fax EXPRESS

Network Evaluation Software

ReadMe First

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Section 1: INTRODUCTION & OVERVIEW

FaxExpress is fax software for the Apple Macintosh. This software is our network fax software. A single user version of FaxExpress is also available.

This software is an evaluation version of FaxExpress. It stamps the word "Evaluation" across each page of a sent fax and you will only be able to view the first page of each received fax.

We suggest you skip read this document before you install the software.

What do I need ?

FaxExpress requires MacOS 7.1 or later. In order to use FaxExpress, you also need a Class 2 or Class 2.0 fax modem. Some examples of Class 2 and 2.0 modems are any US Robotics modem produced in the last 3 years. The internal iMac modem. The MultiTech 56K V90 ZDX (or 33.6, 28.8 or 19.2 ZDX modems). The Global Village Platinum 56K V90, or the 33.6K Global Village Platinum, or the 33.6K Zoom. Your modem manual should tell you whether your modem supports Class 2 or Class 2.0, but they sometimes don't. So if you look in the Troubleshooting Appendix in the Server Manual, which is installed with the Server Software, you will find out how you can check whether your modem supports Class 2 or Class 2.0. Also we will shortly (in the first Quarter of 1999) be supporting Class 1 modems, which will enlarge the range of modems we support. Please consult your dealer or fax or e-mail us if you need more information. Our fax number and e-mail address are at the end of this ReadMe.

Overview

There are two parts to the network software, the Server Software and the User Software. When you purchase them they come in separate packs. For your network you will need one FaxExpress Server Pack and one or more FaxExpress User Packs. Say you are setting up a FaxExpress system for a network of 10 users. You will require one Server Pack plus one 10 User Pack or two 5 User Packs. Obviously, if you are adding users to an existing FaxExpress system, you will only require a User Pack for the required number of additional users.

In a network using FaxExpress, one Macintosh is chosen as the Server Macintosh. The Server Macintosh has the FaxExpress Server Software running on it all the time and it has the fax modem attached to it, usually plugged into the modem port. FaxExpress does not require a dedicated Server. In a smaller network, without a networked file Server, the FaxExpress Server Software can be installed on one of the workstations. In a larger or busy network, it is usual to install the FaxExpress Server Software on a networked file Server.

The FaxExpress User Software is installed on all the Macintoshes in the network that want to send and receive faxes with FaxExpress. You can install the User Software on the Server Macintosh too if you wish. The users send faxes to the server, which puts them into fax format and sends them out through the modem to the outside world. All incoming faxes are received on the server and then viewed, printed, out, or passed across the network to one or more of the users.

Section 2: INSTALLATION INSTRUCTIONS

You should install the Server software first before you install the User software. Copy the Server Installer to your Macintosh and then double click on it and follow the instructions on screen. After the installation is complete you will find a folder called Fax Folder on your hard disk which will contain your Server Software and the Server Manual in PDF format. Read through the Chapter called Installation in the Server Manual. Repeat the process for the User Software and note that there is a Quick Start User Guide installed too.

Section 3: SENDING A FAX

Sending a fax from an application, like Quark or Word, is very similar to printing, except that you are printing your document onto a fax machine in another location, rather than onto your own printer.

When your fax is sent, or if it fails to send, you will be notified by a beep and an alert on screen:
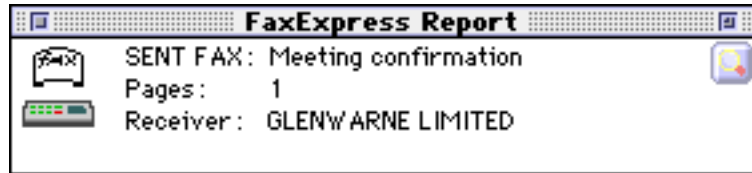
You will fax directly from the document you have open and you can fax from any standard Macintosh application, plus you can attach a cover page. With the document you wish to fax open, hold down the Shift and Control keys and go to the **File** menu. Since you are holding down the Shift and Control keys the Quick Fax Selector will operate and you will see **Fax…** as an item rather than **Print…**:

