# Quick Start : i-Fax User Guide

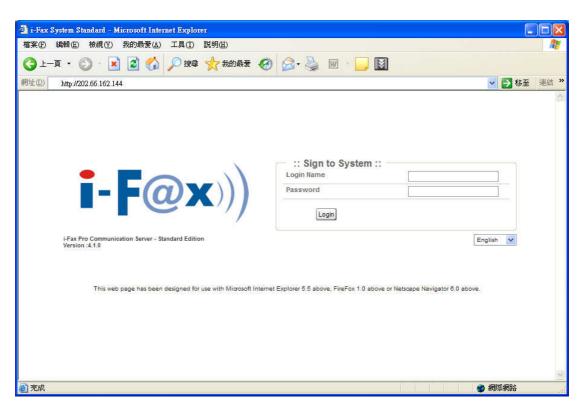
## Introduction

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

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

### About the i-Fax System Work Area

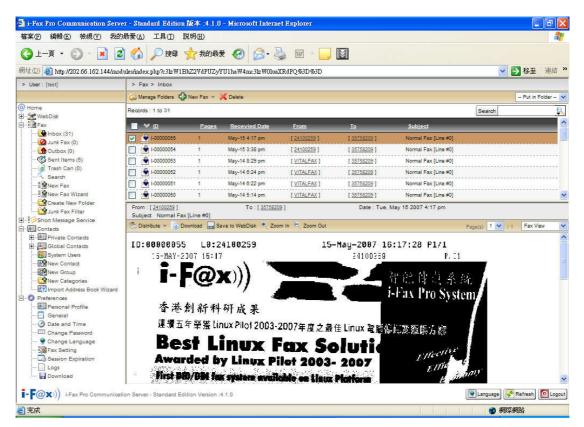
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Your first view of i-Fax System work area will look something like the environment below.

A i-Fax System Environment

Administrator and normal users can access.

#### Introduction the Fax

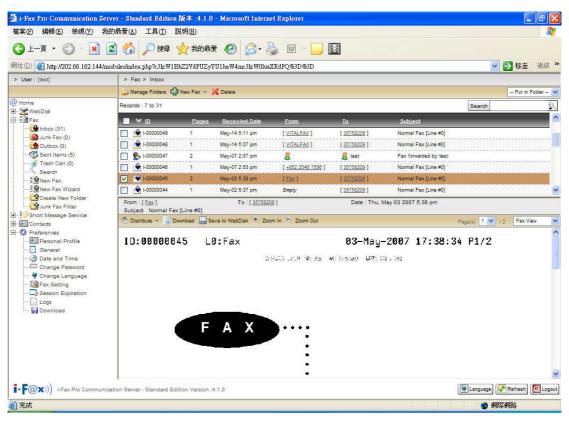


The menu of the i-Fax System

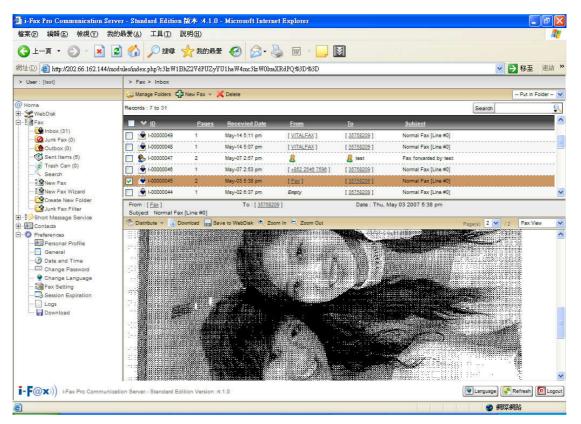
- Inbox : You can read the incoming fax in the "Inbox ".
- Junk Fax : The junk fax will put in the "Junk Fax ".
- Outbox : The outgoing fax will put in the "Outbox " until sent.
- Sent Items : The sent fax will put in the "Sent Items ", you can review the status here.
- Trash Can : The deleted fax will 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.

Fax

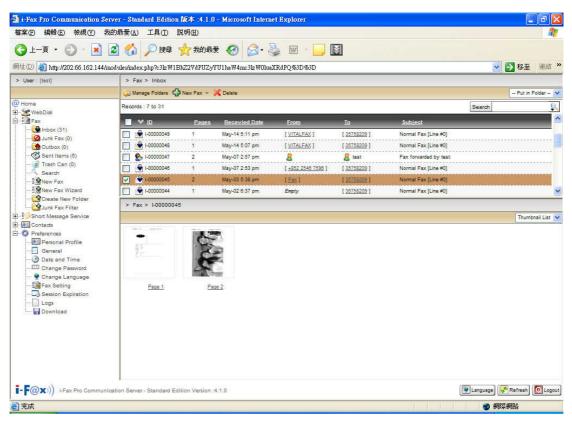
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Page 2 of the fax



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

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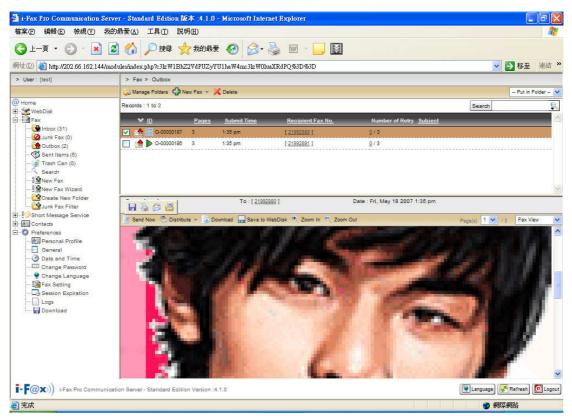
Choose your attachment and then click the "Add" button to add more attachment which you need.

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

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### 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".
- 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.
- 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.

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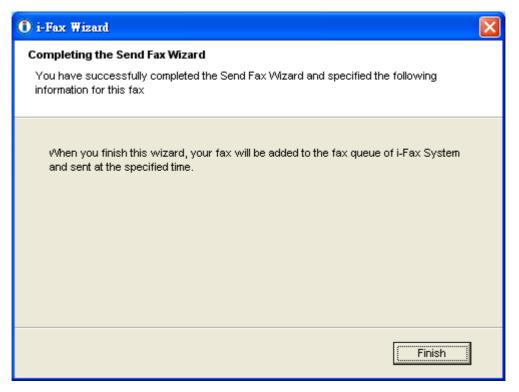
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Recipient and Dialing Information								
Type the name and fax number of each recipient or click Address Book to find this information.								
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Type in the "Fax Number", "To", "Company Name" and "Email".

i-Fax Client Wizard									
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Click the "Add" button to add to the fax list.

*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.