

Quick Start : i-Fax User Guide

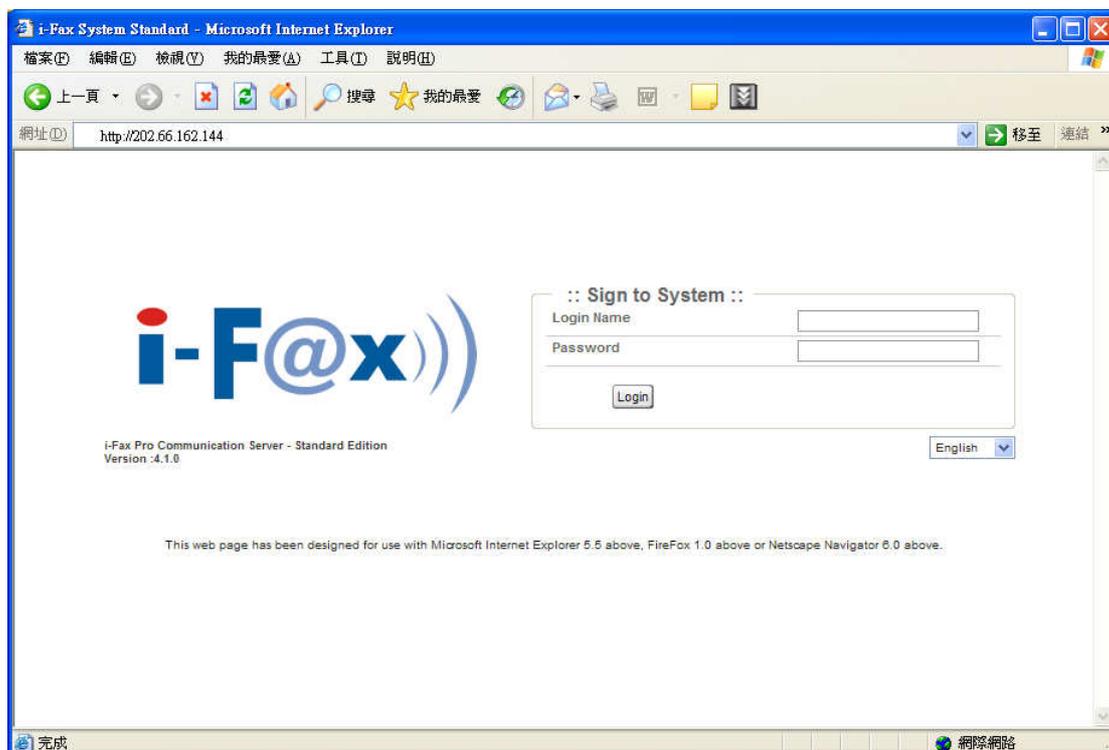
Introduction

Welcome to the i-Fax System User Guide!

This manual will help new users navigate i-Fax System and perform common tasks. This manual is task-oriented. You will find useful tips, hints, warnings, and screen shots interspersed throughout. First, you will learn the basics of using i-Fax System, such as navigating the fax list, report of the fax and user profile. Once the basics are covered, the tasks covered in this manual become progressively more advanced.

Getting Started

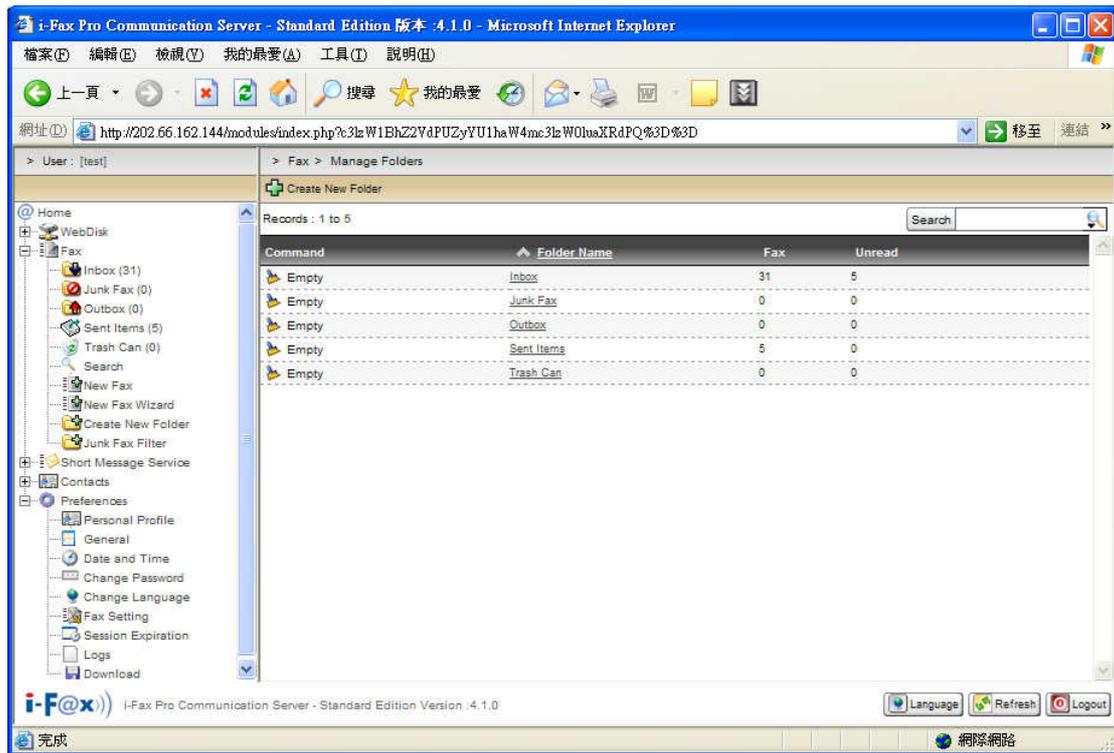
Log In



The Graphical Login Screen : Type your login name and password to login the i-Fax System.

Please ask your administrator for the login information (i-Fax System Web Link, Login Name and Password).

