



United Networks

聯合網



i-Fax

User Guide

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Section 1 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.

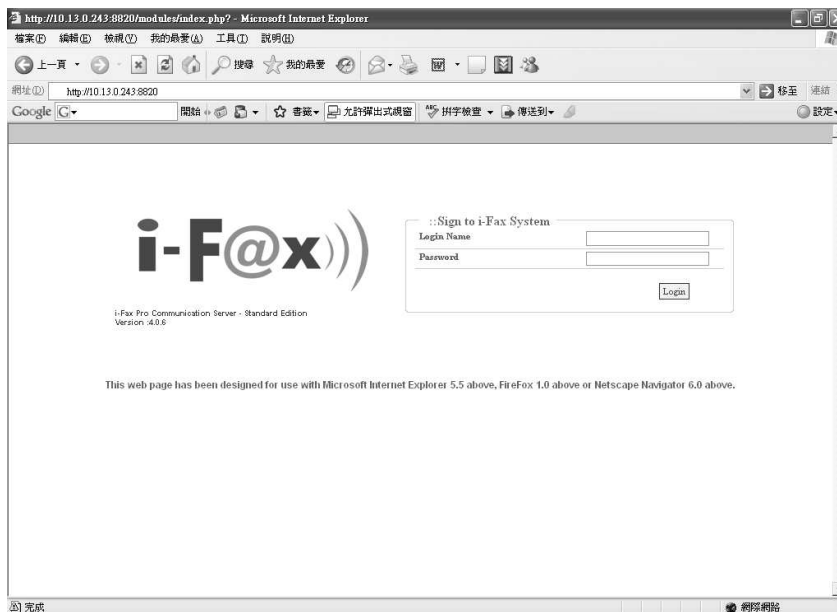
Section 2 Getting Started

Learning how to work on your i-Fax System can be exciting, but it might also make you nervous. To begin your journey, you will have to log in. When you log in, you are basically introducing yourself to the system.

Section 2.1 : Log In

i-Fax System uses accounts to manage privileges, maintain security, and more. Not all accounts are created equal: some accounts have fewer rights to access function than others.

- Step 1 : Open Internet Explorer and type the URL of i-Fax System such as `http://xxx.xxx.xxx.xxx:8820`
- Step 2 : Type your Account Name at the Login Name prompt
- Step 3 : Type your Account Password at the Login Password prompt
- Step 4 : Click [**Login**] Button

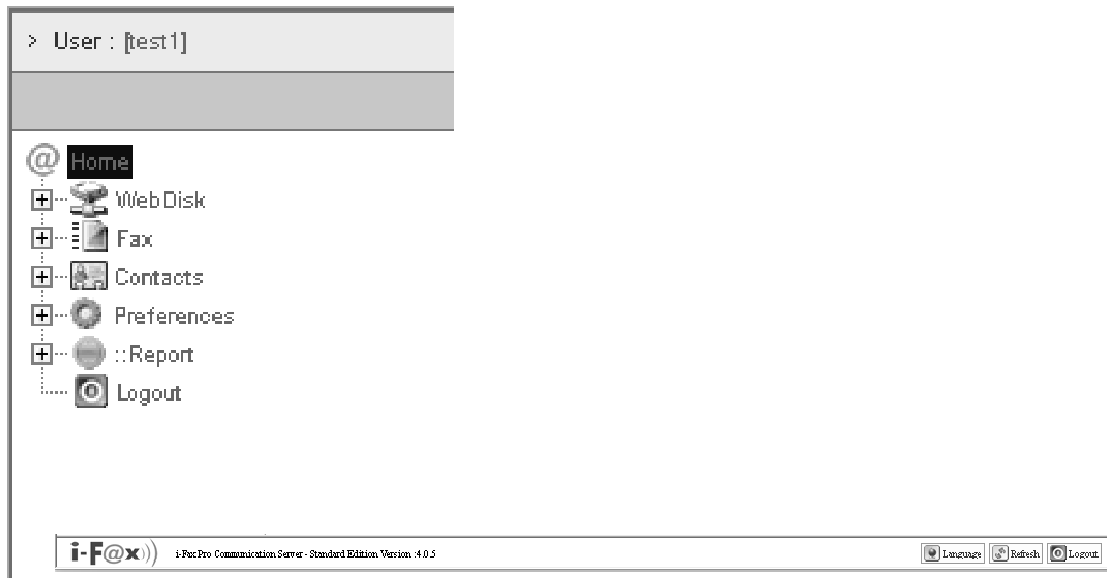


The Graphical Login Screen

Section 2.2 : Log Out

You should log out after used every time.

Step 1 : Click [**Logout**] Button once.



The "Logout" button to log out.

Section 3 i-Fax System Basics

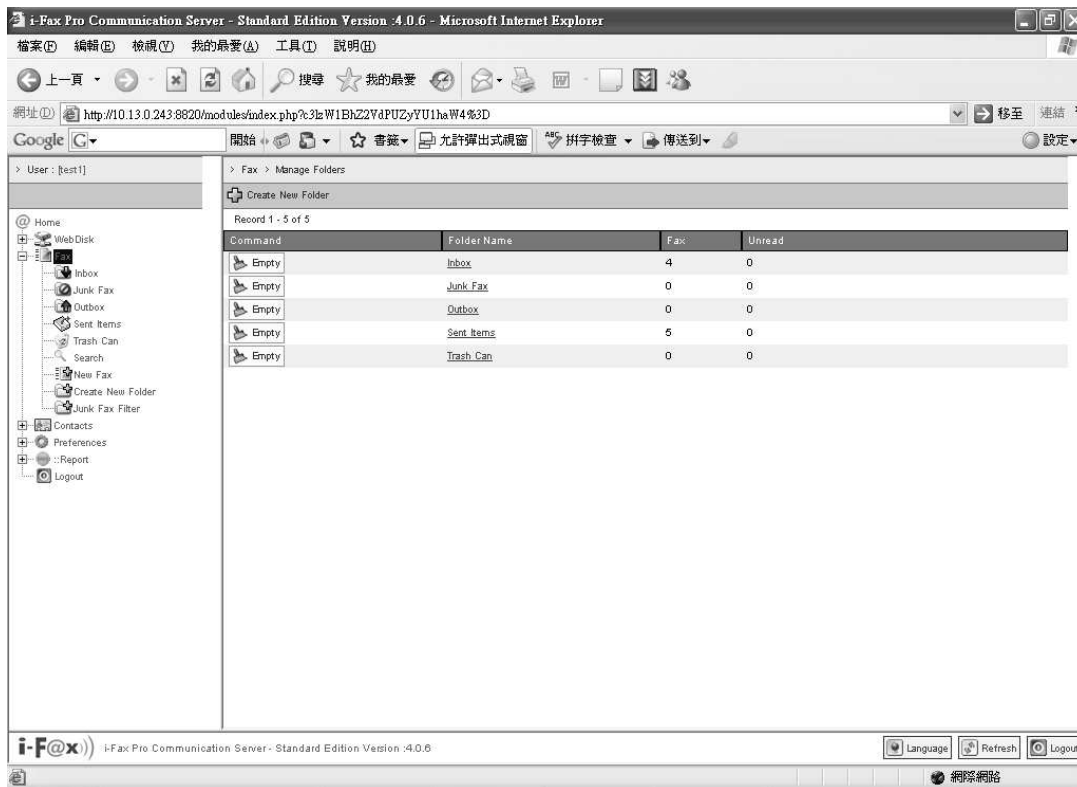
It is a user-friendly way to use a graphical user interface with i-Fax System.

Section 3.1 : Use your Mouse

Using the left mouse button selects, click an item to complete your tasks.

Section 3.2 : About the i-Fax System Work Area

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

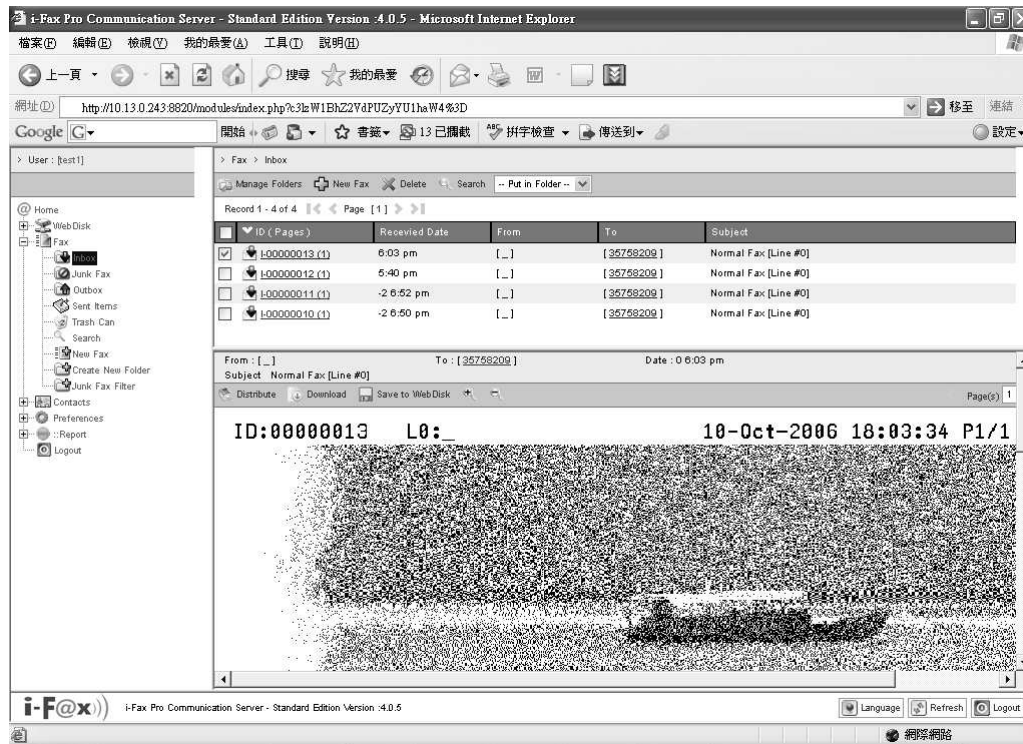


A i-Fax System Environment

Section 4 Fax

Administrator and normal users can access.

Section 4.1 : Introduction the Fax



The menu of the "Fax".

- 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 ".
- Trash Can : The deleted fax will put in the " Trash Can ".
- Search : Search the fax according to the ID, Subject, . . .
- New Fax : You can create a new fax in there.
- Create New Folders : You can create new folders in there.
- Junk Fax Filter : You can create a rule to filter the Junk Fax.
- Manage Folder : You can add / delete your folders.
- Delete : You can click that to delete the fax.
- Put in Folder : You can put the fax into the specify folder.
- Distribute : You can distribute the fax to another user, fax machine and e-mail.
- Download : You can download the fax to your PC.
- Save to WebDisk : You can save the fax to WebDisk.
- Zoom In / Zoom Out : You can zoom the fax page in or out to view the fax.
- Page(s) : You can choose the page number to view that page.
- Fax View : You can choose the options to view the fax details.
- Refresh : Refresh the screen.



New incoming fax.

