

MPManager Help

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Menu Options

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Message Port Icons

The following icons are displayed on the Message Port main screen.



Refresh Log



View Fax



Print Fax Log



Delete Log Record



Resubmit Fax



Reschedule Fax



Send a 1 page Fax



Launch Comm Redirector



Address Book

Send Screen

Each time you send a fax, you will use the Send Screen. From this screen you will build your recipient list, schedule your fax, add a cover page if you wish, and select the desired resolution.

To build a recipient list:

1. select the desired Fax Book (Public Book Vs your Private Book)
2. select addresses from the left column by clicking on the "To" button, or by double clicking on the selected entry
3. The list of recipients is created on the right
4. To remove a recipient from the list, highlight the recipient and click on the "Remove" button, or double click on the entry
5. You can also enter a fax number other than the ones available in the fax Books by choosing the "Manual" option.
6. Recipients can be grouped by click on the "Save as Group" box.

To schedule your fax:

1. Select Date and Time for transmission.
The default is the current date and time. This will result in immediate transmission.

If you wish to include a cover page, click on the box "Include" box. Add comments if you desire. The subject field is also optional. Select the desired resolution. Click on the Send button to send the fax.

Date and Time


The default date and time are derived from the current system clock. This will result in immediate fax transmission.

If you wish to schedule your fax for delayed transmission, use Date/Time Setup. The date can be changed three ways.

- a. You can click on the up or down arrows to increment or decrement the date.
- b. You can place the cursor over the month, date or year field to increment or decrement just that field.
- c. If you double click on the date field or press F4, you will invoke a calendar to select your date.

To modify the time field, you can click on the up or down arrows to increment or decrement the time. If you place the cursor over the hour or minute field and click, you can change just that field.

Rescheduling a fax message

1. Select the fax job to be rescheduled in the log window of Message Port Manager.
2. Click on  from the toolbar to bring up the Reschedule Screen.
3. Select the Date and Time at which you wish to transmit the selected fax.
4. Click on the "OK" button to reschedule or "Cancel" to undo the operation.
5. You can undo all the changes and go back to the earlier schedule by using the "Revert" button.
6. Use F4 function key to bring up a calendar, and use this to select the scheduling date.
7. The F2 function key changes the value of the currently selected field to current system value.
8. Function key F3 clears the currently selected field.

About MPManager

Message Port provides the first step towards a complete fax management system in your office. With Message Port you and your coworkers can:

- Send and receive fax messages by sharing the network attached fax modems
- Send fax messages from any Windows application with WYSIWYG capability
- Schedule faxes for delayed transmission
- Route incoming faxes as email attachments
- View incoming faxes on your workstation
- Share the data modems for your routine file transfers or dial-out services such as email or bulletin board services

MPManager is a front end to Message Port, providing the user interface for fax and modem management functions.

Fax Log

The Fax Log option has submenus to view the fax, print the fax, delete the fax, exit from the application, and provide information about Message Port Manager.

For more information, select the respective options

Refresh Log

View Fax

Print Log

Delete Log

Exit

About

The Log displays both the incoming and outgoing faxes. The following information about each fax job is displayed on the log screen.

Type indicates whether the fax was sent (SEND) or received (RECV).

Station ID shows the fax number being called or the senders fax id number.

Subject reflects what was entered in the subject field of all outgoing faxes.

Status shows the current status of a fax. The four states are Pending, Complete, Error or Abort.

Schedule Information indicates the date and time of transmission or reception.

Pages indicates the number of pages sent or received.

Call Duration shows the length of the transmission or reception in minutes and seconds.

Creating and Sending a fax message

There are two types of facsimiles that can be created. Once created, they are both sent using the Send Fax screen. The two fax types are:


A One Page Fax This consists of a cover page with an area for 18 lines of comments.

or

A Multi-Page Fax This is any document accessible by a Windows application.

One Page Fax

To create and send a One Page fax:


1. From the Message Port Manager toolbar, click on the  icon.
2. This brings up the Send Screen.
3. The Cover Page selection will be checked.
4. Build the recipient list by selecting from the Fax Book, or by entering a new address.
5. Click on the Comments button to fill in the Cover Page comments.
6. Select Date and Time for transmission.
7. Select the resolution and fill in the subject field.
8. Click on the Send button to send the fax.

A Multi-Page Fax


Once your document has been created,

1. From any Windows Application, setup the printer to be MPFAX on LPT1 (using the setup printer menu in your application).
2. Select the Print Option from your application.
3. The Send Screen appears.
4. Build the recipient list by selecting from the Fax Book, or by entering a new address.
5. Click on the Comments button to fill in the Cover Page Comments.
6. Select Date and Time for transmission.
7. Select the resolution and fill in the subject field.
8. To include a Cover Page in the message, check the Cover Page button and click on the Cover Page Comments button to fill in the Cover Page comments.
9. Click on the Send button to send the fax.