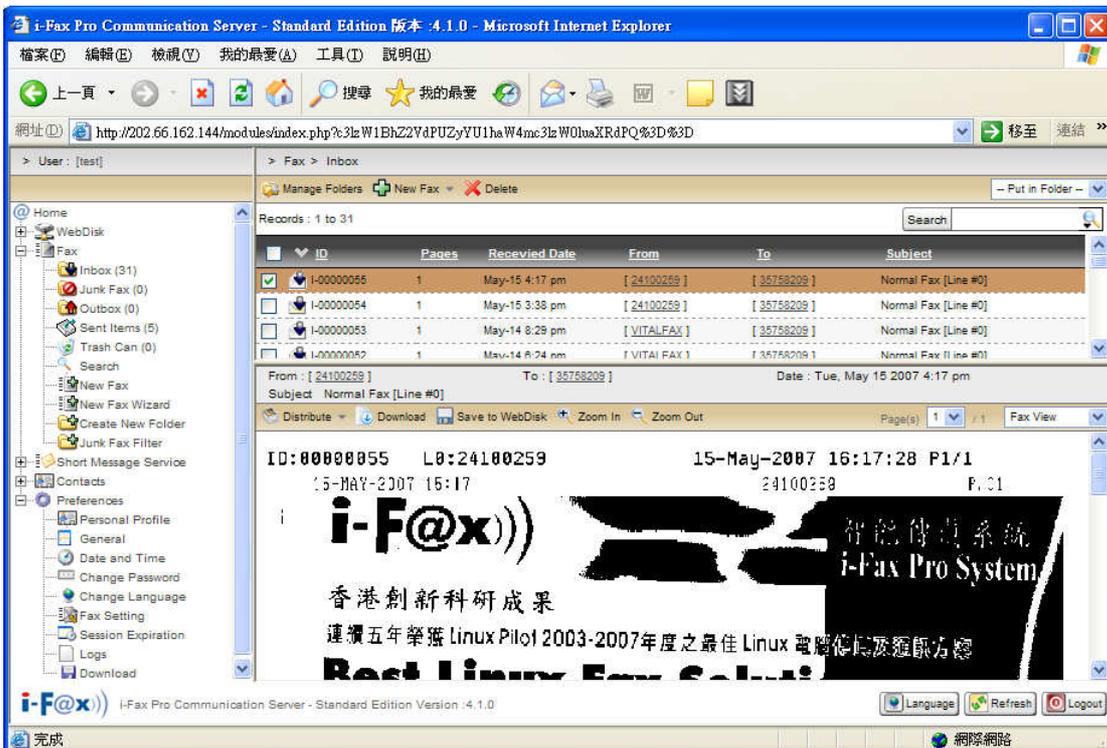
Log Out



Click the Logout Button on the bottom right hand side to logout the system.

About the i-Fax System Work Area

Your first view of i-Fax System work area will look something like the environment below.

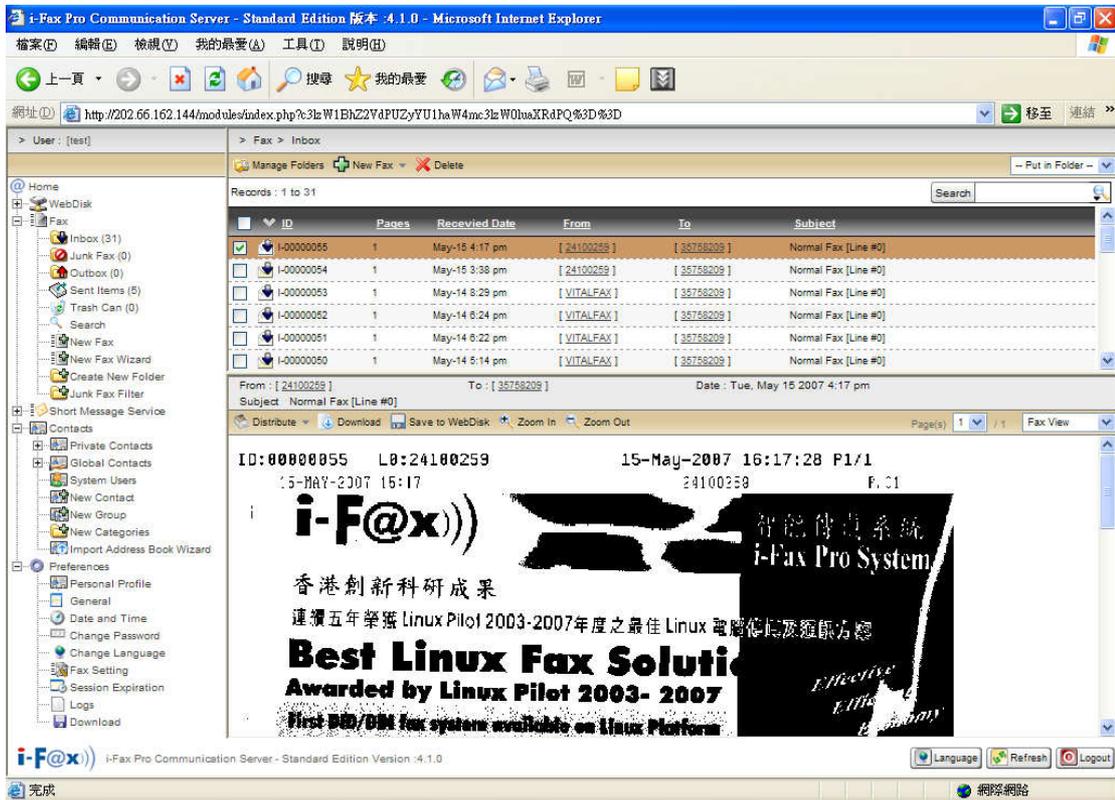


A i-Fax System Environment

Fax

Administrator and normal users can access.