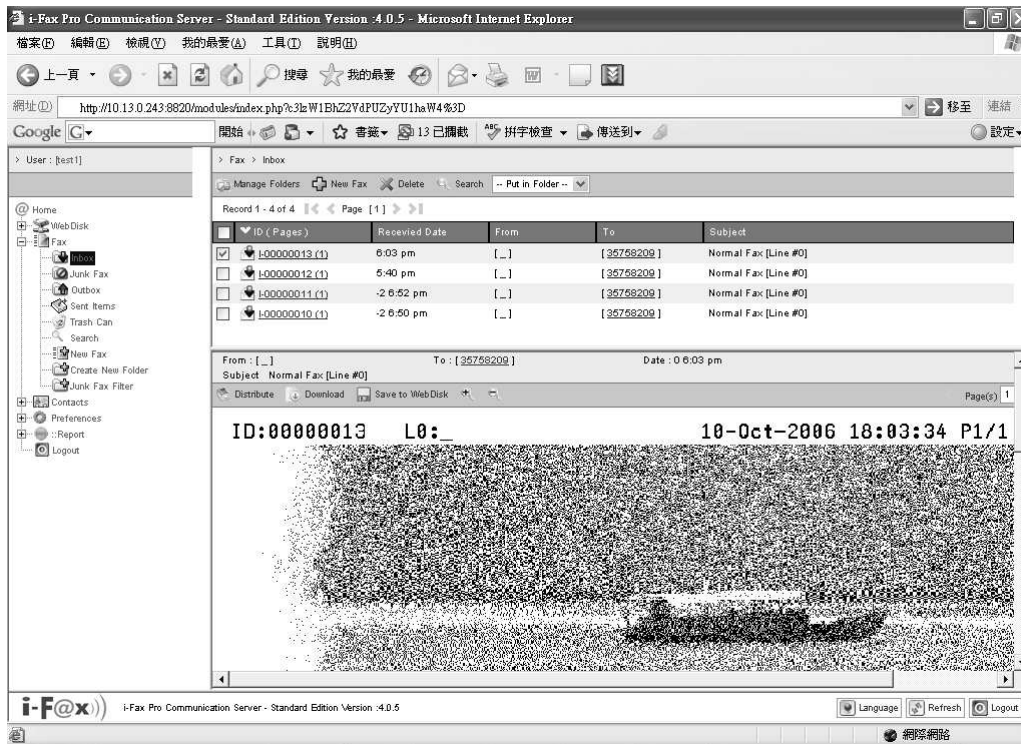


The fax have read.

Section 4.2 : Incoming fax

Choose the “Inbox”, you can view your incoming fax list and preview your fax.

In the list, you can have the information about the “ID (Pages)”, “Received Date”, “From”, “To”, and “Subject”.



The incoming fax list.

Section 4.2.1 : View the incoming fax

In that page, click the “ID (Pages)” of the fax to view the fax.

It will have a fax preview. You can choose the page number to view another page of that fax.

And you can click the “Zoom In” or “Zoom Out” icon to view the fax more particularly.

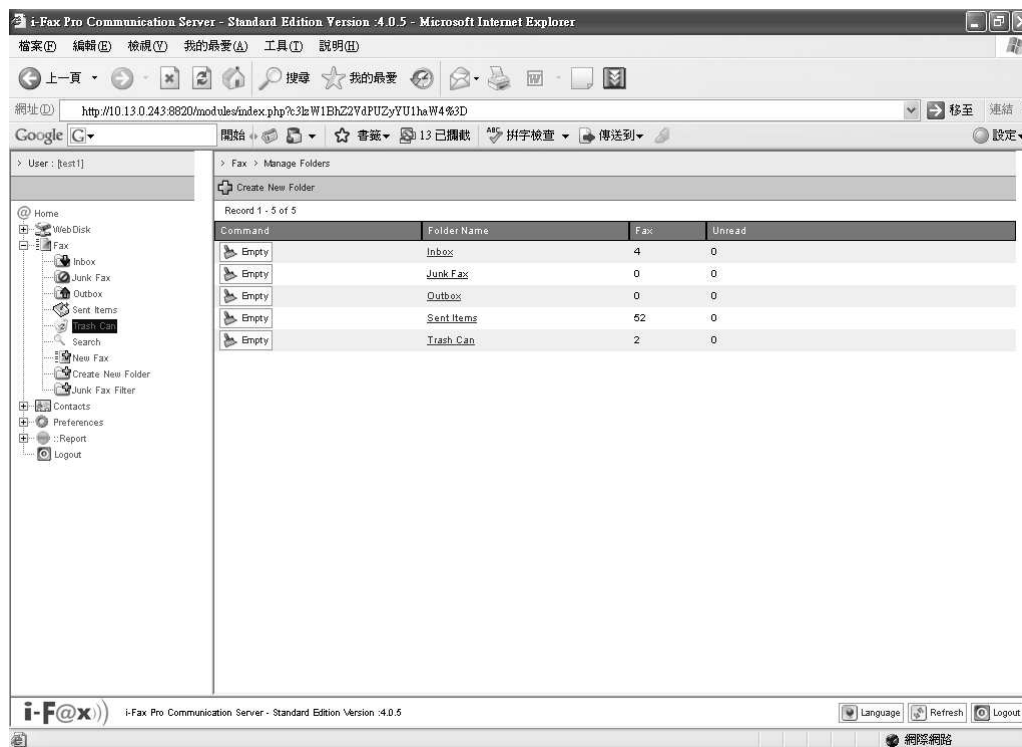
Section 4.2.3 : Manage Folders

Step 1 : Click the “Manage Folders” icon, you can see the folder list.

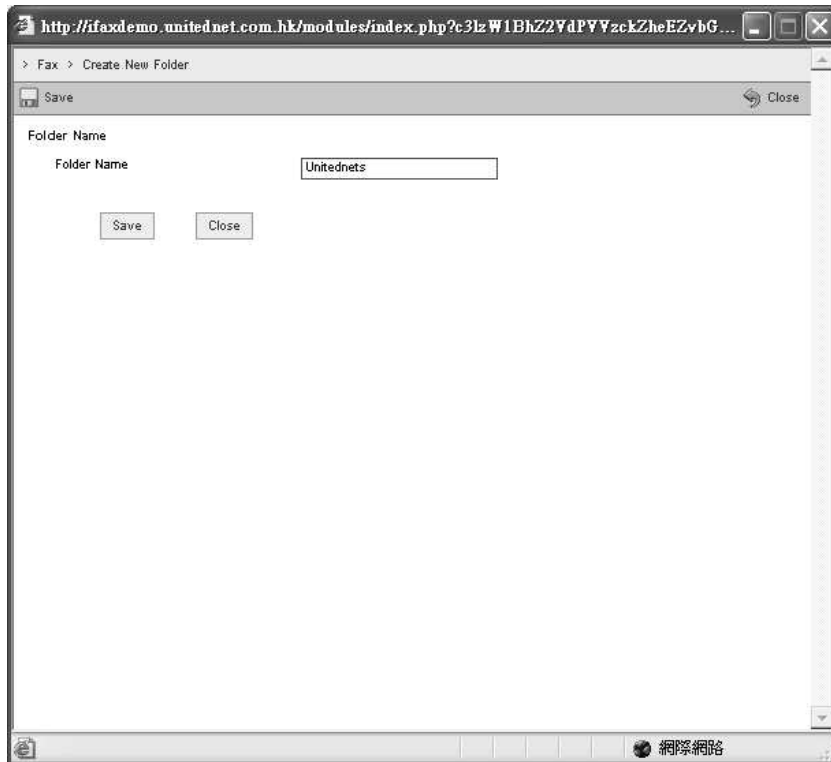
Step 2 : Click the “Create New Folder” icon.

Step 3 : Type in the Folder Name. (e.g. United Networks)

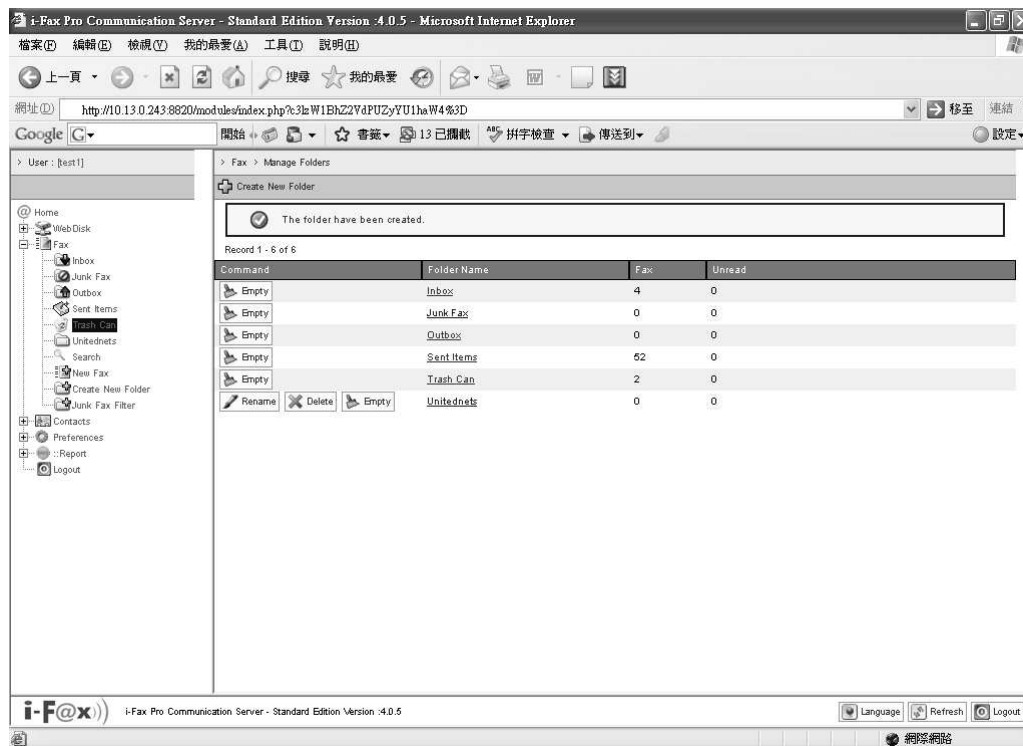
Step 4 : Click the “Save” icon to save and exit the setting.



The folder list.



Type in the Folder Name.



The new folder is added.

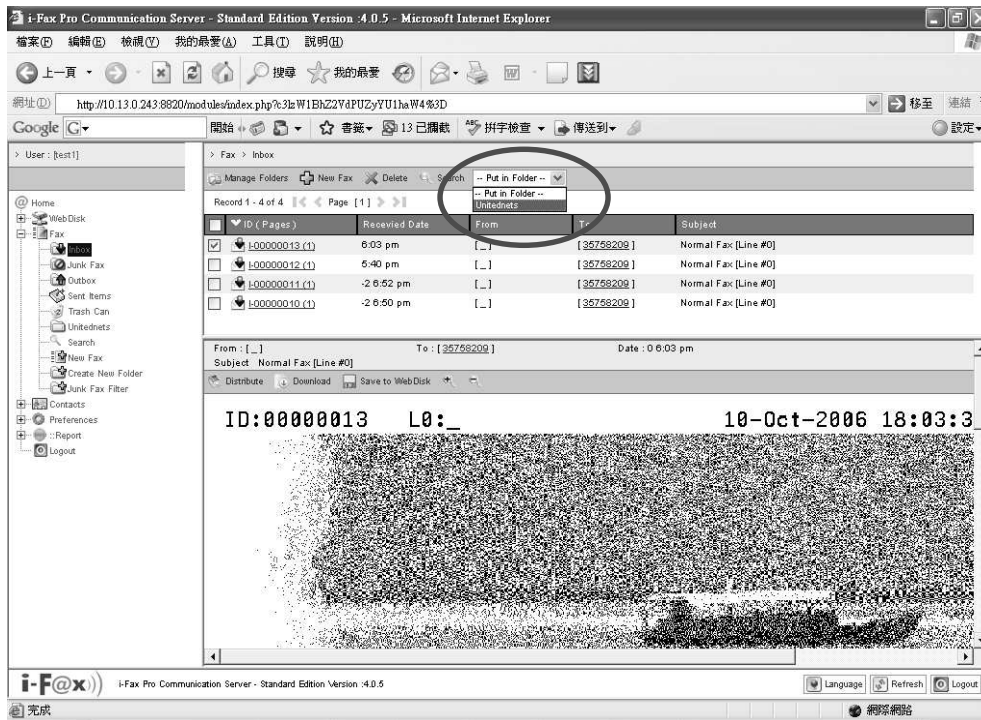
Section 4.2.4 : Put the fax into the folder

Method One :

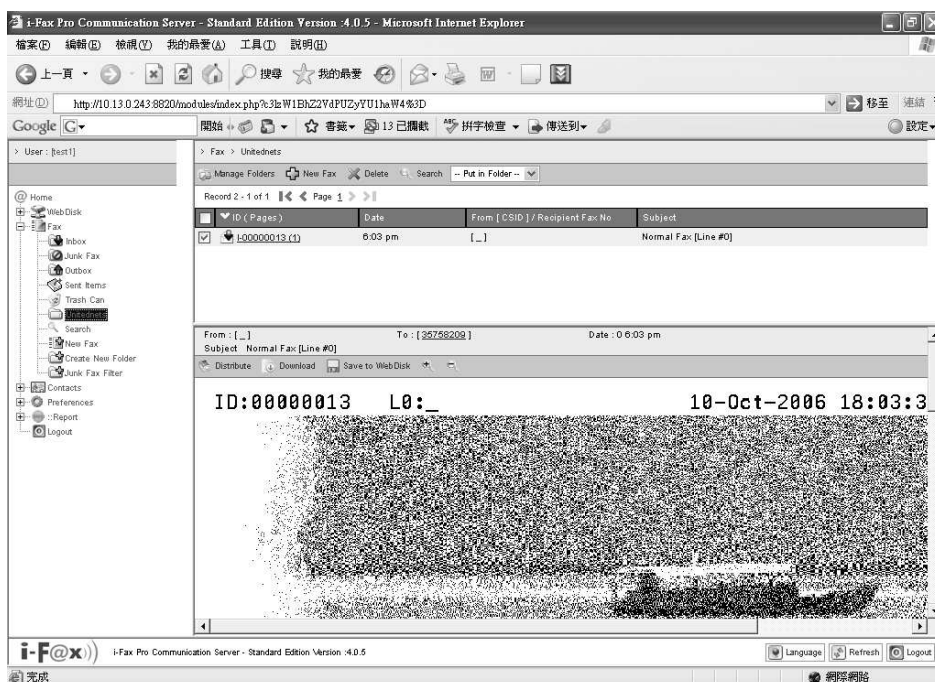
Step 1 : Tick the box beside the fax.

