



**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

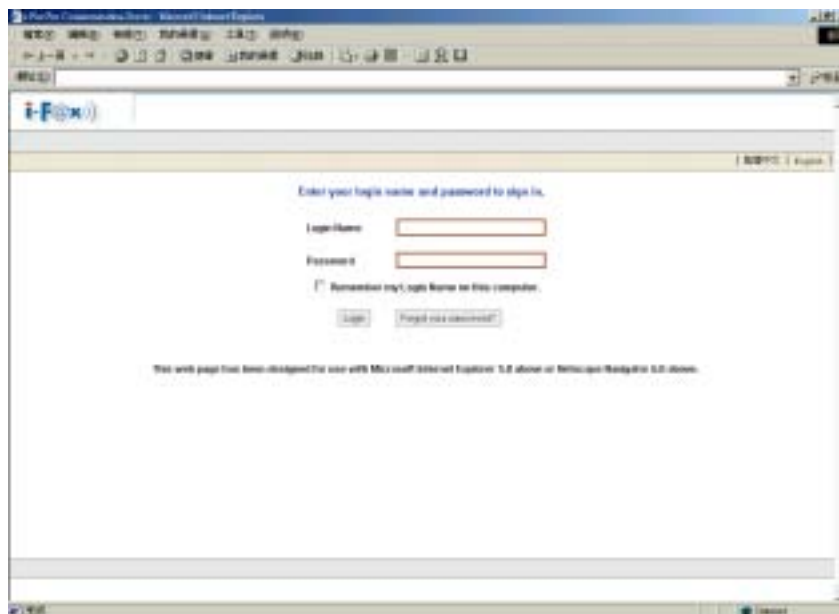
i-Fax System uses accounts to manage privileges, maintain security, and more. Not all accounts are created equal: some accounts have fewer rights to access function than others.

Step 1 : Open Internet Explorer and type the URL of i-Fax System such as <http://xxx.xxx.xxx.xxx/ifax/>

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

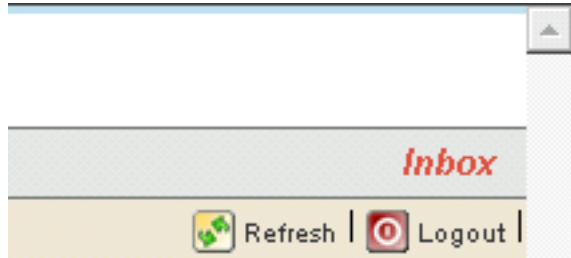


*The Graphical Login Screen*

## Section 2.2 : Log Out

You should log out after used every time.

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



*The Logout Button on the right hand side of the Screen.*

## Section 3 i-Fax System Basics

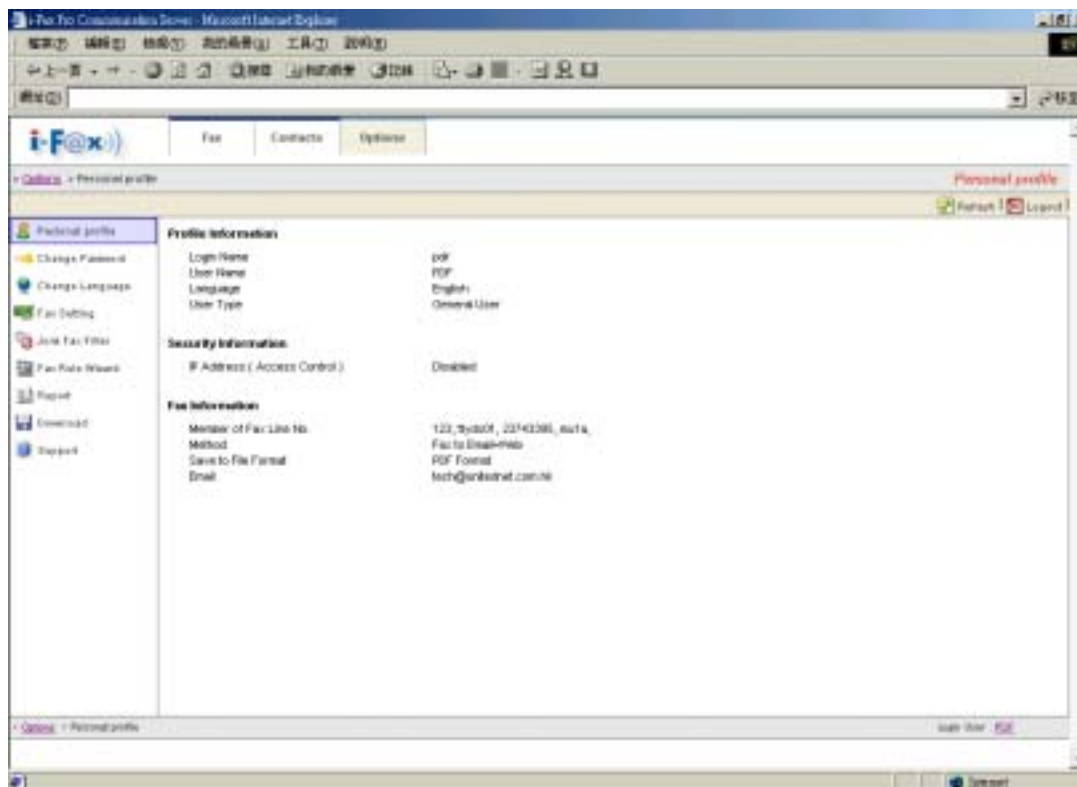
It is a user-friendly way to use a graphical user interface with i-Fax System.

### 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.

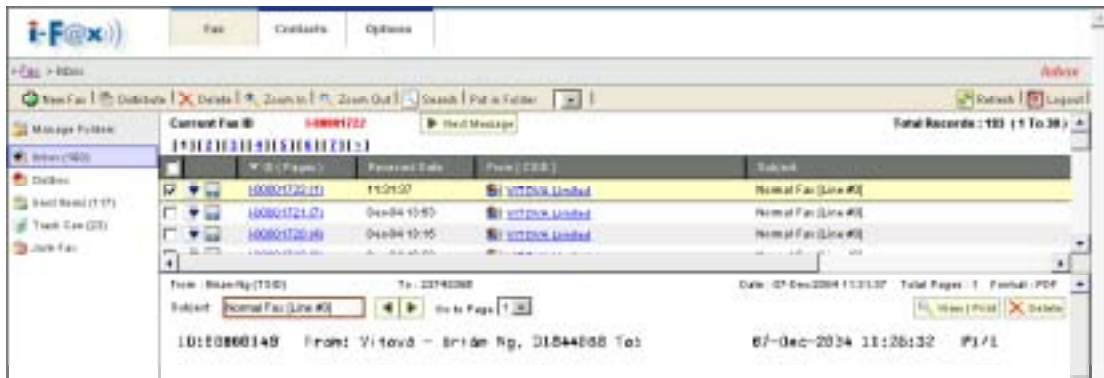


*A i-Fax System Environment*

## 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 “.
- 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 “.
- Junk Fax : The junk fax will put in the “ Junk Fax “.
- Manage Folders : You can manage your folders in there.
- New Fax : You can create a new fax 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.
- Search : Search the fax according to the ID, Subject, . . .
- Put in Folder : Put the fax into the specify folder.
- Refresh : Refresh the screen.
- Next Message : Click that to view next fax.
- Go to Page : Choose the page number to view that page.
- View | Print : Click that to view the fax and then can print that out.



New incoming fax.



The fax have read.



Click it to save the fax. (For the TIF and PDF format to use.)

### Section 4.2 : Incoming fax

Choose the “Fax”, 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 [CSID]” and “Subject”.







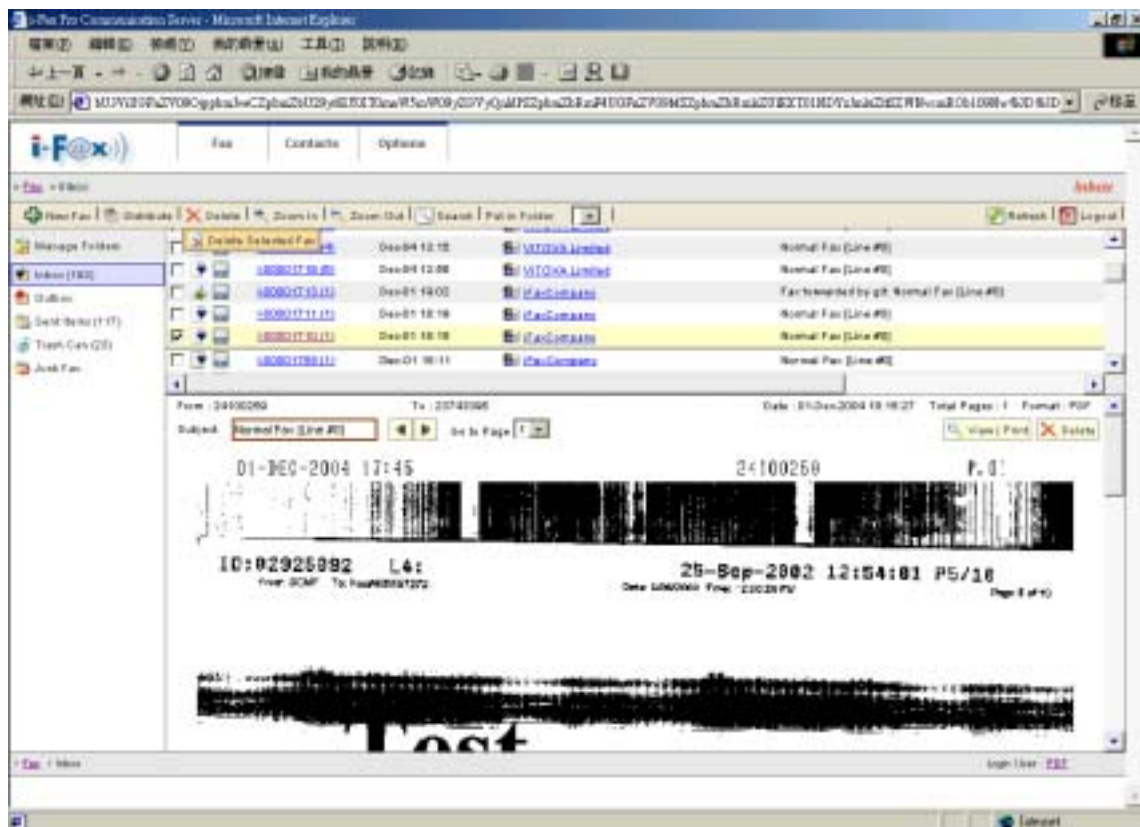
*Zoom in the fax to view it more particularly.*

## Section 4.2.2 : Delete the fax

Step 1 : Tick the box beside the fax.

Step 2 : Move your mouse cursor to the "Delete" icon and choose "Delete Selected Fax" to delete fax.

The fax is deleted and it will put it into the "Trash Can" folder.



Tick the box beside the fax and then choose “Delete Selected Fax” to delete fax.

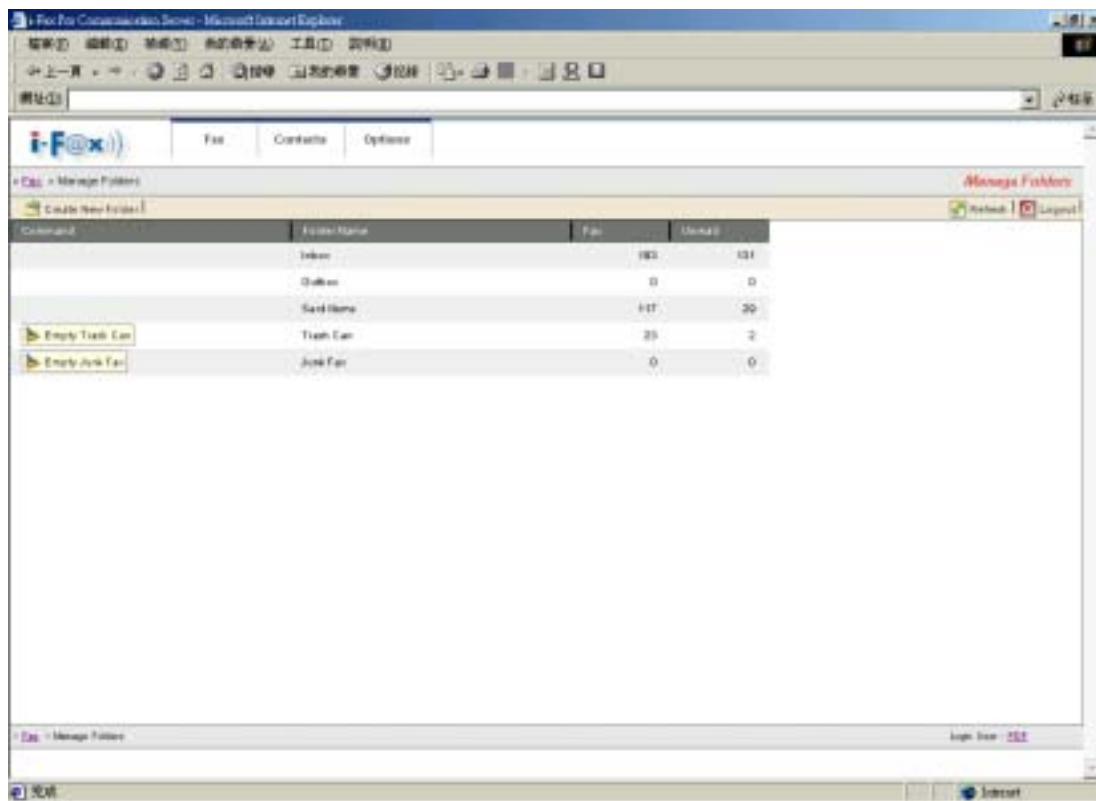
### Section 4.2.3 : Manage Folders

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

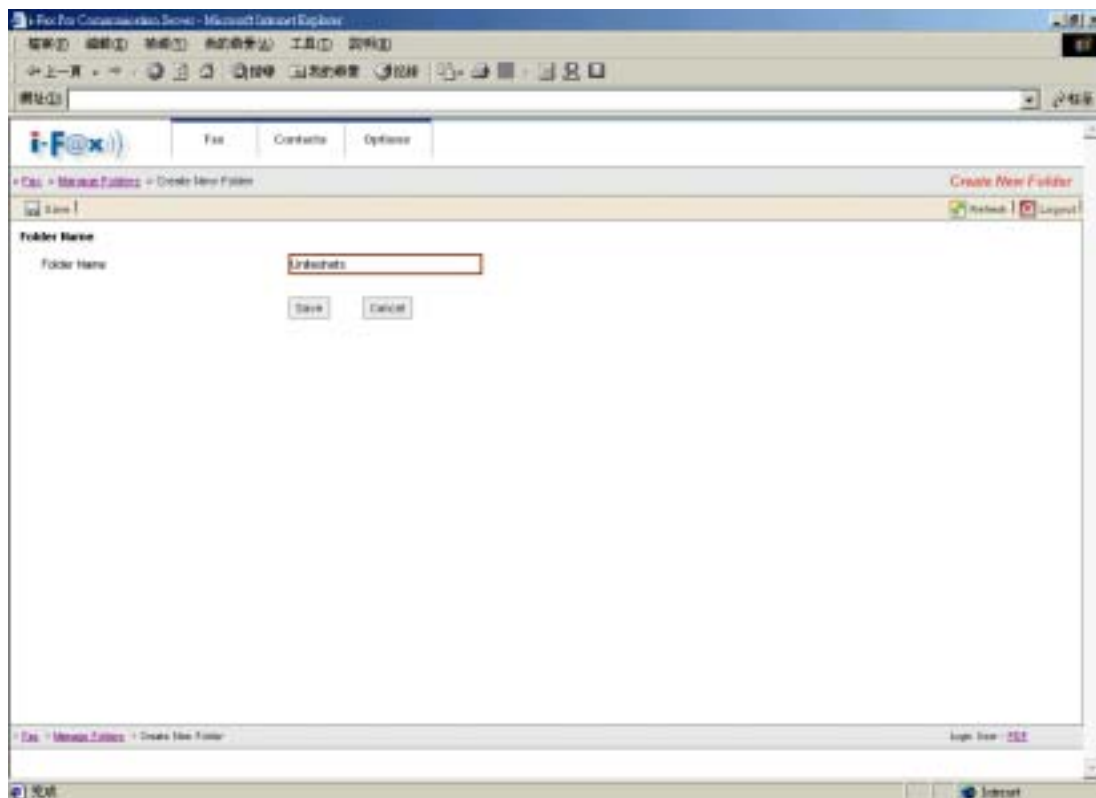
Step 2 : Click the “Create New Folder” icon.

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

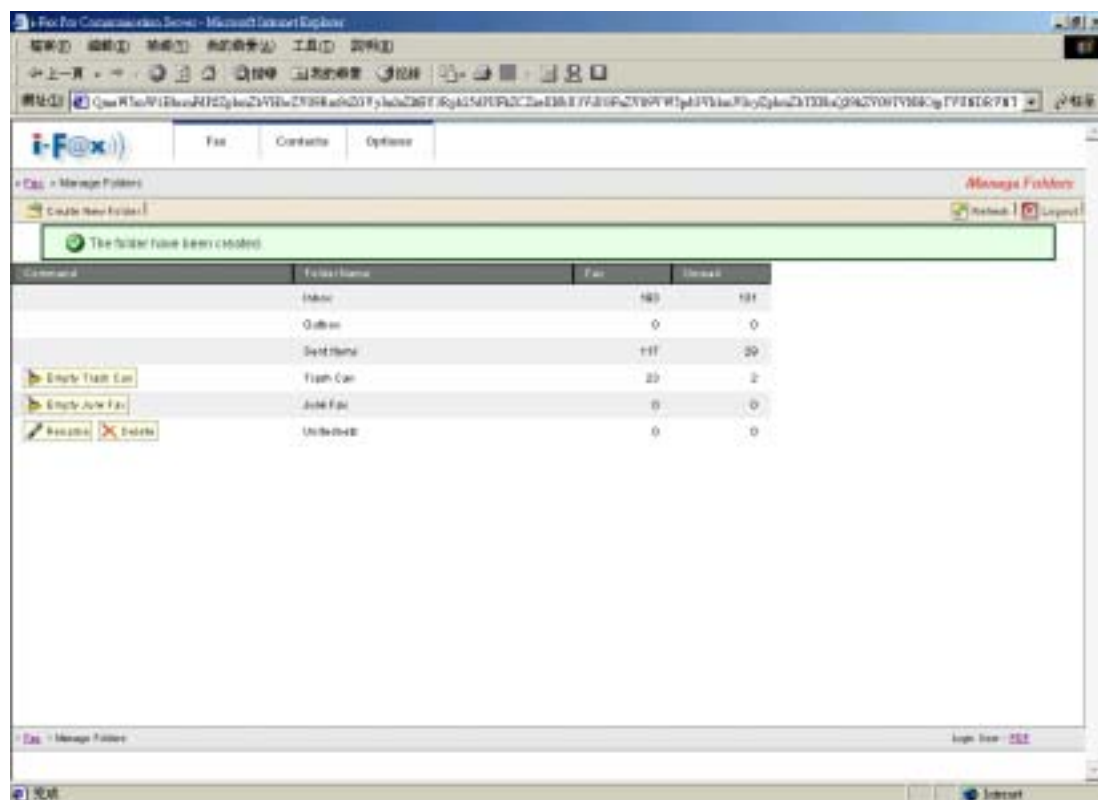
Step 4 : Click the “Save” icon to save and exit the setting.



*The folder list.*



*Type in the Folder Name.*



*The new folder is added.*

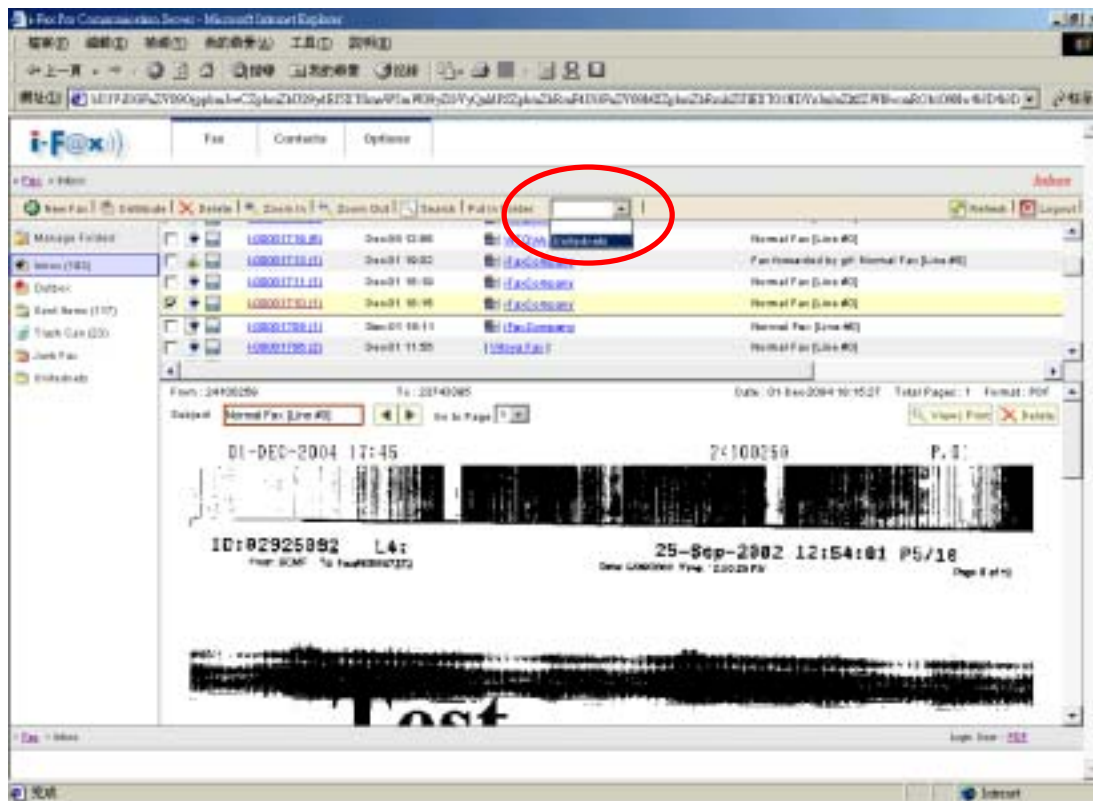
#### Section 4.2.4 : Put the fax into the folder

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.



## Section 4.3 : Outgoing fax

### Section 4.3.1 : Create a new fax

Step 1 : Move your mouse cursor to the “New Fax” icon and choose “New Fax” or “New Fax Wizard”.

For “New Fax”:

Step 2 : 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.

Step 3 : It will create a fax in the “Outbox”. If it is sent out, it will put it into to “Sent Items”.

For “New Fax Wizard”:

Step 2 : Type in the “Fax Number”, “To”, “Company Name” and “Email”.

Step 3 : Click the “Next” icon.

or click the “Add” button and then repeat the “Step 2” to add more receivers.

Step 4 : You can choose the user(s) to have a fax cc to them.

Step 5 : Click the “Next” icon.

Step 6 : Upload the attachment.

Step 7 : Click the “Next” icon.

or click the “Add” button and then repeat the “Step 6” to add more attachments.

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 “Include a cove page. Type in the subject line and note.

Step 9 : Click the “Finish” icon. It will show you the information what you choose / type before.