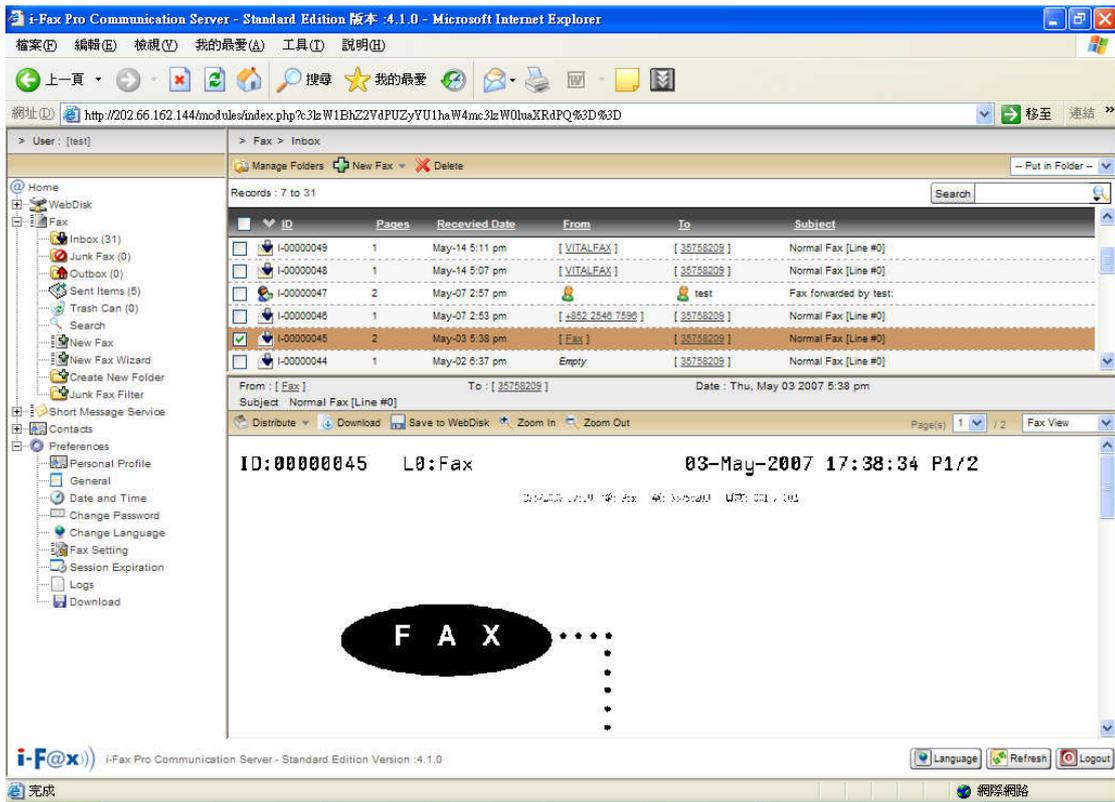
Introduction the Fax



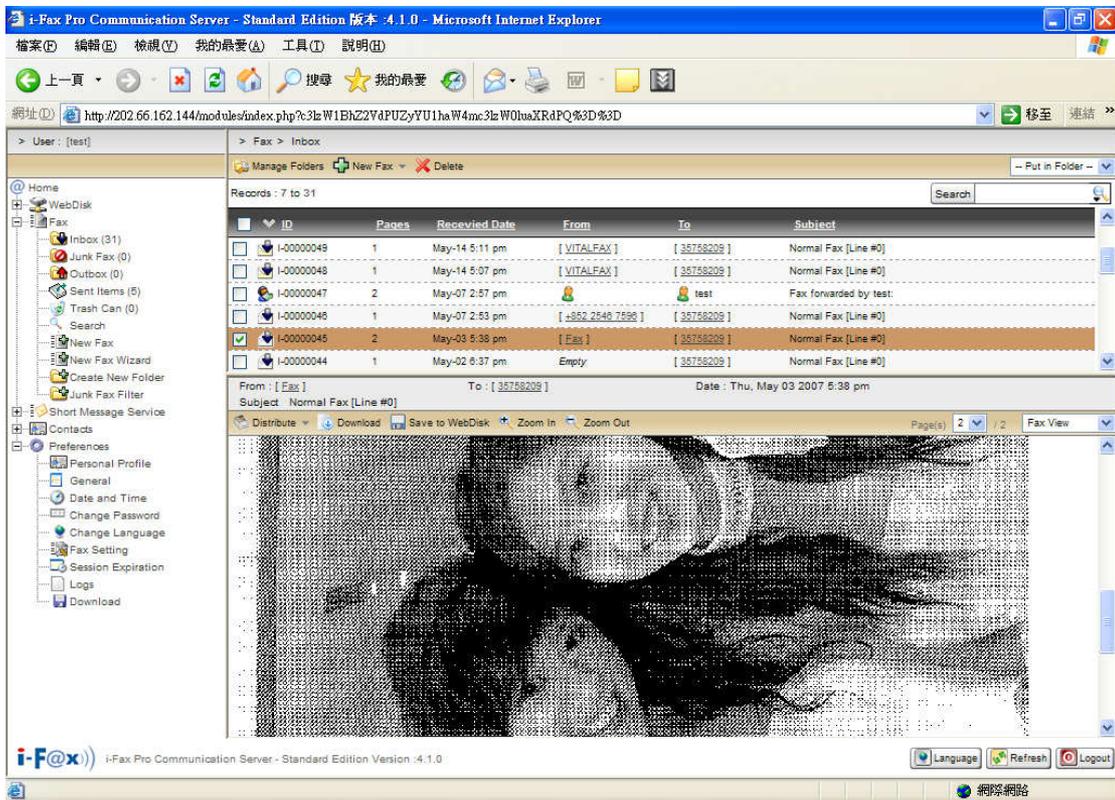
The menu of the i-Fax System

- Inbox : You can read the incoming fax in the “ Inbox “.
- Junk Fax : The junk fax will put in the “ Junk Fax “.
- Outbox : The outgoing fax will put in the “ Outbox “ until sent.
- Sent Items : The sent fax will put in the “ Sent Items “, you can review the status here.
- Trash Can : The deleted fax will put in the “ Trash Can “, you can empty Trash Can here.
- Search : Search the fax according to the Date of From, Date of To, Fax ID, Subject, and . . .
- New Fax : You can create a new fax in there.
- New Fax Wizard : You can create a new fax in there to send fax to more than one receivers.
- Create New Folder : Create a new folder to filing your faxes.
- Junk Fax Filter : Set the rule to filter the Junk Fax to the Junk Fax folder.
- Manage Folders : You can manage your folders in there.
- Distribute : You can distribute the fax to another user, fax machine and e-mail.
- Delete : Click that to delete the fax.
- Zoom In / Zoom Out : You can zoom the fax page in or out to view the fax.
- Put in Folder : Put the fax into the specify folder.
- Go to Page : Choose the page number to view that page.
- Fax View | Details | Thumbnail List : Click to select to preview the difference view.