Step 2 : Choose the folder in the “Put in Folder” pull down menu.

The fax will put in the folder which you choose.



Tick the box beside the fax and choose the folder in the “Put in Folder” pull down menu.



The fax will put in the folder which you choose.

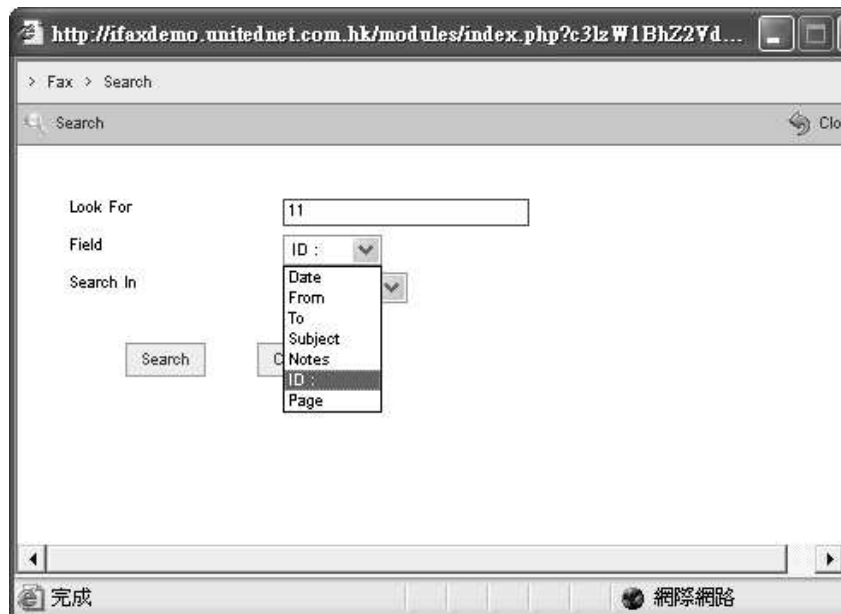
Section 4.2.5 : Search

Step 1 : Click the “Search” icon.

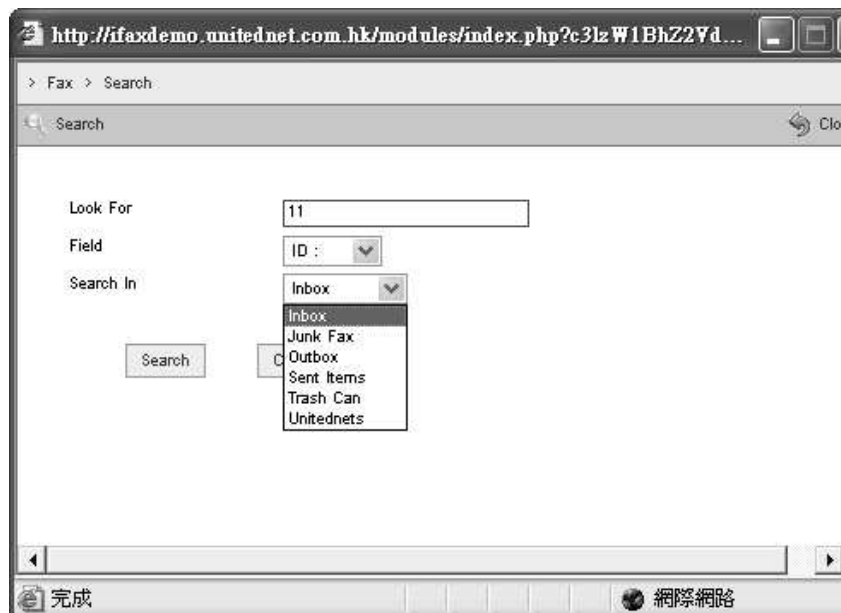
Step 2 : Type in the key works for searching.

Step 3 : Click the “Search” icon to search.

The search result will come out.



Type in the key words and press the “Search” icon.

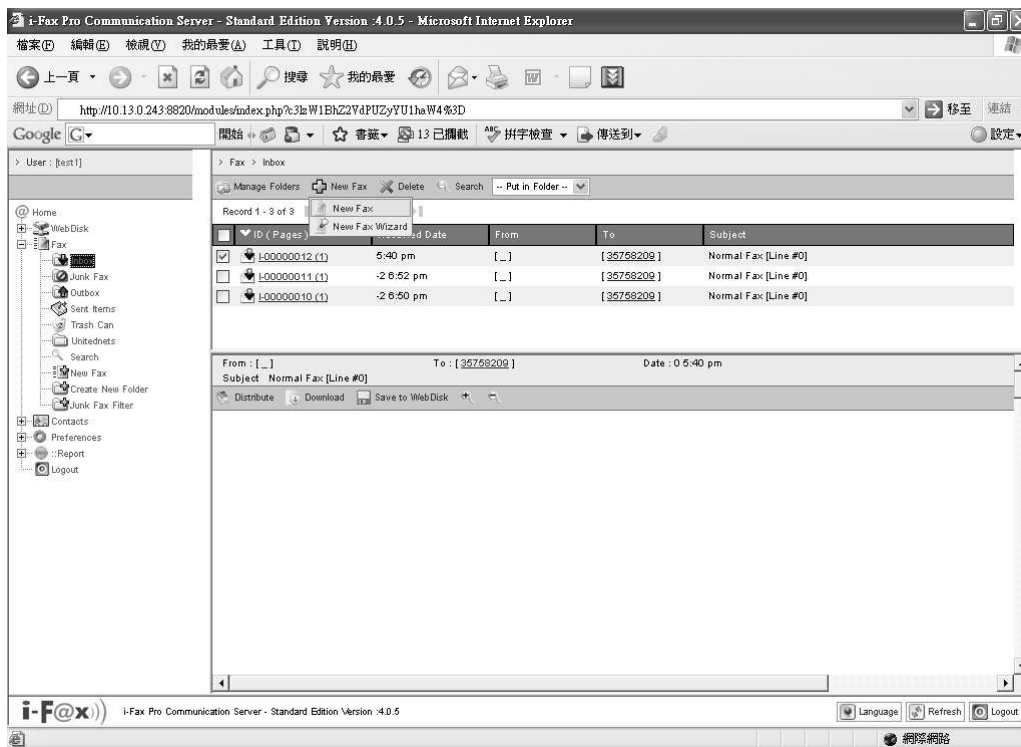


The search result will show on the table below.

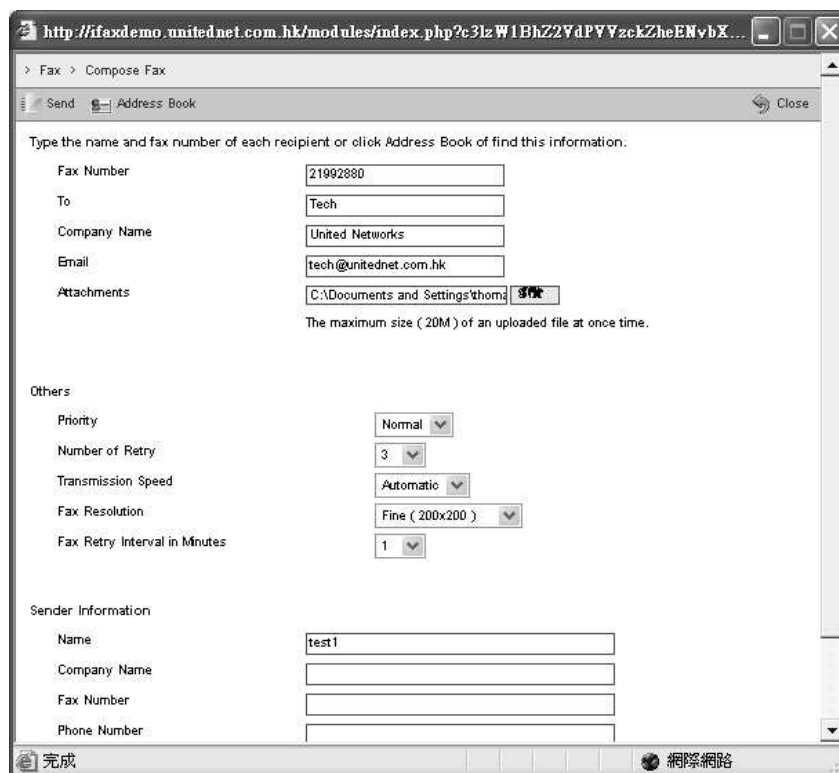
Step 9 : Type in the sender information.

Step 10 : Click the “Sent Fax” icon to send the fax.

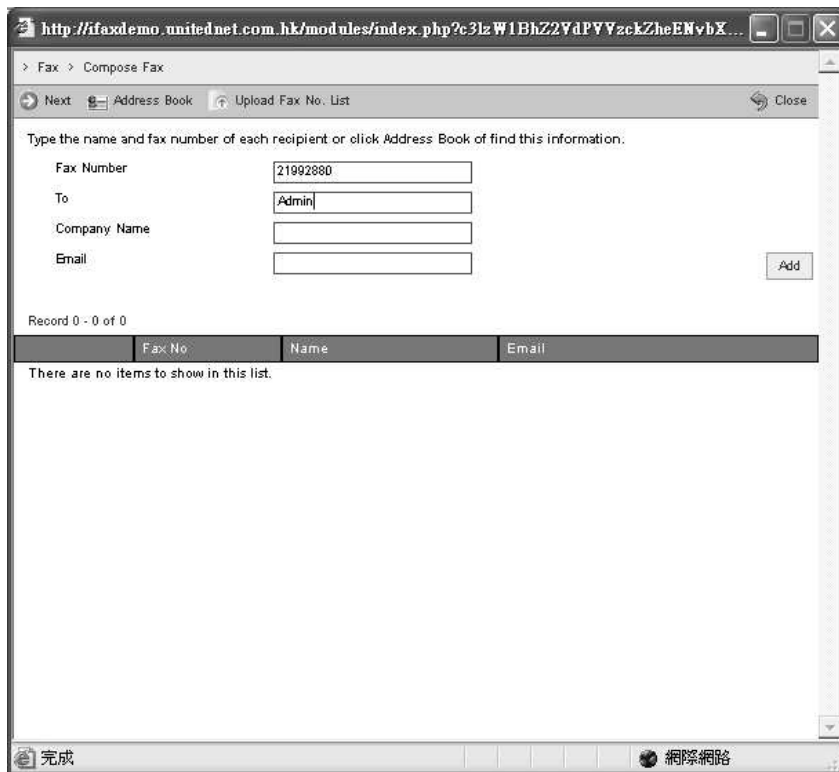
The fax will put in the “Outbox” folder until it sent.