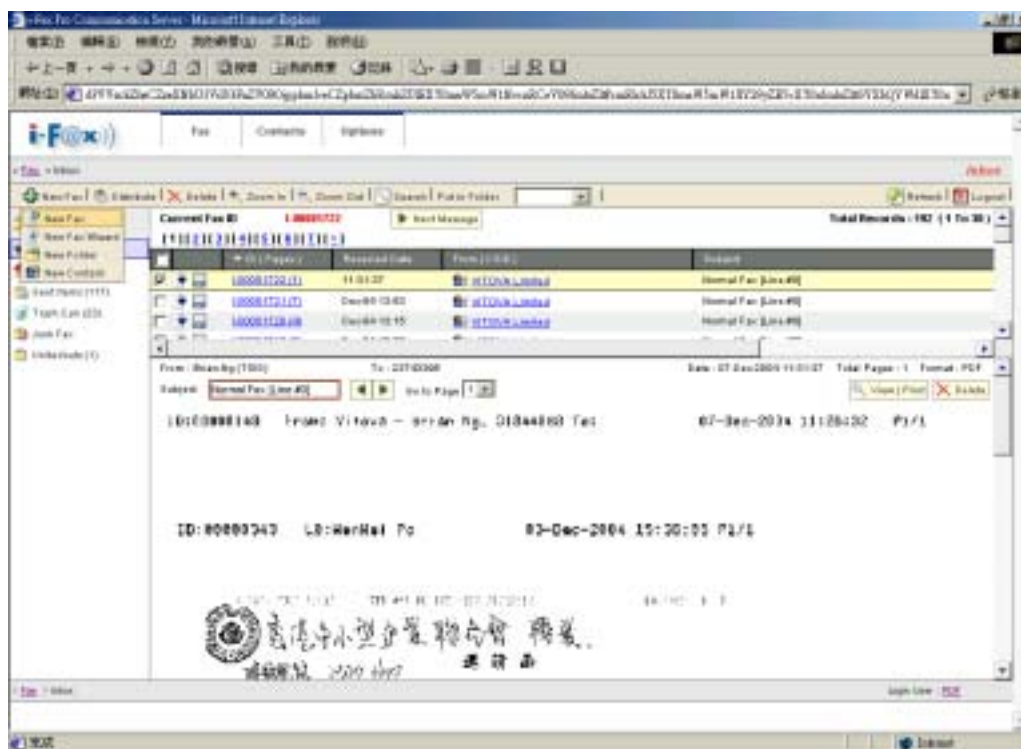
Step 10 : Click the “Preview” icon to preview the fax. If not, go to “Step 12”.

Step 11 : In the preview page, you can click the “Zoom In” icon or the “Zoom Out” to preview the fax.

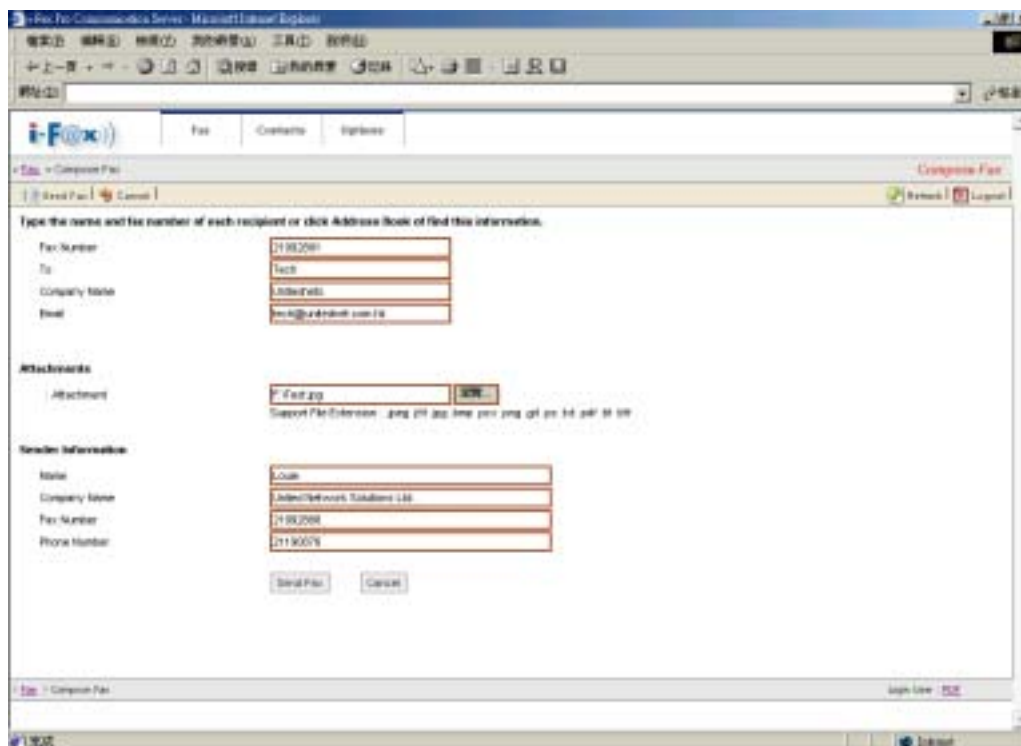
Step 12 : Click the “Sent Fax” icon to send the fax.

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



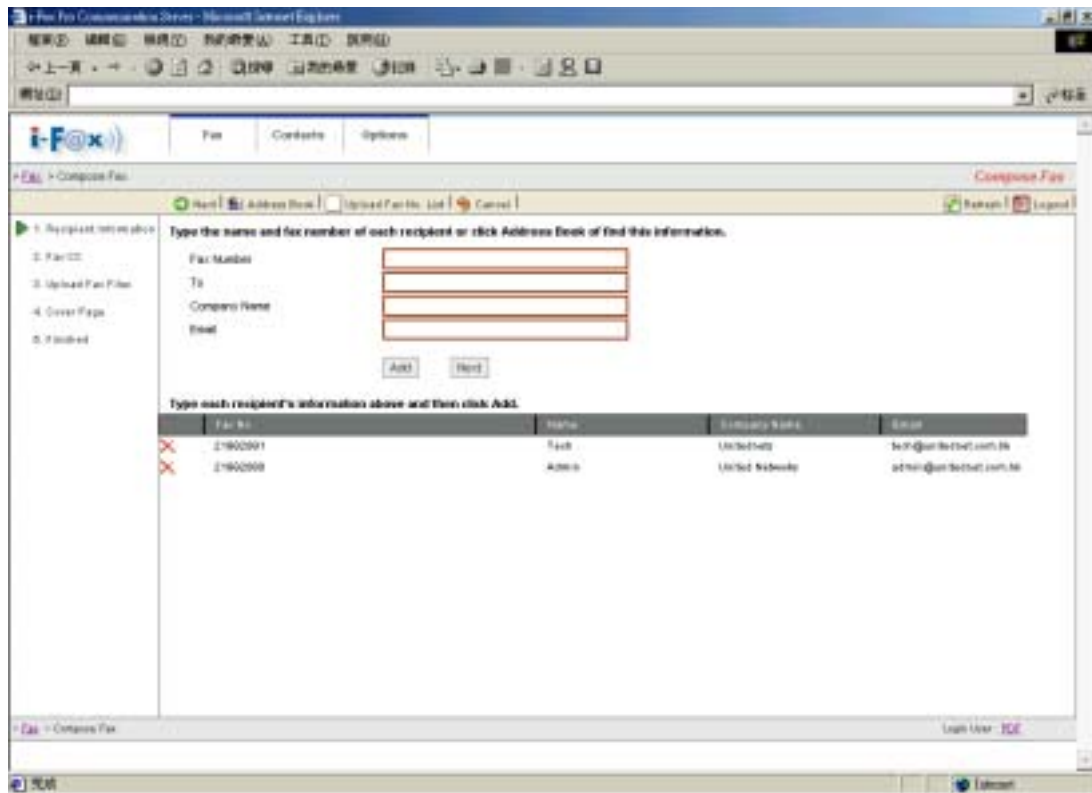


Move your mouse cursor to the “New Fax” icon and choose “New Fax” or “New Fax Wizard”.

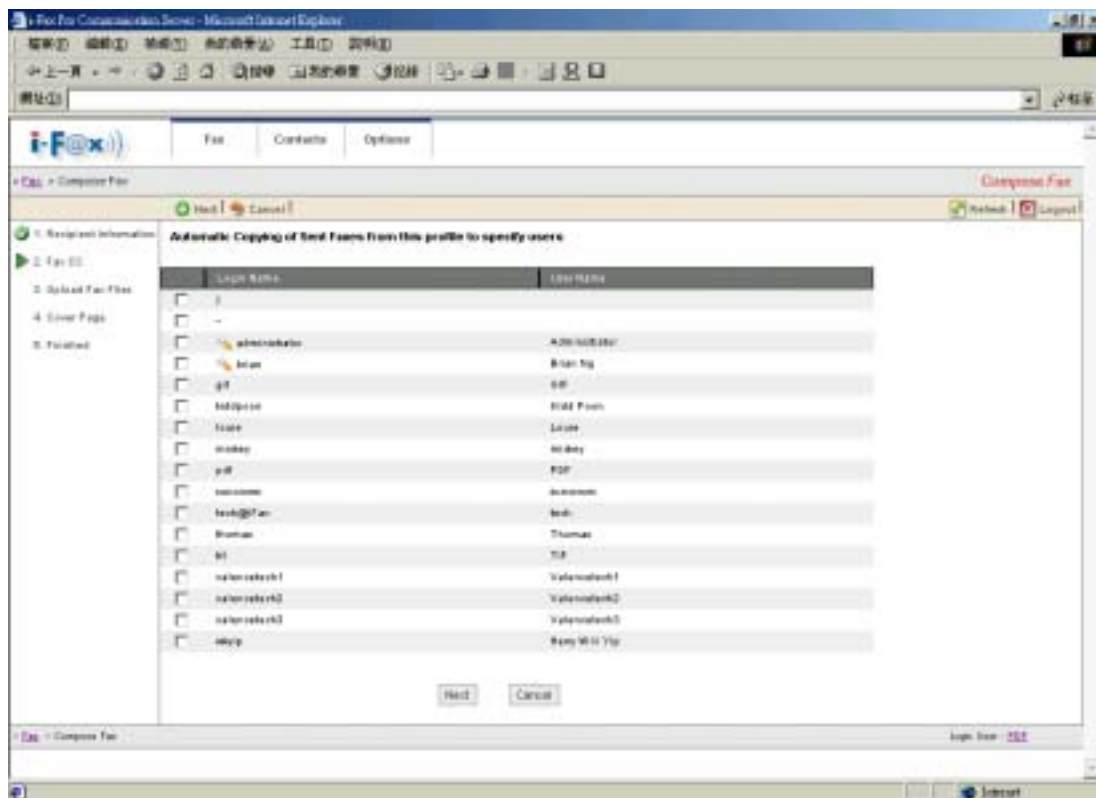


For “New Fax”: Type in the “Fax Number”, “To”, “Company Name”, “Email”, choose the attachment and type in the Sender information and then click the “Send Fax” button.

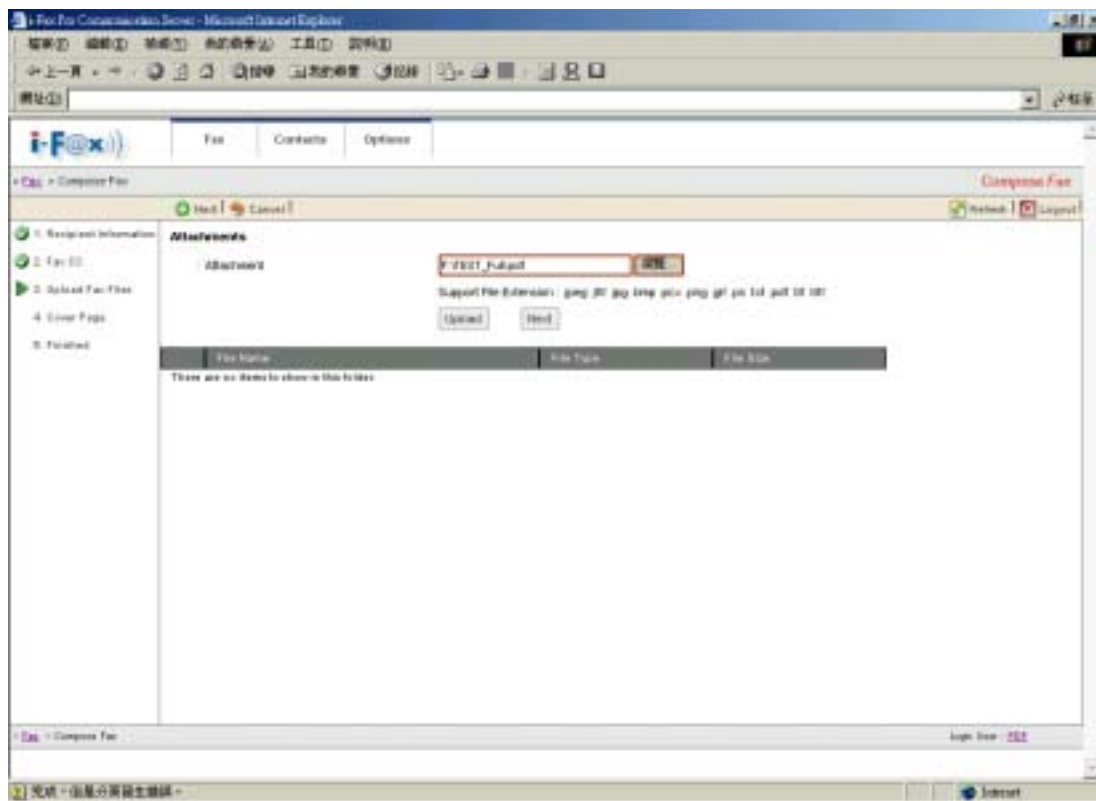




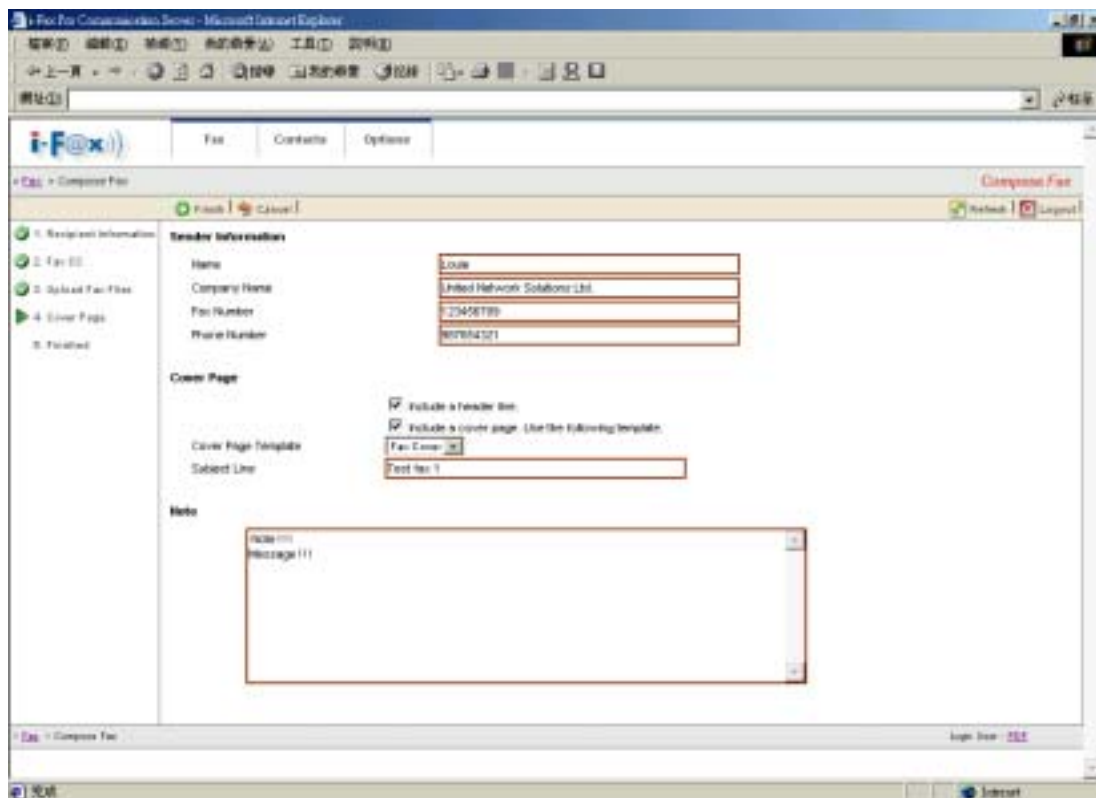
Click the “Add” button and then repeat the “Step 2” to add more receivers.



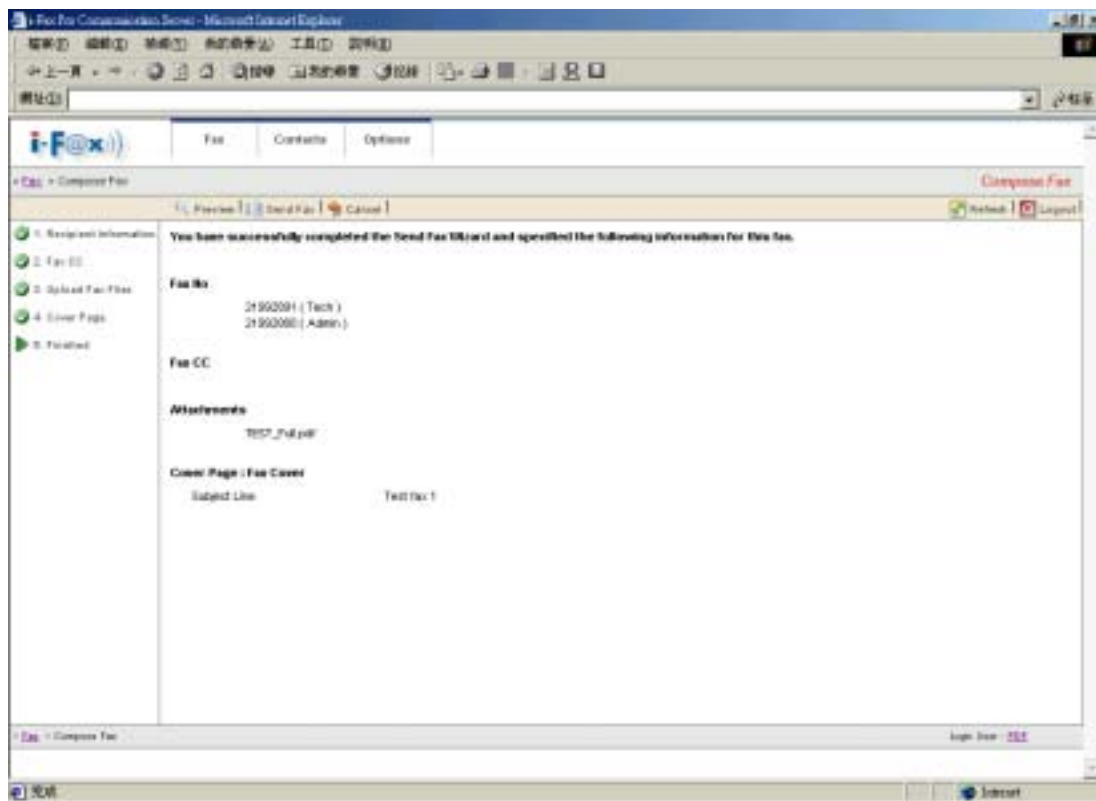
Choose the user(s) to have a fax cc to them.



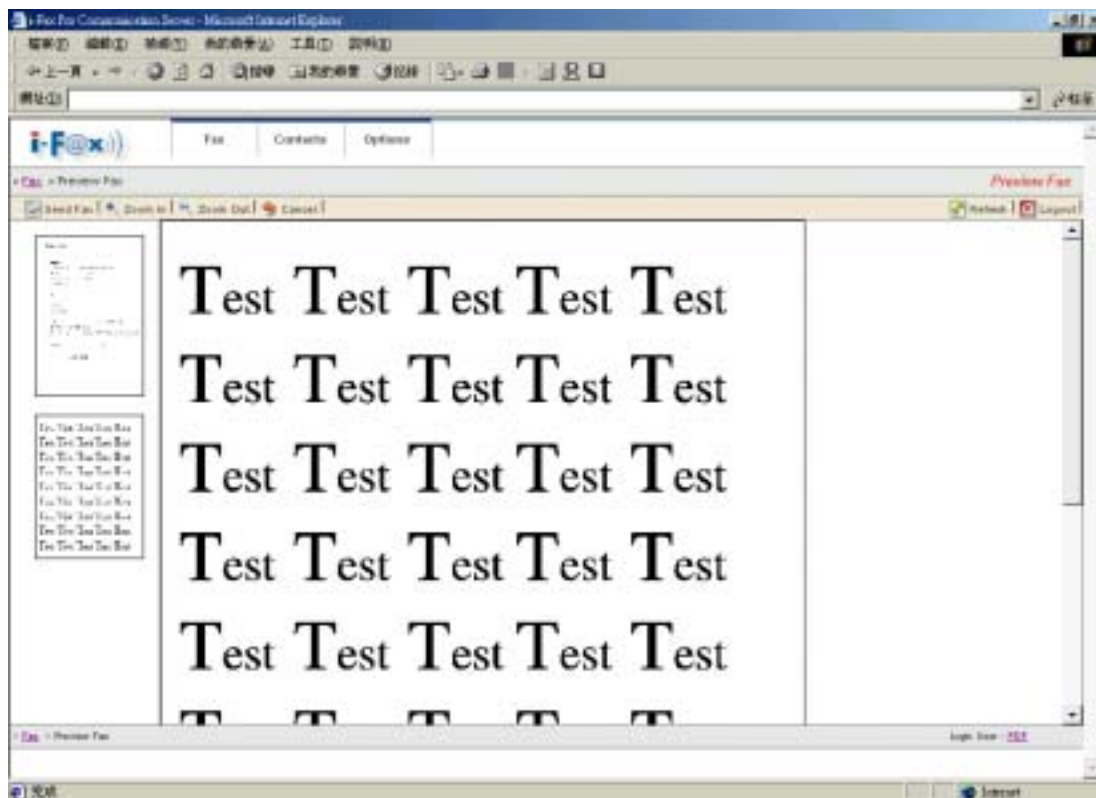
Click the “Add” button and then repeat the “Step 6” to add more attachments.



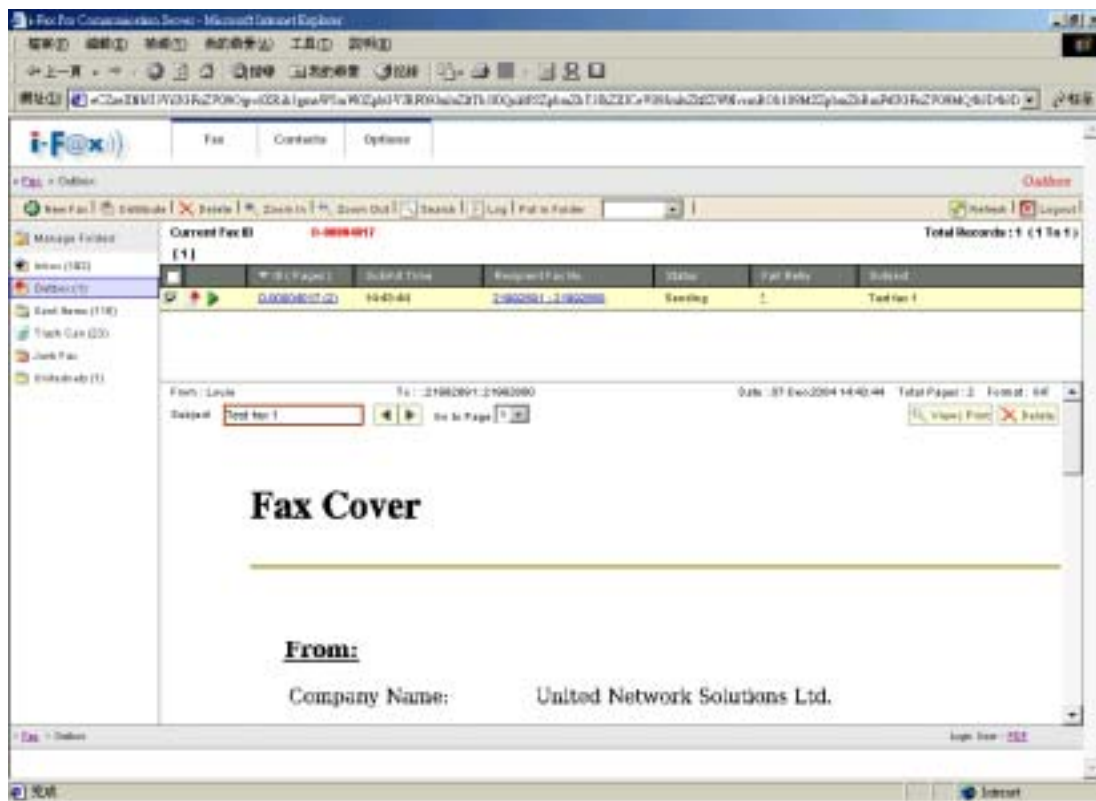
Type in the sender information.