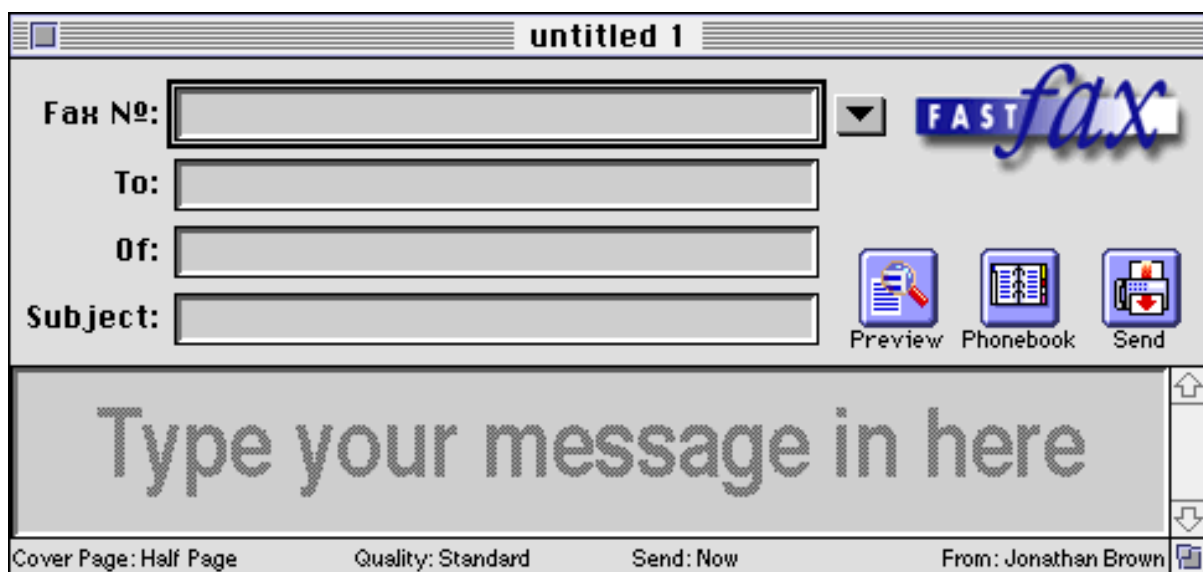When you select **Fax…** the following dialog box will appear:

To fax your document just enter a destination number in the **Fax Nº:** box and click on the **OK** button.

If you just want to send a simple cover page message, you will use the FastFax feature which you will find in your Apple Menu Items.

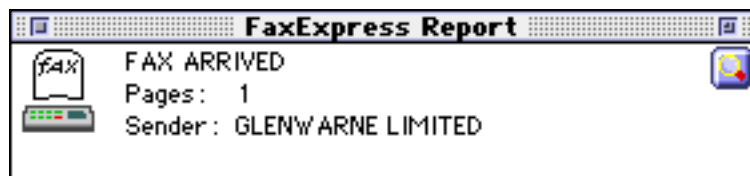Highlight **FastFax** and the following window will appear:

To fax your document just enter a destination number in the **Fax Nº:** box and click on the **Send** button.

Section 4: RECEIVING A FAX

You will only be able to see received faxes on your Macintosh if the receive facility is enabled on the FaxExpress Server Macintosh. If it is set up to receive faxes, someone on the network will be identified as the administrator for received faxes and notified whenever a fax is received. That individual will then view the fax to see who it is addressed to, and pass it around the network to the appropriate individual by choosing their name from the Forward menu.

Forward

Copies to...

Dave Bond
Steve Clark
Howard Foster
Ian Murray
Alan Jones
Dave Peters
Di Ross
Colin Smith
Adam Taylor
Harry Wilson

When a fax arrives on your Macintosh the following window will appear:

FaxExpress Report

FAX ARRIVED
Pages: 1
Sender: GLENWARNE LIMITED

You will view faxes with FaxViewer and clicking on the view ( ) button in the window above will automatically start FaxViewer and open the new fax on screen. Alternatively, you will find FaxViewer in your Apple Menu Items:

About The Finder...

FastFax
FaxStatus
FaxViewer
Calculator
Chooser
Control Panels

Select FaxViewer from the Apple Menu items, and you will see the Received Faxes window which shows a list of received faxes which have not yet been deleted:
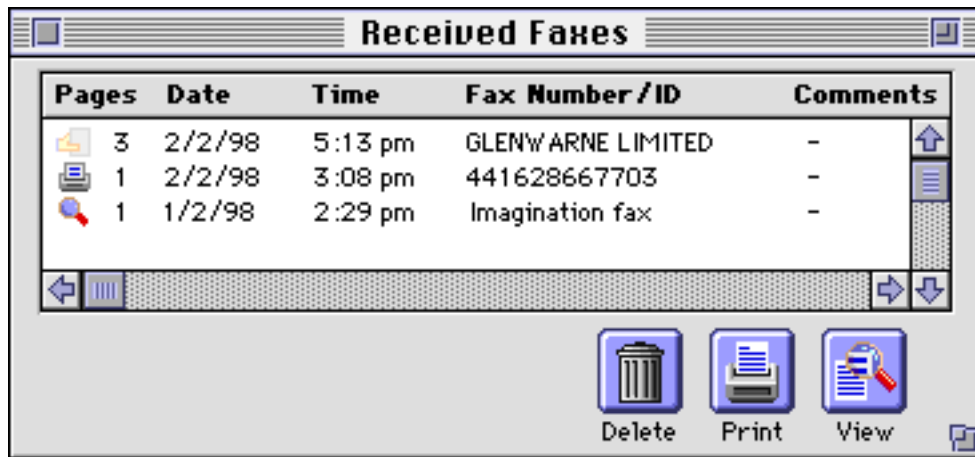
The Pages column shows that a fax has been viewed (🔍), printed (🖨) or not yet viewed (📄) by displaying the appropriate icon. It also shows the number of pages. After the Pages column are shown the Date and Time columns and the Fax Number/ ID column. The Comments column will be blank for new received faxes.

You Delete, Print or View a fax by highlighting the fax i.e. by clicking on it, and then selecting one of the buttons.

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