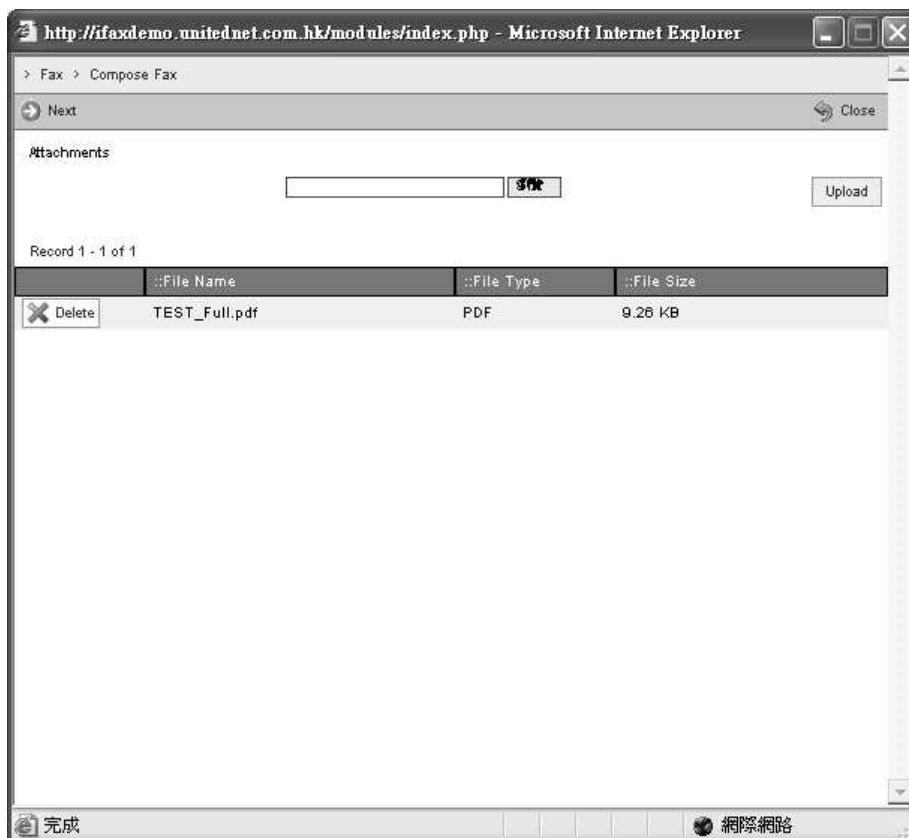
Click the “New Fax” icon and choose “New Fax” or “New Fax Wizard”.



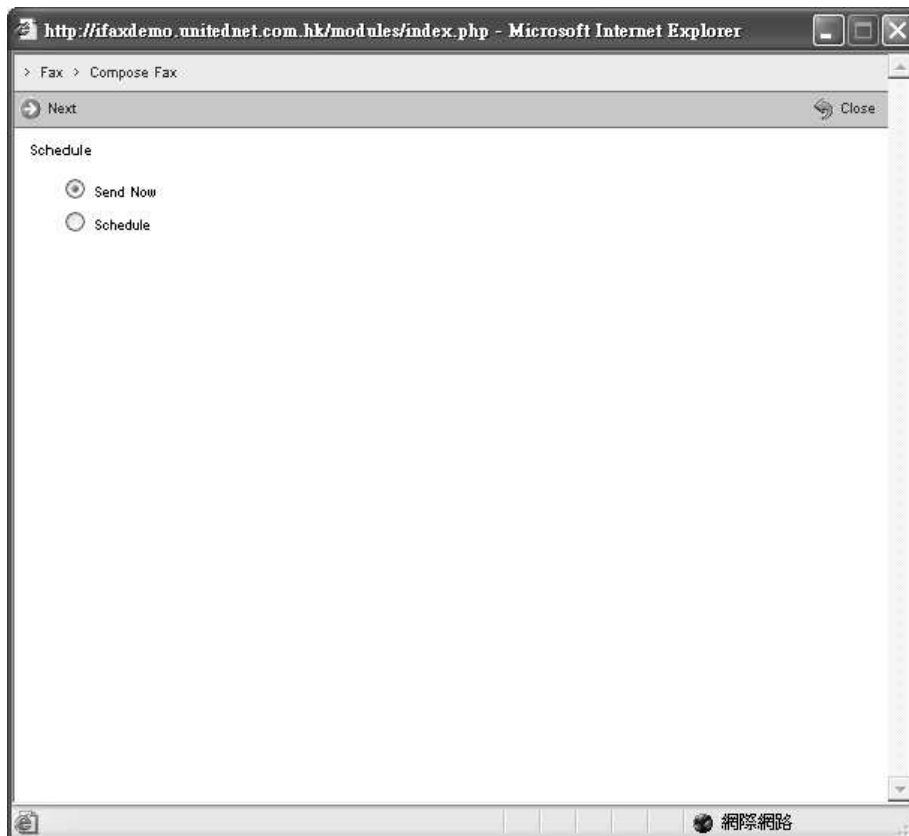
For “New Fax”: Type in the “Fax Number”, “To”, “Company Name”, “Email”, choose the attachment and type in the Sender information and then click the “Send Fax” button.



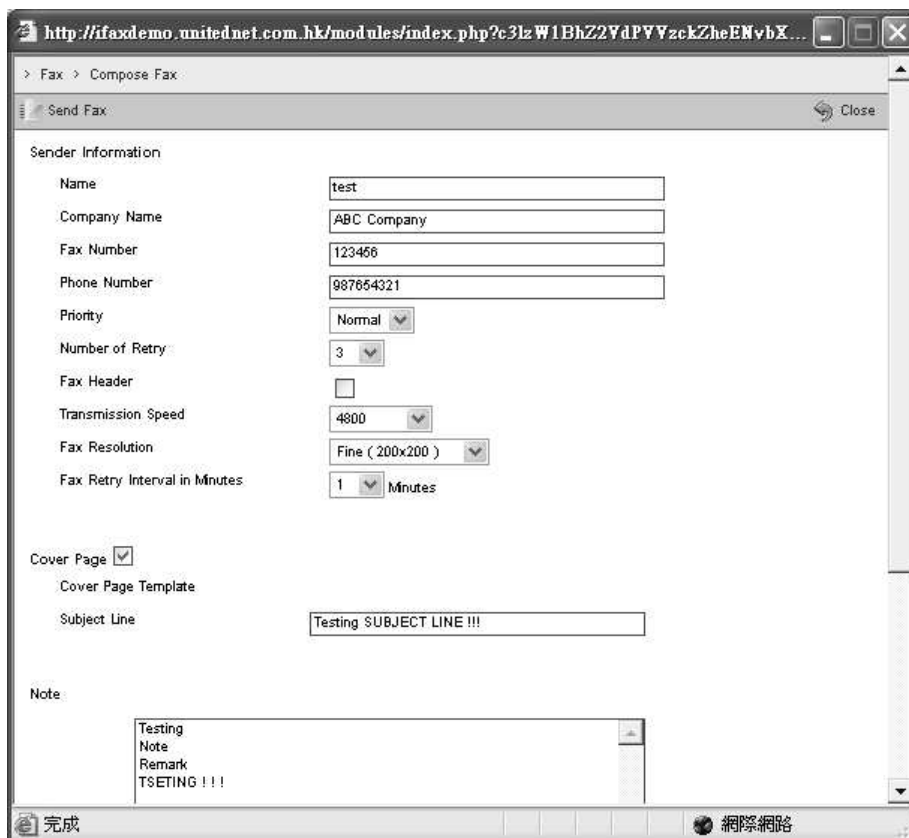
For “New Fax Wizard”: Type in the “Fax Number”, “To”, “Company Name”, “Email” and click the “Add” button. If you want to send more, then repeat the “Step 2” to add more receivers.



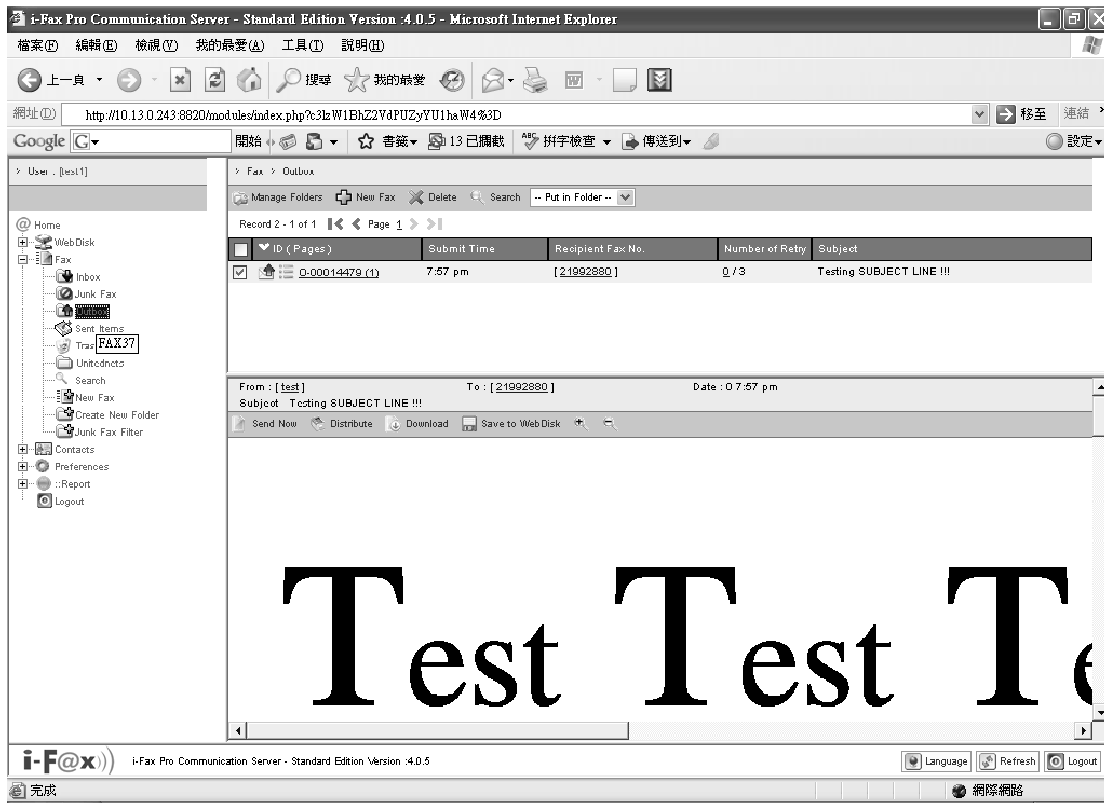
Choose the attachment and click the “Upload” button. If you want to add more, then repeat this Step.



Choose "Send Now" and then click the "Next" icon.



Type in the sender information.



The fax will put in the Outbox.

Section 4.3.2 : Check the status of the fax

Step 1 : Click the “Outbox” icon, there may have a fax queue in there.

Step 2 : Click the “Log” icon beside the fax to check the status of fax.

Step 3 : In there, you can see the information of the fax.

(“Status”, “Fax Date”, “Fax Number”, “To”, “Start Time”, “Duration”, “Tries” & . . .)

Step 4 : Click the “Log” to view the re-dial log.

If it dial more than one time, it will have a description about the error.



Outgoing fax.



The fax is queuing / waiting to send.



The fax is sending.



The fax is sent and it will put into “Sent Items” folder.



The fax has not sent out successfully.

Section 4.4.2 : Fax Forward

Step 1 : Choose the fax in the “Inbox” or “Sent Items” or “Other Folders”.

Step 2 : Move your mouse cursor to “Distribute” icon and choose “Fax Forward”.

Step 3 : Type in the “Fax Number”, “To”, “Company Name” and “Email” and click the “Add” button.

Step 4 : Click the “Next” icon.

or repeat the “Step 3” to add more receivers.

Step 5 : You can upload more attachment. If not, go to “Step 6”.

Step 6 : Click the “Next” icon.

Step 7 : Choose “Send Now” and click the “Next” icon.

Step 8 : Type in the sender’s information such as “Name”, “Company Name”, “Fax Number”, “Phone Number”. If you want to include the fax header, click the box beside “Include a header line”. If you want to include the cover page, click the box beside “Cover Page, choose the Cover Page Template and type in the Subject Line and Note.

