLIENT
v3.0
USER GUIDE

Draft Version 1.2
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1. FaxLAN Client 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.

1.1   FaxLAN Client v3.0 Features

1.   FaxLAN's user friendly interface, based upon popular web-based email service like Hotmail™ and Yahoo!® Mail.
2.   Ability to view incoming fax on the PC on the freely available Adobe Acrobat Reader.
3.   Ability to store incoming fax on fax server as Adobe PDF (Portable Document Format) files.
4.   Ability to print out or save only the faxes you need while deleting unwanted junk faxes.
5.   Broadcast abilities allow user to send multiple files/faxes to multiple fax machines or email accounts.
6.   Fax scheduling, allowing user to submit faxes to be sent at a future date. The user can also repeatedly send a fax at regular intervals beginning at a future date.
7.   Ability to attach more faxes to existing scheduled fax requests, so you can change the fax content anytime you want.
8.   FaxLAN Client users the FaxLAN fax server running on the Linux platform. Using a stable Linux server will create savings on licensing fees and maintenance.
9.   Ability to fax from any Windows application.
10.   Email notification of incoming fax to particular recipient.
11.   Compatibility with Fidelio software

1.2   FaxLAN Client v3.0 System Requirements

MicroEnergy Inc.'s FaxLAN Client v3.0 software requires a MicroEnergy Inc. fax server. The fax server must be connected to a fax line, as well as a local network connection from your PC to the fax server.

FaxLAN Client v3.0 software requirements include:
- One of the following Windows OS
    - Microsoft Windows 9x with Internet Explorer 5.5 SP2 Upgrade or higher
    - Microsoft Windows NT 4.0 with Internet Explorer 5.5 SP2 Upgrade or higher
    - Microsoft Windows Me
    - Microsoft Windows 2000 Professional
    - Microsoft Windows XP
- Any version of Adobe Acrobat Reader. The latest version of Adobe Acrobat Reader can be downloaded for free at http://www.adobe.com.

2.   FaxLAN Client v3.0 Installation & Setup

Please refer to the *FaxLAN Installation Guide* accompanying this FaxLAN software package for the complete step-by-step installation process.

3.   FaxLAN Client v3.0

After successfully installing and completing the setup of the FaxLAN Client software, you are now ready to use FaxLAN.

3.1   Running FaxLAN Client from Windows Desktop

To run the FaxLAN Client v3.0 application, double-click the FaxLAN icon located in `C:\FaxLan\` directory. Figure 3-1 shows the directory with green arrow pointing to the FaxLAN icon.
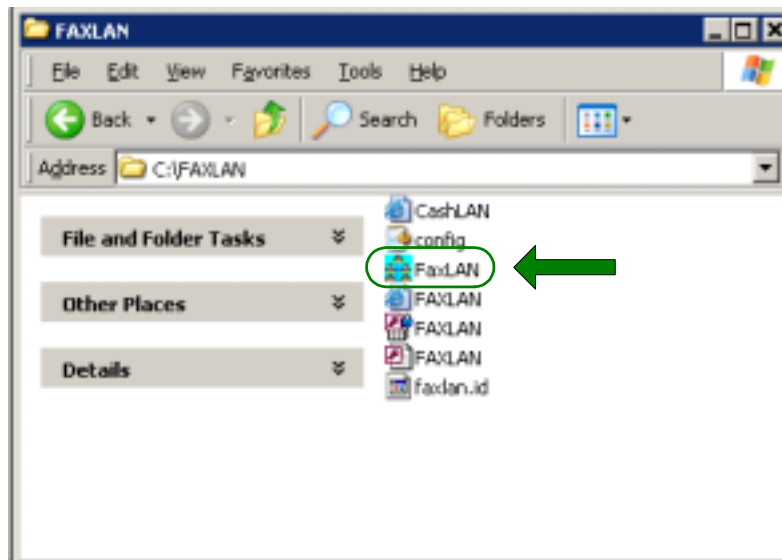

