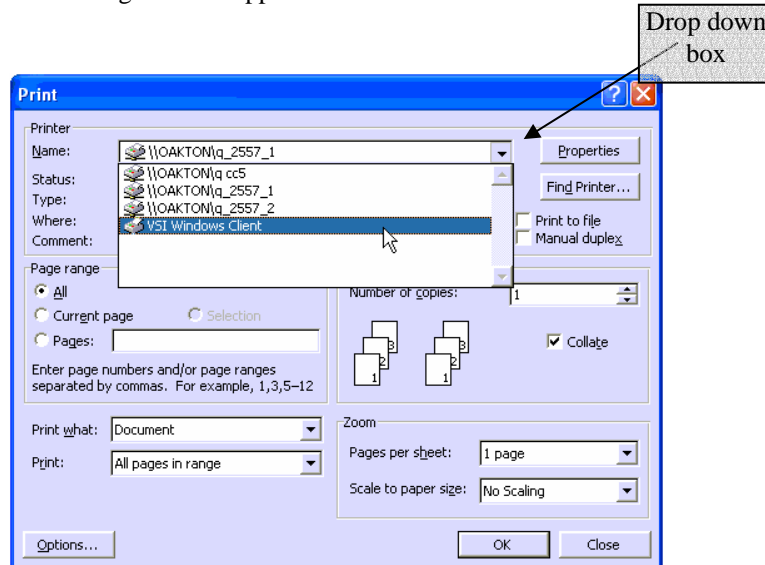


Faxing from Windows Applications

You can fax a document from any Windows application (including word processor, spreadsheet, database, etc.) in the same way that you would print the document.

1. Within a Windows application, click on the File menu and choose Print.
2. The *Print* dialog box will appear. Click on the down arrow next to the *Printer Name*:



box.

3. Choose the *VSI Windows Client* from the list of printers.
4. Click on the *OK* button and *VSI Send FAX* dialog box will appear. Note that this window may not pop to the front on Windows XP. If it does not, select it from the task bar at the bottom of the screen



VSI Send Fax dialog box

There are a series of buttons and cover page fields on the *VSI Send FAX* dialog box.



To Address a FAX manually

1. Click in the Fax Number field and type one of the following:
 - <fax_number>
 - <fax_number>@<company>
 - <name>@<fax_number>
 - <name>@<fax_number>@<company>
 - <email_address>
 - <name>@<email_address>
 - <name>@<email_address>@<company>

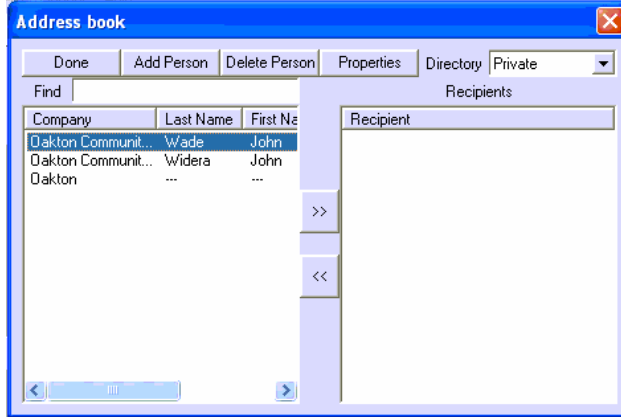
Where <fax_number> is a valid fax number, <company> is a company name, <name> is a person's name. For example, to send to John Smith of Oakton Community College at fax # 847-635-1764, you would type in:

“John Smith@1-847-635-1764@oakton Community College”

2. Just as with dialing any number in the Chicago area, the fax number should always be preceded by a 1 for both local and long distance faxing. for example 1-847-635-1764. (Do **not** precede the number with an 8)
3. **To fax a document to a long distance number**, you will have to add the long distance account number to the send options (see the section below under Send Options -> Dial Suffix)

To Address a FAX using the address book

1. Click on the “address book” button, the address book window will open:



2. Select the address book entry and click on the double arrow button:



to add the person to the recipient list.

3. Select as many additional recipients as you like and add them to the recipient list.
4. Press the “Done” button to close the address book window and return to the VSI Send FAX window. The recipients selected in the address book will be added to the Fax Number field in the format <name>@<fax_number>@<company>. Multiple recipients will be separated by semicolons.