Step 9 : Click the “Sent Fax” icon to send the fax.

The fax will put in the “Outbox” folder until it sent.

Section 4.4.3 : Email Forward

Step 1 : Choose the fax in the “Inbox” or “Sent Items” or “Other Folders”.

Step 2 : Move your mouse cursor to the “Distribute” icon and choose “Email Forward”.

Step 3 : Type in the email address.

Step 4 : Click the “Email” button.

The fax will put in the “Outbox” folder until it sent.

Section 4.5 : Trash Can

Step 1 : Click the “Trash Can” icon.

Step 2 : Choose the fax in there.

Step 3 : Click the “Empty” icon to remove the fax.

or click the “Empty All” icon to remove all the fax.

Section 5 Contacts

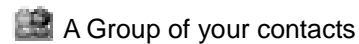
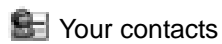
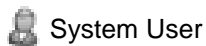
Administrator and normal users can access.

Section 5.1 : Introduction the Contacts



The menu of the "Contact".

- Private Contacts : Show all your private contacts
- Global Contacts : Show all your global contacts
- System Users : Show all your system users
- New Contact : Create a new contact
- New Group : Create a new group
- New Categories : Create a new categories
- Import Address Book Wizard : Import your contacts from CSV file



Section 5.1.1 : Add a new contact

Step 1 : Click the "New Contact" button.

Step 2 : Type in the information (First Name, Last Name, Email, Fax Number and . . .)

Step 3 : Click "Save" icon. (It will add to the Global Contacts.)

Section 5.1.2 : Delete the contact

Step 1 : Click the "Delete" icon beside the contact.

Step 2 : Click "Confirm" button to delete the Contact.

Section 5.1.3 : Modify the contact

Step 1 : Click the "Edit" icon beside the contact.

Step 2 : After your modification, click "Save" icon.

Section 5.1.4 : System Users

Choose the "System Users", you can view the System User list there.

Section 5.1.5 : Make a New Group

Step 1 : Click "New Group" icon.

Step 2 : Type in the Contact Group Name and Notes.

Step 3 : Choose the contacts to put into that group.

(If you send fax to that group, that contacts will receive the fax.)

Step 3 : Click "Save" icon to save the setting.

Section 5.1.6 : Modify the Group

Step 1 : Click the "Edit" icon beside the group.

Step 2 : Modify the group name.

Step 3 : Choose the other contact to put into that group.

Step 3 : Click "Save" icon to save the setting.

Section 5.1.7 : New Categories

Step 1 : Click the "New Categories" icon.

Step 2 : Choose add to Public or Private.

Step 4 : Type in the Categories Name

Step 5 : Click "Save" icon to save the setting.

You can move your contacts to the new categories.

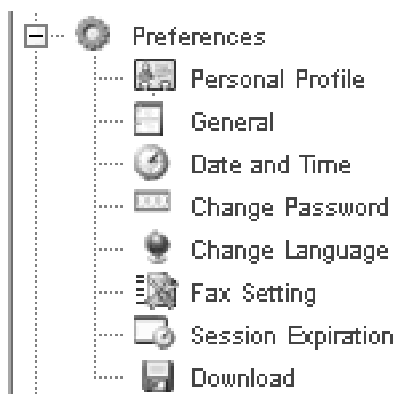
Section 5.1.8 : Import Address Book Wizard

- Step 1 : Click the “Import Address Book Wizard” icon.
- Step 2 : Choose add to Private or other Categories in the “Import into category” pull down menu.
- Step 3 : Choose the CVS file which is your contacts list.
- Step 4 : Tick the “With Header Line” if your CSV file have a header line
- Step 5 : Click the “Upload” button.
- Step 6 : You need to match the i-Fax Contact Fields with the Import Data Fields.
- Step 7 : Click the “Start” button to start the upload.

Section 6 Preferences

Administrator and normal users can access.

Section 6.1 : Introduction the Preferences



The menu of the “Preferences”.

- Personal profile : The information of the i-Fax User
- General : The general setting of the i-Fax User on the web
- Date and Time : Setting the date and time format
- Change Password : For the i-Fax User change the password
- Change Language : For the i-Fax User change the language
- Fax Setting : Modify the fax setting of the i-Fax User
- Session Expiration : Setting the session to expire after a length of time
- Download : Download the i-Fax Client program

Section 6.2 : Personal profile

Choose the “Personal profile”, you can view / modify the i-Fax User’s information there.
e.g. First Name, Last Name, Email, Fax Number, and . . .

After modify anything, click “Save” button to save the new setting.

Section 6.3 : General

Choose the “General”, you can view / modify the i-Fax User’s general setting there.
You can modify the font size, number of record per page on the web.

After modify anything, click “Save” button to save the new setting.

Section 6.4 : Date and Time

Choose the “Date and Time”, you can view / modify the i-Fax User’s time setting there.
You can modify the time zone, time format and date format.

After modify anything, click “Save” button to save the new setting.

Section 6.5 : Change Password

Choose the “Change Password”, the i-Fax User can change the password.

Step 1 : Type in the “Old Password”.

Step 2 : Type in the “New Password”.

Step 3 : Retype the “New Password”.

Step 4 : Click “Save” button to save the new setting.

Section 6.6 : Change Language

Choose the “Change Language”, the i-Fax User can change the language of the GUI.

Step 1 : Choose the radio box beside the language which you want.

Step 2 : Click “Save” button to save the new setting.

Section 6.7 : Fax Setting

Choose the “Fax Setting”, the i-Fax User can change the incoming fax method, e-mail address,

incoming fax format and . . .

Step 1 : Modify the General Information and Incoming Fax Setting.

General Information

- TSID : Transmitting Station Identifier, when sending fax out, it will display on the receiver fax machine
- Caller ID : when receiving fax, it will display on the sender fax machine
- Auth. Code : Auth for fax out
- Tries : Set how many time will try when failed
- Default Priority : Set the priority for outgoing fax when queuing
- Default Transmission Speed : Set the transmission speed
- Default Fax Resolution : Set the outgoing fax resolution
- Default Fax Retry Interval in Minutes : Set the fax retry interval when failed
- Use Smart-Resume : If that function enabled, it will send the remain fax pages when resume

Incoming Fax Setting

- Automatic Email Forwarding Options : If enabled that, the user will receive fax via email, and you can type more than one email address there
- Automatic Server Storing Options : If enabled that, the user will receive fax on the web, and you can set automatic purge date there
- Automatic Printing Options : Set the automatic printer path there (e.g. //IP/Printer_Name)

Step 2 : Click “Save” button to save the new setting.

Section 6.8 : Session Expiration

Choose the “Session Expiration”, setting the session to expire after a length of time.

After modify anything, click “Save” button to save the new setting.

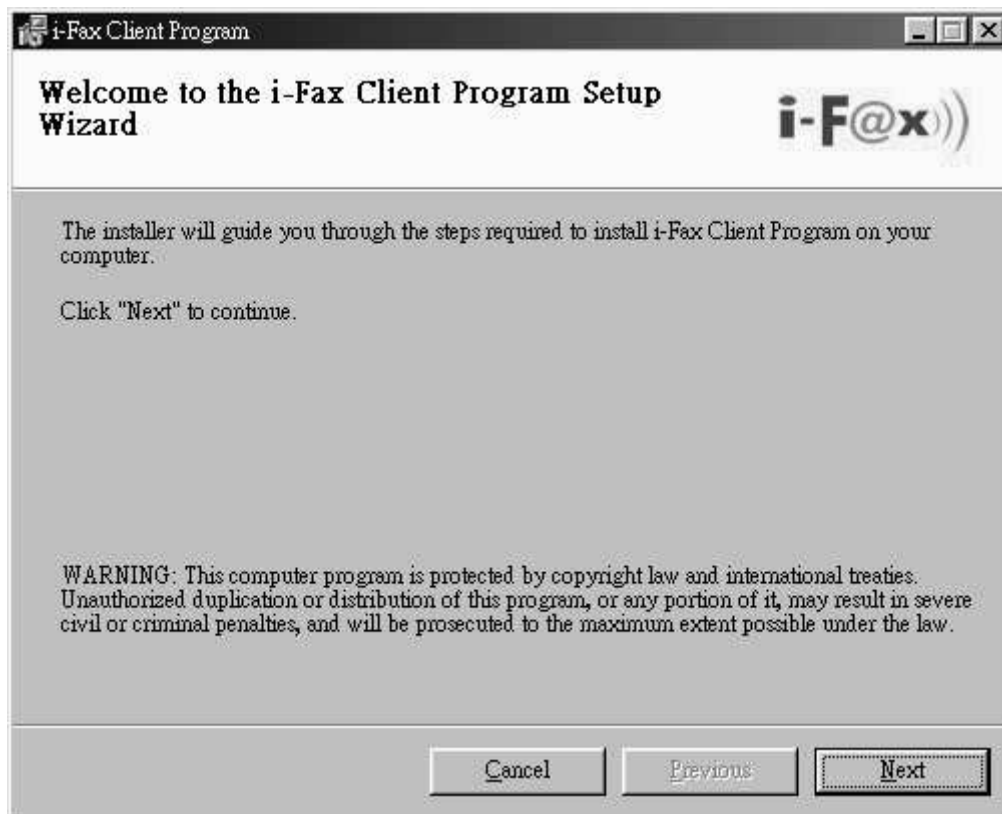
Section 6.9 : Download

At that page, you can download the i-Fax Client program.

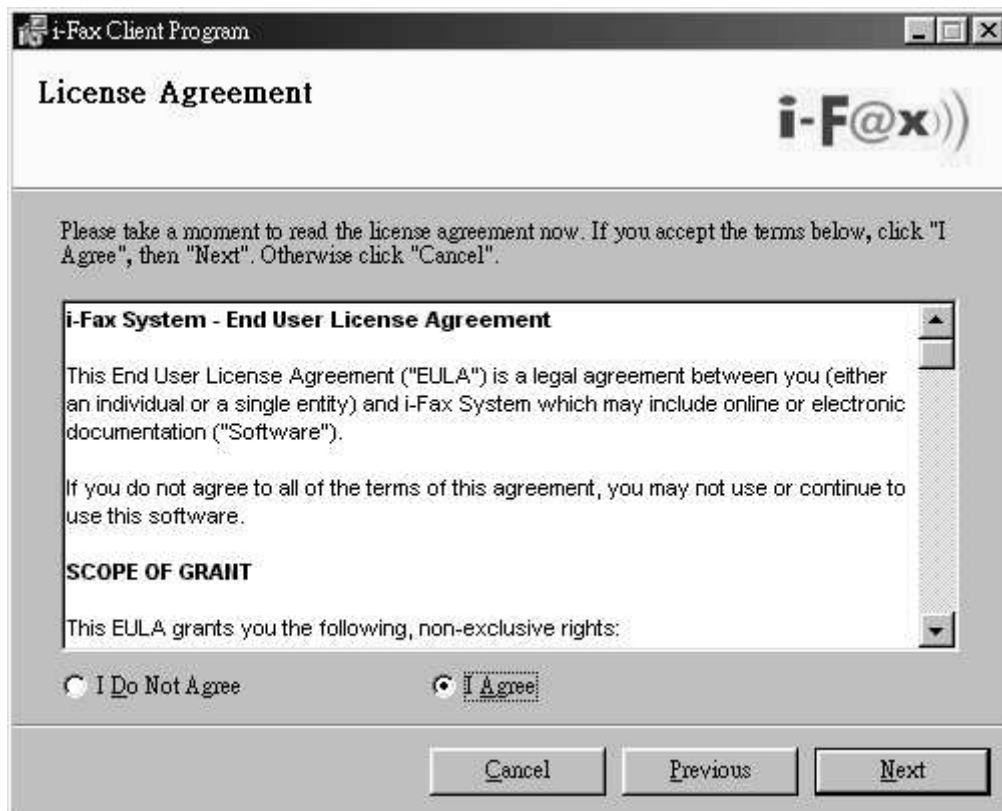
Section 7 Installation for i-Fax Client program

Section 7.1 : Install i-Fax Client program on Windows 98/ME/NT for the Print-Fax feature

- 1) Login the i-Fax Web Page as the user and click on the "Download" to go to the Options page.
- 2) Click on the "Support" to go to the Support page. Click on the link of the i-Fax Client installation Program for Windows 98,ME to download the program. Download the program to your computer and then double click the file to setup the i-FaxClient program.
- 3) It will popup a Welcome Screen and you can press "Next" button to continue the setup.
- 4) Choose " I Agree " in the License Agreement page and press "Next" button to continue the setup.
- 5) Then, you can change the directory for the i-FaxClient to install to (Default is "C:\Program Files\ i-Fax") and click the "Next" button to continue the setup.
- 6) It will ask you that ready to install it or not. If yes, click the "Next" button to start the installation.
- 7) Installation complete, click "Close" button to exit.
- 8) It will create the " i-FaxClient" icon on the desktop, you can double click that icon to start the i-FaxClient program.
- 9) Or you can make one shortcut from "C:\Program Files\ i-Fax\" to your desktop for the program " iFaxClient.exe" to "C:\Windows\Start Menu\Programs\Start\" directory on your workstation computer such as Windows 98 for Auto Loading of this program on every boot.
- 10)Reboot your workstation computer to load "iFaxClient.exe" automatically.
- 11)Add a printer, using "Apple Laser Writer" Printer Driver. (If you are using WinNT, please choose " Apple LaserWriter 16/600 PS " postscript driver.)
- 12)The printer port is " \\the Server Name\fax " or " \\the Server IP\fax ".
- 13)And use the True Type Format and Outline Font.
- 14)PostScript use the high-speed one.
- 15)In the Advance Setting choose Binary.