Figure 3-1   `C:\FaxLan` directory window

FaxLAN Client will begin to run. A startup window, shown below, will then pop up. Note that this startup window, as with all most other windows in FaxLAN, cannot be resized.
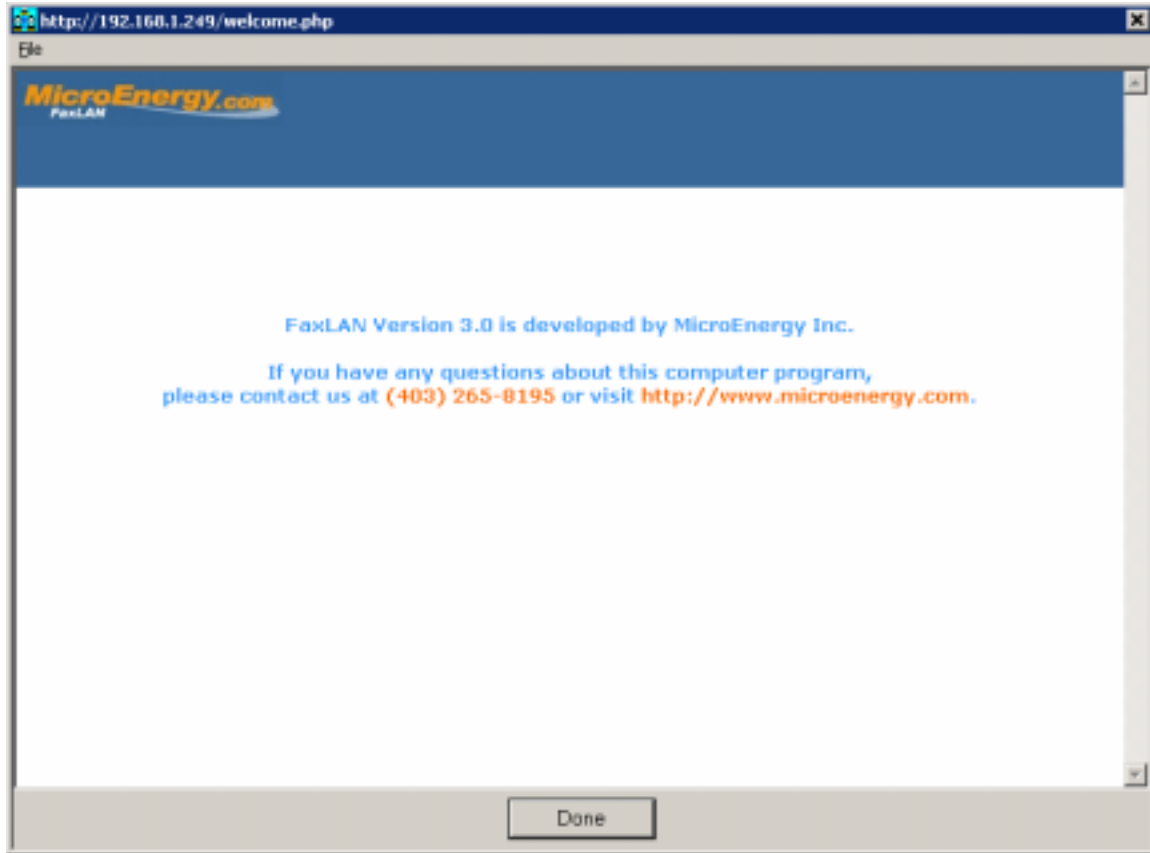
Figure 3-2   Startup window

At the same time, the FaxLAN icon will appear in the toolbar. Figure 3-3 below shows the toolbar with the FaxLAN icon present. The arrow points to the FaxLAN icon highlighted with the circle.

Figure 3-3   Windows toolbar with FaxLAN icon present

At this point, the user has two options. By choosing the pull-down file menu on the top left hand corner, the user can employ the various functions of the FaxLAN Client software. By clicking **Done** at the bottom or clicking the close button on the top right hand corner, the FaxLAN window will then close. FaxLAN will continue to run in the background. The user can bring back the FaxLAN window by double left-clicking or right clicking the FaxLAN icon in the toolbar. Double left-clicking the FaxLAN icon will bring up the Show Sent Fax screen, while the right-clicking icon will bring up a replica of the file menu. The user can then choose the various functions of the FaxLAN software.

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3.2   FaxLAN Client v3.0 Features

MicroEnergy Inc.'s FaxLAN Client has various features. Many of these are listed under the file menu, while others are accessible by clicking the buttons seen in the FaxLAN window. Nine options under its file menu: Show Sent Fax, Show Inbox, Show Outbox, Show PDF Storage, Send Fax, Logon Settings, Phone Book, About FaxLAN, and Exit. Note by clicking **Done** at the bottom of any window, the window will close and the FaxLAN Client will continue to run in the background. The user can bring a FaxLAN window back by using the FaxLAN icon from the toolbar.

3.2.1 Sending Faxes

If the desired file or fax is already uploaded onto the fax server, the user can send a fax by choosing Send Fax under the file menu. If the fax or file is not yet in the fax server, the user must first upload the file to the fax server. Details are located in section 3.2.7.

The Send Fax window will be displayed, as shown below.

Figure 3-4   Send Fax Window

This Send Fax window is basically a form the user will have to complete in order for the fax to be sent out. It is similar to when you send email on a web-based email service like Hotmail™ or Yahoo!® Mail. Below lists the procedure needed to fill up the form and successfully send the fax. Each number in the procedure below corresponds to the numbered box in the figure above.

1.   *Action Selection*
        FaxLAN allows the user to choose from various methods to send your fax.
        The default option is Send Now, which sends the fax from the fax server as

soon as possible once you complete the form and click "submit" at the bottom of the form.

There are also five other time-based options available. They include:
- *Send Once* – The fax is sent once at the designated time
- *Send Hourly* – The fax is sent once every hour, starting at the designated time
- *Send Daily* – The fax is sent once every day, starting at the designated time
- *Send Weekly* – The fax is sent once every week, starting at the designated time
- *Send Monthly* - The fax is sent once every week, starting at the designated time

If you select one of these time-based options, time data fields will appear to the right of the list box, as shown in the figure below. The time data fields allow the user to set the time when the time-based options will begin.

Figure 3-5   Time Data Fields

When the time-delayed options are chosen, a new queue is created on the fax server with the fax as the sole item in the new queue. All items in the queue will be sent to the destination once the designated time arrives.

The other choice, Put into Existing Queue, allows the user to attach a different fax on the fax server to an existing queue. This will be described in detail at the end of this section.

2~7.   Fax Recipient Information
In boxes 2 through 7, please fill in the fax recipient information. Only fax recipient and fax # (boxes 2 and 3) are required.
- *Fax Recipient* – Name of the fax recipient
- *Fax #* - The number on which the fax is sent
- *Company* – The fax recipient's company
- *Voice* – The fax recipient's phone number.
- *Email* – The fax recipient's email address.
- *Address* – The fax recipient's physical address

8.   Contact Hyperlink
Instead of filling in the data boxes manually, the user can choose an existing entry from your phone book. Clicking on the contact hyperlink will bring you to your existing phone book window. Click on the checkbox on the right of the desired recipient and click on Add. This will bring you back to the Send Fax window, with the desired recipient added to the list of recipients. To create or edit entries in the phone book, please read section 3.2.9.