Resubmitting a Fax


1. In Message Port Manager window, select the fax job to be resubmitted.
2. Click on .
3. Send Address dialog box appears. Select the recipients for this resubmission.
4. Select date and time at which the fax has to be transmitted.
5. If you need a cover page with this fax, select the cover page option.
6. Enter comments if you wish.
7. Select "Send" button to submit the fax job or "Cancel" to not send this fax.

Viewing a fax message

1. From the Message Port Manager window, select the fax job you wish to view.
2. Click on  Message Port Viewer will be started with the selected fax file.
3. Use the various image manipulation commands provided by the Viewer to view and work with your fax.
4. Exit from the viewer.

Using the FaxBook




From the Message port Manager window, click on  to invoke the FaxBook. As a client, you have access to two FaxBooks. One is public. The Public FaxBook is created and maintained by the administrator. Anyone with an administrator capability can update or modify the Public FaxBook. Individual users can only import or use addresses from the Public FaxBook to send faxes.

The other FaxBook is Private. Only the individual user has access to it. At a time you can select either one of them to work on. Select the type of address book by using the FaxBook menu. A list of all the entries in the selected FaxBook will appear. Now you can modify the existing entries or create new addresses or groups.

Using the shared modem for data connections



1. Click on  to invoke the MP CommPort Redirector window.
2. Available modems on the network are listed
3. Select one of the shared modems.
4. Use "Connect" to connect to the selected modem or "Queue" to queue a connect request.
5. Once you are connected, invoke the communications application you want to use.
6. Once you are done using the shared modem, use "Cancel" to disconnect.

Message Port Log

The Message Port Manager window displays the log of all the jobs corresponding to the user who is logged in. If the logged in user has administrative abilities, a log of all the jobs in this MP configuration will be displayed. It provides the status of each fax or data job.

Double clicking on a fax job entry gives corresponding details. Each line in the log lists the Type of job, StationId of the remote end for a received fax or the fax number for transmitted fax, the scheduled or event time, number of pages for the fax job and the status of the job.

Send

You can use this option to send the fax or to reschedule an existing fax. When the user chooses this option, the following choices are displayed in a pull-down menu.

Resubmit

Reschedule

Fax Book

The Fax Book option has a submenu Update Fax to update the address book.

Configure

This option enables the user to configure the environment for message port. When this option is chosen, the user gets the following choices.

[Fax Configuration](#)

[Modem Configuration](#)

[Server Configuration](#)

[User Configuration](#)

[Modem Sharing](#)

Refresh Log

This option enables the user to view the latest entries to the spreadsheet.

View Fax

This option enables the user to view the fax. The fax job should be selected from the log by placing the cursor on the job. If you select this option the viewer screen will be displayed.

Print Fax Log

This option enables the user to print the Message Port log.

Delete Log

This option enables you to delete a fax or data job that is currently selected on Message Port window.

Send Fax

You can use this option to enter all the information necessary to send a fax.

Reschedule Fax

You can choose this option to reschedule an existing fax. When the user chooses a job from the log and then selects this option, the system will display the existing information on the monitor. The user can change all or part of the information displayed on the screen.

One Page Fax

You can choose this option to send a quick one page fax in cover page format.

Message Port Redirector

This option invokes the Message Port Redirector, which redirects the local serial port to an available server's shared comm port. This is used for data transfer.

Address Book

This option enables the user to enter, modify and view the FaxBook.

Fax Manager

This option enables you to configure the modem at the server. The type of modem and the initialization string for the modem can be entered here. The communication port to which the modem is attached can also be specified here. The information entered here will be displayed on the spreadsheet in the client server module.

Refresh Log

This option enables the user to view the latest entries to the spreadsheet.

View Fax

This option enables the user to view the fax. The fax job should be selected from the log by placing the cursor on the job. If you select this option the Viewer Screen will be displayed.

Print Log

This option enables the user to print a fax file.

Delete Log

This option enables you to delete faxes that are selected from the fax log displayed on the screen. Before deleting anything, the system will prompt you to select the option for whether to delete all the files from the fax log or to delete only selected files.

Exit

You can exit this application by selecting this option.

About

This option will display the information about the MP Manager software.

Resubmit

You can use this option to enter all the information necessary to resubmit a fax.

Reschedule

You can choose this option to reschedule an existing fax. When the user chooses a job from the log and then selects this option, the system will display the existing information on the monitor. The user can change all or part of the information displayed on the screen.