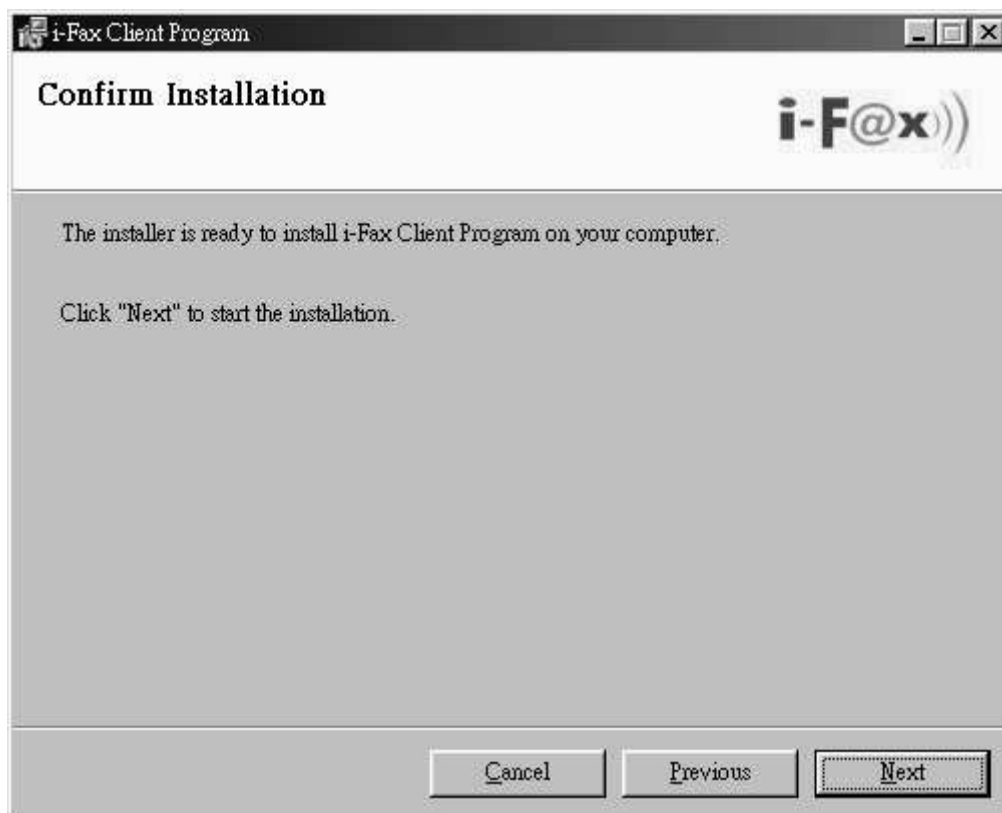
It is a Welcome Screen and press "Next" to continue the setup.



Choose "I Agree" in the License Agreement page and press "Next" button to continue the setup



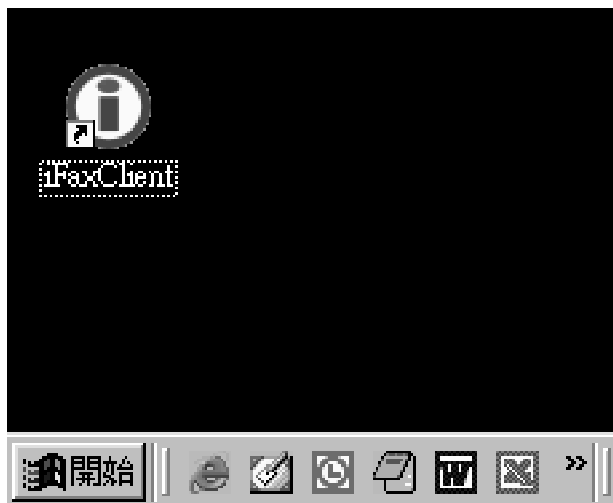
You can change the directory for the i-FaxClient to install to and click the "Setup" icon to continue the setup.



It will ask you that ready to install it or not. If yes, click the "Next" button to start the installation.



Installation complete, click "Close" button to exit.



It will create the " iFaxClient" icon on the desktop, you can double click that icon to start the i-FaxClient program.



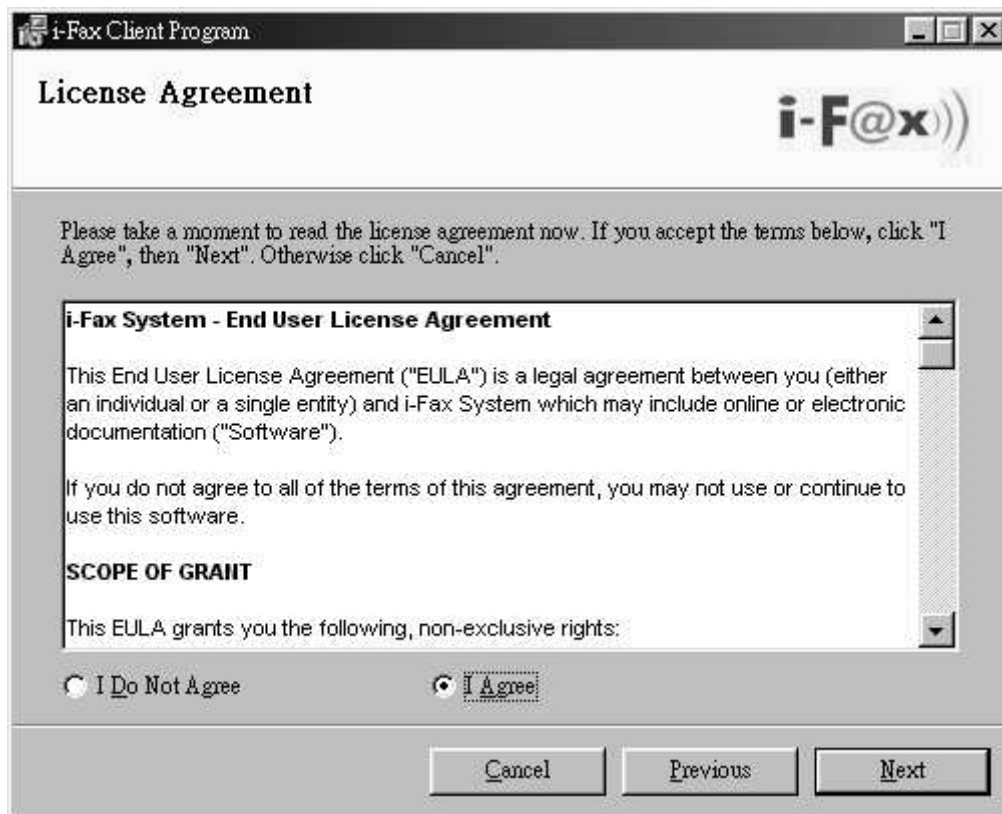
The i-Fax Client program will load automatically and the icon will display beside the clock.

Section 7.2 : Install i-Fax Client program on Windows 2000/XP for the Print-Fax feature

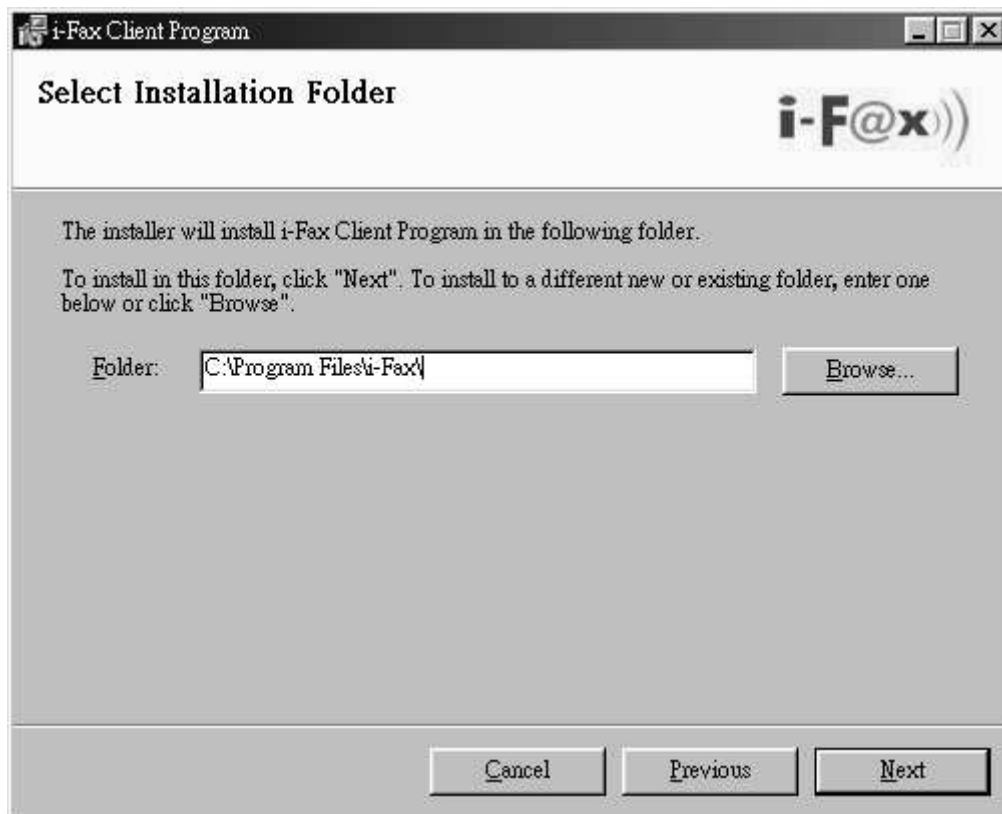
- 1) Login the i-Fax Web Page as the user and click on the "Download" to go to the Options page.
- 2) Click on the "Support" to go to the Support page. Click on the link of the i-Fax Client installation Program for Windows 2000, XP to download the program. Download the program to your computer and then double click the file to setup the i-FaxClient program.
- 3) It will popup a Welcome Screen and you can press "Next" button to continue the setup.
- 4) Choose " I Agree " in the License Agreement page and press "Next" button to continue the setup.
- 5) Then, you can change the directory for the i-FaxClient to install to (Default is "C:\Program Files\ i-Fax") and click the "Next" button to continue the setup.
- 6) It will ask you that ready to install it or not. If yes, click the "Next" button to start the installation.
- 7) Installation complete, click "Close" button to exit.
- 8) It will create the " i-FaxClient" icon on the desktop, you can double click that icon to start the i-FaxClient program.
- 9) Or you can make one shortcut from "C:\Program Files\ i-Fax\" to your desktop for the program " iFaxClient.exe" to the auto start directory on your computer for auto loading of this program on every boot.
- 10) Reboot your computer to load the "iFaxClient" automatically.
- 11) For Windows 2000, XP, it will automatically create a printer driver on your computer (default printer name: iFax)