*It will show you the information what you choose / type before.*



*Preview the fax.*



*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.

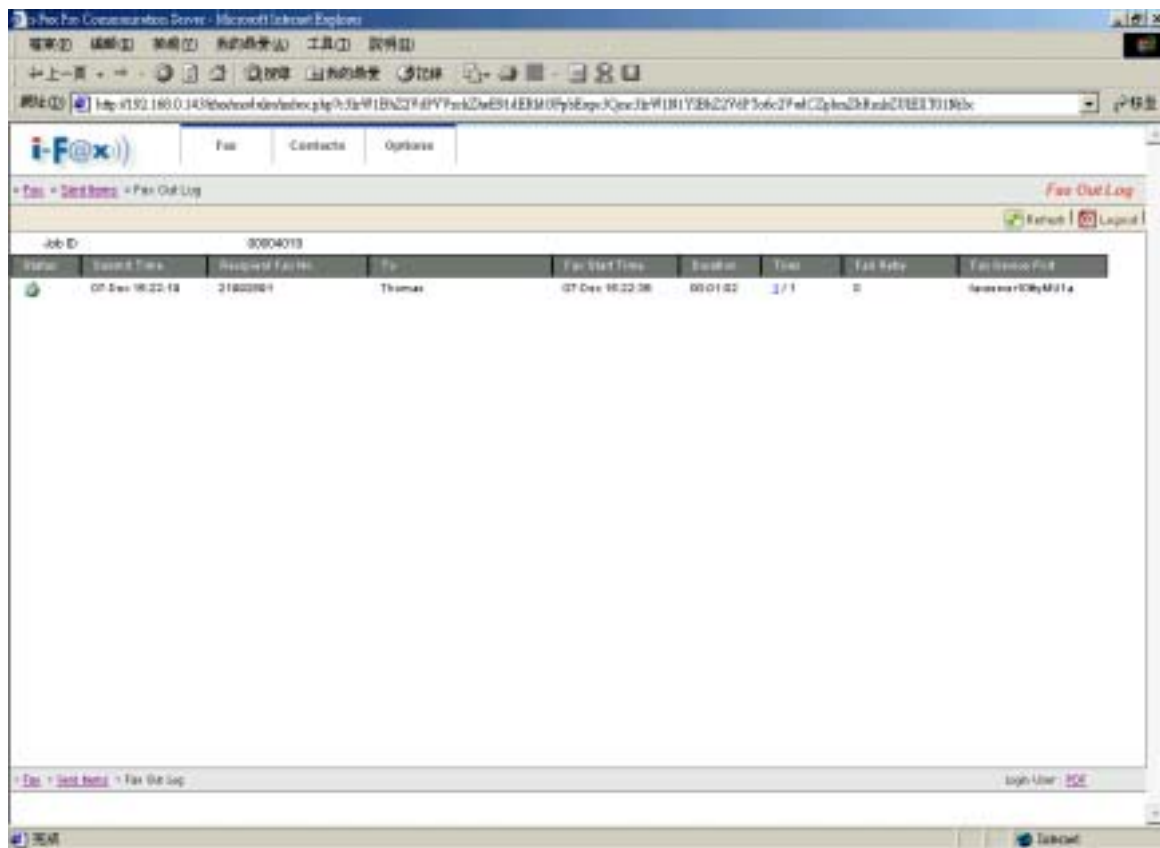
Step 3 : In there, you can see the information of the fax.

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

Step 4 : Click the “Tries” times of the fax to view the re-dial log.

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

-  Outgoing fax.
-  Log View the Log to check the status of the 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.



*There will have a description about the fax.*

## Section 4.4 : Distribute

### Section 4.4.1 : Distribute Fax

Step 1 : Choose the fax in the "Inbox".

Step 2 : Move your mouse cursor to the "Distribute" icon and choose "Distribute Fax".

Step 3 : Choose the user(s) which the fax you want to distribute to.

Step 4 : Click the "Distribute" button.

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





## Section 4.4.2 : Fax Forward

Step 1 : Choose the fax in the “Inbox”.

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

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

Step 4 : Click the “Next” icon.

or click the “Add” button and then repeat the “Step 3” to add more receivers.

Step 5 : You can choose the user(s) to have a fax cc to them.

Step 6 : Click the “Next” icon.

Step 7 : You can upload more attachment. If not, go to “Step 8”.

Step 8 : Click the “Next” icon.

Step 9 : 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 “Include a cover page. Type in the subject line and note.

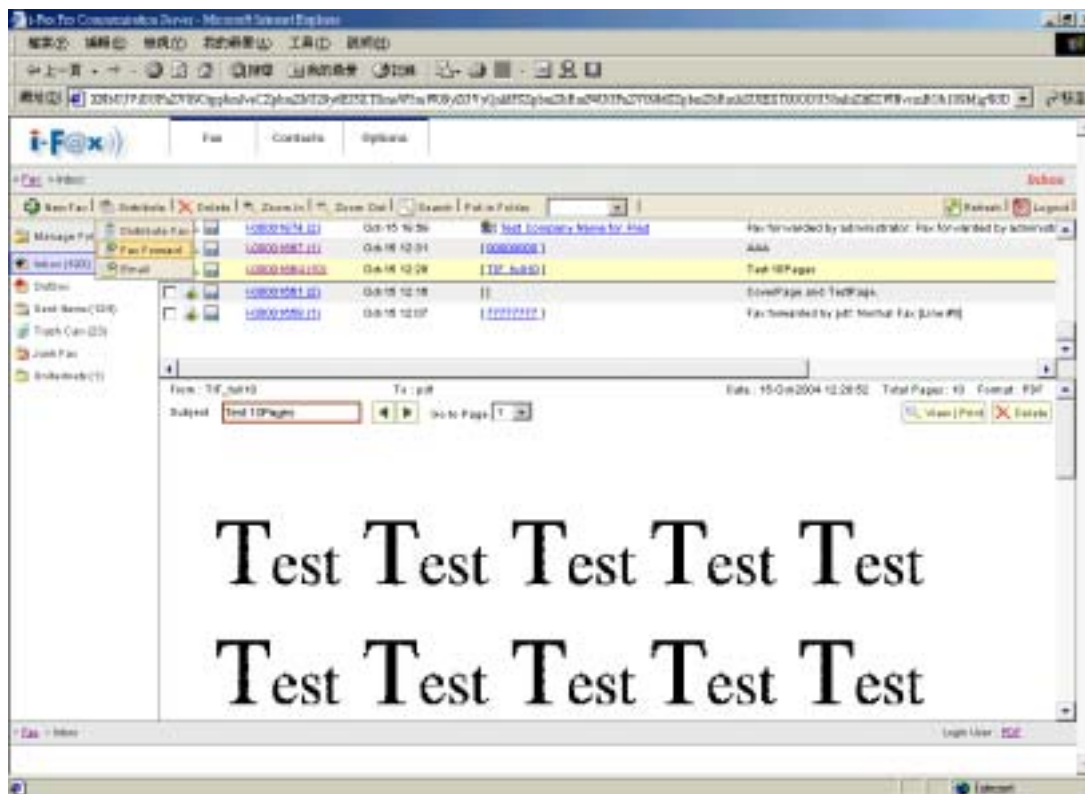
Step 10 : Click the “Finish” icon. It will show you the information what you choose / type before.

Step 11 : Click the “Preview” icon to preview the fax. If not, go to “Step 13”.

Step 12 : In the preview page, you can click the “Zoom In” icon or the “Zoom Out” to preview the fax.

Step 13 : Click the “Sent Fax” icon to send the fax.

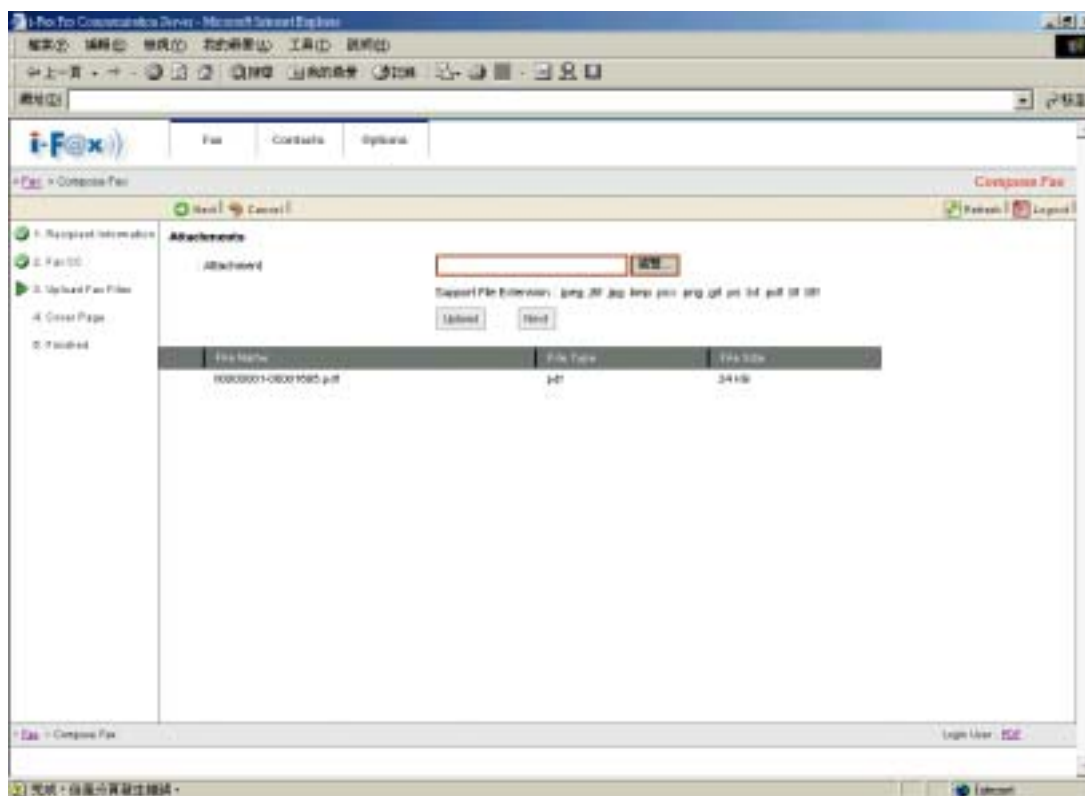
The fax will put in the “Outbox” folder until it sent.



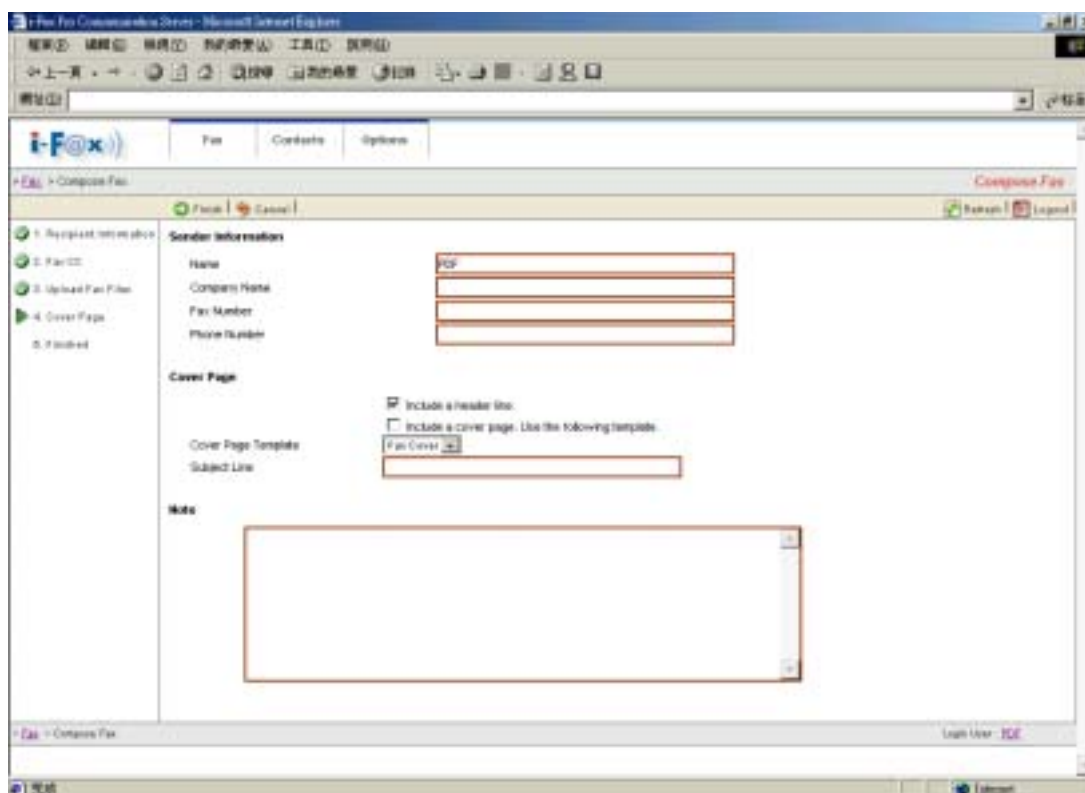
*Move your mouse cursor to the “Distribute” icon and choose “Fax Forward”.*



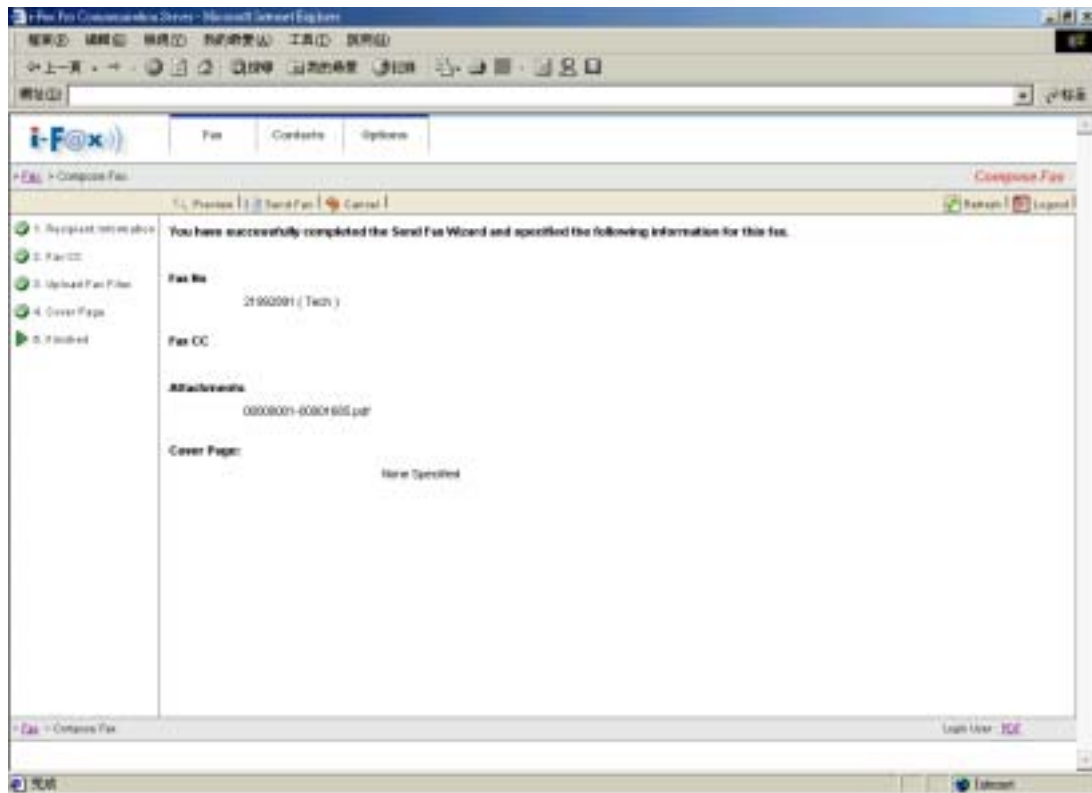




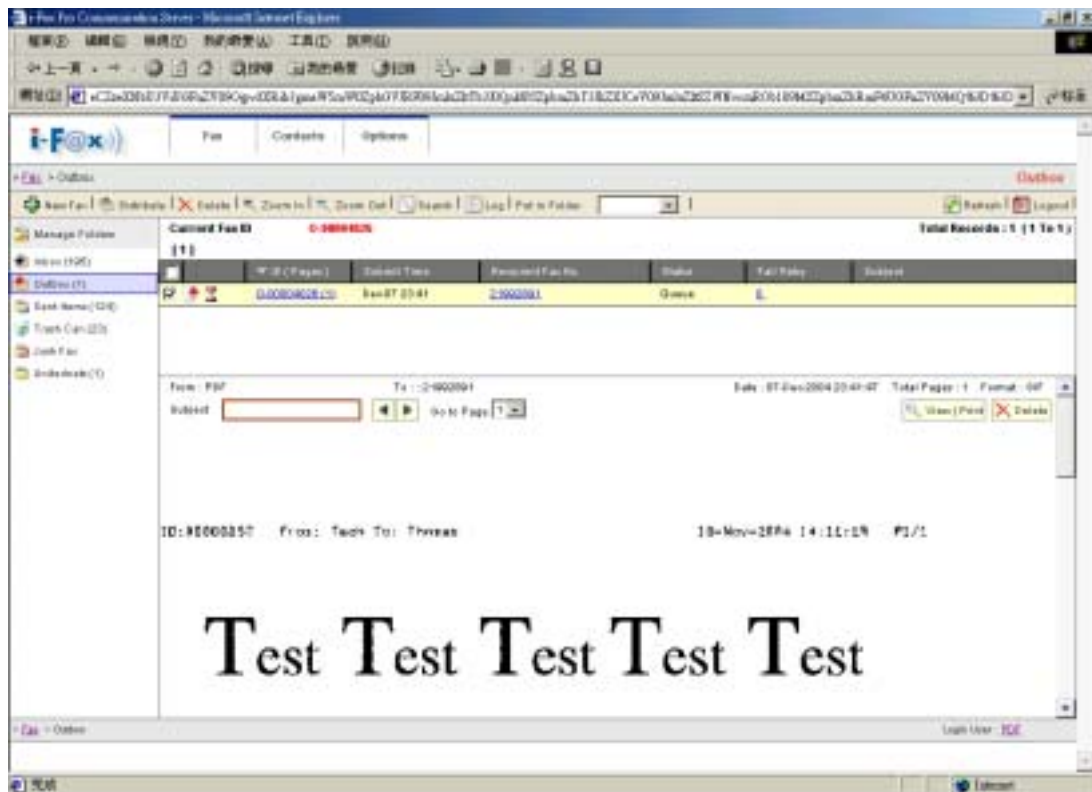
*Click the “Add” button and then repeat the “Step 8” to add more attachments.*



*Type in the sender information.*



*It will show you the information what you choose / type before.*



*The fax will put in the Outbox.*

### Section 4.4.3 : Email

Step 1 : Choose the fax in the “Inbox”.

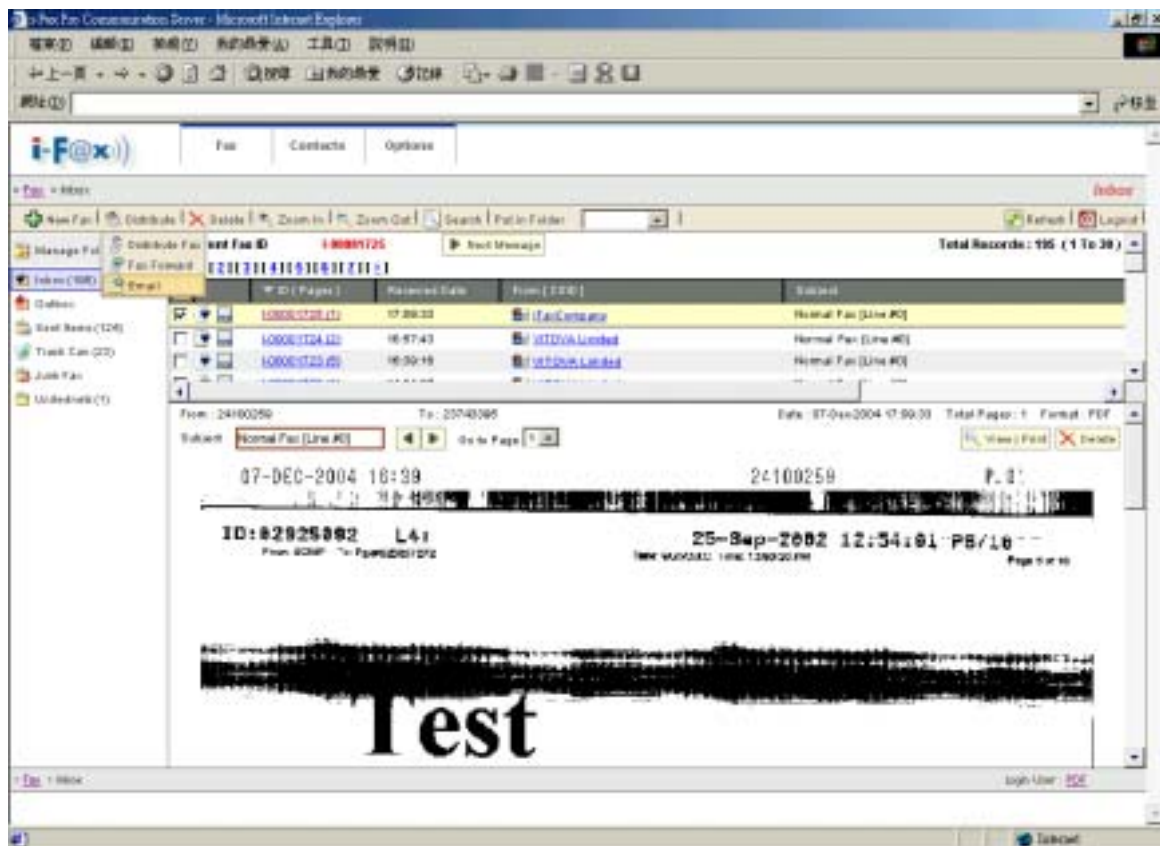
Step 2 : Move your mouse cursor to the “Distribute” icon and choose “Email”.

Step 3 : Choose the user(s) in the contact list.

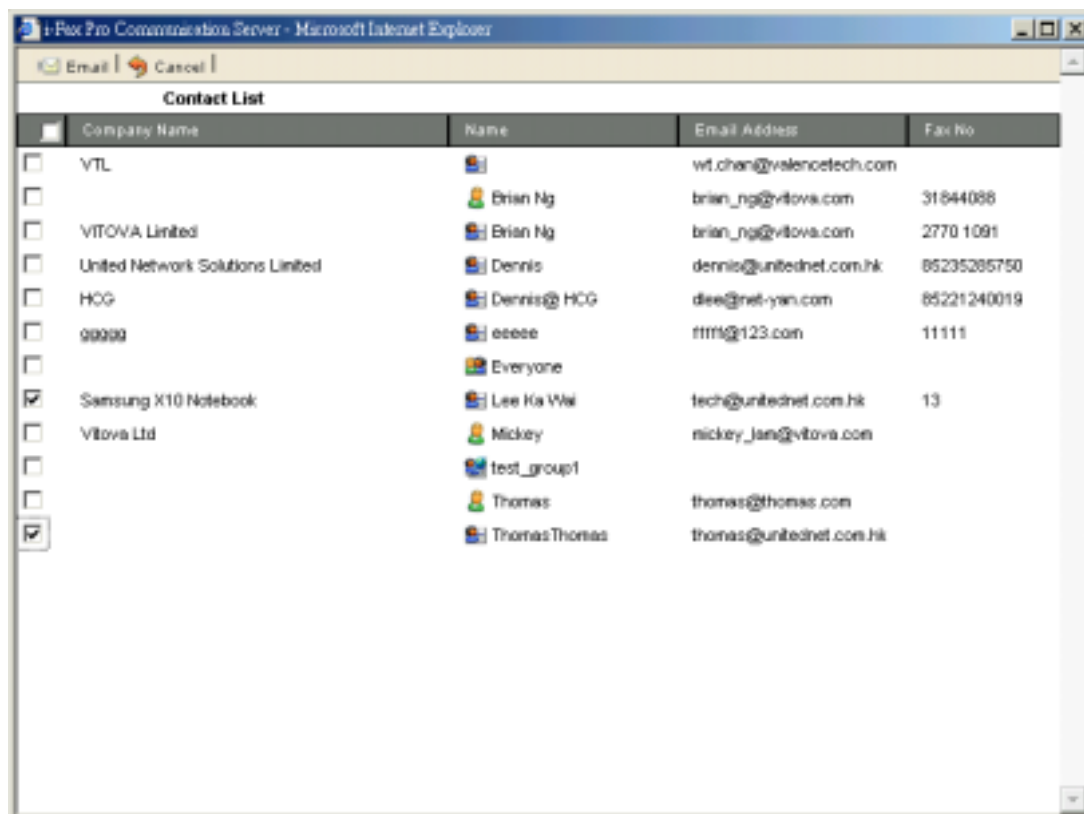
Or click “Cancel” and then input the email address by yourself.