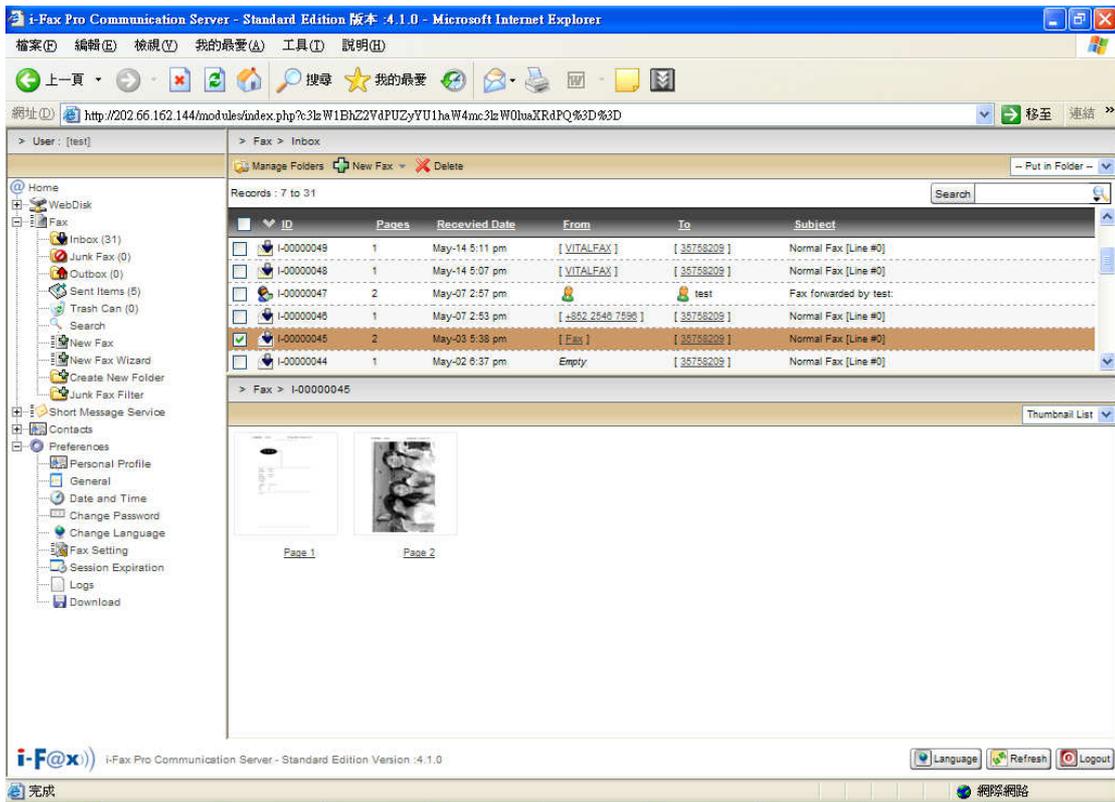
Incoming fax



Page 1 of the fax

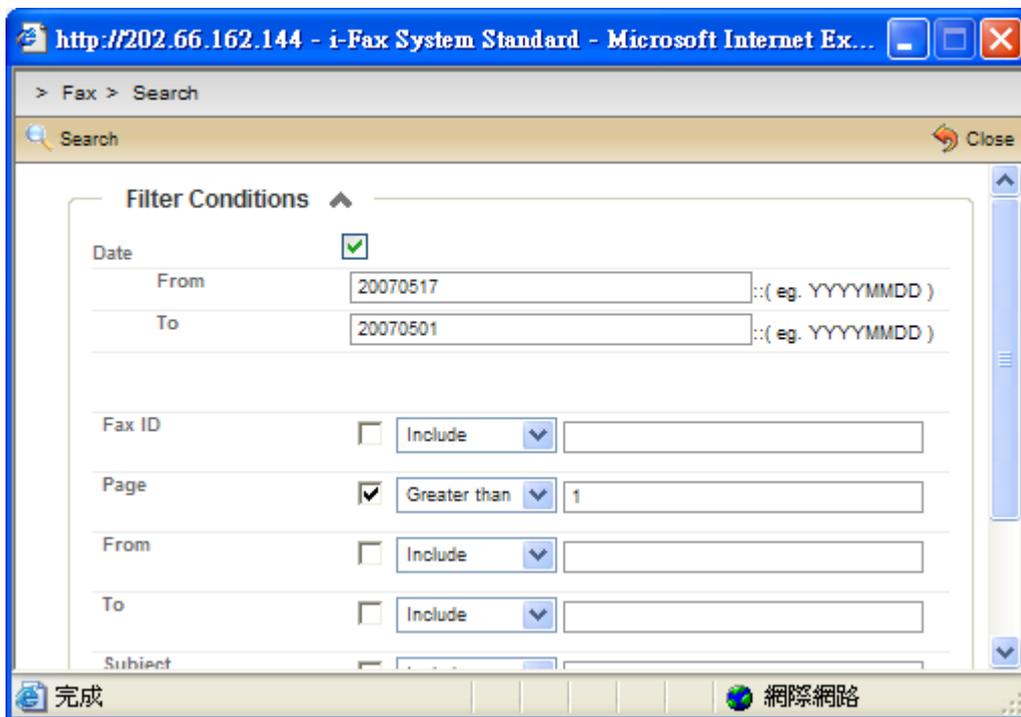


Page 2 of the fax

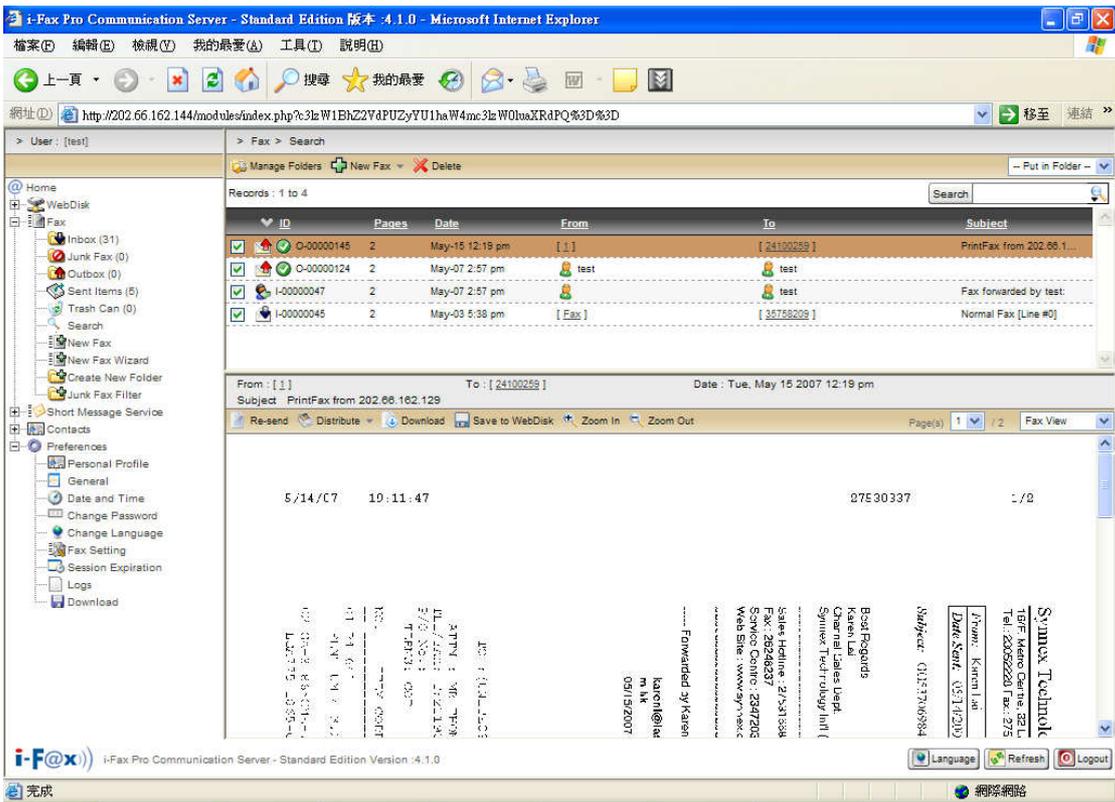