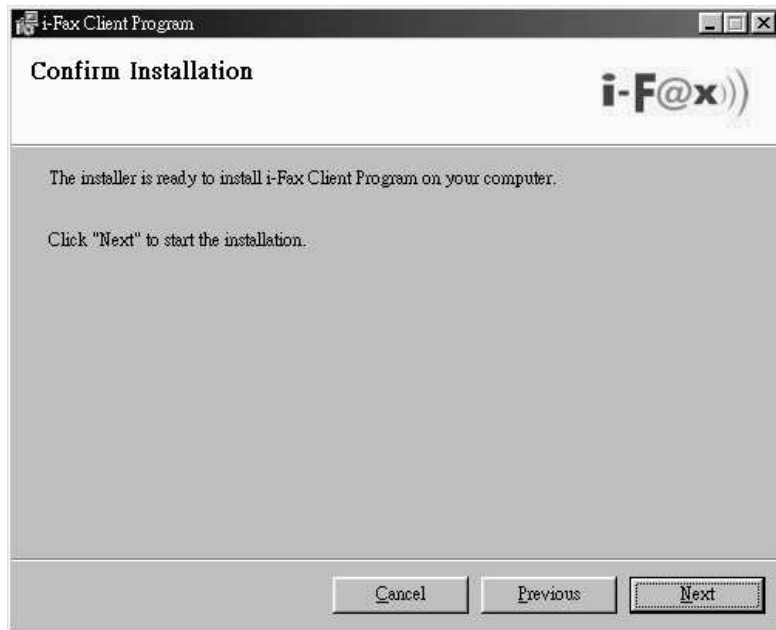
It is a Welcome Screen and press "Next" to continue the setup.



Choose "I Agree" in the License Agreement page and press "Next" button to continue the setup



You can change the directory for the i-FaxClient to install to and click the "Setup" icon to continue the setup.



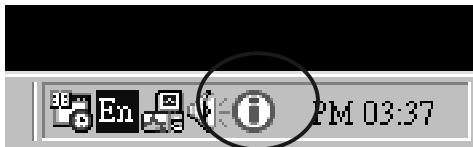
It will ask you that ready to install it or not. If yes, click the "Next" button to start the installation.



Installation complete, click "Close" button to exit.



It will create the " iFaxClient" icon on the desktop, you can double click that icon to start the i-FaxClient program.



The i-Fax Client program will load automatically and the icon will display beside the clock.

Section 7.3 : Config the Fax Client program

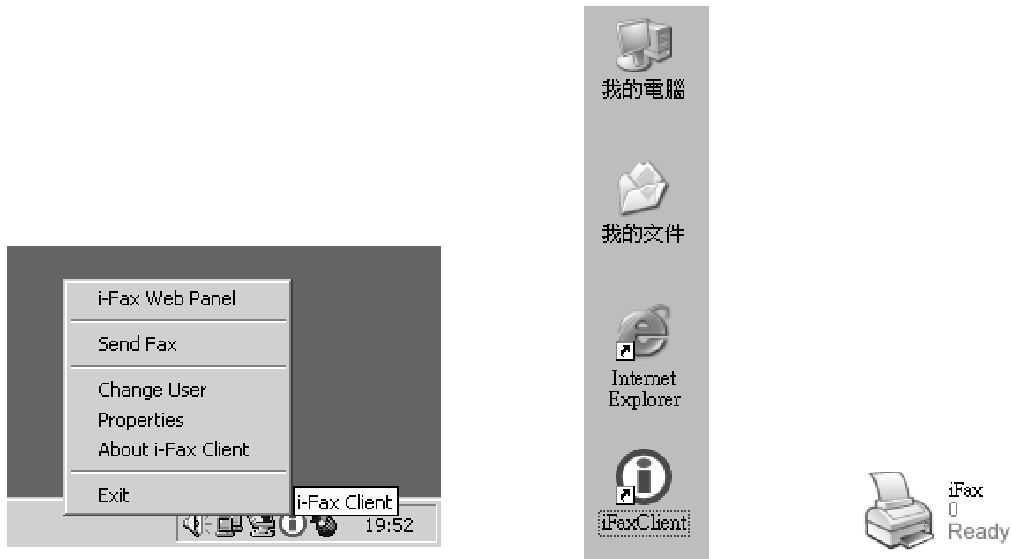
- 1) At the first time starting the i-Fax Client program, it will popup a window to ask you to input the "i-Fax Server IP", "Login Name" and "Password".
- 2) After type in the above information, it will start to create iFax Printer.
- 3) It will create a "i-Fax Client" icon beside the clock, a shortcut on the desktop and iFax printer is installed.
- 4) Now, you can try the print-to-fax function.
(How to use the print-to-fax function, please see [Section 7.4](#))
- 5) And you can click the "iFax Client" icon which is beside the clock to choose "i-Fax Web Panel", "Send Fax", "Change User", "Properties", "About i-Fax Client" and "Exit".
- 6) Click the "i-Fax Web Panel" to open the web page of i-Fax system.
- 7) Click the "Send Fax" to send the fax with document directly.
- 8) Click the "Change User", you can change the "i-Fax Server IP", "Login Name" and "Password".
- 9) Click the "Properties" to config of iFax Client.
- 10) Click the "About i-Fax Client" to view the i-Fax Client version.
- 11) Click the "Exit" to exit the program.

| Login iFax System | |
|--|---|
| i-Fax Server IP : | 192.168.0.143 |
| Login Name : | pdf |
| Password : | *** |
| | <input checked="" type="checkbox"/> Save Password |
| <input type="button" value="Login"/> <input type="button" value="Exit"/> | |

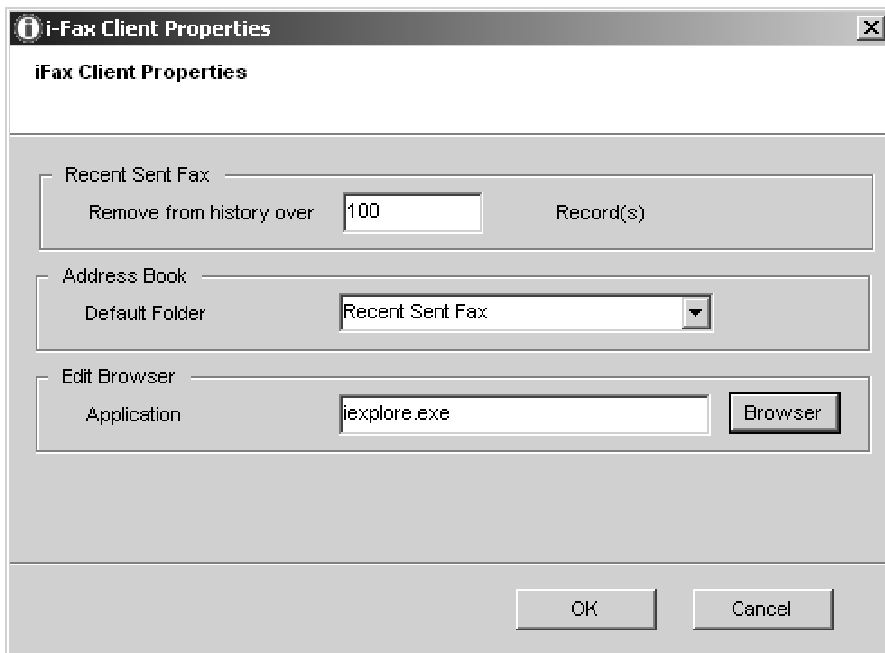
Login the i-Fax Client.



It will start to create iFax Printer.



It will create a "iFax Client" icon beside the clock, a shortcut on the desktop and iFax printer is installed.

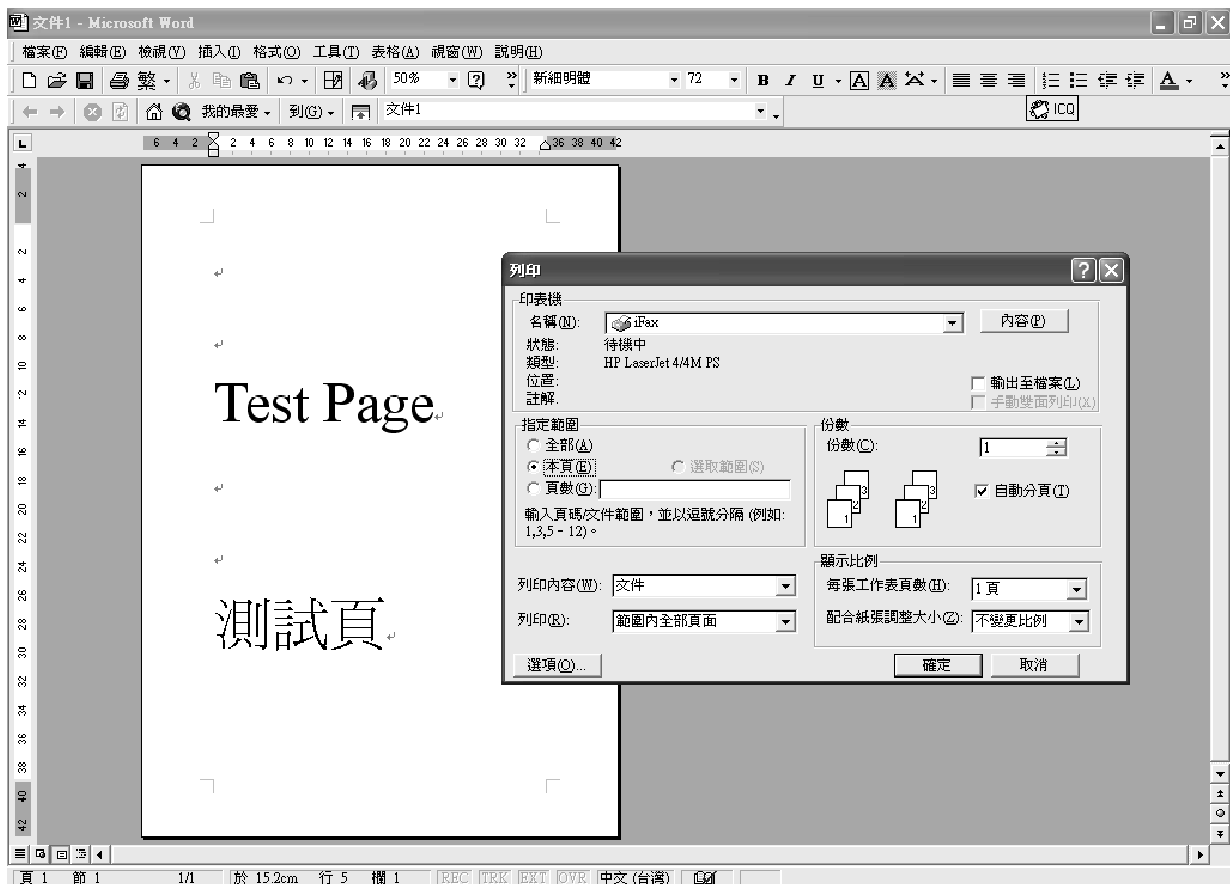


Set the "Recent" (which is for save how many records in the "Recent Sent Fax"), choose the "Default Folder" of the "Address Book" and the browser.