Update Fax

This option will bring up the address book screen. From here you can add, modify or delete FaxBook entries.*

Fax Configuration

Your Fax cover page is configured through this screen. Enter the name of your company, fax number and the name of the logo bitmap file. The logo file should be in the ***misc*** subdirectory of Message Port database station. This logo file is shared by all the users of this Message Port installation.

Enter number of times you would like Message Port to retry sending a fax message if the transmission fails in the Retry Count field.

Enter the number of seconds to wait before retrying in the Retry Interval field.

Click on "OK" button to save the information and return to Message Port Manager.

User Configuration

Prior to installing Message Port on a user/client system, use this option to add the user to the list of Message Port users. This screen has the following options:

Add User : Enables the MP Administrator to add user names. The Login Name, Full Name and Voice Number should be entered. The login name given here becomes the default Message Port password for the user. User can change the password later if desired. The Voice Number provided is used as user's phone number in the coverpages created by the user. You can click on "Administrator" to give this user administrator capabilities.

Delete User : Enables MP Admin to delete one or more users. Select the user(s) to be deleted by highlighting the entry in the Users list and click on the "Delete User(s)" button.

Update User : Enables the Admin to modify User information. Select the user by highlighting the entry in the Users list. Click on "Update" to bring up the MP Update User screen. You can modify the name and voice number of the user here. You can also restore the user's password to the user's login name by selecting "Set As Password". Click on "OK" button to save the changes and get back to the MP User Configuration screen.

Server Configuration

This Server Configuration helps in identifying the modem and comm port that makes this workstation a modem server. To set up a modem, ensure that it is properly connected. Then follow these steps:

1. From Message Port Manager, pull down the Configure menu to Server Configuration. The Server Configuration dialog box will appear.
2. Choose the modem from the ModemList Combo Box
3. Choose the comm port to which the modem is attached in the Comm Ports list.
4. Select "Configure" to update the database.
5. Click on "Close" to quit the screen and go back to Message Port Manager.

You can use the "Delete" button in Server Configuration to disable your workstation's server capability.

Modem Configuration

This option helps you add a new modem to the list of modems available in your Message Port configuration. It also lets you modify the already existing modems in the configuration.

To add a new modem:

1. Click on the "New Entry" button.
2. Enter the modem name. You may use the manufacturer or the modem name or any reference name of your choice.
3. Enter the appropriate modem initialization string. You need to refer to the modem manual for the appropriate initialization string.
4. Select the Modem Usage mode of your choice:
 - i. Send/Receive: Available with Class 2 fax modems only.
You can select this option for both fax and modem sharing functions. When selected, you allow the fax modem to be shared for fax transmit and receive and outgoing modem sharing.
 - ii. Send Only: Class 2 fax modem only.
You may select this option to restrict the fax modem to only outgoing fax transmission and outgoing modem sharing capability.
 - iii. Receive Only: Class 2 fax modem only.
You may select this option to restrict the fax modem to only incoming fax messages.
 - iv. Data Only: Available with any data or fax modem.
Use this option if you want to use Message Port's modem sharing capability for data communications only - fax is disabled.
5. Click on "Save" to complete updating the modem list.

The existing modems in the configuration are displayed in the modem list. To modify a given modem's information, select the modem from the list and click on "Edit" button. Now you can edit the various fields. Click on "Save" to save the modifications. You can delete the currently selected modem by clicking on the "Delete" button.

You can quit "New Entry" and "Edit" operations by clicking on the "Undo" button.

Click on the "Close" button to quit this screen and go back to Message Port Manager.

Modem Sharing

Use this option to select the local port to access the network modem. All the outbound data calls are redirected to the network modem through this local comm port.

When you select this option, MP Modem Sharing screen comes up. Select the local comm port to be redirected by selecting one of the four comm ports and click on "OK" to save the selection.

Fax Configuration

This enables the user to enter the Company name, Fax number and the Logofile name. The retry count and interval can also be set using this option.

Add Modem

This option enables the user to add a modem to the network. The modem name and the model are entered by the user.

Comm Port

The modem can be connected to any one of the following Communication ports on the Message server.

COM 1
COM 2
COM 3
COM 4

Modem Mode

The modem can have any one of the following modes.

- Send/Receive
- Receive only
- Send only
- Data only

Modem Initstring

The user should enter the initialization string for the modem which is being added. This will be used to initialize the modem.

Delete

This option enables the user to delete the selected modem from the network.

Logofile

This is a bitmap file which contains the Company logo. The cover page of all the faxes sent will have this logo printed at the top.