Chose "Thumbnail List" to view all the pages of the fax

Search

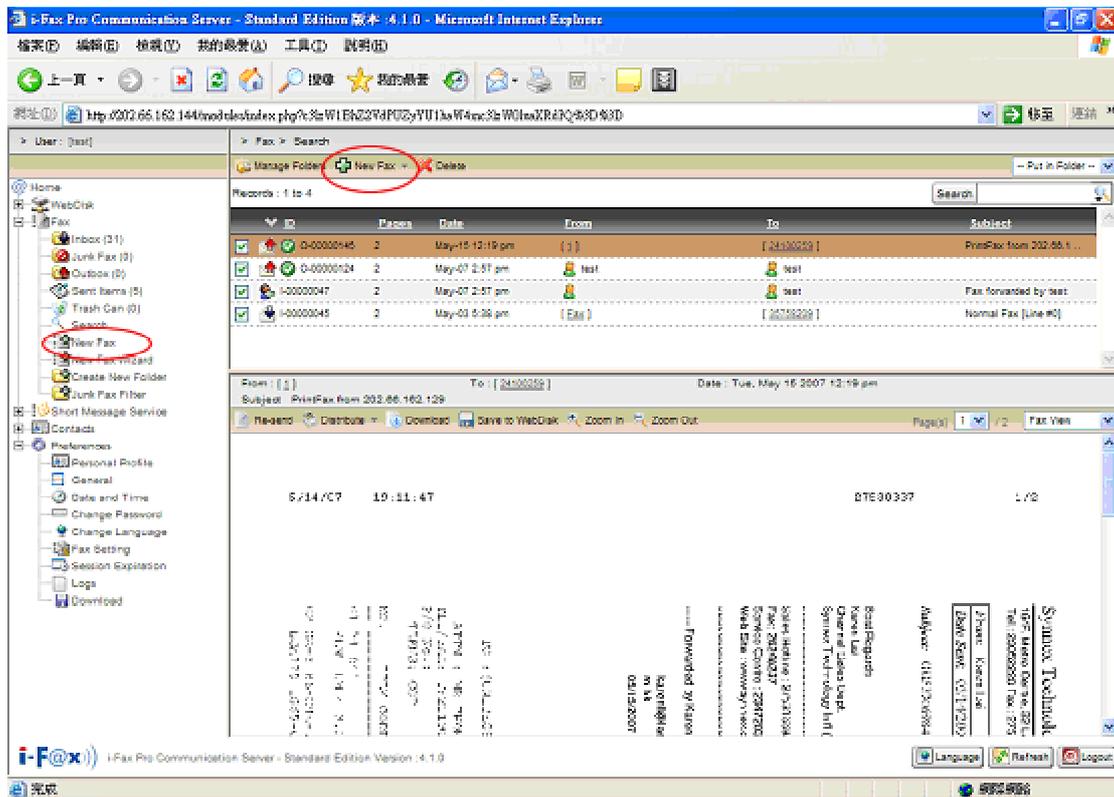


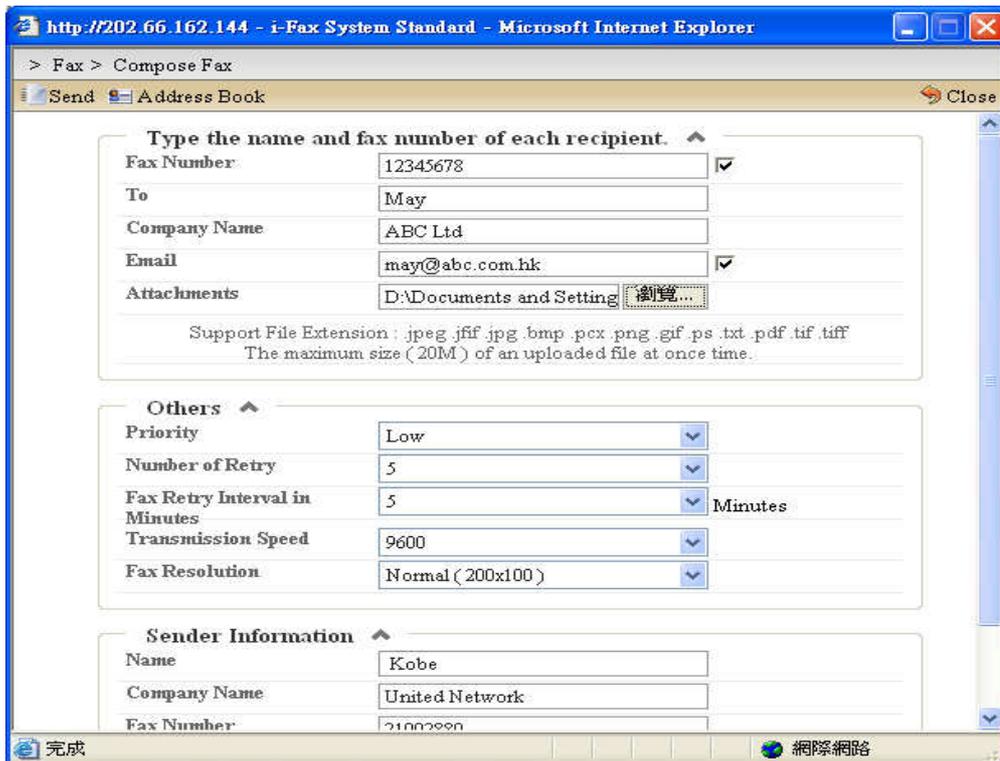
Type in the Date and another Information which you want to search the faxes