9.   Add Button

This function allows the user to send the fax to multiple recipients at once. When **Add** is clicked, the current fax recipient's information will be set and a new row of empty data fields will appear on the next line, as shown in the figure below.

Figure 3-6   Second row of data fields appear after add button is clicked

Please note that the required data fields must be filled before another recipient can be added. Any previous recipient entries that have been set can be removed by clicking the delete hyperlink on the far right.

10.   _Email Recipient Hyperlink_
The user can choose to send the PDF file to an email account instead of a fax machine. To do so, click on the Email Recipient hyperlink. A new row of email recipient information will appear.

Figure 3-7   Email Recipient Data Fields

The email recipient data fields are as follows:
- _Email Recipient_ – Name of the recipient
- _Email_ – Email address which the email is sent
- _Company_ – Recipient's company name
- _Voice_ – Recipient's phone number
- _Fax #_ - Recipient's fax number
- _Address_ – Recipient's physical address.

Note that the email recipient and email data fields are required. The contact hyperlink and add button works in the same way as described above. However, the contact hyperlink will bring up the email address book instead of the phone book.

11.   _PDF File add Hyperlink_
The user can choose to send a set of PDF files available on the user's fax server account to send to a fax or email recipient. Clicking on the add hyperlink will bring the user to the add PDF window. A sample add PDF window is shown below.
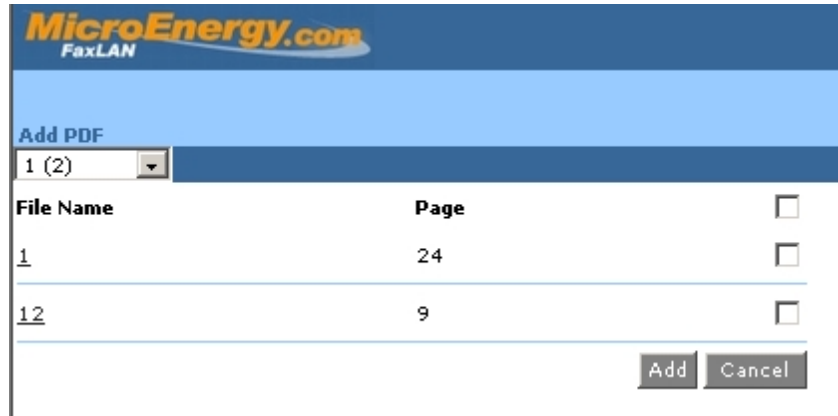
Figure 3-8   Sample add PDF sample window

The user selects wanted PDF files by clicking on the corresponding checkbox on the right. Clicking the top checkbox will select/deselect the entire list of files. Under File Name heading is the name of each PDF file, and under the Page heading is the number of the pages the particular PDF file has. The user can view any PDF file by clicking the hyperlink on the File Name column. Click **Add** to add the selected files to the list of files to be sent and return to the Send Fax window. Click **Cancel** to return the Send Fax window without adding any files to the list.

12. *Cover Page*
The user can select what additional information will go on the cover page accompanying the PDF files. There are two styles to choose from: MicroEnergy and Westin. The default choice is MicroEnergy. The user can view the two styles by clicking on the hyperlinks. The None option will send no cover page.

The user can choose to add a subject and a message on the cover page. The subject is limited to 40 characters.

13. *Submit and Reset Button*
With the above sections all complete, the fax is ready to be sent. By clicking on **Submit**, all the above information will be processed by the fax server and the fax will be sent to the recipient as directed.

By clicking on **Reset**, all data fields are erased and all settings will revert to default. The Send Fax window will revert back to the one seen in figure 3-4.

The last option in Action Selection, Put into Existing Queue, allows the user to attach a different fax on the fax server to an existing queue. This will be described in detail at the end of this section. This new fax will be sent and to a destination that was set when the existing queue was created. When the user clicks on the Put into Existing Queue radio button, all the Fax Recipient and Cover Page Information disappears. Click on the add hyperlink (numbered box 11) to select the desired faxes and click **Submit**. This will bring the user to the existing queue window shown below. This is the same window as the Outbox window described later.

Figure 3-9   Existing Queue Window

The program will prompt the user to select a queue and click the Add button. Do so by using the select checkboxes on the far right and then clicking **Add**. The file you have selected will then be added to the selected queue, and the user will arrive at the outbox window described below.