Step 4 : Click the “Email” button.

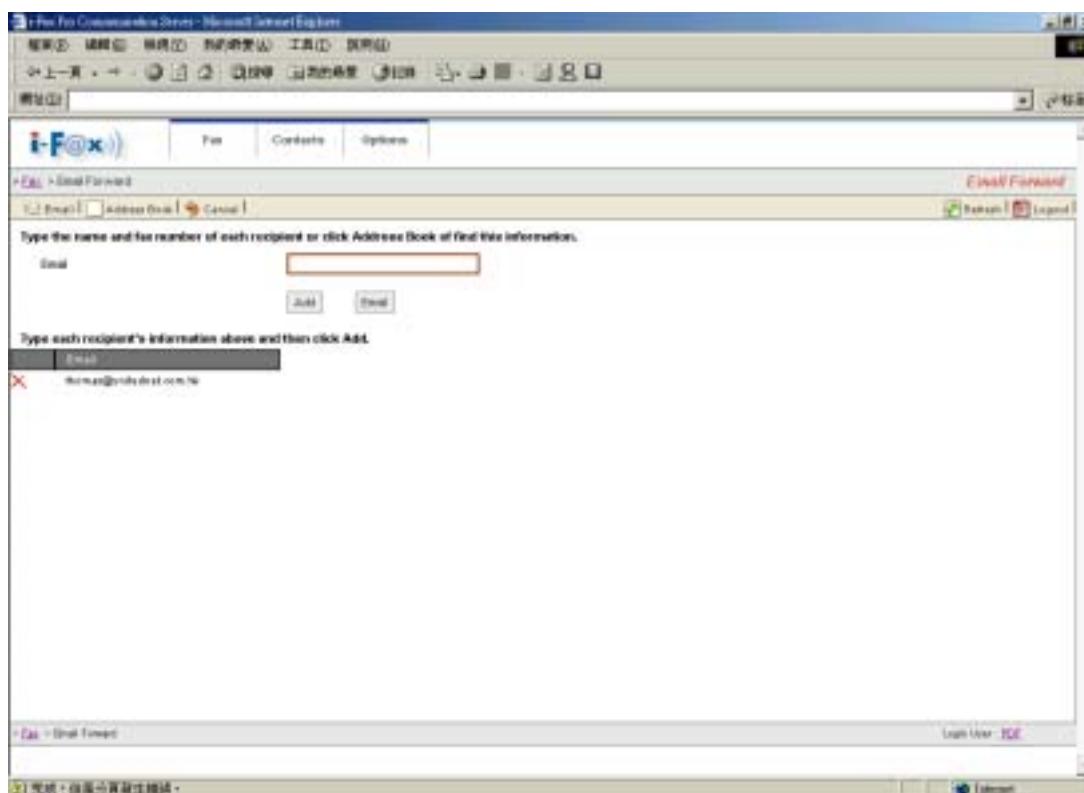
The fax will put in the “Outbox” folder until it sent.



*Move your mouse cursor to the “Distribute” icon and choose “Email”.*



*Choose the user(s) in the contact list.*

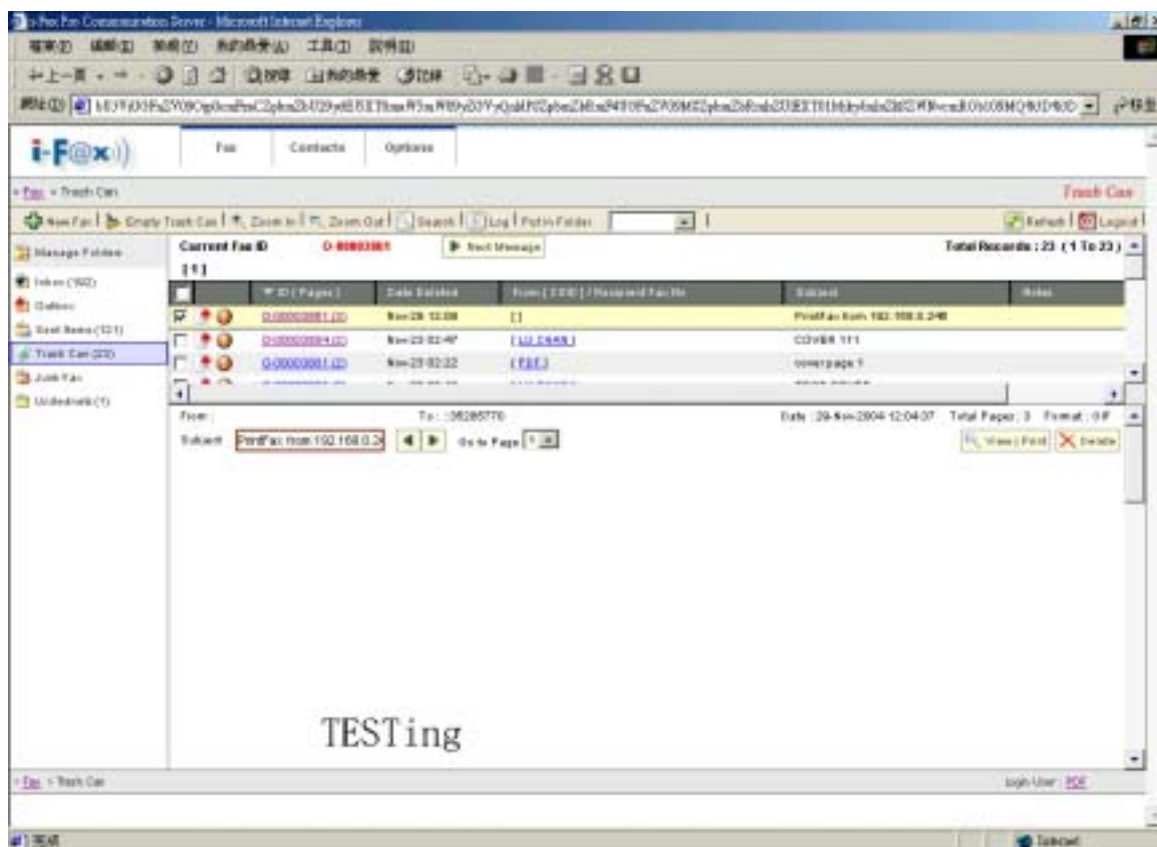


*Input the email address by yourself.*

## Section 4.5 : Trash Can

Step 1 : Click the “Trash Can” icon.

You can see all your fax which was deleted by you.



*Trash Can*

## Section 4.6 : Junk Fax

You can see the junk fax in the “Junk Fax” folder.

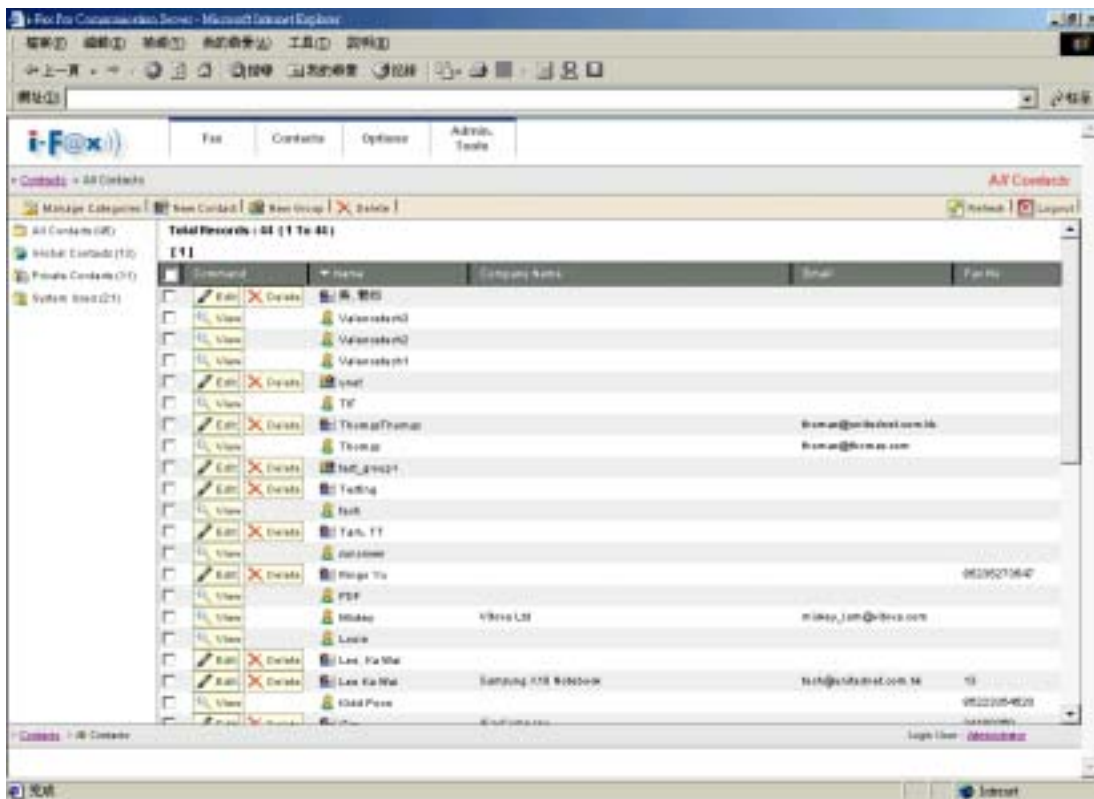
### Section 4.6.1 : Create a new junk fax rule

Please read [“Section 6.6 : Junk Fax Filter”](#).

## Section 5 Contacts

Administrator and normal users can access.

### Section 5.1 : Introduction the Contacts



*The menu of the “Contact”.*

- All Contacts : Show all your contacts.
- Global Contacts : Show all your global contacts.
- Private Contacts : Show all your private contacts.
- System Users : Show all your system users.
- Manage Categories : Manage your categories.
- New Contact : Create a new contact.
- New Group : Create a new group.



System User.



In your contact list.



A group of your contact list.

### Section 5.1.1 : Add a new contact

Step 1 : Click the “New Contact” button.

Step 2 : Type in the information.

Step 3 : Click “Save” icon.

If you ticked the “Private” box, it will create a private contact in your “Private Contacts” list.

If you haven't ticked the “Private” box, it will create a global contact in your “Global Contacts” list.

The screenshot shows a web browser window displaying the i-Fox Contact Manager interface. The browser's address bar shows the URL 'http://localhost:8080/foxfox/contacts/newContact.do'. The page has a navigation bar with tabs for 'Fox', 'Contacts', 'Options', and 'Admin Tools'. The 'Contacts' tab is active, and the 'New Contact' button is highlighted in red. On the left, a sidebar lists contact categories: 'all Contacts (0)', 'Global Contacts (10)', 'Private Contacts (0)', and 'System Users (21)'. The main area contains a form for creating a new contact. The form is divided into several sections: 'Name' (with fields for First Name, Middle Name, Last Name, and Nickname), 'Email' (with a Personal email field), 'Vehicle Address' (with Personal and Work address fields), 'Phone Number' (with Personal, Work, and Mobile phone fields, and Pager, Fax, and Fax Machine - CSD fields), and 'Street Address' (with Personal address fields for Street, City, Zip Code, State, and Country). A 'Private' checkbox is checked in the top right corner of the form area. The bottom of the page shows a status bar with 'Login User: administrator'.

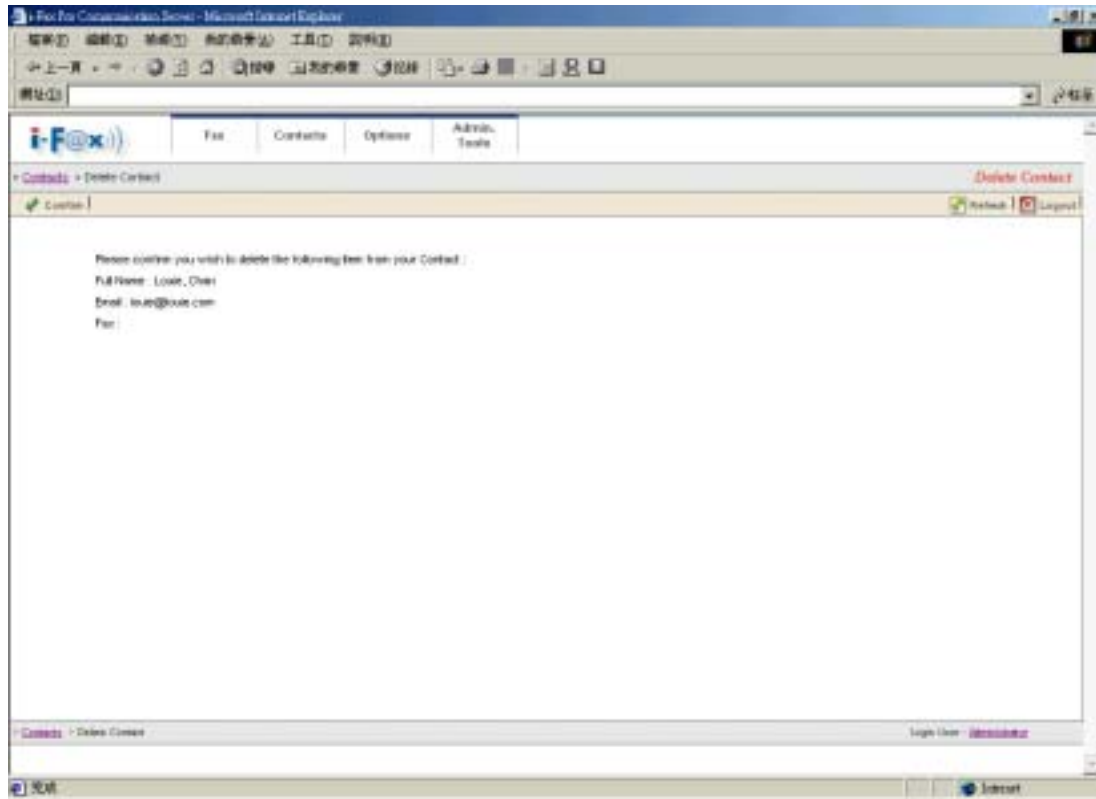
*Create a new contact to your private contact.*

### Section 5.1.2 : Delete the contact

Step 1 : Click the “Delete” icon beside the contact.

Step 2 : It will go to the “Delete Contact” page.

Step 3 : If you are sure you want to delete that contact, click “Confirm” icon.



*Click “Confirm” to delete the contact.*



### Section 5.1.3 : Modify the contact

Step 1 : Click the “Edit” icon beside the contact.

Step 2 : It will go to the “Edit Contact” page.

Step 3 : After your modification, click “Save” icon.

The screenshot shows the 'Edit Contact' page in the i-Fox web application. The browser is Microsoft Internet Explorer. The page has a sidebar with 'All Contacts (16)', 'Mobile Contacts (13)', 'Private Contacts (3)', and 'System Users (21)'. The main area is titled 'Edit Contact' and contains a form for editing a contact named 'Lynn Chen'. The form includes fields for Name (First, Middle, Last, Nickname), Email (Personal, Work), Phone Number (Personal, Work, Mobile, Pager, Fax, Fax Machine), and Street Address (Street, City, Zip Code, State, Country). The 'Personal' email field is filled with 'lucan@lucan.com.hk' and the 'Work' field with 'www.unifieddata.com'. The 'Last Name' field is filled with 'Chen' and the 'Nickname' field with 'Lynn Chen'.

*Edit the contact.*

## Section 5.1.4 : Make a New Group

Step 1 : Click “New Group” icon.

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

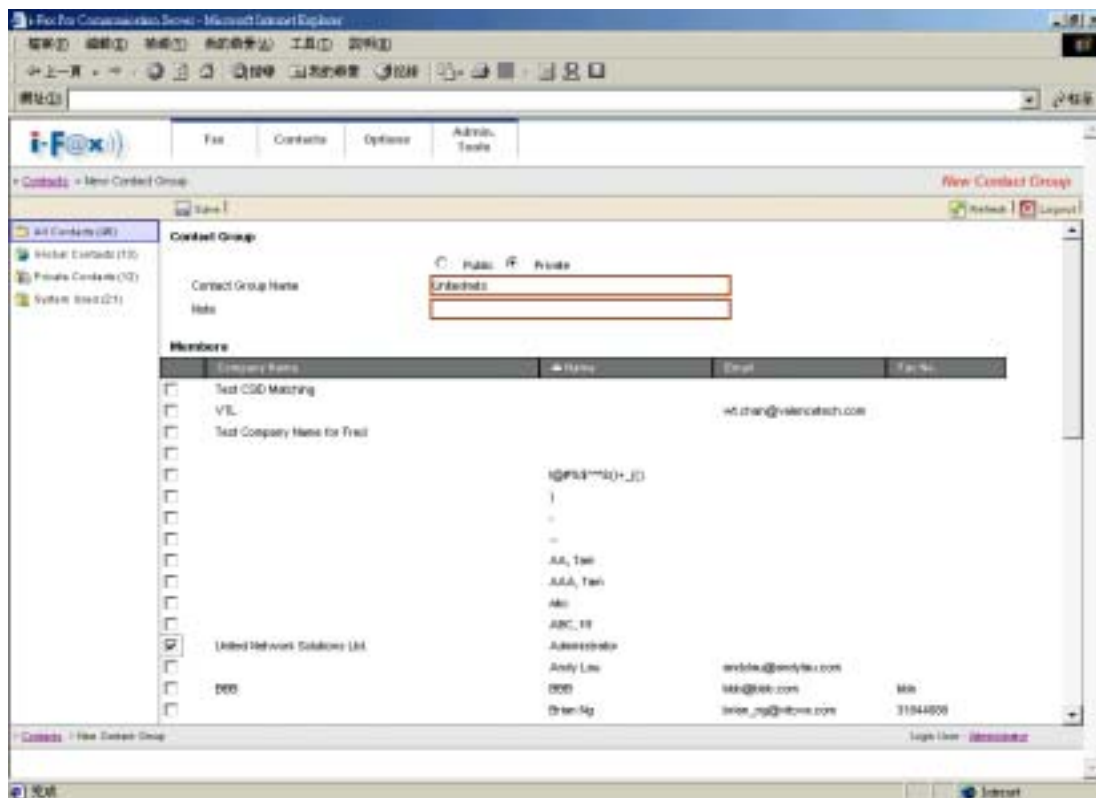
Step 3 : Choose the contacts to put into that group.

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

Step 3 : Click “Save” icon to save the setting.

If you ticked the “Private” box, it will create a private group in your “Private Contacts” list.

If you ticked the “Public” box, it will create a global contact in your “Global Contacts” list.



*Create a new group and move the contact to that group.*

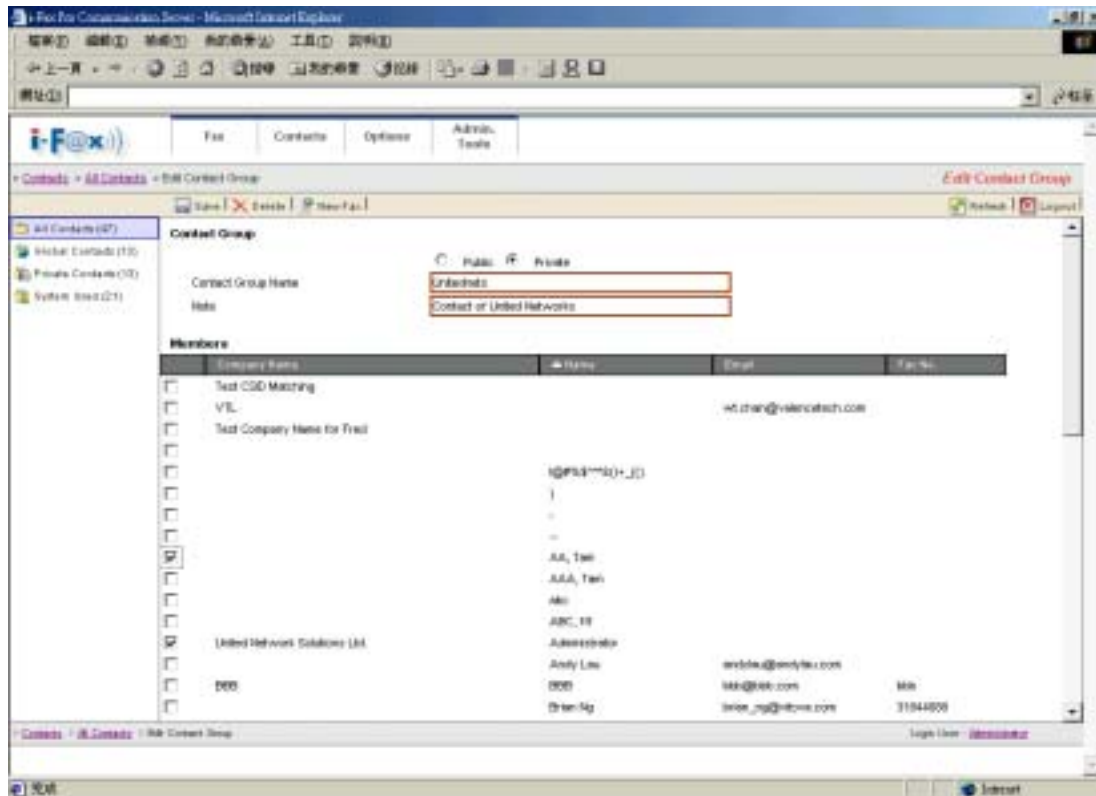
### Section 5.1.5 : Modify the Group

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.



*Modify the group name and choose the other contact to put into that group.*

### Section 5.1.6 : Manage the Categories

Step 1 : Click the “Manage Categories” icon.