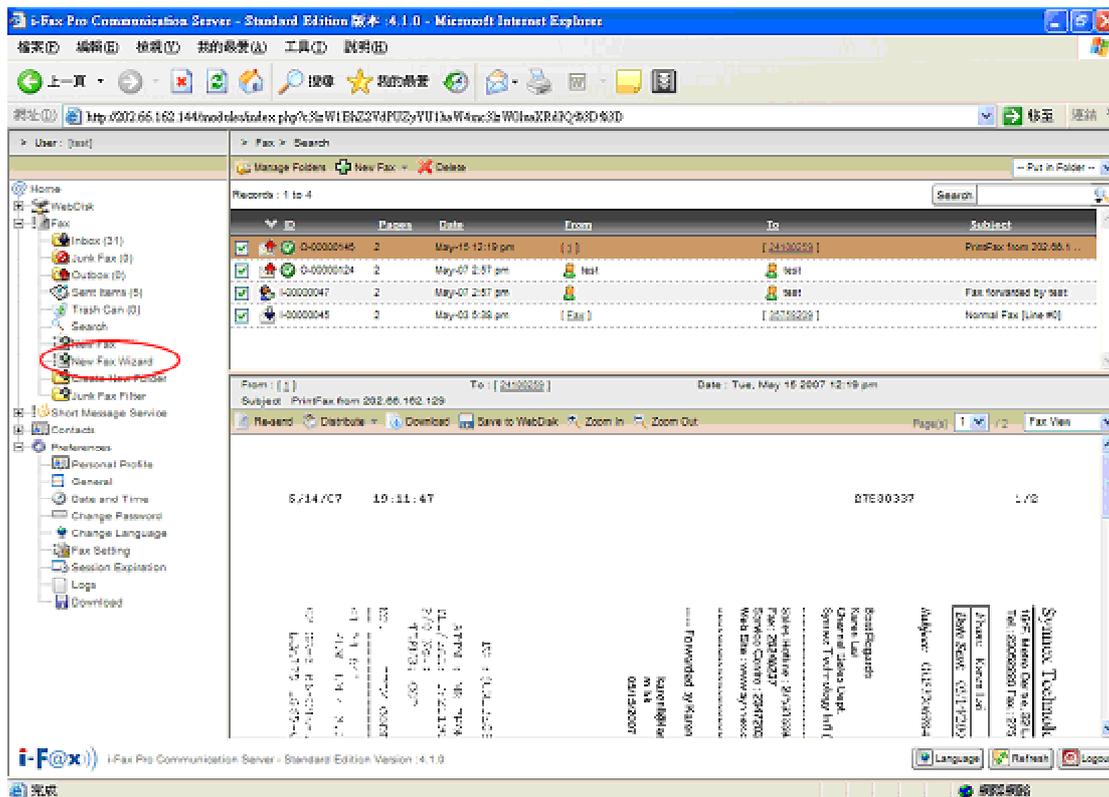
Outgoing fax

Create a new fax

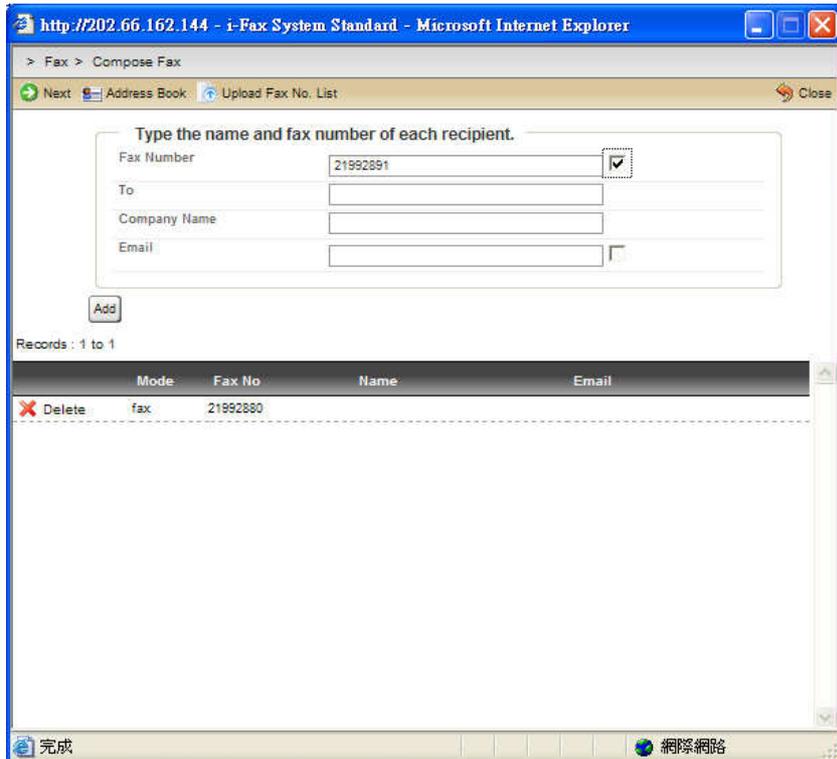




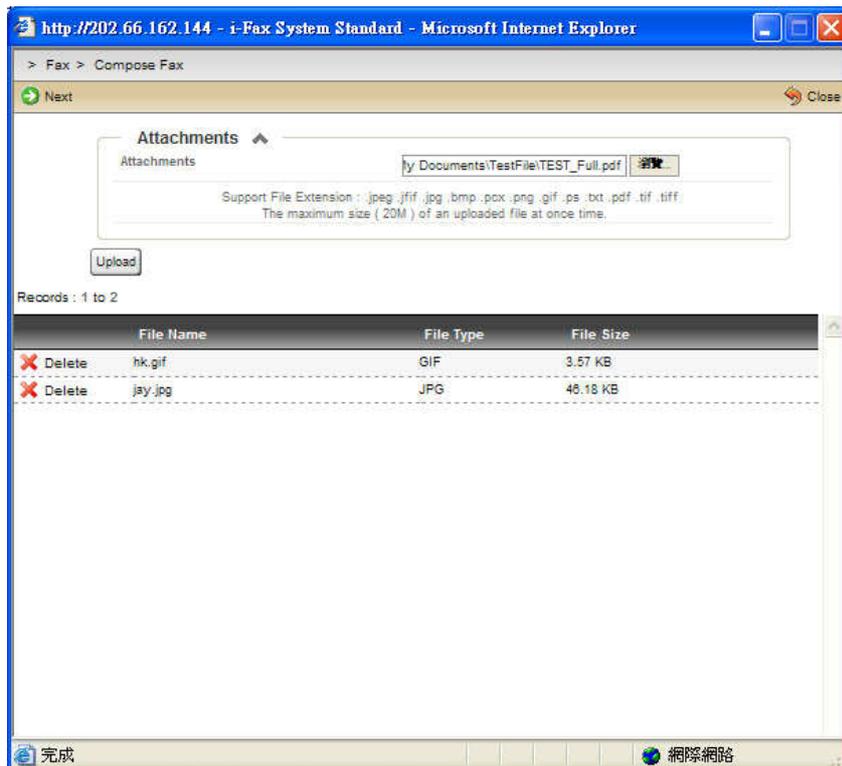
Type in the Fax Number and choose you attachment, and click the “Send” button to send your fax.



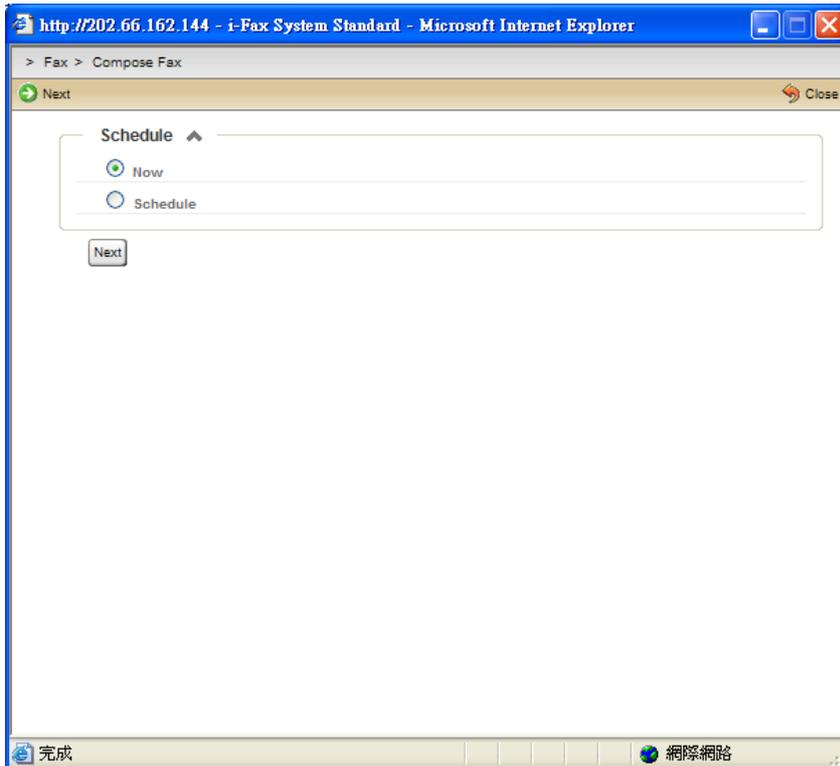
Or you can click the “New Fax Wizard” icon to create the fax.