Cover Page Fields

If you are sending a cover page (the default)

1. Type a subject for the fax in the “Subject” field.
2. Type any additional cover page notes or information in the “Memo/Body” field.

Attach Button

The “Attach” button is mostly irrelevant at Oakton, since the printed file is automatically attached. Note that you can not easily use this button to attach other documents since they must be converted to a special format (This happens automatically when you print to the fax printer.)

Archive Button

The “Archive” button sets whether a fax that you send is saved on the server. Archived faxes are stored on the server, never locally. If the button is depressed, then the fax is saved. If not, then the fax is not saved. If you archive a fax, then you can view it in your outbox and resend it, if necessary.

Preview Button

The “Preview” button will open the fax you are about to send in your fax viewing software so that you can verify the cover page and contents. After you finish previewing the fax, close the fax viewer window to return to the *VSI Send Fax* window

Send Button

After completing fax number and entering a subject and Memo/Body as appropriate, press the send button to submit the fax to the fax server.

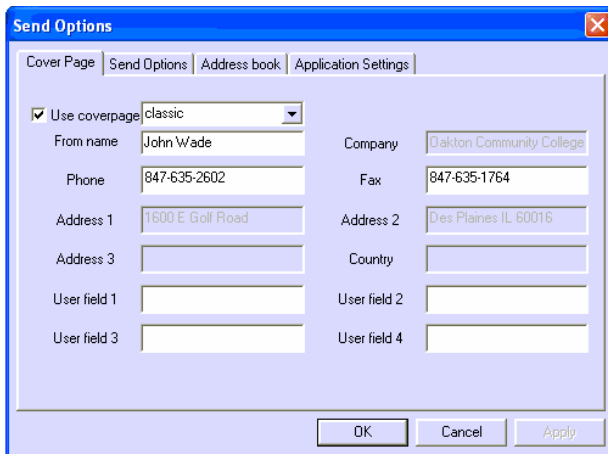
Send options

The Send options dialog is found under Options>Send options and Options>Preferences. The only difference between the two is that they highlight different tabs. Send options allows you to change the following:

- Cover page options
- Send options
- Directories
- Application settings

Any changes that you make in the Send options dialog will be maintained as long as the Send component is running. However, when you quit the program, many of the changes you made will be reset.

Cover page options



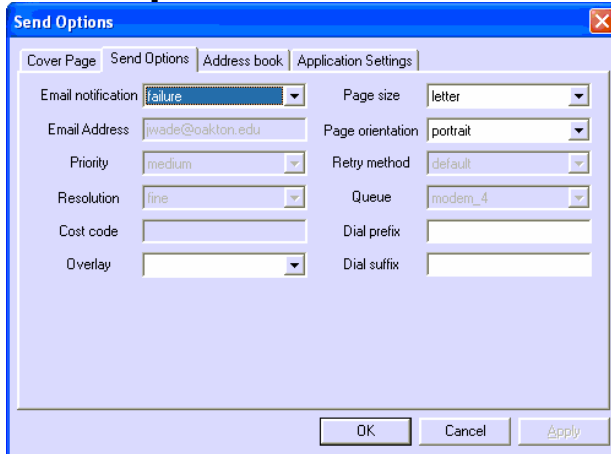
The screenshot shows the 'Send Options' dialog box with the 'Cover Page' tab selected. The dialog has a title bar with a close button. Below the title bar are four tabs: 'Cover Page', 'Send Options', 'Address book', and 'Application Settings'. The 'Cover Page' tab is active. It contains a checked checkbox 'Use coverpage' with a dropdown menu set to 'classic'. Below this are several input fields: 'From name' (John Wade), 'Company' (Oakton Community College), 'Phone' (847-635-2602), 'Fax' (847-635-1764), 'Address 1' (1600 E. Golf Road), 'Address 2' (Des Plaines IL 60016), 'Address 3', 'Country', 'User field 1', 'User field 2', 'User field 3', and 'User field 4'. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

The cover page options tab allows you to set what will be displayed on the cover page of the fax. You can enter your name, address, phone number, fax number, etc, and these values will be used in the fax cover page. **Note:** You can only change fields that the administrator has given you permission to change, if you need to modify an additional field, please contact the help desk.