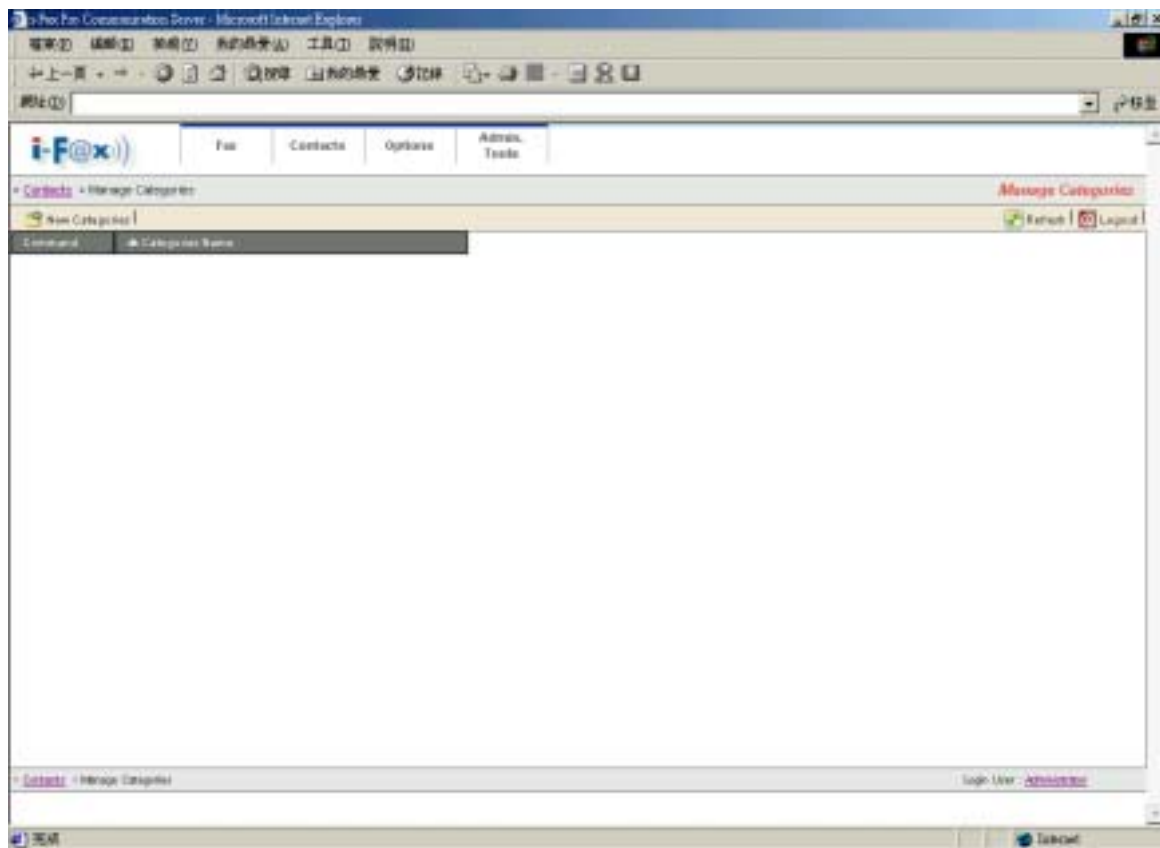
Step 2 : Click the “New Categories” icon.

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

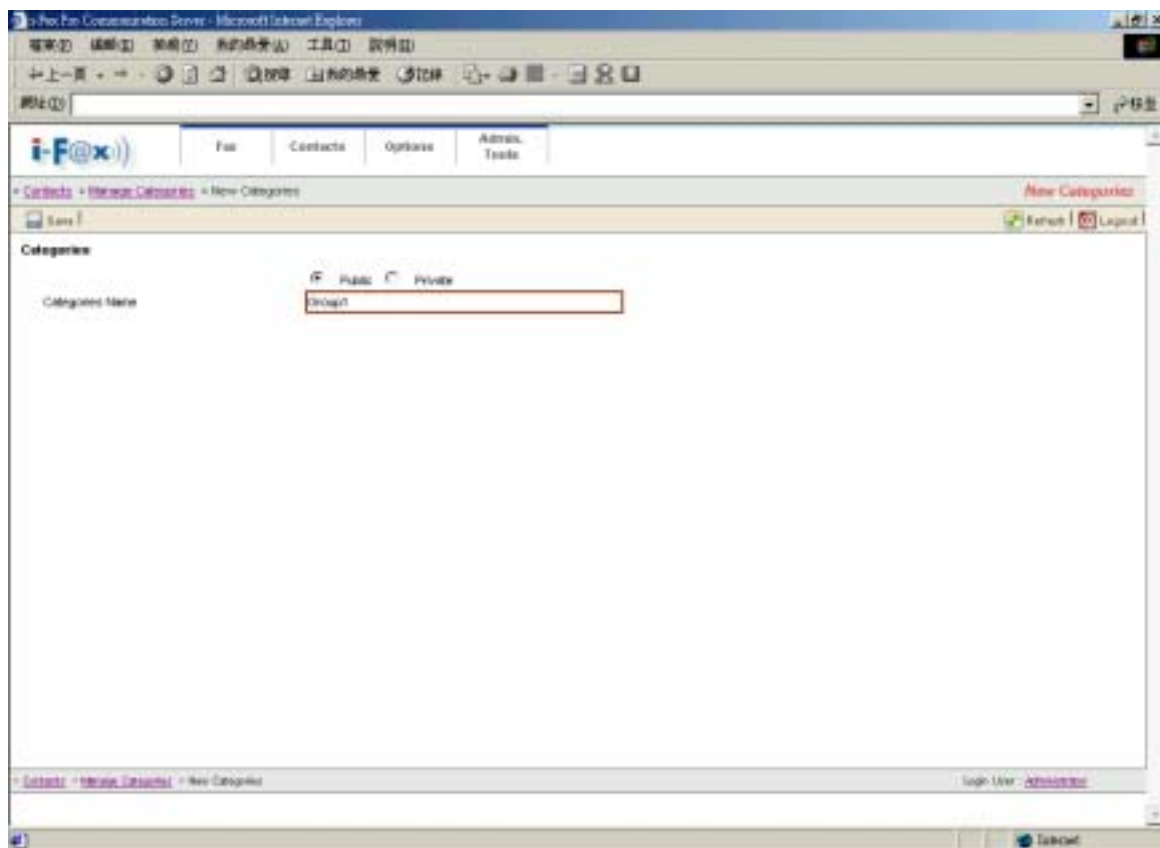
Step 4 : Type in the Categories Name

Step 5 : Click “Save” icon to save the setting.

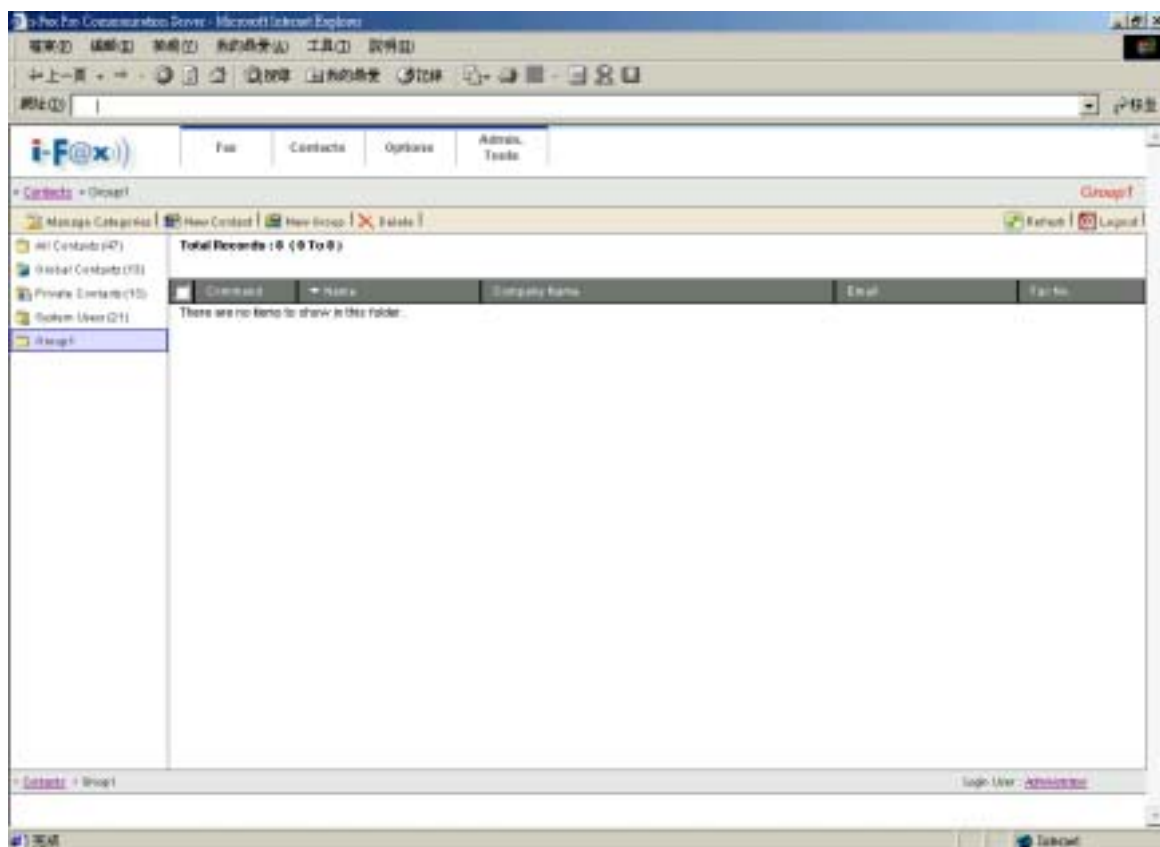
You can move your contacts to the new categories.



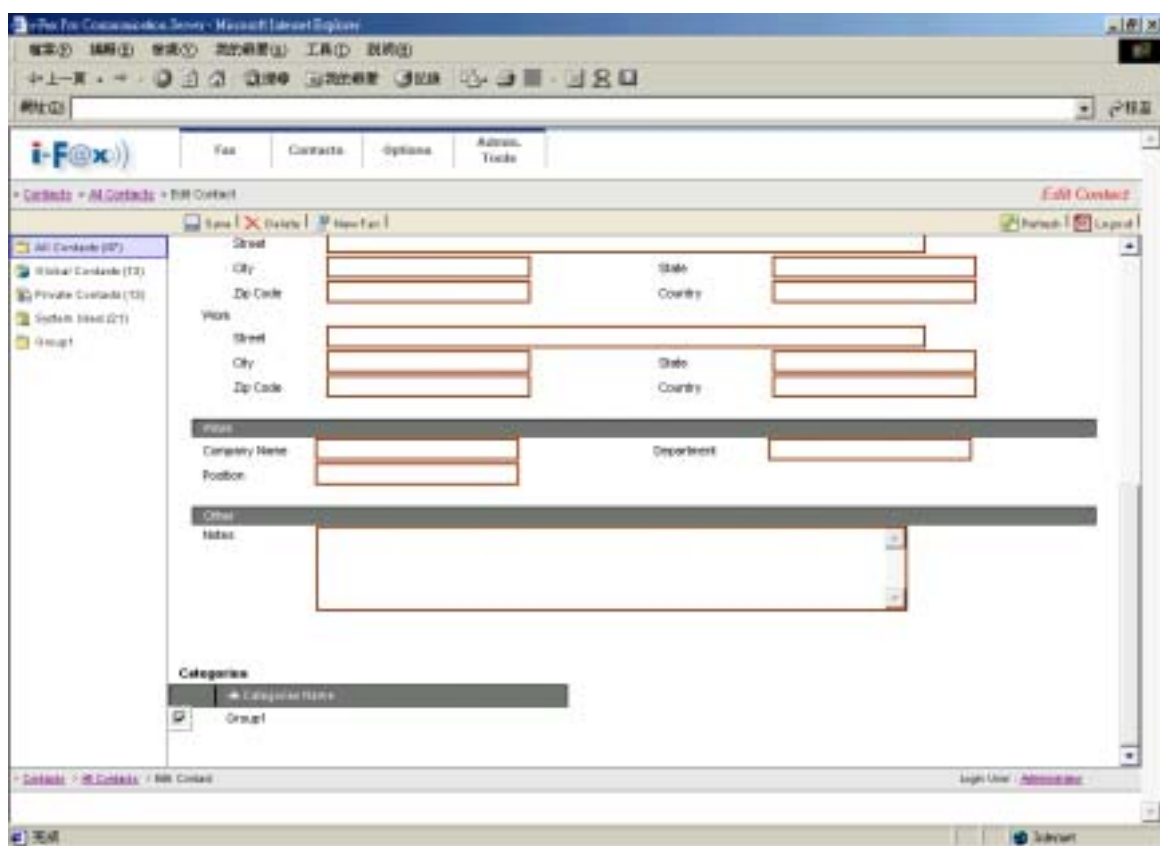
*Click the “New Categories” icon to create a new categories.*



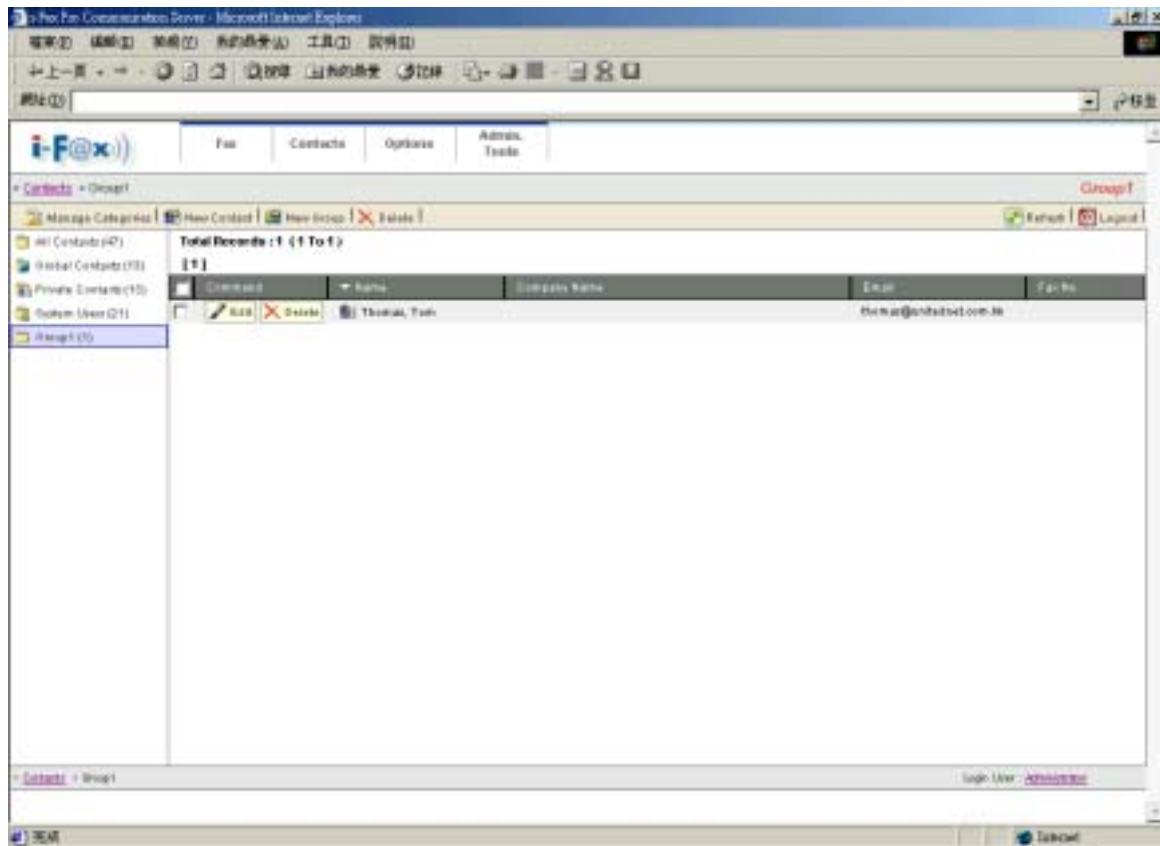
*Create a new categories to your private contact.*



*Categories of “Unet”.*



*Put the contact to that categories*

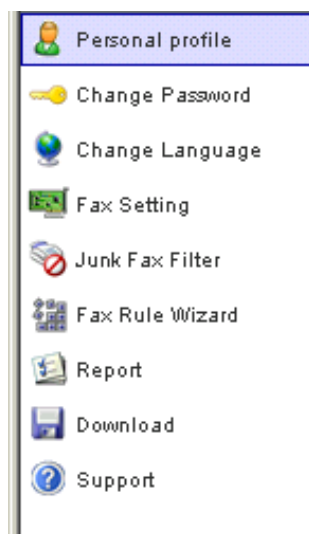


*You can move your contacts to the new categories.*

## Section 6 Options

Administrator and normal users can access.

### Section 6.1 : Introduction the Options

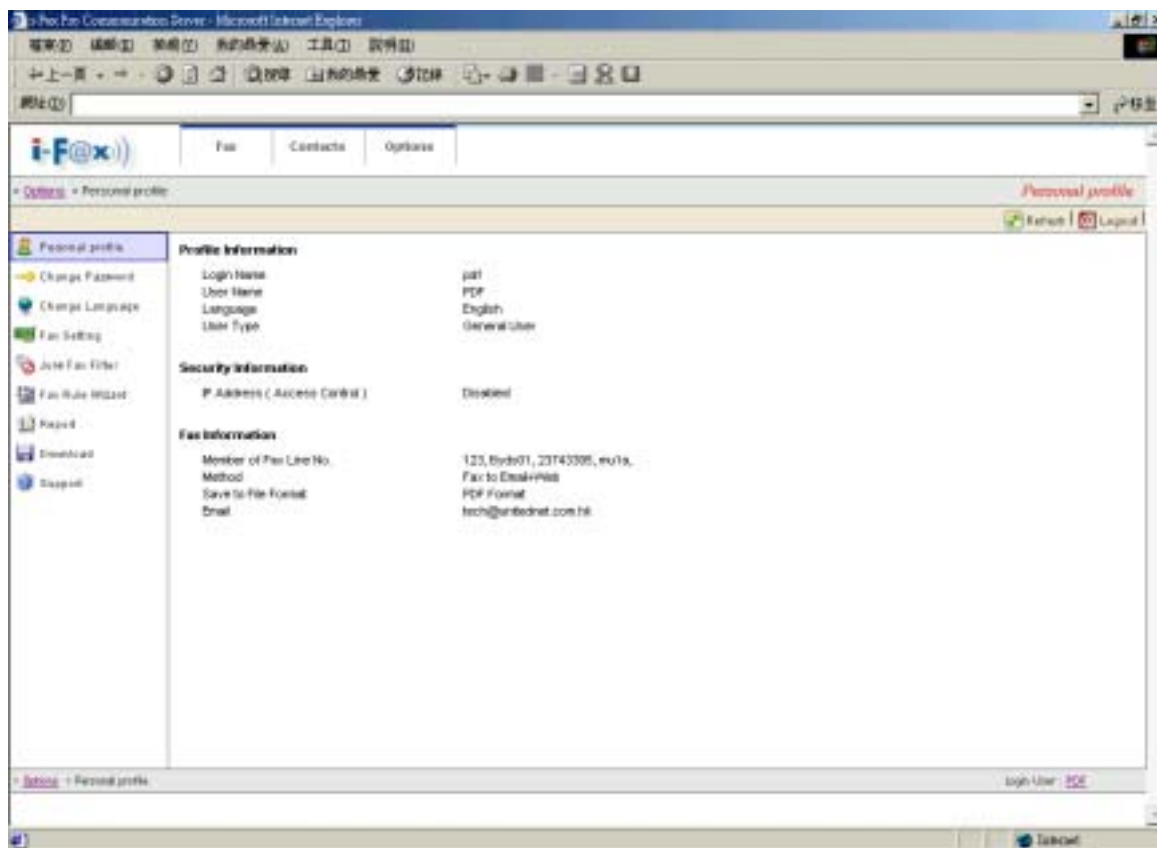


- Personal profile : The information of the i-Fax User.
- Change Password : For the i-Fax User change the password.
- Change Language : For the i-Fax User change the language.
- Fax Setting : Modify the fax setting of the i-Fax User.
- Junk Fax Filter : Create the junk fax filter list.
- Fax Rule Wizard : Create the fax rule.
- Report : View the fax report.
- Download : Download the i-Fax Client program.
- Support : View the support's information.

*The menu of the "Options".*

## Section 6.2 : Personal profile

Choose the “Personal profile”, you can see the i-Fax User’s information.  
e.g. Login Name, User Name, fax format and . . .

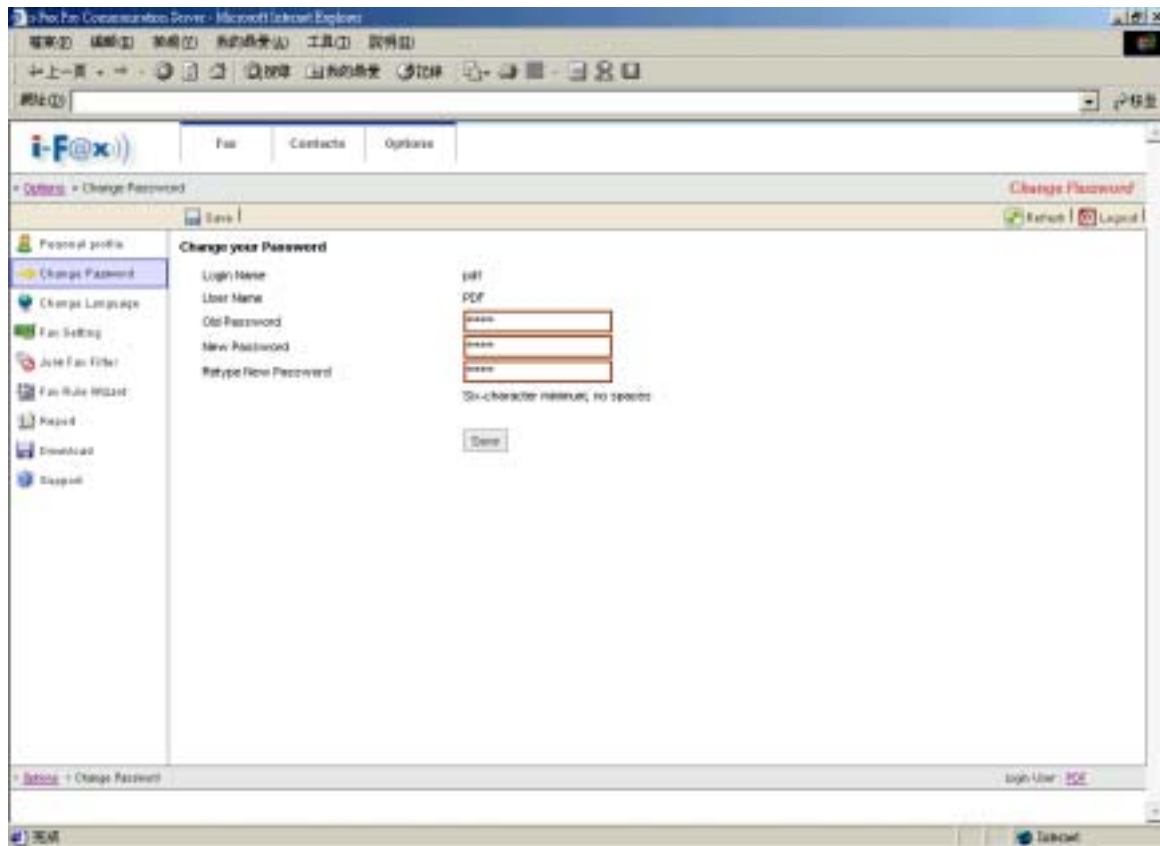


*User's profile.*

## Section 6.3 : Change Password

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



*Change the password.*

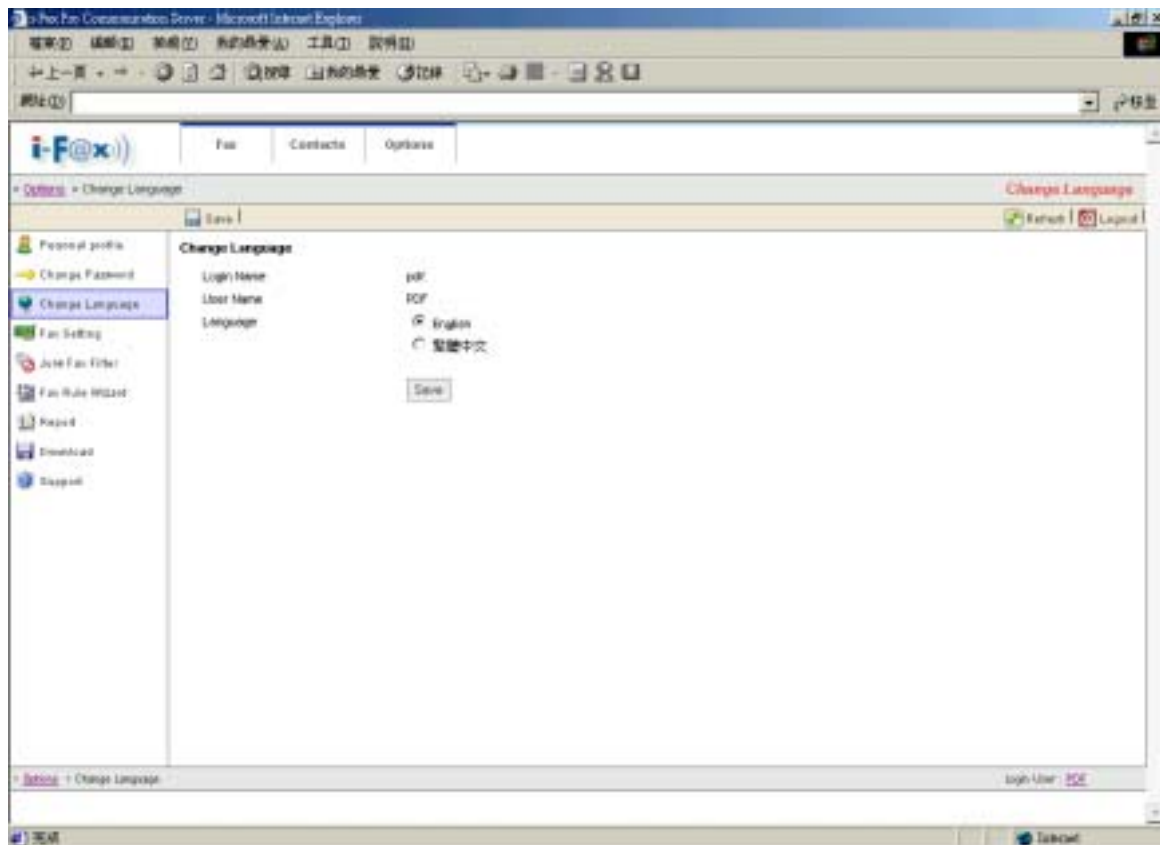
## Section 6.4 : Change Language

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.