3.2.2 Receiving Faxes

FaxLAN automatically retrieves incoming faxes from the fax server. The user can view these faxes by selecting Show Inbox from the File menu. Note that A typical Inbox window is shown below.
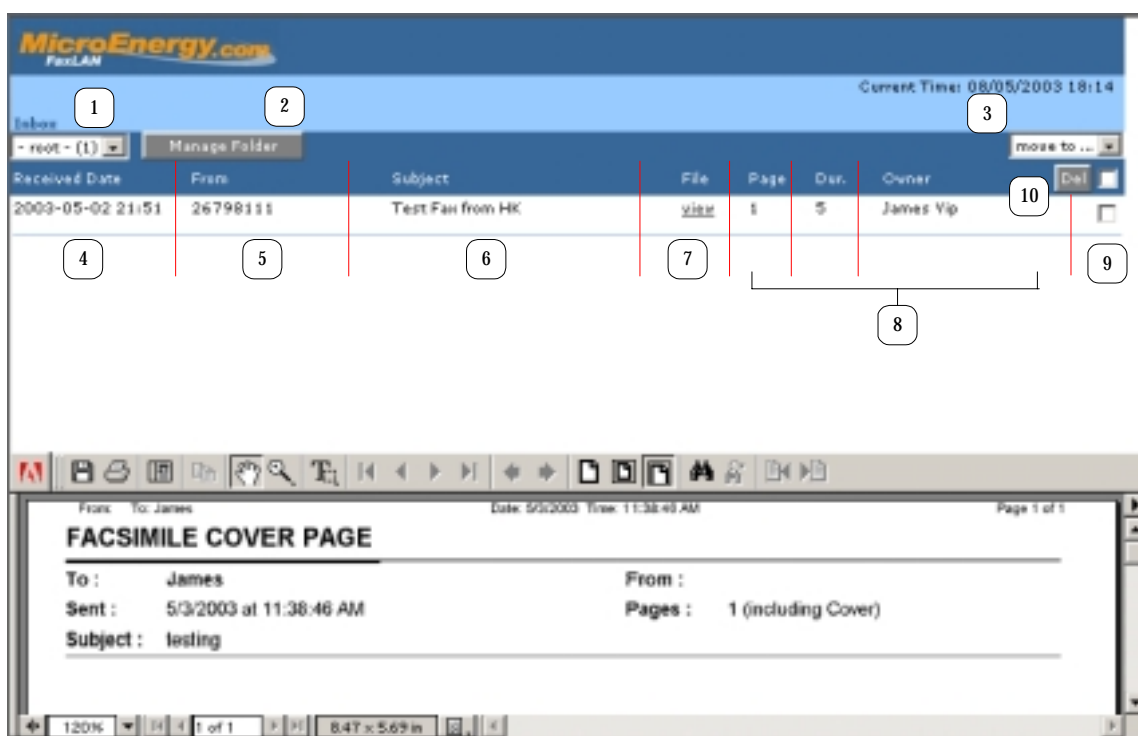

Figure 3-10   Sample Inbox Window

To view any incoming fax, click on its corresponding "view" hyperlink (just above number 7 in the figure). The incoming fax has been automatically converted into PDF files, and requires Adobe Acrobat Reader to view the file. Adobe Acrobat Reader is free to download at http://www.adobe.com. The PDF file will appear on the bottom part of the Inbox window, as seen in figure immediately above.

Other Inbox features are listed below. Each number corresponds to the numbered box in the figure above.

1. *Inbox Folder List Box*
   The user can choose to go the various folders that have been created by clicking on the Sent Fax folders list box. FaxLAN will immediately go to the desired folder once selected. The root folder indicates the default main folder you are at the moment, the folder you come to when you select Show Inbox from the file menu. It is also the folder FaxLAN transfers faxes to once the fax has been sent out by the fax server. Note that only Inbox folders will be shown in the list. Please refer to the Folder Management section for more details.

2. *Manage Folder Button*
   By clicking on **Manage Folder**, the user will arrive to a Folder Management screen. Please refer to the Folder Management section for more details. Note that only the Inbox folders can be accessible from this screen.

3. *Move to… Folder List Box*
   After selecting the fax(es) of interest, the user can move the fax(es) to any of the existing Inbox folders. Please refer to the Folders Management section for further details. Click the list box to cause the list of folders to drop from the list box. The selected faxes will move to the desired Inbox folder once it has been selected.

4. *Received Date Column*
   The Received Date column shows the date and time the incoming fax was received by the fax server.

5. *From Column*
   The From column displays the source of the incoming fax. The information includes the source's name and fax number.

6. *Subject Column*
   The Subject column shows the subject as typed in by the user when sending out the fax.

7. *File Column*
   Described above, by clicking on the "view" hyperlink the user can view the incoming fax on the Adobe Acrobat Reader.

8. *Page, Dur & Owner Columns*
   The Page column displays the number of pages the fax contains. The Dur column indicates the duration of the call used to receive that fax. The owner shows the name of the owner of the account.

9. *Select Checkbox Column*
   Each of the faxes can be selected via the corresponding checkboxes. Once the fax has been selected, the user can perform various functions available in this window. When an item is successfully selected, a check mark will appear

in the corresponding checkbox and the background of the entry will turn from white to grey. Click the checkbox once more to unselect the item. Clicking on the topmost checkbox selects or unselects the entire list of entries.

10. *Del Button*
    After selecting the faxes of interest, the user can delete these faxes by clicking on **Del**.

3.2.3 Viewing Sent Faxes

By choosing Show Sent Fax in the file menu, the Sent Fax window will be displayed. This window shows a list of the faxes that has been sent out by the fax server.
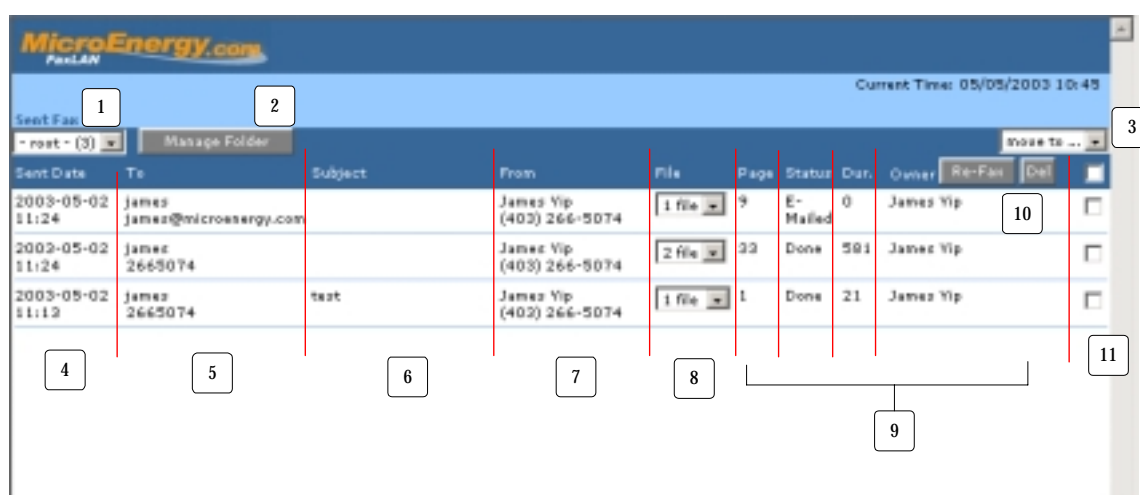
Figure 3-11   Sent Fax Window

Below is a numbered list of items on this screen. Each number corresponds to the numbered box in the figure above.