To use a cover page:

1. Options>Send Options>Cover page tab
2. Check the Use coverpage checkbox (checked by default)
3. Select a coverpage from the drop-down list.

Send options



Using the Send Options tab, you can change the following fields:

Email notification: The default is to notify via email only on failure, but this can be modified to Never, Failure, Success or Both.

Overlay: Overlays work with faxes in much the same as printing documents onto letterhead. When you select an overlay, it and your document are merged into a single TIFF file. The overlay files must be stored on the server. If you are interested in using overlays, please contact the help desk.

Page Size: Letter, Legal or A4 (European size)

Page Orientation: Portrait or Landscape

Dial Prefix: Normally this would be what ever is needed to get an outside line, but at Oakton, it is **not** necessary to put an 8 in this field. In most cases, it should be left blank.

Dial Suffix: The Dial Suffix this allows you to add an extension to the end of the number. You can precede the suffix with a comma. The comma instructs the fax to pause before dialing.

*****LONG DISTANCE NOTE*****

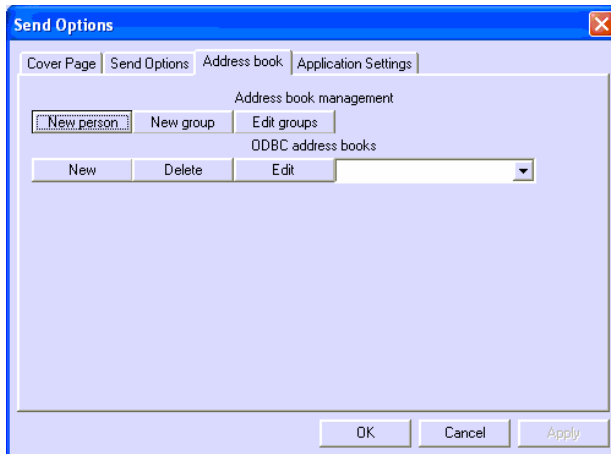
At Oakton, we use the suffix for the long distance account number when faxing long distance. You would enter the following in the suffix box:

.,888888

where 888888=your long distance account number. It is important to enter the commas as they appear.

Your long distance suffix will be saved on the fax server, but will not be accessible to other users. If you do not wish to save it, please uncheck the "Update Profile" checkbox on the application settings tabs as documented below.

Address Book



This tab allows you to manage your Address Books. You can add a new person, create a new group, or edit a group. You can also add an external database (ODBC Address Book) to the list of Address Books. (Please contact the help desk if you would like to use an external database as your fax address book.)

Creating groups

To create a new group:

1. Press the New group button
2. Enter a name and description of the group
3. Select whether this group is Private or Public (Note: If you select Public, you can only choose group members from your Public Address Book. If you choose Private, you can only choose group members from your private Address Book.)
4. Click OK

Editing Groups

You can either edit pre-existing groups or create a new group. For information on creating a new group see “Creating groups” above.

To edit a group:

1. Click Edit groups
2. Select a group from the drop-down menu
3. Either add or remove group members
4. Click Close

To add group members

1. Select a person from the Address Book members column
2. Click the left arrow button

To remove group members

1. Select a person from the Group Members column
2. Click the right arrow button

Application Settings

In this tab, there are four options you can set: Show login and Close on send

Show login: Please do not uncheck this box at Oakton

Close on send: This box is checked by default. As a result, the Send component will be closed when you send a fax. This feature is particularly useful if you are using the print to fax functionality.

Enable delay send: If you check Enable delay send, a dialog will be displayed when you click the Send button asking if you want to Send Now. To send the fax immediately, click OK. Otherwise, click Set time to send and enter a date and time and click OK.