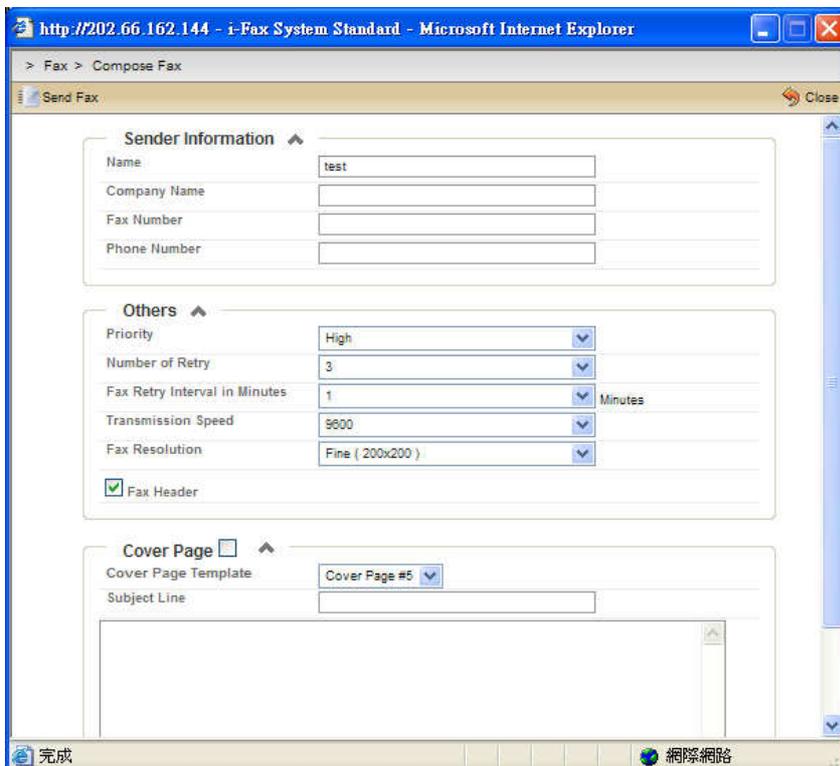
Type in the Fax Number and then click the “Add” button to add more fax number which you need.



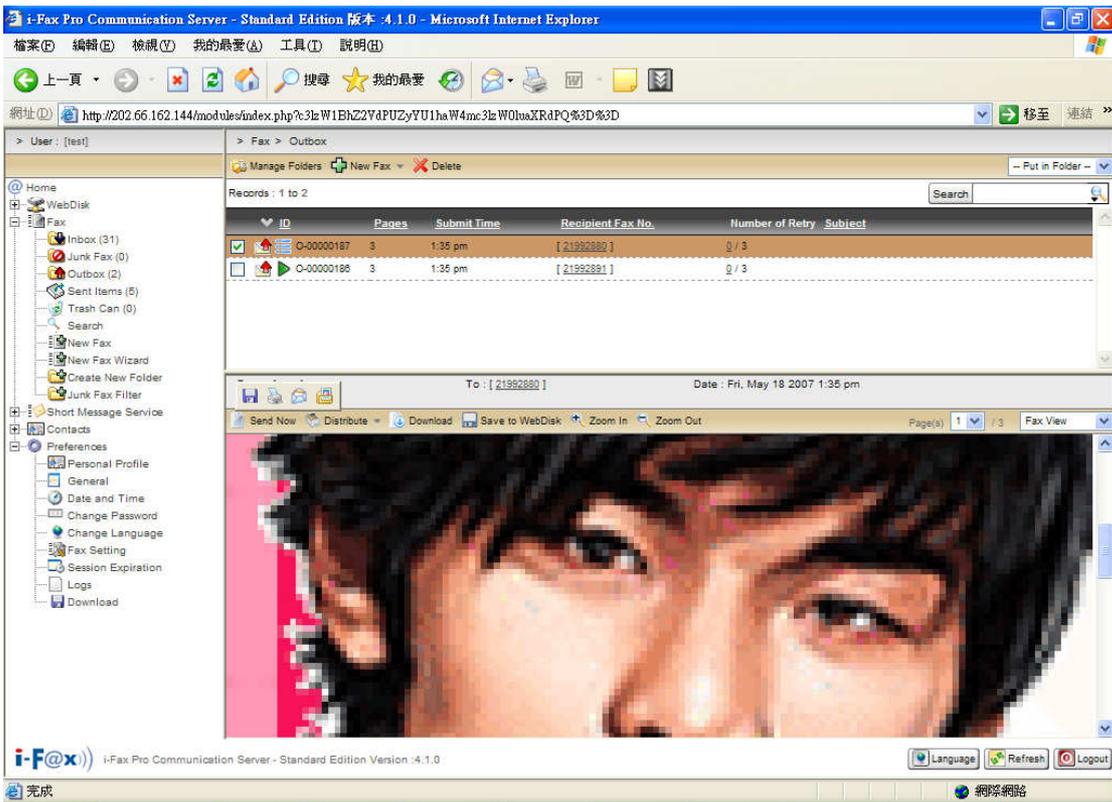
Choose your attachment and then click the “Add” button to add more attachment which you need.



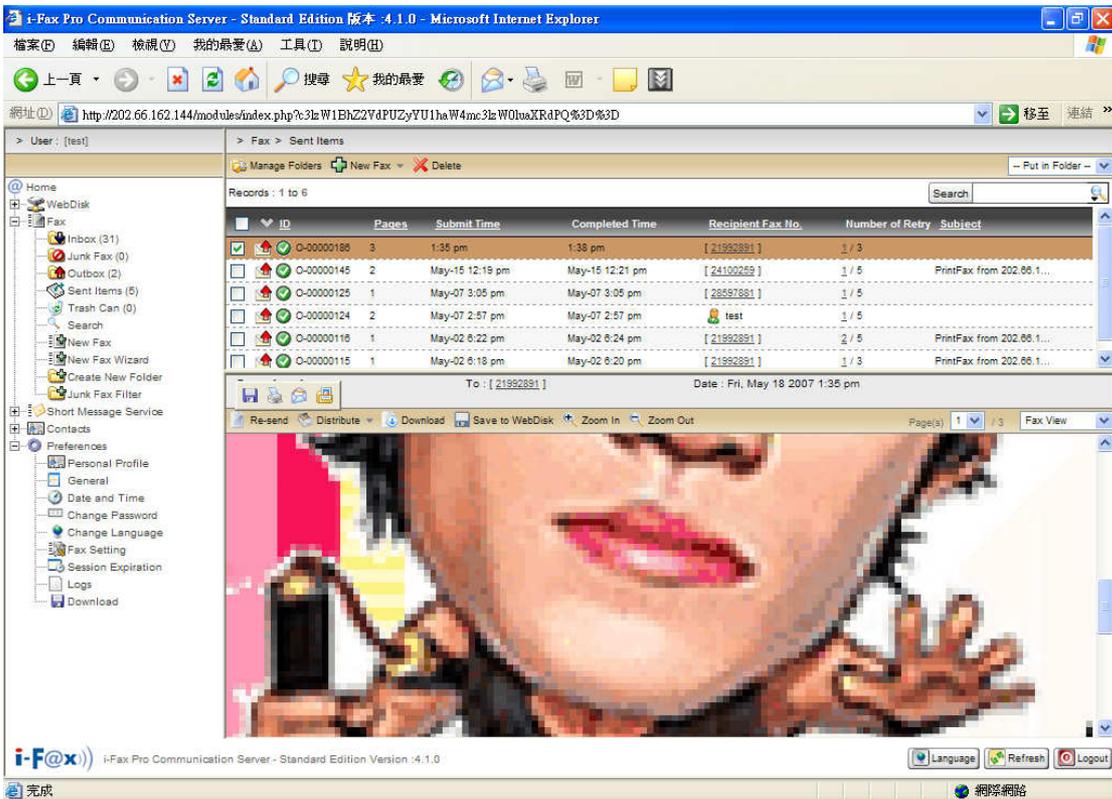
Click the “Next” button to send the fax now.



Type in the Sender Information and set the Priority and then click the “Send Fax” button to send the fax.