1. *Sent Fax Folder List Box*
    The user can choose to go the various folders that have been created by clicking on the Sent Fax Folder list box. It works in the same way as the Inbox Folder List Box. Please see the Folder Management section for more details. Note that only Sent Fax folders are shown in this list box.

2. *Manage Folder Button*
    By clicking on **Manage Folder**, the user will arrive to a Folder Management screen. Please refer to the Folder Management section for more details. Note that only the Sent Fax folders can be accessible from this screen.

3. *Move to … Folder List Box*
    After selecting the fax(es) of interest, the user can move the fax(es) to any of the existing Sent Fax folders. Please refer to the Folders Management section for further details. Click the list box to cause the list of folders to drop

from the list box. The selected faxes will move to the desired Sent Fax folder once it has been selected.

4.   *Sent Date Column*
     The Sent Date column displays the date and time the particular fax was sent out by the fax server.

5.   *To Column*
     The To column shows to whom and where the fax was sent. The first line indicates the name of the recipient. The second line indicates the location where the fax was sent. If the fax was sent to an email account, the destination email account is shown. If the fax was sent to a fax machine, the destination fax number is displayed instead.

6.   *Subject Column*
     The subject column shows the subject of the fax sent, as typed in by the user in the subject data field in the Send Fax window when sending out the fax.

7.   *From Column*
     The From column indicates the sender information of each fax. The sender is the owner of the particular FaxLAN account. This information is set during installation.

8.   *File Column*
     The File column shows the PDF files that were sent out in each particular fax. For each fax item, a list box showing the number of PDF files sent is displayed in the file column. Click on the list box and the list of files will appear. Note that the files are indicated as file1, file2, and so on. The user can view the PDF file by selecting the file from the list.

9.   *Page, Status, Dur. & Owner Columns*
     These three columns show the characteristics of the fax transmission. The page column indicates the number of pages, including the cover page, being sent in the transmission. The status column would display the status of the sent fax. If the PDF file was sent to a email account, the status entry would read "Emailed". If the PDF file was sent to a fax machine, the status entry would read "Done". The Dur. Column indicates the duration of the call made by the fax server when transmitting the fax. The duration is recorded and displayed to the nearest second. The owner column displays the owner of the FaxLAN account. The name displayed here should be identical to the one in the From column.

10. *Re-Fax and Del. Buttons*
     After selecting the fax(es) of interest, the user can resend the fax(es) once more by clicking on **Re-Fax**. The user can delete unwanted records of sent faxes by clicking on **Del** after selecting them.

11. *Select Checkbox Column*
     Each of the faxes can be selected via the corresponding checkboxes. Once the fax has been selected, the user can perform various functions on it as described above. When an item is successfully selected, a check mark will

appear in the corresponding checkbox and the background of the entry will turn from white to grey. Click the checkbox once more to unselect the item. Clicking on the topmost checkbox selects or unselects the entire list of entries.

3.2.4 Fax Outbox

When the user clicks the Submit button to send a fax, FaxLAN forwards a request to the fax server to send the fax. The faxes that have been submitted to the fax server for transmission but have not been sent are listed on in the Outbox.

Because each fax request is really a queue waiting to be serviced, it is also the existing queue window mentioned above. A typical Outbox window is shown in the figure below.

Figure 3-12   Sample Outbox Window

The information shown in the Outbox is very similar to the Sent Fax window. Below is a numbered list of items on this screen. Each number corresponds to the numbered box in the figure.

1.   *Create Date Column*
        The Create Date Column displays the date and time when the fax request was submitted to the fax server. Note that this is not the time your fax is actually sent to the destination from the fax server.

2.   *To Column*
        The To column shows to whom and where the fax was sent. The format is identical to the one in the Sent Fax window.

3.   *Subject Column*
        The subject column shows the subject of the fax sent, as typed in by the user when sending out the fax. This column works identically to the one in the Sent Fax window.

4.   *From Column*
        The From column indicates the sender information of each fax. This column works identically to From column in the Sent Fax window.

5.   *File Column*

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The File column shows the PDF files that were sent out in each particular fax. This column works identically to the File column in the Sent Fax window.

6. *Status Column*
The Status column displays the status of the outgoing fax on the fax server. An outgoing fax will undergo three stages before it is successfully transmitted by the fax server:

Now/Once/… – This is the first stage seen when a fax requests arrives at the Outbox. The actual word is determined by the time based option chosen when the fax was sent. The fax has been submitted but not yet processed by the fax server. Below the status is the date and time which the fax is to be serviced by the fax server.

Preparing … - The fax server is processing the fax for transmission.

Sending (x/y) – The fax server is the middle of transmitting the fax to destination. At the moment, page *x* out of a total of *y* pages is being sent.

7. *Owner Column*
The owner column displays the owner of the FaxLAN account. This column works identically to the one in the Sent Fax window.