*Choose the language.*

## Section 6.5 : 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 : Type in the TSID.

Step 2 : Type in the Caller ID.

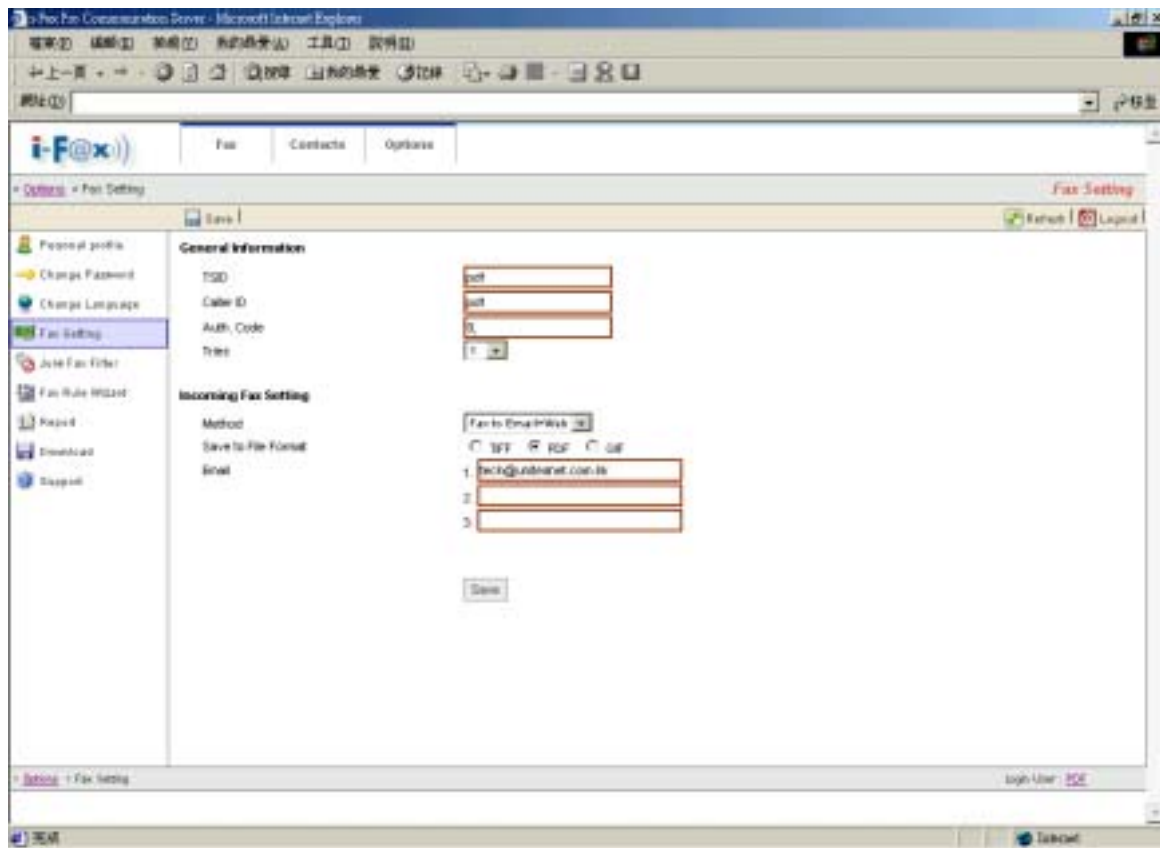
Step 3 : According to the i-Fax Pro, type in the Auth. Code.

Step 4 : Choose the radio box beside the incoming fax method.

Step 5 : Type in the E-mail address for receive the fax.

Step 6 : Choose the file format

Step 7 : Click [ **Save** ] button to save the new setting.



*Modify the fax setting of the user.*

## Section 6.6 : Junk Fax Filter

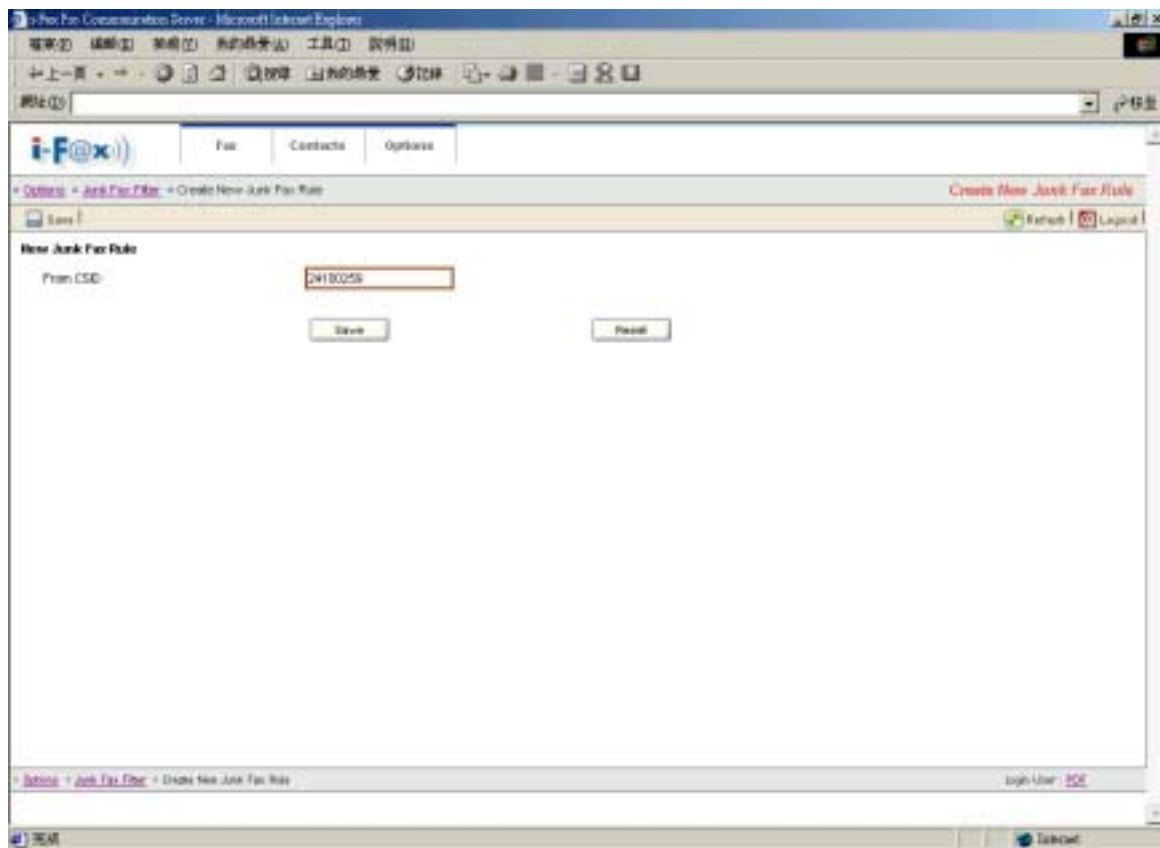
Choose the “Junk Fax Filter”, the i-Fax User can create some rules to filter the junk fax.

### Section 6.6.1 : Create a Junk Fax Rule

Step 1 : Choose “Create New Junk Fax Rule”.

Step 2 : Type in the “From CSID”.

Step 3 : Click [ **Save** ] button to save the new setting.



*Type in the CSID to create the Junk Fax rule.*

## Section 6.7 : Fax Rule Wizard

Choose the “Fax Rule Wizard”, the i-Fax User can create some rules to filter the junk fax.

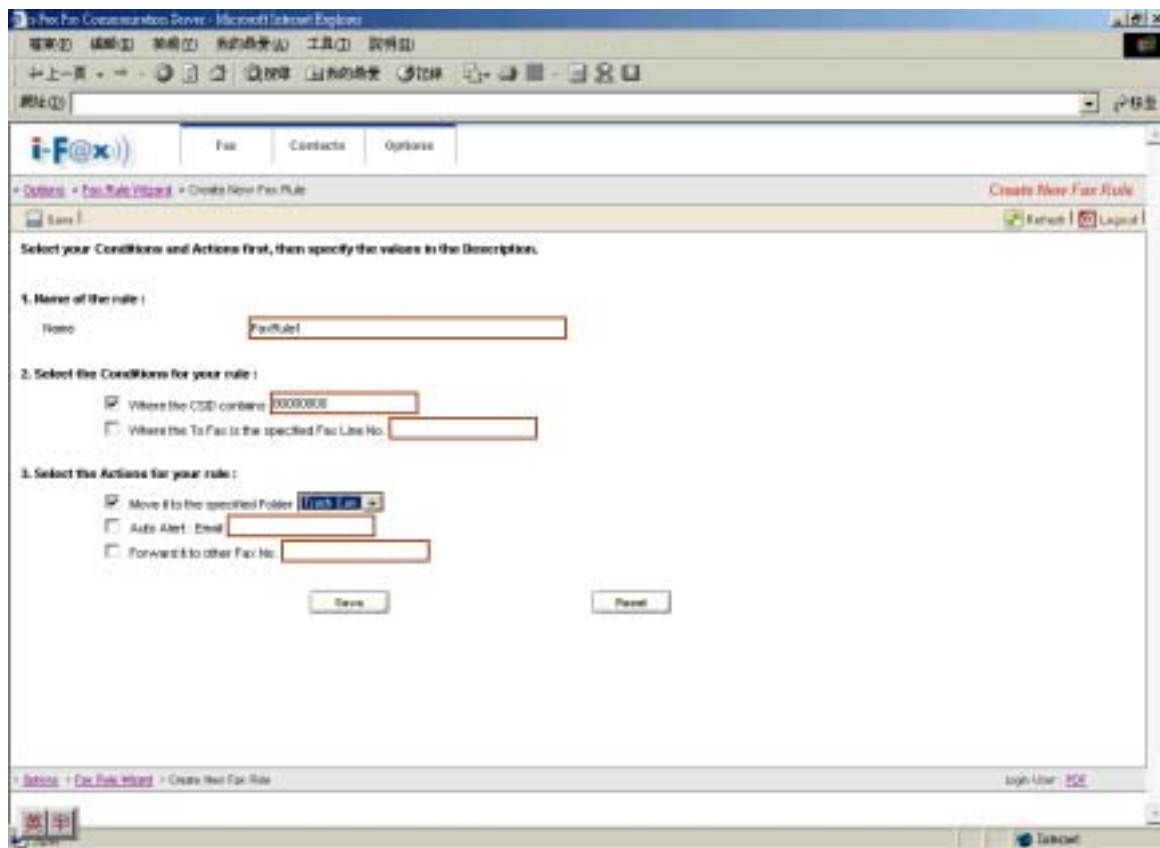
Step 1 : Choose “Create New Fax Rule”.

Step 2 : Type in the “Name of the rule”.

Step 3 : Tick the box under the conditions for your rule and type in the value.

Step 4 : Tick the box under the actions for your rule and type in the value.

Step 5 : Click [ **Save** ] button to save the new setting.

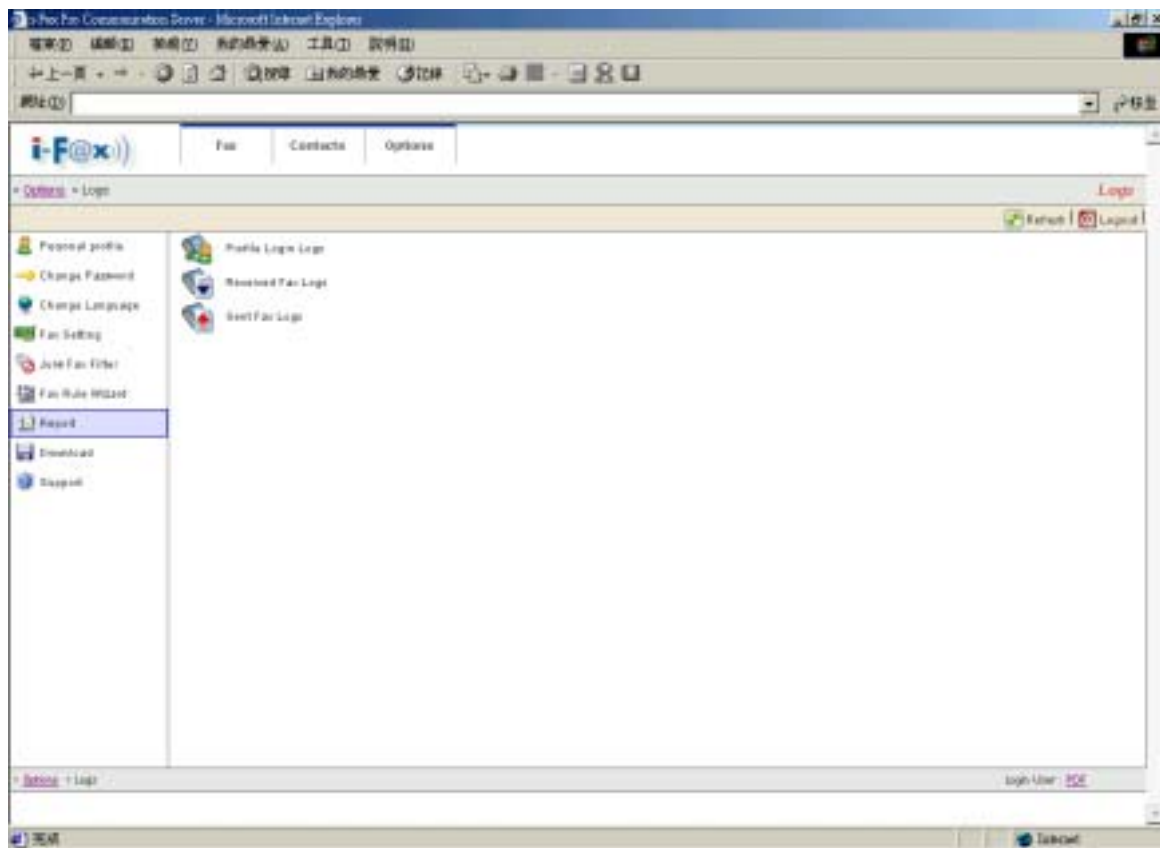


*Type in the value and choose the conditions to create the rule.*

## Section 6.8 : Report

At that page, there have some Reports for you to read.

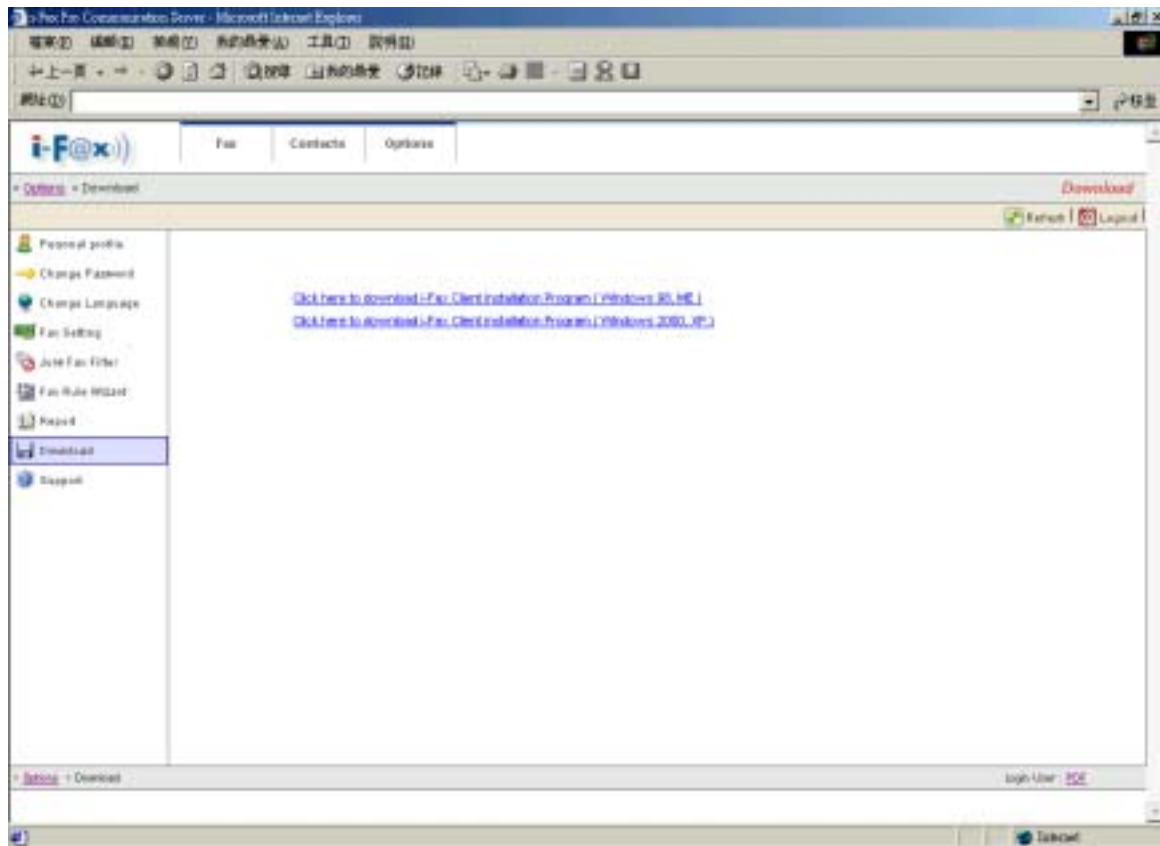
- Profile Login Logs : The Log will show you the information about when you logged in, . . .
- Received Fax Logs : The Log will show you the information about when you received fax.
- Sent Fax Logs : The Log will show you the information about when you sent fax.



*There have some Reports for you to read.*

## Section 6.9 : Download

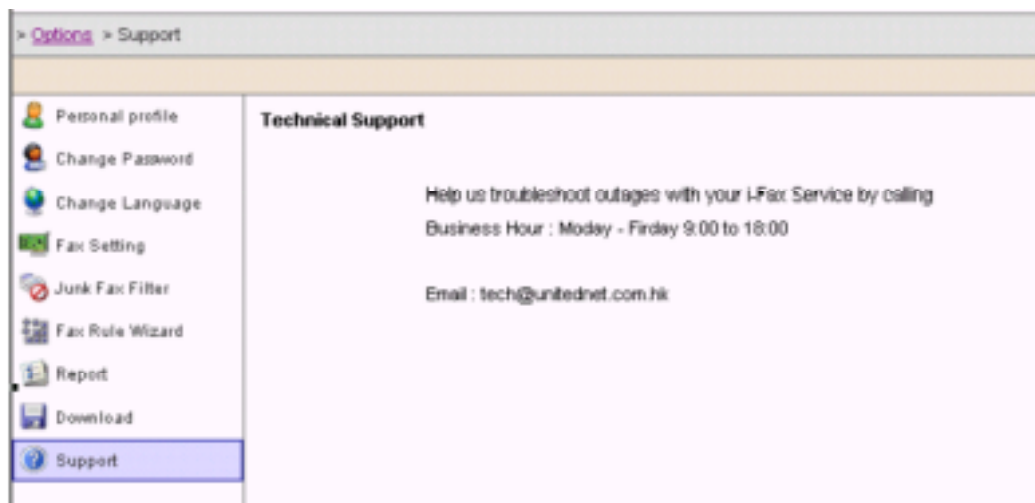
At that page, you can download the i-Fax Client program.



*You can download the i-Fax Client program here.*

## Section 6.10 : Support

At that page, there have a technical support's information.