Section 7.4 : 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”.

i-Fax Wizard

Recipient and Dialing Information

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

Fax Number : 21992891 Add

To : Tech

Company Name : Unitednets

Email : louie@unitednet.com.hk

Type each recipient's information above and then click Add

| Recipient name | Fax number | Company name | Email |
|----------------|------------|--------------|-------|
| | | | |

Remove
Address Book
Import Fax List

Next > Cancel

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

i-Fax Wizard

Recipient and Dialing Information

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

Fax Number : Add

To :

Company Name :

Email :

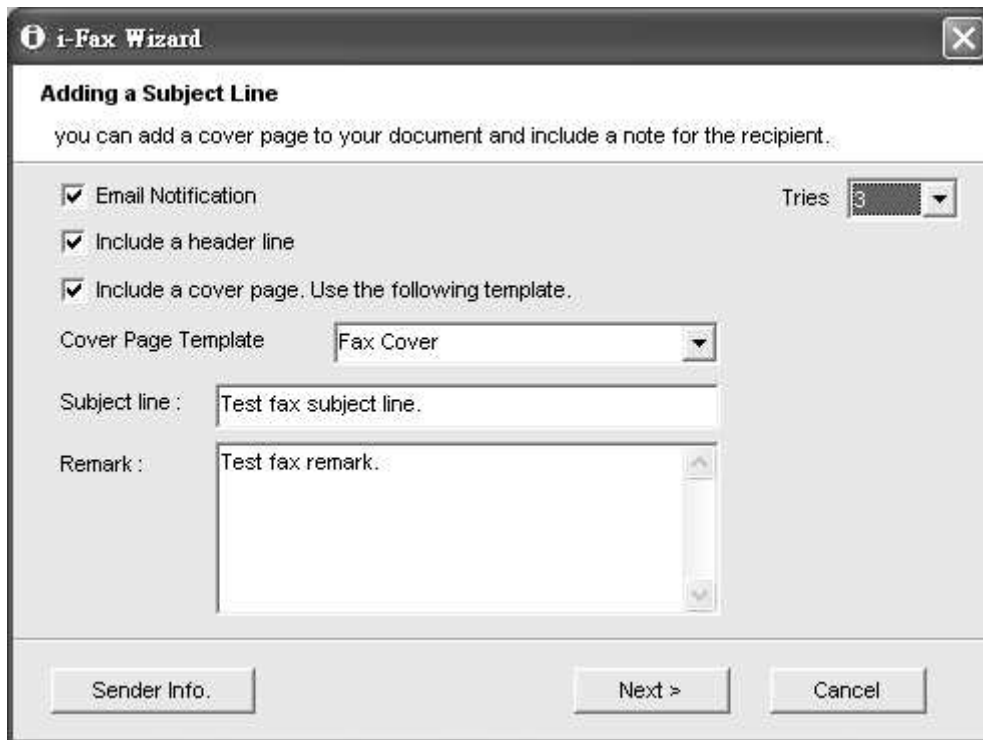
Type each recipient's information above and then click Add

| Recipient name | Fax number | Company name | Email |
|----------------|------------|--------------|------------------------|
| Tech | 21992891 | Unitednets | louie@unitednet.com.hk |
| | | | |

Remove
Address Book
Import Fax List

Next > Cancel

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



Tick “Email Notification”, “Include a header line”, Include a cover page. Use the following temple.” with “Subject line” and “Remark” and choose the “Tries” times.



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

Section 8 Fax Merge

When the i-Fax Client use the broadcast function, type in our variable in the document and then use the i-Fax Client to send fax. i-Fax Pro will automatic replace yours value into the document and then send to the someone. When he received that fax, he can see his information on the fax. And the other people also can see their information on their fax.

Variable Name is below :

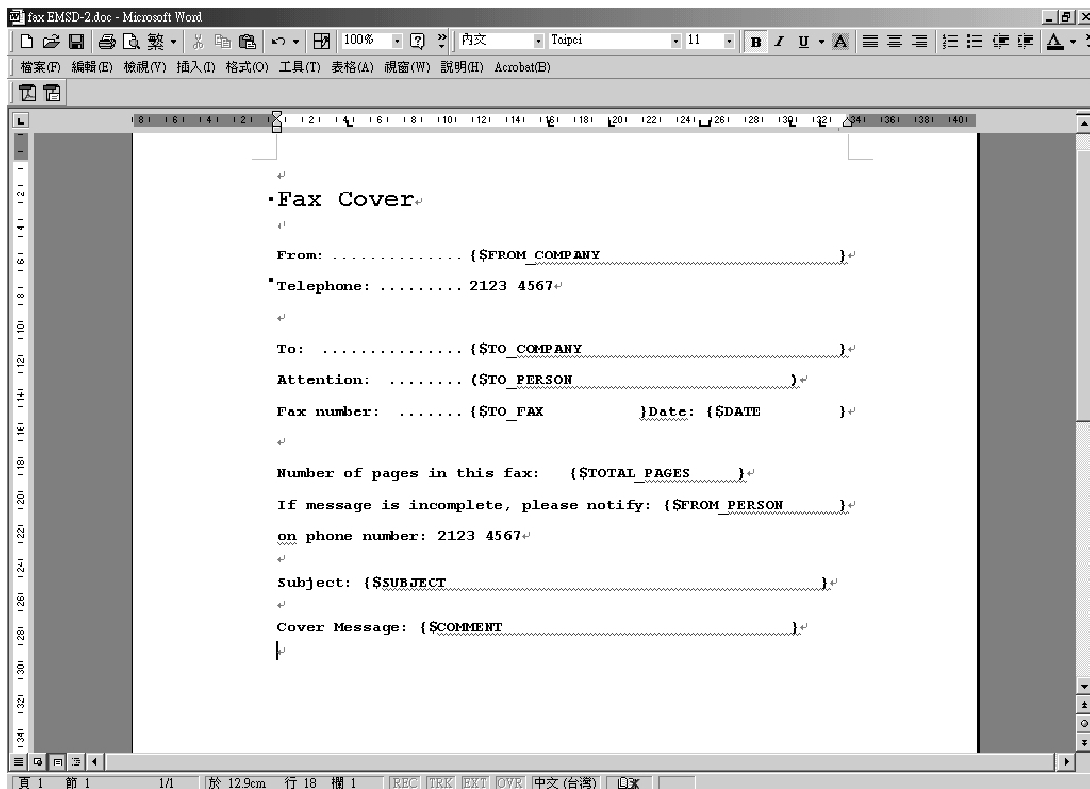
```
{ $ID }, { $DATE }, { $TIME }, { $TOTAL_PAGES }, { $FROM_COMPANY },  
{ $FROM_PERSON }, { $TO_COMPANY }, { $TO_PERSON }, { $SUBJECT },  
{ $FROM_FAX }, { $FROM_EMAIL }, { $TO_FAX }, { $TO_EMAIL },  
{ $FROM_VOICE }, { $TO_VOICE }, { $COMMENT }
```

You can change the length of the variable to fitting your value's length · method is using some Tab Space or Space to increase the length of the variable. Most application can using Tab Space, but some application can't using Tab Space (for example : MS Excel). In that case, you should use Space instead of Tab Space.

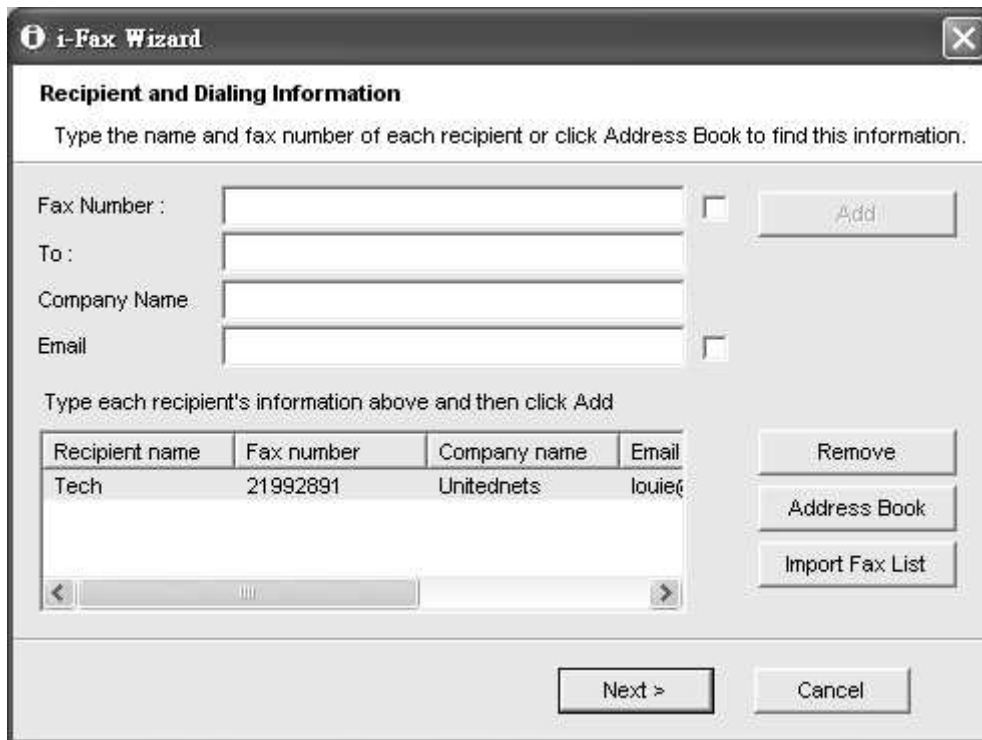
```
For example : { $TO_COMPANY }  
{ $TO_PERSON }
```

Limitation :

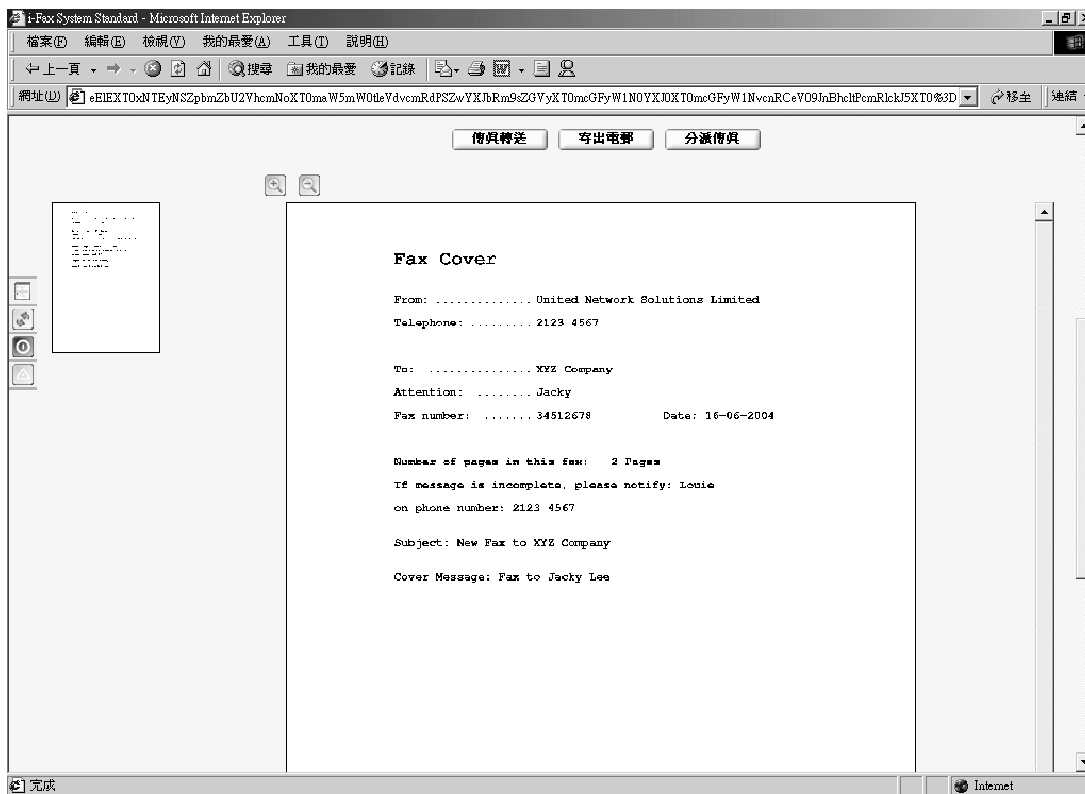
- 1) The content of macros cannot support some symbols such as " ` ~ () < > "
- 2) The fonts used by macros must be monospaced fonts. (For example : Courier New, Courier)
- 3) The fonts used by macros cannot be Asia fonts such as Chinese, Japanese or Korean ...etc.



Type in our variable in the document and then use the i-Fax Client to send fax



Using i-Fax Client to send fax and type in the value on each field.



Everybody receive the fax, they will see their own information.

www.unitednets.com

To explore more advantages of i-Fax, please call us at (852) 2119 0876

Customization to specific tasks and corporate needs is available



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