8. *Select Checkbox Column*
Each of the faxes can be selected via the corresponding checkboxes. This column works identically to the one in the Inbox window. When an item is successfully selected, a check mark will appear in the corresponding checkbox and the background of the entry will turn from white to grey. Click the checkbox once more to unselect the item. Clicking on the topmost checkbox selects or unselects the entire list of entries.

9. *Del Button*
After particular faxes have been selected, they can be deleted by clicking on **Del**.

When the fax has been completely sent to its destination, the fax request is removed from the Outbox and is added to the list of faxes that has been sent. Those entries can be seen in the Sent Fax window by selecting Show Sent Fax from the File Menu.

3.2.5 Fax/PDF Storage

Incoming faxes can be stored in your account on the fax server as PDF files. It allows you forward these faxes to other recipients, view the faxes, and save the faxes (PDF files) on your PC at your own leisure.

Fax/PDF storage can be accessed by selecting Show PDF Storage in the File menu. This operation will bring you to the root folder of PDF storage section. A typical PDF storage window is shown in the figure below.

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Figure 3-13   **Sample PDF Storage Window**

Below is a numbered list of items in this window. Each number corresponds to the numbered box in the figure.

1. *PDF Storage Folder List Box*
   The user can choose to go the various folders that have been created by clicking on the PDF Storage Folder list box. It works in the same way as the Inbox Folder List Box. Please see the Folder Management section for more details. Note that only PDF storage folders are shown in this list box.

2. *Manage Folder Button*
   By clicking on **Manage Folder**, the user will arrive to a Folder Management screen. Please refer to the Folder Management section for more details. Note that only the PDF storage folders can be accessible from this screen.

3. *Move to … Folder List Box*
   After selecting the fax(es) of interest, the user can move the fax(es) to any of the existing PDF storage folders. Please refer to the Folders Management section for further details. Click the list box to cause the list of folders to drop from the list box. The selected faxes will move to the desired PDF Storage folder once it has been selected.

4. *Create Date Column*
   The Create Date column displays the date and time the PDF file was created on the fax server.

5. *Subject Column*
   The Subject column actually shows the name of the PDF file being stored. The user can change the file name by clicking on the name in this column.

Figure 3-14   **Location of file name on PDF storage screen**

By clicking on the file name hyperlink, the user will be brought to the file rename window. The contents of the window are shown in the figure below.

Figure 3-15   File Rename window

The new file name is entered into the filename data field given. The file is then renamed by clicking **Rename** and it brings the user back to the PDF storage window. Clicking **Cancel** will bring the user back to the PDF storage with no changes.

6. *File Column*
   By clicking on the "view" hyperlink of the corresponding PDF file in the File column, the user can view the contents of the PDF file.

7. *Page & Owner Columns*
   The Page column displays the number of pages in the corresponding PDF file. The Owner column displays the owner of the PDF file, naming the owner of the account.

8. *Select Checkbox Column*
   Each of the faxes can be selected via the corresponding checkboxes. Once the fax has been selected, the user can perform various functions available in this window. When an item is successfully selected, a check mark will appear in the corresponding checkbox and the background of the entry will turn from white to grey. Click the checkbox once more to unselect the item. Clicking on the topmost checkbox selects or unselects the entire list of entries.

9. *Del Button*
   After selecting the files of interest, the user can delete those files from PDF storage by clicking **Del**.

3.2.6 Folder Management

FaxLAN allows the user to organize faxes into folders in the Inbox, Sent Fax folder, PDF storage, and Phone Book. Folder management is performed via the section List Box, Manage Folder button and Move To … Folder List box on the top part of the window in these sections.

Figure 3-16   Folder Management Functions

It is important to note that a folder belonging to any particular section is exclusive to that section. The folder can only be created, accessed, altered and deleted when the user is in that section. For example, the user wants to create a folder called *Dave's fax* in the Inbox to store faxes sent by Dave. The user must first go to the Inbox by using Show

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Inbox from the file menu, and then create the folder. Once the folder is created, the user can get to the folder, move files in and out of the folder, and rename the folder inside the Inbox or other folders created in the Inbox.

To create, rename or delete folders, the user needs to click **Manage Folder**. It brings the Manage Folder window, a sample of which is shown below.
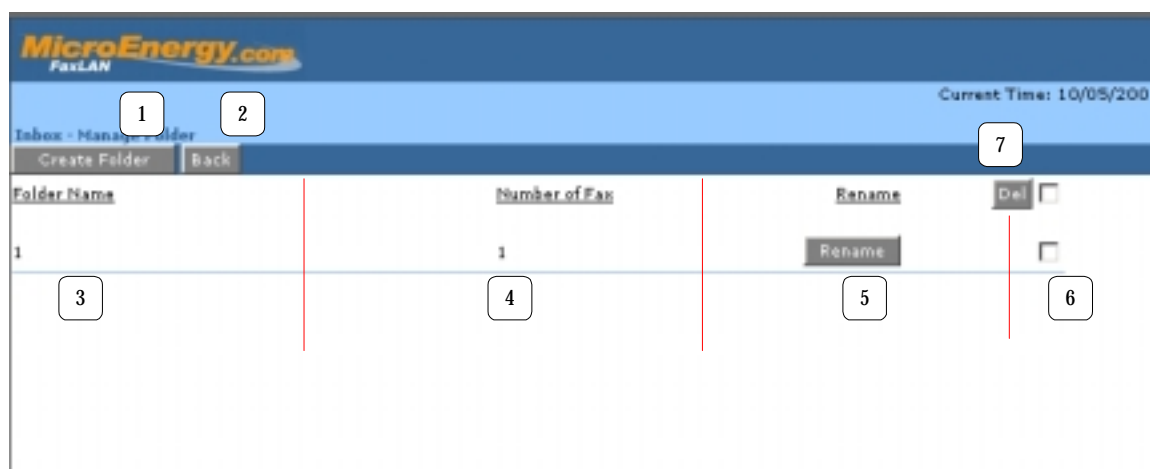

Figure 3-17   Manage Folder Window

The Manage Folder Window is very straightforward. Following is a numbered list of the items in the window. Each number corresponds to the numbered box in the figure.