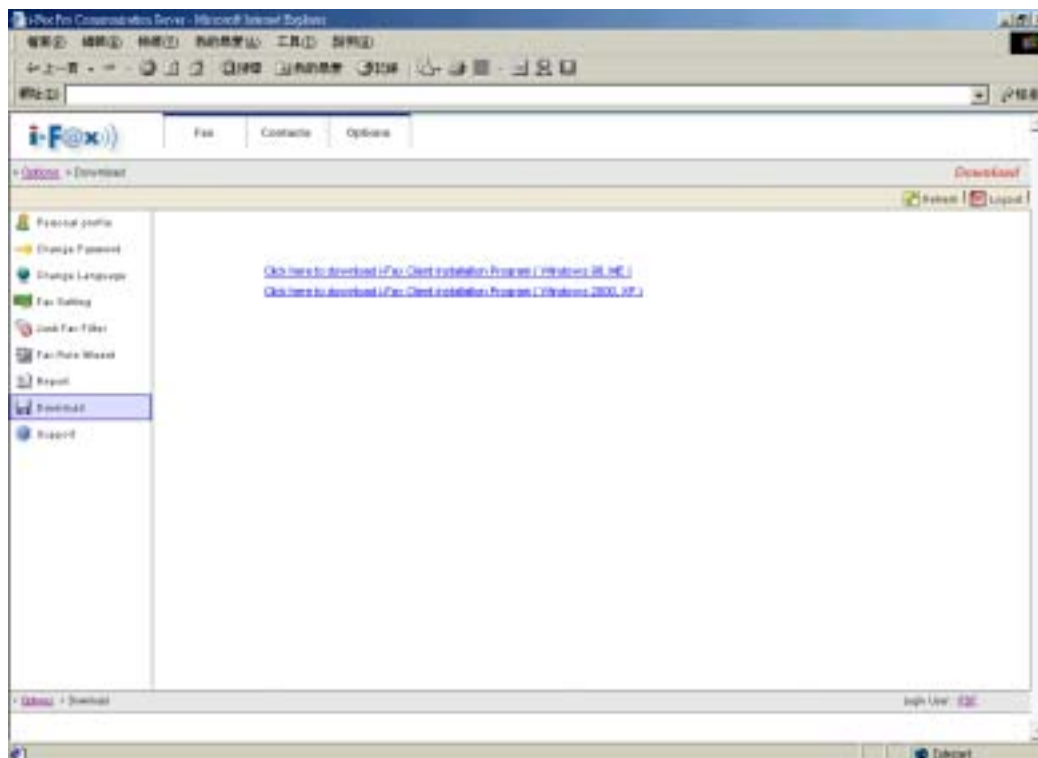


*Technical Support's information and you can download the i-Fax Client.*

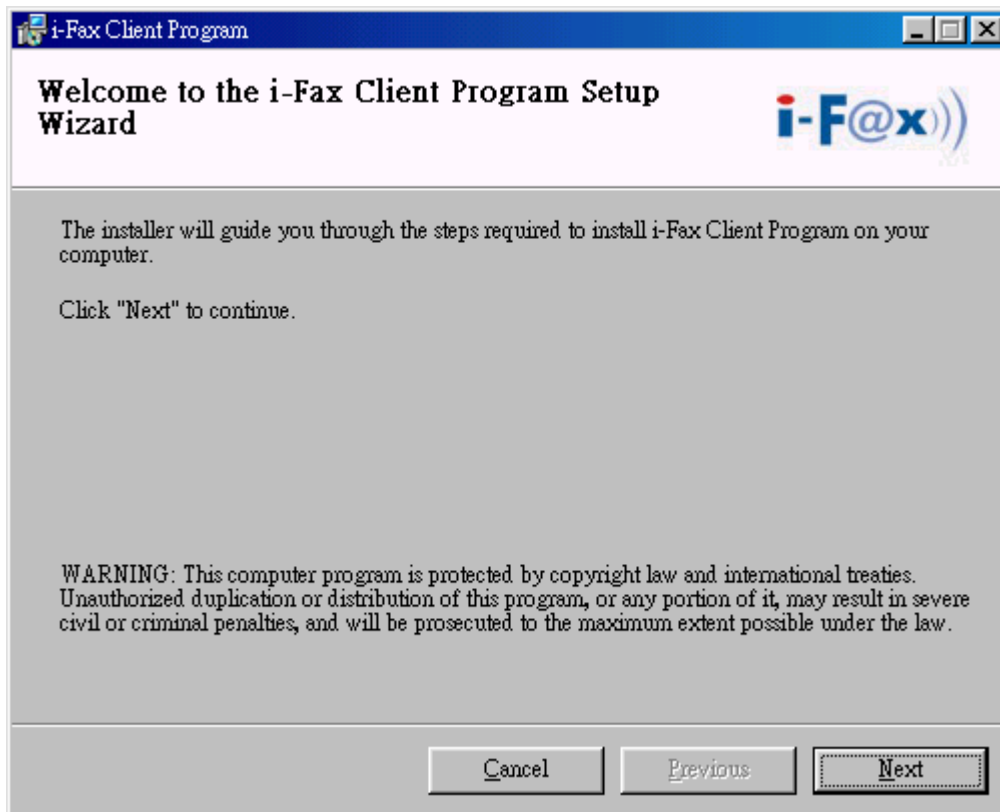
## Section 7 Installation for i-Fax Client program

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

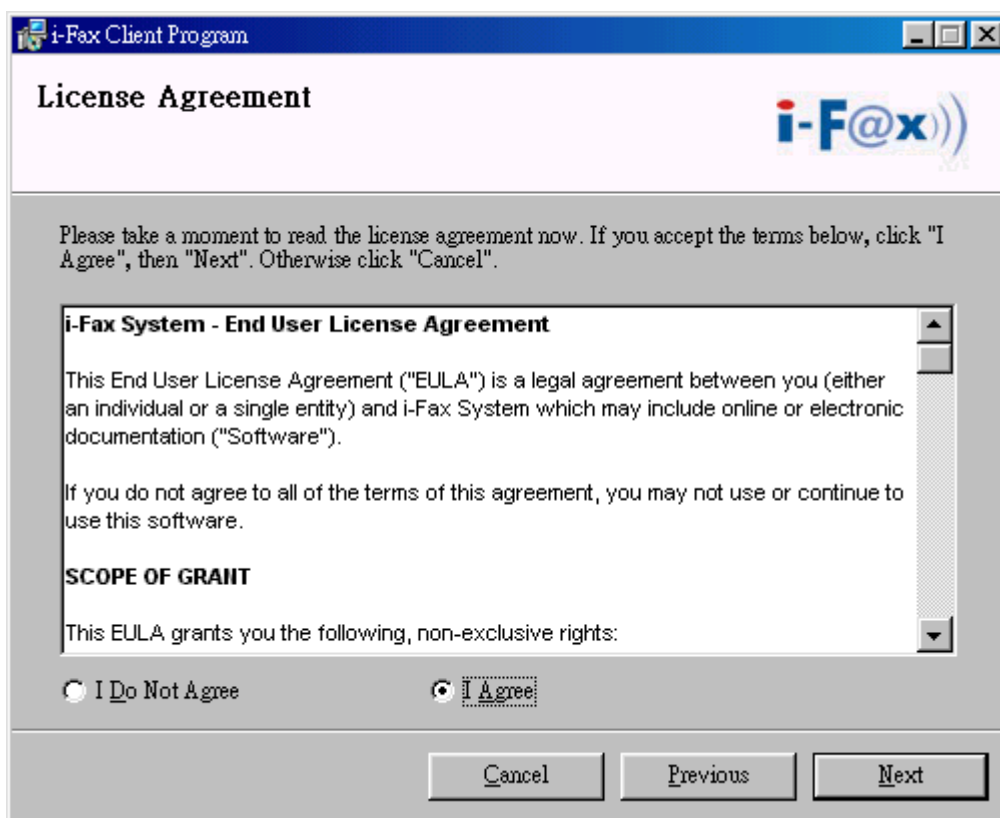
- 1) Login the i-Fax Web Page as the user and click on the “Download” to go to the Options page.
- 2) Click on the “Support” to go to the Support page. Click on the link of the i-Fax Client installation Program for Windows 98,ME to download the program. Download the program to your computer and then 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.



*Login the i-Fax Web Page as the user and click on the “Options” and go to the “Download” page.*

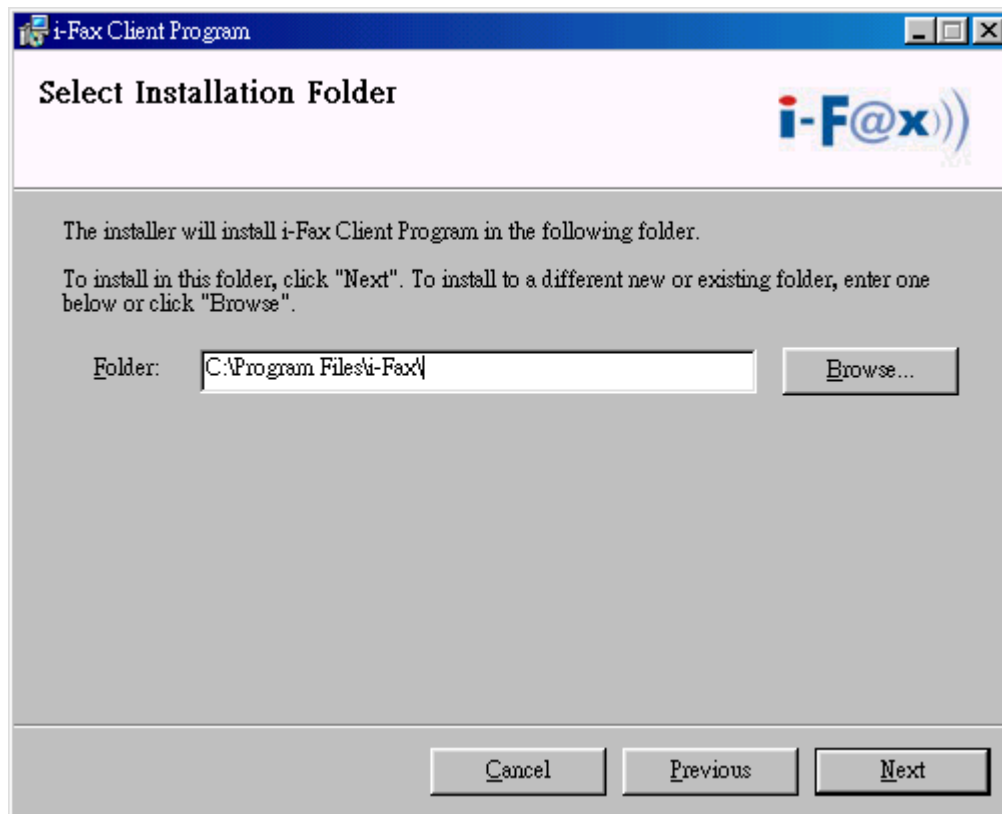


*It is a Welcome Screen and press "Next" to continue the setup.*

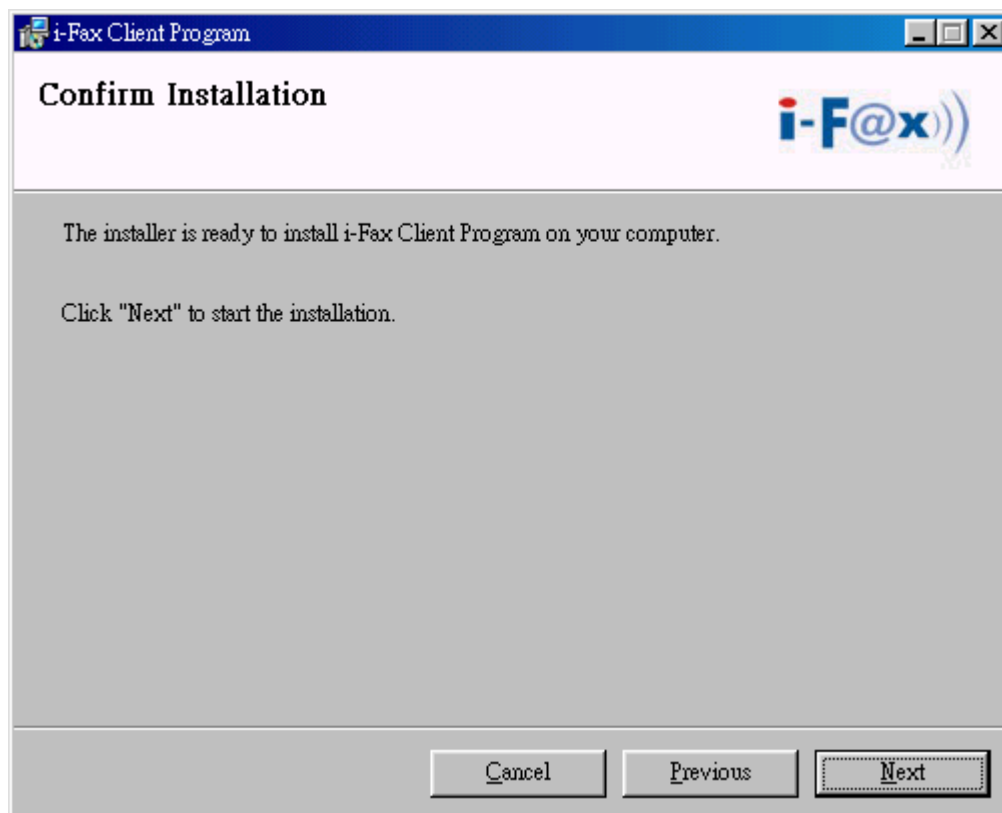


*Choose "I Agree" in the License Agreement page and press "Next" button to continue the setup*

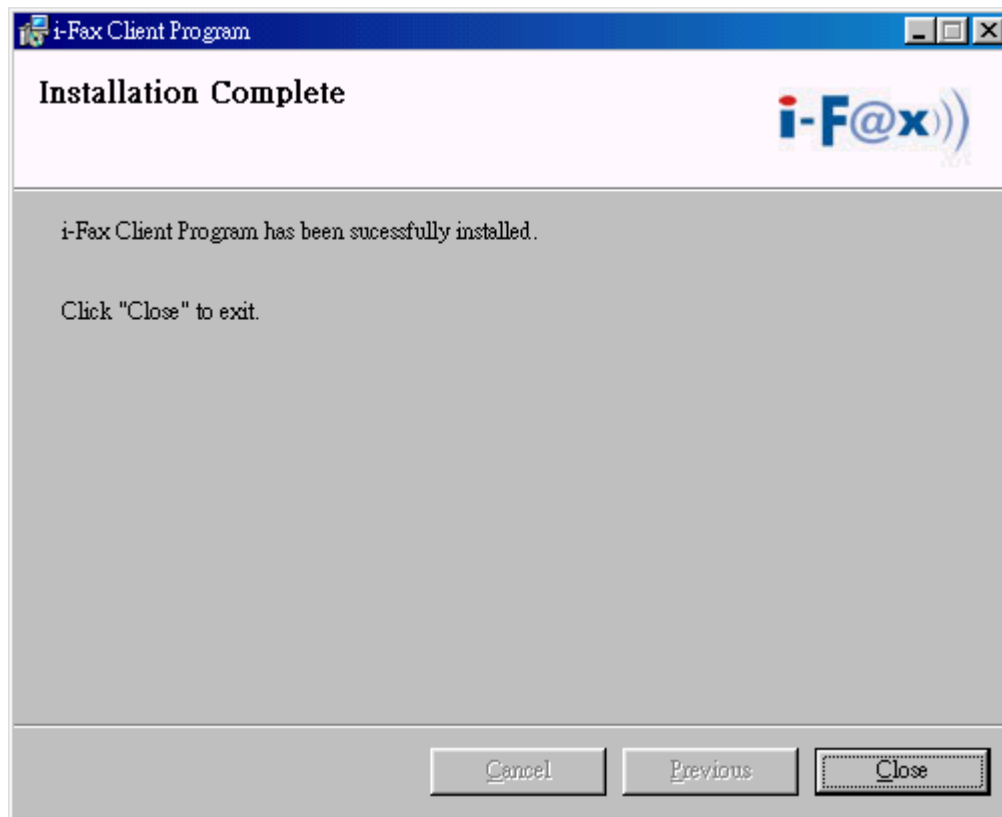




*You can change the directory for the i-FaxClient to install to and click the "Setup" icon to continue the setup.*



*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.*



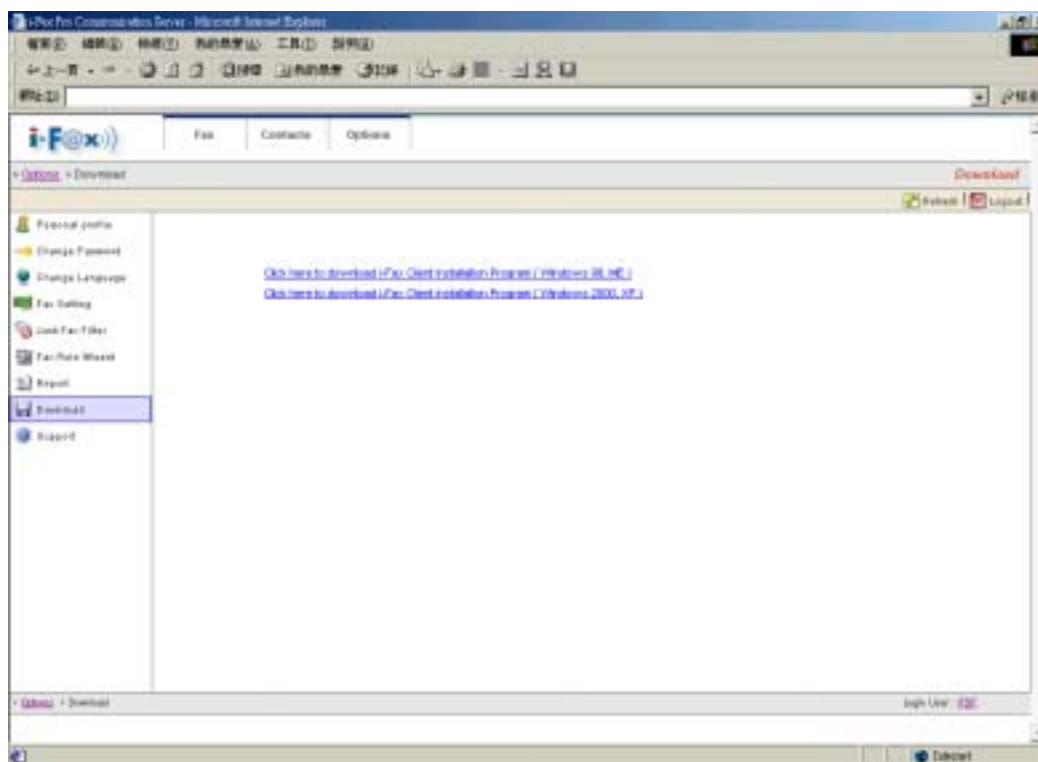
*It will create the " iFaxClient" icon on the desktop, you can double click that icon to start the i-FaxClient program.*



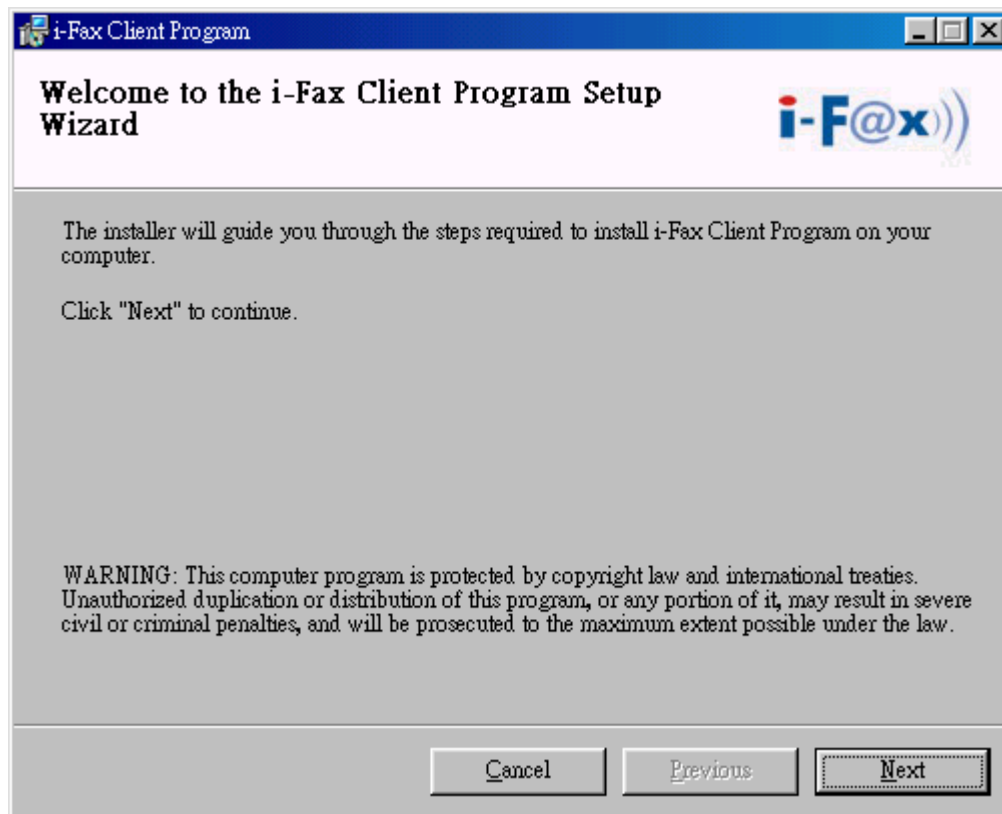
*The i-Fax Client program will load automatically and the icon will display beside the clock.*

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

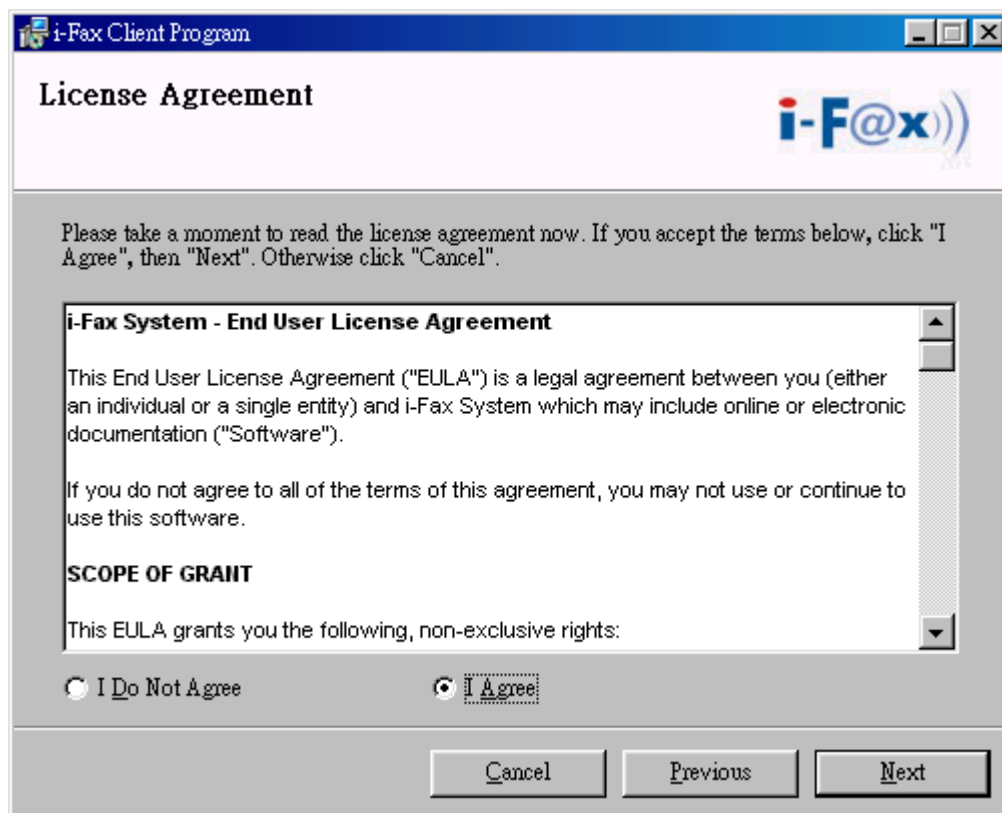
- 1) Login the i-Fax Web Page as the user and click on the “Download” to go to the Options page.
- 2) Click on the “Support” to go to the Support page. Click on the link of the i-Fax Client installation Program for Windows 2000, XP to download the program. Download the program to your computer and then 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)



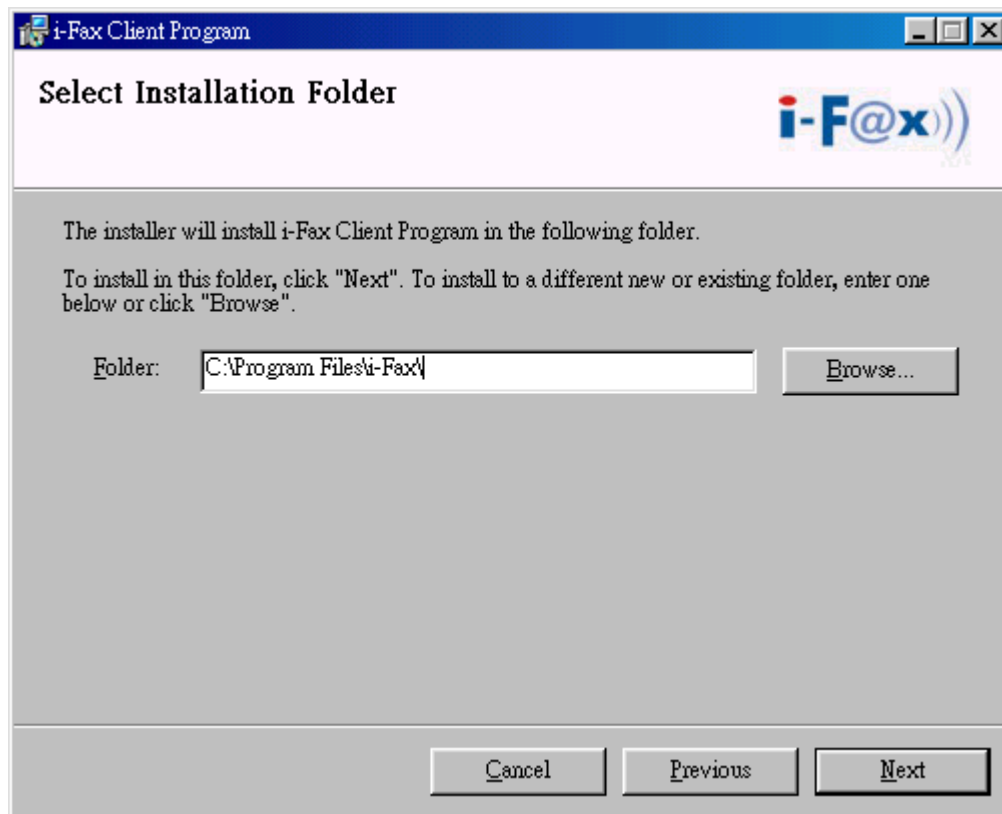
*Login the i-Fax Web Page as the user and click on the “Options” and go to the “Download” page.*