Update Profile: By default the software will save the changes you make in Send Options in your server profile. If you do not wish to save these changes (such as a long distance dial code, uncheck this box

Local Attach initial dir: Only needed for advanced users who are not using print to fax

Using the Address Book

The Address book is composed of several Address Books, including a Public Address Book, a Private Address Book, and any groups that you create. The Public Address Book can be seen by everybody, and the private is seen only by the user logged in. You can perform the following actions, using the Address book:

- Select a recipient from the Address book
- Add a person to the Address book
- Delete a person from the Address book
- Modify an entry

Note: Whether you can add, delete, or modify a public Address Book is determined by your administrator

For more information on selecting a recipient, see “Selecting a recipient from the Address Book” on

Adding a person

To add a person to your Address book:

1. Click the Address book button
2. Click the Add Person button
3. Select whether they will be in your Private or Public Address Book
4. Enter their information, such as First Name, Last Name, and Fax number
5. Click OK

Deleting a person

To delete a person from your Address Book

1. Click the Address book button
2. Select a person to delete
3. Click the Delete Person button

VSI Windows Client

4. Click Yes to confirm that you want to delete that person

Modifying an entry

To Modify an entry in your Address book

1. Right click a person in your Address book
2. Select Modify Entry
3. Make your changes
4. Click OK

Selecting a recipient from the Address Book

Perform the following steps to select a recipient from the Address Book:

1. Click the Address book button
2. Select a Address Book from the drop down menu
3. Select a recipient by clicking on their name
4. Click on the right arrow button to add them to the recipient list
5. When you are done adding recipients, click Done

Finding a person in the Address Book

You can search for recipients by Company using the Find function. Perform the following steps to Find a person in the Address Book:

1. Click the Address book button.
2. Enter the Company name in the Find field.

When the Company name is found, it will move to the top of the Address book list.

Viewing Fax Status

To check the status of a outgoing fax, Launch the VSI Fax 4.2 Application from your desktop.



VSI-Fax 4_2

Click on the Outbox button to open the outbox program:

Outbox

The outbox program allows you to view your sent faxes and the status of these faxes. If the fax has been archived, you can choose to view, modify, and resend the fax. For more information on archiving, see the information about the “Archive button” above. You can update the information at any time by clicking the Refresh button. The Exit button closes the Outbox program.

Viewing a sent fax

When you view a fax, it will be displayed in your default fax viewer. If the fax was not archived when it was sent, an error message will display, telling you that the file does not exist. To view a fax:

1. Select a fax
2. Press the View button

Note: If you double-click a fax, the fax details dialog will be displayed.

Resending a fax

You can resend and modify any fax that you have sent. However, you must have first archived the fax when you sent it. Otherwise, you will get an error message telling you that there are no archive files. To resend a fax:

1. Select a fax
2. Click the Resend button
3. Enter values in the To and Subject fields

Viewing fax details

To view fax details, double-click a fax. The fax details dialog shows details in the following categories:

- Recipient information
- User defined information
- Transmission details

Deleting a fax

If you no longer need a fax in your outbox, you can delete it. To delete a fax:

1. Select a fax
2. Click the Delete button
3. Click Yes

Note: You can also view, resend, and delete by using the right click menu.

Special Fax Procedures

Send the OCC Map

1. Open up Microsoft Word.
2. Click on the *File* menu and choose *Open*.
3. From the drop-down menu, choose the *S:\occshare* drive.
4. Choose the *occmmap.doc* file and click on the *Open* button.
5. Type your document on the letterhead and then follow the fax procedures above.

Faxing a Scanned File- when you DON'T have a scanner attached to your computer.

Hard copy documents can be scanned to create a .pcx file that can be inserted into Word for faxing.

The document you wish to have scanned should be brought to Alice Barnhart. She will process it and create the file for inserting into Word. The file will be stored on *S:\occshare*. When Alice finishes processing your file, she will send e-mail notifying you that it can be retrieved from the *s:\occshare* directory.

1. Open up *Microsoft Word*.
2. Click on the *Insert* menu and choose *Picture*.
3. Choose *From File*.
4. Select the .pcx file that you would like to insert into Word for faxing.
5. Click on the *Insert* button.
6. The file will now appear in your Word document.
7. Now you can fax as you normally would. See instructions above.

Faxing a Scanned File – when you have a scanner attached to your computer

1. Open up *Word 97*.
2. Click on the *Insert* menu and choose *Picture*.

3. Choose *From Scanner*.
4. Your scanned will put into your document
5. Now you can fax as you normally would. See instructions above.