1. *Create Folder Button*
   The user can create a folder by clicking this button. This will bring the user to a create folder window with a folder name data field, a Create button and a Cancel button.
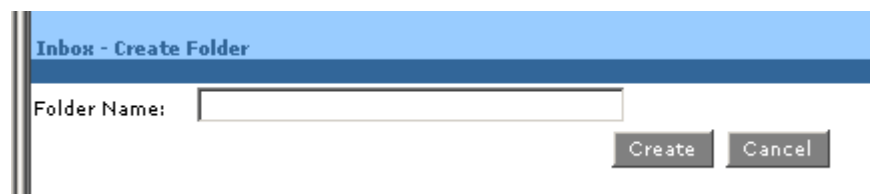

Figure 3-18   Create Folder Window

   Enter the name of the folder in the data field and click **Create** to create the folder. Click **Cancel** to go back to the Manage Folder Window without creating the folder.

2. *Back Button*
   By clicking **Back**, the user goes back to the screen from which the user originally clicked **Manage Folder**. Choose this button when you have finished managing the folders.

3. *Folder Name Column*
   The Folder Name column displays the names of the existing folders in this section.

4. *Number of Fax Column*
    The Number of Fax column shows the number of faxes contained in the corresponding folder.

5. *Rename Column*
    By clicking **Rename** for the corresponding folder, the user is brought to the rename folder window. It contains a rename folder data field, a Rename button, and a Cancel button. It works similarly to the Create Folder window. To rename the window, type the new name of the folder in the data field and click **Rename**. Clicking **Cancel** will bring the user back to the Manage Folder will without rename any folders.

6. *Select Checkbox Column*
    Each of the folders can be selected via the corresponding checkboxes. However, the only function available here that requires folders to be selected is the delete function described below. When an item is successfully selected, a check mark will appear in the corresponding checkbox and the background of the entry will turn from white to grey. Click the checkbox once more to unselect the item. Clicking on the topmost checkbox selects or unselects the entire list of entries.

7. *Del Button*
    After selecting the folders of interest, the user can delete these folders by clicking **Del**. Folder must be empty and void of faxes or files before they can be deleted.

3.2.7 Uploading Documents to the Fax Server

To send a file on the PC via FaxLAN, the file must be first uploaded to the fax server first before it can be sent. FaxLAN software allows the user to upload a file to the fax server, or send the file out using FaxLAN very easily.

To upload your file to the fax server, the user must print the file using the FaxLAN printer setting. Open up the file and go to **Print** under the File menu. A typical print dialog box, shown below, will then pop up.
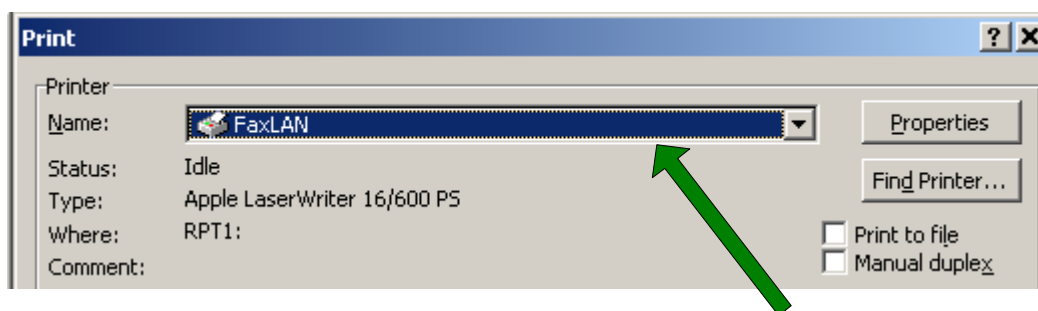

Figure 3-19   Top Portion of Typical Print Dialog Box

At the top of the Print Dialog box, there is a Name list box containing all the installed printers on the user's PC. Pointed to by the green arrow in the figure above, the user must select the FaxLAN printer from the list box. After this has been done, click **Print** or **OK** at the bottom of the Print Dialog Box.

Once the Print or OK button has been clicked, FaxLAN will automatically activate and the New Fax Window will pop up. It is very similar to the Send Fax window.

Figure 3-20   **New Fax Window**

The file being "printed" has been automatically converted to PDF format and attached. If the user wants to just send the file to its destination, the user can fill in the required information as shown in the Sending Faxes section above and click **Submit** to send the fax. On the other hand, the user may want to save the file on the fax server to send it at another time. To do so, click on the **Save as PDF** radio button in the Action Selection at the top of the screen. This will change the window into the one shown below.

Figure 3-21   **Save as PDF window**

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To save the file, type in the file name in the File Name data field given and click **Submit**. This will bring the user to the default root PDF storage folder, with the converted PDF file stored there.