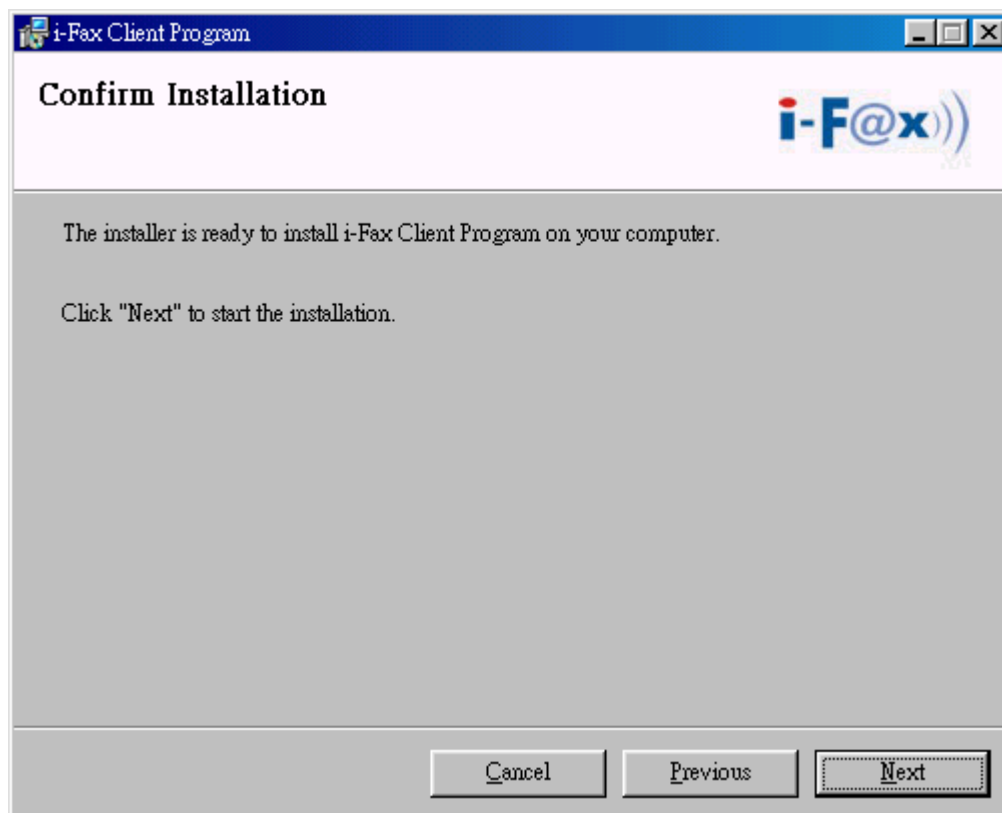
*It is a Welcome Screen and press "Next" to continue the setup.*



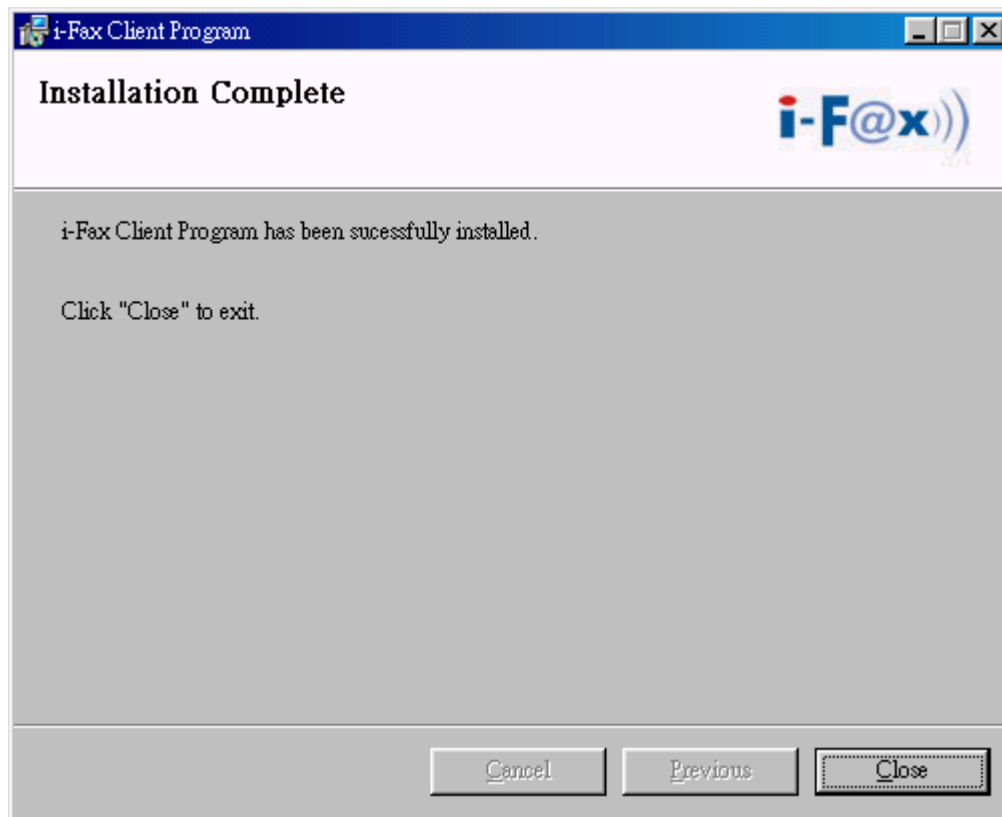
*Choose "I Agree" in the License Agreement page and press "Next" button to continue the setup*



*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.*



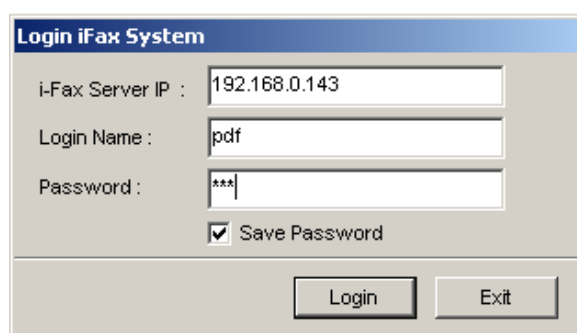
*It will create the " iFaxClient" icon on the desktop, you can double click that icon to start the i-FaxClient program.*



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

## Section 7.3 : Config the Fax Client program

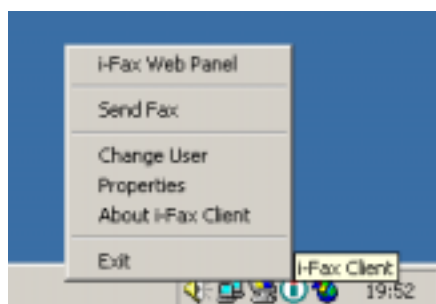
- 1) At the first time starting the i-Fax Client program, it will popup a window to ask you to input the "i-Fax Server IP", "Login Name" and "Password".
- 2) After type in the above information, it will start to create iFax Printer.
- 3) It will create a "i-Fax Client" icon beside the clock, a shortcut 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.



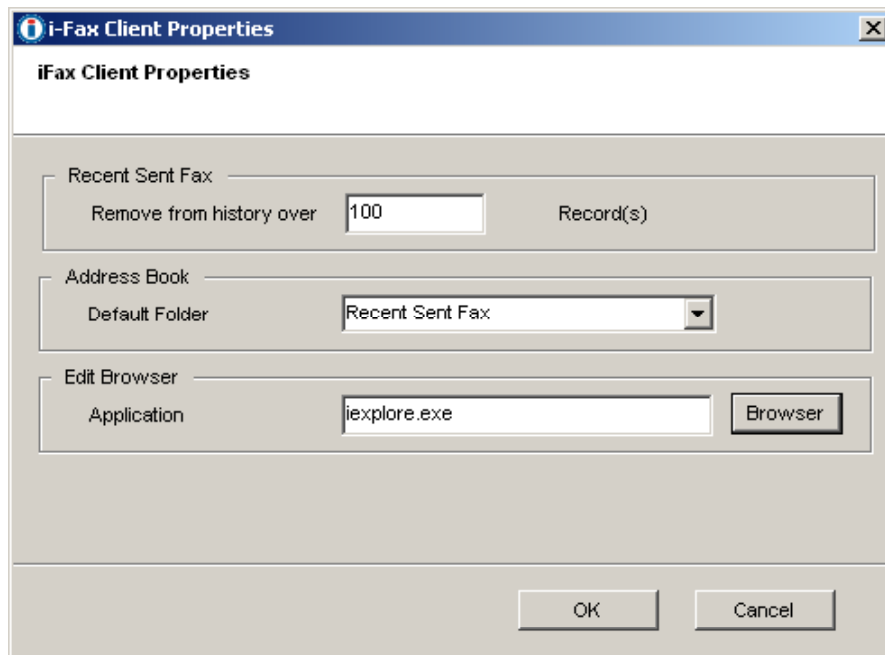
*Login the i-Fax Client.*



*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.*



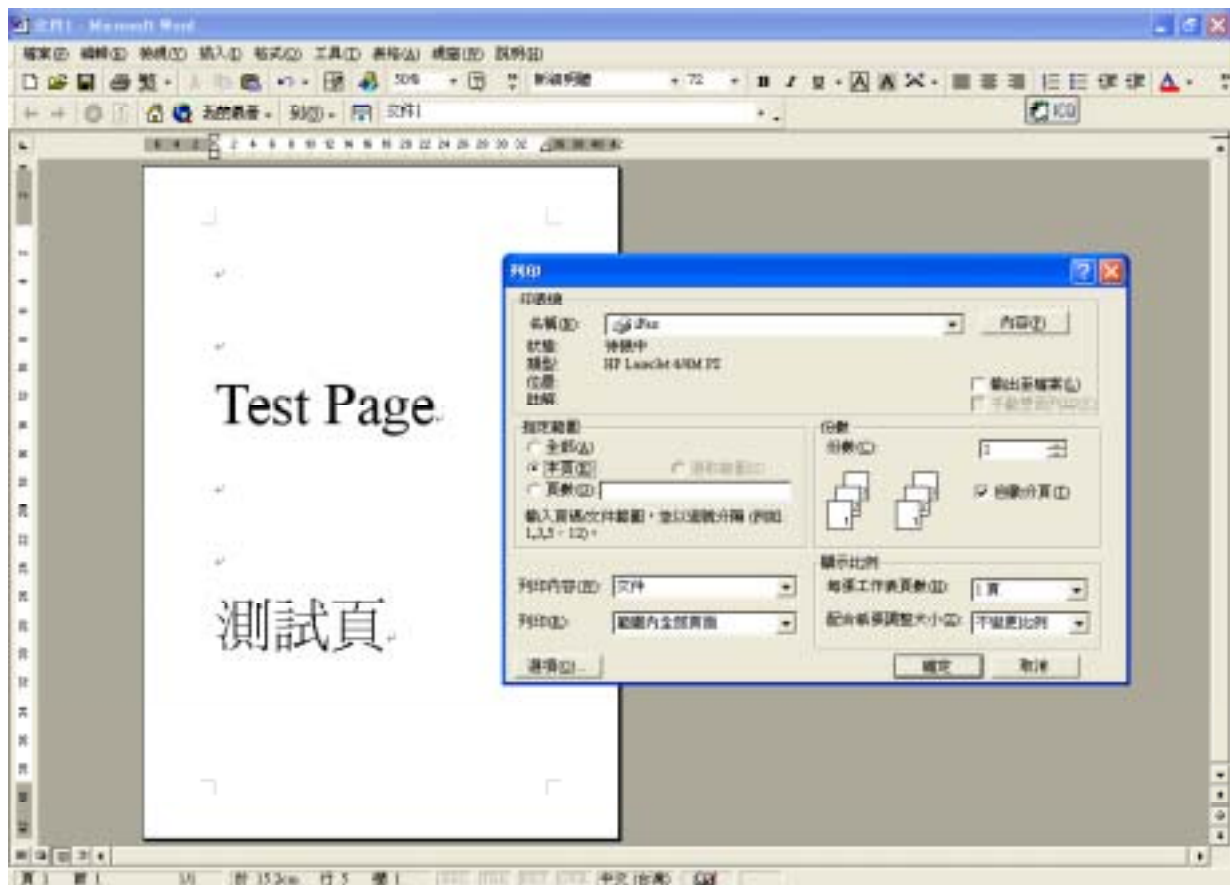
*Set the "Recent" (which is for save how many records in the "Recent Sent Fax"), choose the "Default Folder" of the "Address Book" and the browser.*

#### 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

< [Progress Bar] >

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 :  ☐

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@

Click the “Add” button to add to the fax list.

**i-Fax Wizard**

**Adding a Subject Line**

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

☒ Email Notification Tries

☒ Include a header line

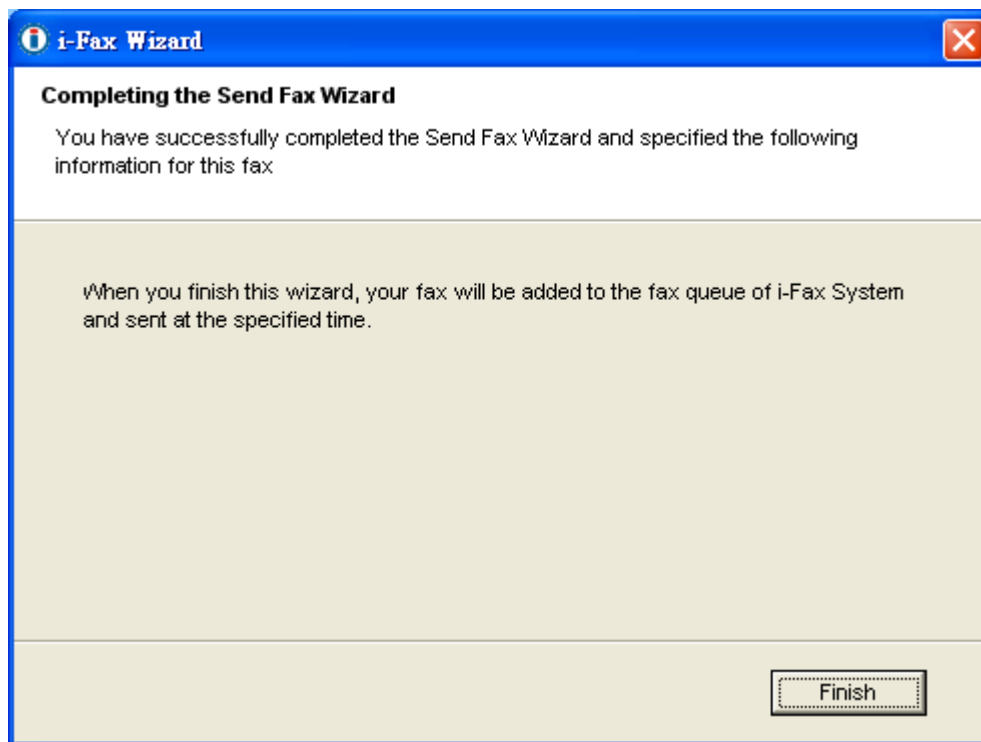
☒ Include a cover page. Use the following template.

Cover Page Template

Subject line :

Remark :

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 :

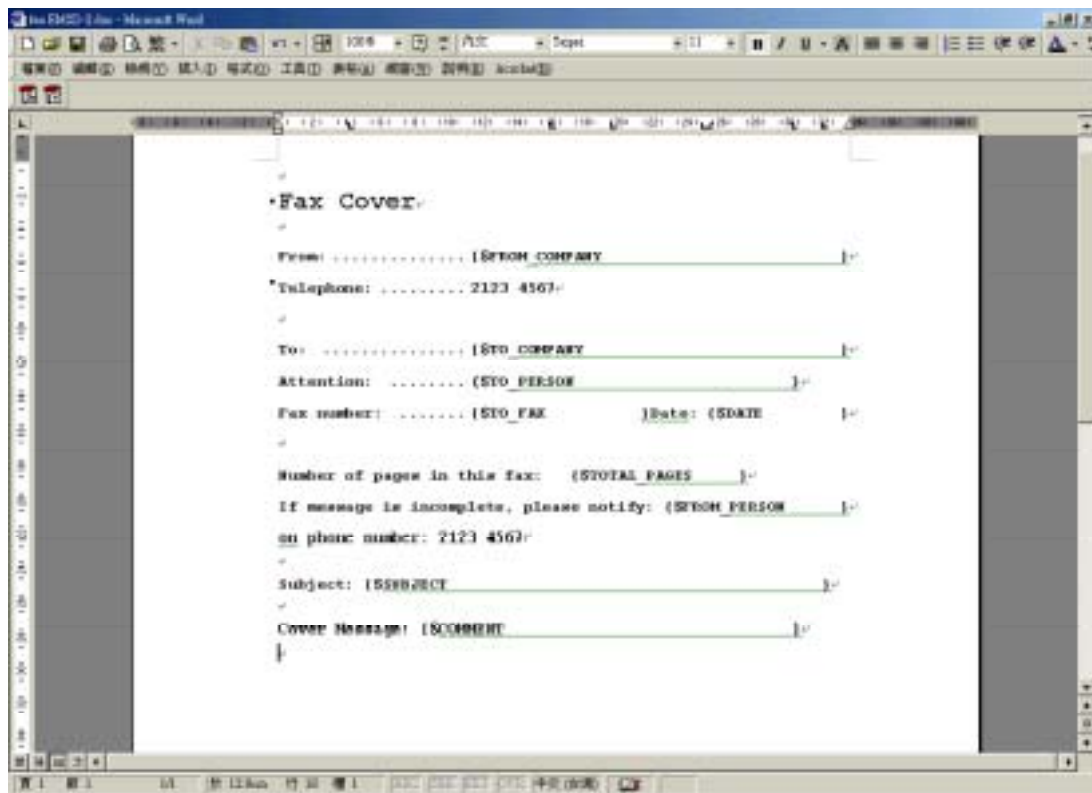
{ \$ID }, { \$DATE }, { \$TIME }, { \$TOTAL\_PAGES }, { \$FROM\_COMPANY },  
{ \$FROM\_PERSON }, { \$TO\_COMPANY }, { \$TO\_PERSON }, { \$SUBJECT },  
{ \$FROM\_FAX }, { \$FROM\_EMAIL }, { \$TO\_FAX }, { \$TO\_EMAIL },  
{ \$FROM\_VOICE }, { \$TO\_VOICE }, { \$COMMENT }

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.



**Fax Cover**

From: ..... (FROM\_COMPANY) .....

Telephone: ..... 2123 4567 .....

To: ..... (TO\_COMPANY) .....

Attention: ..... (STO\_PERSON) .....

Fax number: ..... (STO\_FAX) ..... Date: (DATE) .....

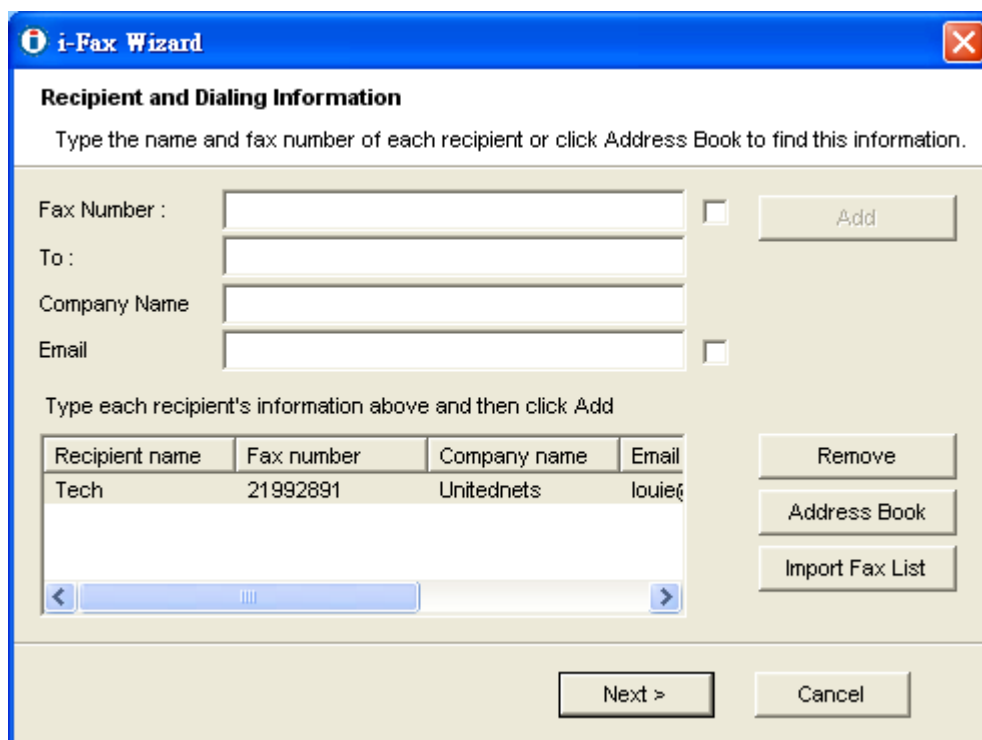
Number of pages in this fax: (TOTAL\_PAGES) .....

If message is incomplete, please notify: (STO\_PERSON) .....  
on phone number: 2123 4567 .....

Subject: (SUBJECT) .....

Cover Message: (COMMENT) .....

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



**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@

<  >

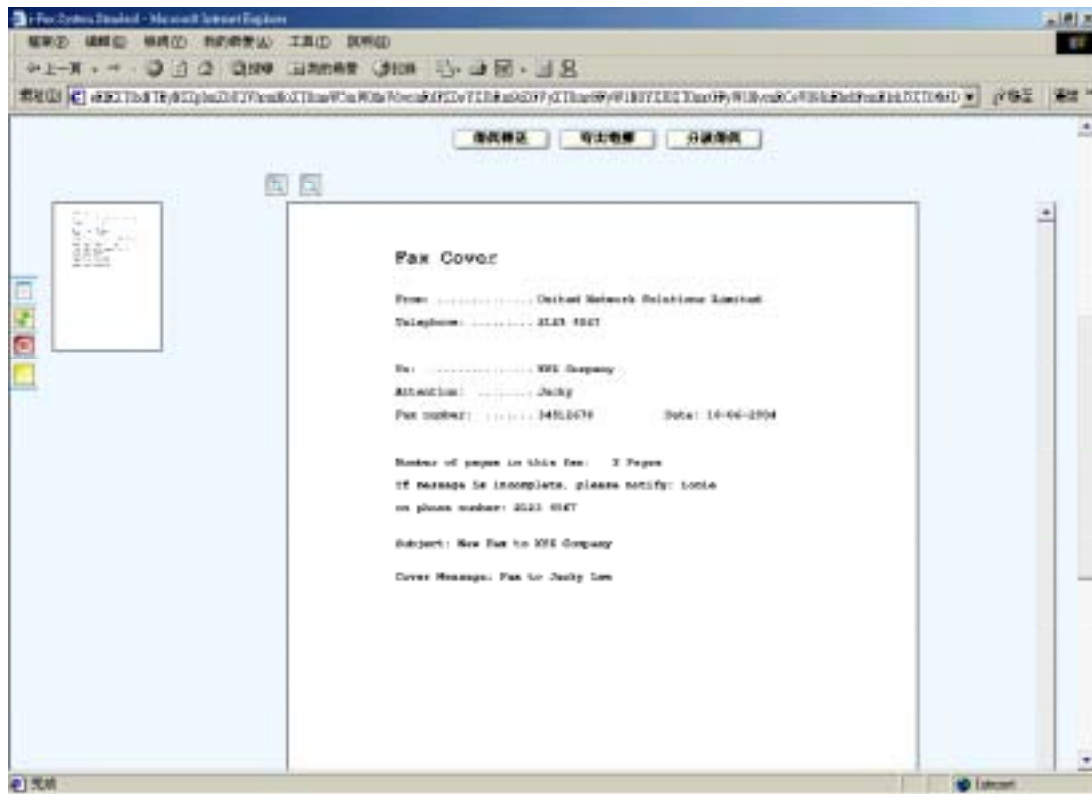
Remove

Address Book

Import Fax List

Next > Cancel

*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](http://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



**聯合網方案有限公司**  
**United Network Solutions Limited**

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Tel: (852) 2119 0876 Fax: (852) 2199 2880 Web: <http://www.unitednets.com> E-mail: [sales@unitednet.com.hk](mailto:sales@unitednet.com.hk)