It will put into the Outbox. Click it, you can check the status of your fax and preview it.



After it sent, it will put into the Sent Items. Click it, you can check the status of your fax and review it.

Preferences



Personal profile : The information of the i-Fax User

General : Set the graphic general setting

Date and Time : Set the time zone

Change Password : For the i-Fax user to change the password

Change Language : For the i-Fax user to change the language

Fax Setting : Modify the fax setting of the i-Fax user

Session Expiration : Set the session expiration of that i-Fax user

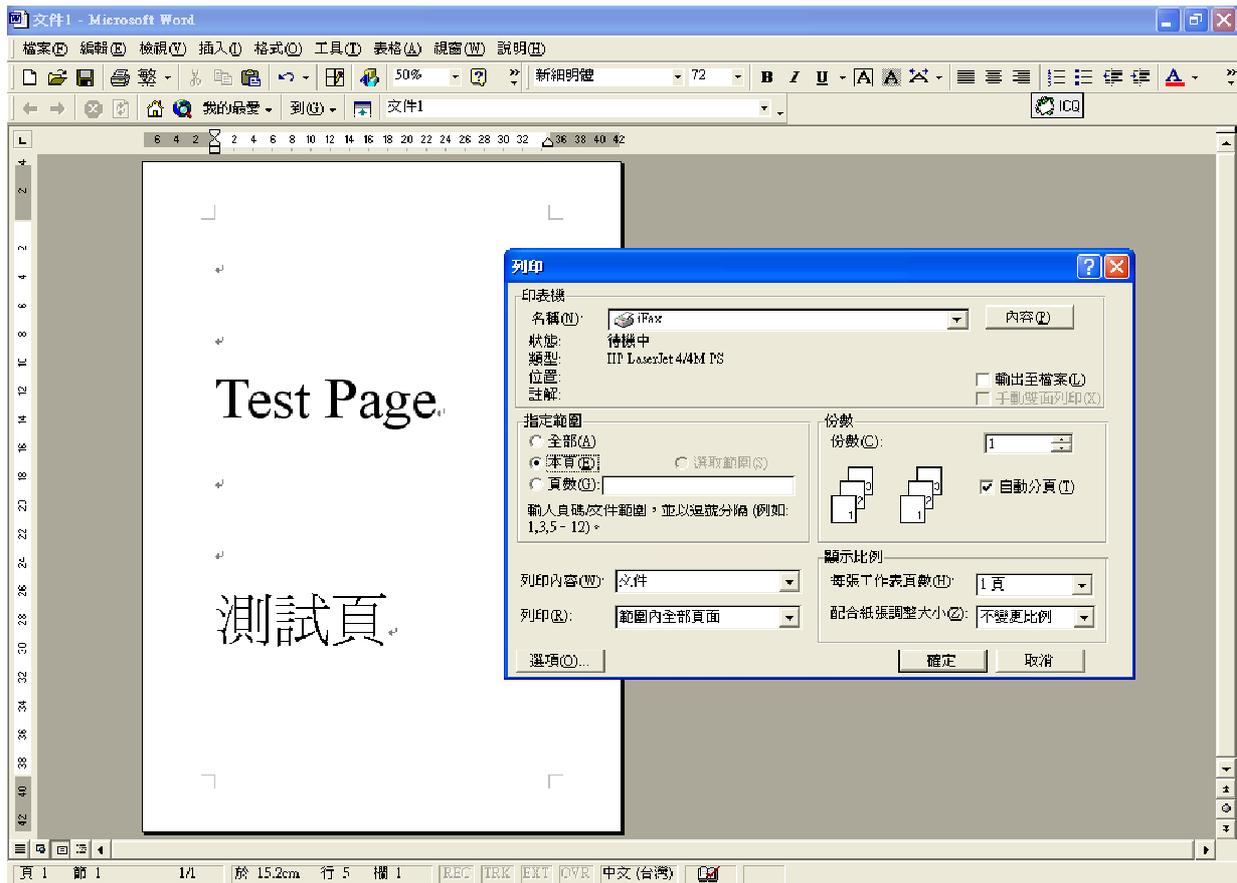
Logs : View the fax log

Download : Download the i-Fax Client program.

How to use the print-to-fax function?

- 1) Open any document, choose "File" - -> "Print" - -> choose the printer of fax sever (e.g. fax) and press "OK".
- 2) It will popup the "i-Fax Wizard" window, type in the "Fax Number", "To", "Company Name" and "Email" and then click the "Add" button to add to the fax list.
(If you ticked the box beside the Fax Number, it will send that document to that fax number.)
(If you ticked the box beside the Email, it will send that document to that e-mail address.)
(If you ticked that both, it will send that document to that fax number and e-mail address.)
- 3) And you can press the "Address Book" button to go to the default address book and you can select the location "Recent Sent Fax", "Outlook" and "i-Fax Server" at there. Then choose the receiver, click "To" and click "OK" to add that to the fax list.
- 4) And you can click "Import Fax List" to import the *.txt or *.csv file's data to the fax list.
- 5) Choose the file to import to the fax list.
- 6) Click "Next" to go to the next step.
- 7) Tick "Email Notification" to have the email notification of the fax status.
- 8) Tick "Include a header line" to have a fax header on the fax.
- 9) Tick "Include a cover page. Use the following temple." to have a cover page of the fax.
Type in the "Subject line" and "Remark" for the cover page.
- 10) Choose the "Tries", which you want to try to send the fax more times when it is failed.
- 11) Click "Finish" to complete and close the i-Fax Wizard.

Limitation: Please NOT import over 1,000 records per time on item #4 to the fax server due to buffer limitation.



Choose the printer of fax sever (e.g. fax) and press “OK”.

The screenshot shows the 'i-Fax Client Wizard' dialog box, specifically the 'Recipient and Dialing Information' section. The form contains the following fields and buttons:

- Fax Number: 21992891 (with a checkmark and an 'Add' button)
- To: Tech
- Company Name: Unitednets
- Email: louie@unitednet.com.hk (with a checkmark)

Below the form, there is a table for recipient information:

Recipient name	Fax number	Company name	E

Buttons for 'Remove', 'Address Book', and 'Import Fax List' are located to the right of the table. At the bottom of the dialog, there are buttons for 'Fax File List (1)', 'Send Now', 'Next >', and 'Cancel'.

Type in the “Fax Number”, “To”, “Company Name” and “Email”.

i-Fax Client Wizard

Recipient and Dialing Information

Type the name and fax number of each recipient or click Address Book to find this information.

Fax Number :

To :

Company Name

Email

Type each recipient's information above and then click Add

	Recipient name	Fax number	Company name	E
	Tech	21992891	Unitednets	l

Click the "Add" button to add to the fax list.

i-Fax Client Wizard

you can add a cover page to your document and include a note for the recipient.

Email Notification Email Format : Tries

Include a header line

Include a cover page. Use the following template.

Cover Page Template

Subject line :

Remark :

Tick your needs : "Email Notification" / "Include a header line" / Include a cover page, choose the "Cover Page Temple" and type your "Subject line" & "Remark" / choose the "Email Format" and choose the "Tries".



Click "Finish" to complete and close the i-Fax Wizard.