3.2.8 Changing Logon Settings

When FaxLAN starts up, it automatically logs on as a specific user defined during the installation process by default. The user can change these settings by selecting Logon Settings… from the File menu. The Logon Settings dialog box would then appear.
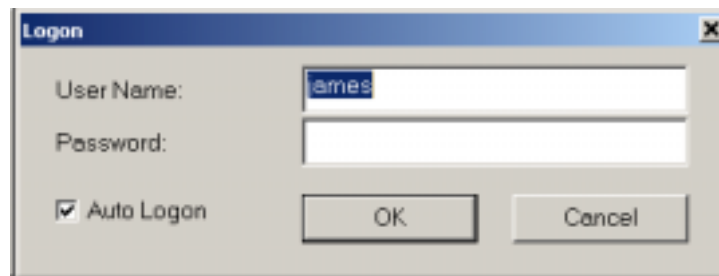

Figure 3-22   Logon Settings Dialog Box

To change the settings, supply the user name and the corresponding password in the data fields. If an incorrect password is given, changes cannot be made.

There is one setting the user can change, the Auto Logon function located in the bottom left-hand corner. Enabling Auto Logon will log the user automatically upon FaxLAN's activation with the user name and password given. Disabling Auto Logon will require the user name and password to be entered every time FaxLAN is activated.

To confirm these changes, click **OK**. Note that if an incorrect password is given, the OK button would be disabled. To exit Logon Settings without making changes, click **Cancel**.

3.2.9 Phone Book

Often a user may want to send many faxes to the same destination. Instead of typing in the fax recipient information over and over again, the user can enter the information in the phone book once and then select it from the Send Fax window to automatically enter the information for you. It is important to note the Phone Book will not work for email recipients.

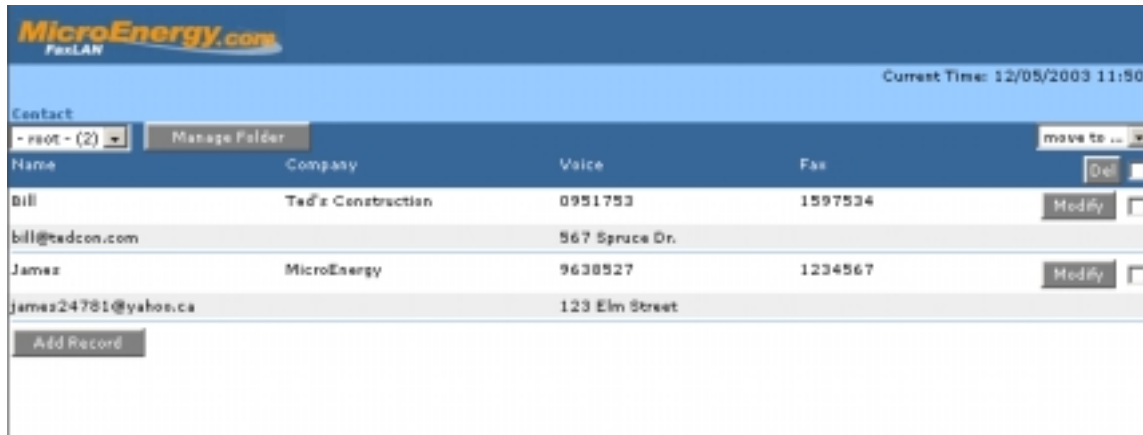The user can access the phone book by selecting Phone Book… from the File Menu.

Figure 3-23   **Phone Book Window**

To create a phone book entry, click **Add Record** at the bottom of the existing list of entries on the left side. It will bring the user to the add contact window shown below.

Figure 3-24   **Add Contact Window**

Fill in the necessary information in the data fields and click **Add** to create a Phone Book entry and bring the user back to the Phone Book window. Clicking **Cancel** will bring the user back to the Phone Book window without creating a new entry.

An entry in the Phone Book takes up two lines. Recipient information is displayed in the format given in the following figure.

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Name   Company   Phone #   Fax #

Email   Address

Figure 3-25   Phone Book Entry Display Format

To the right are a list of Modify buttons, a select checkbox column, and a Del button. Click **Modify** on the corresponding entry to edit the contact information. The select checkbox column can be used to select Phone Book entries in the same way as described in previous sections. Click **Del** to delete unwanted entries once they have been selected.

The Phone Book Folder list box, Manage Folder button and Move To… list box located on top of the list similar to windows in FaxLAN. They work identically to the ones in those other windows, allowing the user to access folder management functions available in FaxLAN for the Phone Book section. Please refer to the folder management section in 3.2.6 for more details.

3.2.10   Exiting FaxLAN application

By choosing Exit from the File menu, the user will exit the FaxLAN application. FaxLAN will be deactivated. This will not affect the operation of the fax server, which will continue to receive faxes and send time-delayed faxes at its scheduled time.

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4. FaxLAN v3.0 FAQs

4.1 How do I send a file on the PC to a fax machine as a fax?

To send a file on your PC to as a fax to a fax machine, the user must have the file, the file's application and FaxLAN installed on the PC. Here's the quick list of procedures to follow in order to successfully send the file *once* to the destination fax machine.

1.   Open the file.
2.   Select **Print** from the File menu.
3.   In the Print Dialog Box, select the **FaxLAN** printer under the Printer Name list box.
4.   Click **Print** or **OK** at the bottom of the dialog box.
5.   Wait for the FaxLAN application to activate and the New Fax window to appear

Figure 3-26 New Fax Window

6.   Fill in the Fax Recipient Name and Fax number data fields with the corresponding information.
7.   Fill in the company name, phone number, email address, and physical address in the Company, Voice, Email and Address data fields if the user chooses.
8.   Fill in any cover page information if the user desires
9.   Click **Submit**

The fax will then was sent to the fax server for processing before the fax is delivered to its designated destination. Please refer to section 3.2.7 for more details.

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