

Fax Server IP Manual

International
Headquarters

VIDICODE Datacommunicatie BV

Blauwroodlaan 140, 2718 SK Zoetermeer
The Netherlands

Tel. +31 79-3617181 Fax +31 79-3618092
vidicode@vidicode.nl www.vidicode.nl

USA

VIDICODE Datacommunications

P.O. Box 3288
Wilmington, N.C. 28406

Tel. 910.452.5600 Fax 910.254.3525
sales@vidicode.com www.vidicode.com

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1 Introduction

The **Fax Server IP** is a stand-alone network fax machine. Together with the **Fax Server IP Archiving System** and the **Send Fax** application it forms a complete network faxing system. Faxes can be sent from every workstation on the network with the Send Fax application. The Send Fax application addresses the Fax Server IP, which stores the fax and takes care of the actual fax transmission. All faxes received by the Fax Server IP are stored on the internal hard disk and can be viewed from every workstation with the Fax Server IP Archiving System. The Fax Server IP handles incoming and outgoing fax transmission and stores all sent and received faxes. All stored faxes are available through the network. The Fax Server has extensive E-mail capabilities. Incoming faxes can be selectively E-mailed to programmed E-mail addresses. Fax transmission results are E-mailed to the Send Fax User.

1.1 Fax Server IP

The Fax Server IP is the actual fax machine. The telephone line connection enables the reception and sending of faxes. All sent and received faxes are stored in a database on the internal hard disk.

Faxes can be sent from every workstation using the Send Fax application. The Send Fax application addresses the Fax Server IP to send the fax. The Fax Server IP takes care of the actual fax transmission and can E-mail the User back with the result of the fax transmission.

The Fax Server IP holds a list of Users. This list can be managed from within the Send Fax Options.

The fax database on the Fax Server IP can be accessed with the Fax Server IP Archiving System through the network connection. All received and sent faxes can be viewed from every workstation connected to the network.

E-mail is fully integrated in the Fax Server. Received faxes can be selectively E-mailed to programmed E-mail addresses. In case several local fax numbers are used the selection can take place according to local fax number. Your PBX should support this function to enable this kind of selection. Selection of faxes for distribution via E-mail can also take place according to remote Fax ID. After fax transmission the Fax Server can E-mail the result of the fax transmission back to the User of the Send Fax.

1.2 Send Fax

The Send Fax application allows you to send a fax from virtually every PC application with print option. With the installation of the Send Fax application a printer is added to the computer's list of printers. Use the **print**-command in your application to transfer the document to the Send Fax application, which consequently starts up. In the Send Fax application one or more

recipients can be chosen from an address book. New entries to the address book can easily be made. The Send Fax has a preview function that allows you to have a last look at the fax before sending it off. When **Send Fax** is clicked the fax is uploaded to the Fax Server IP that will automatically take care of the fax transmission. After fax transmission the Fax Server can report the transmission result back to the User of the Send Fax through E-mail.

1.3 Fax Server IP Archiving System

The Fax Server IP Archiving System is a PC application that allows you to access the Fax Server IP database over the network. The Fax Server IP Archiving System shows a listing of the Fax Server IP's database in the Main Archive. Each record in the Main Archive represents a fax. The Fax Server IP Archiving System can keep the listing of the Main Archive up to date automatically. The faxes belonging to the records in the list can be viewed with the built in fax-viewer. The viewer allows you to browse through the database of the Fax Server IP.

The Fax Server IP Archiving System supports the use of four Fax Servers.

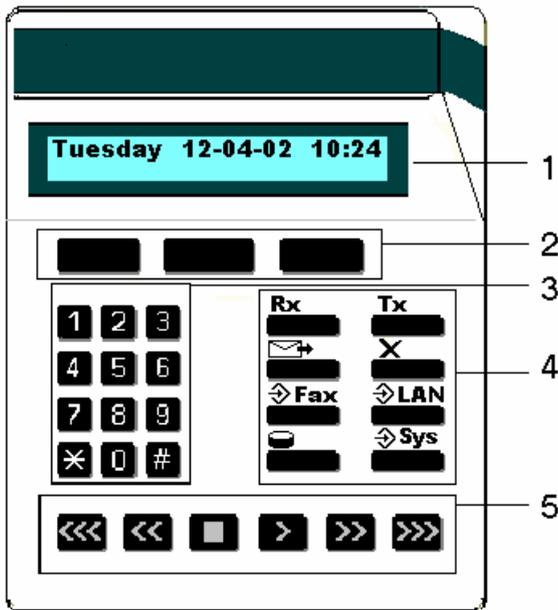
1.4 Getting the Fax Server IP Fax System to work

For the Fax Server IP Fax System to work you need at least:

- A **Fax Server IP** connected to a telephone line and to the network.
- At least one workstation with the **Fax Server IP Archiving System** application installed.
- At least one workstation with the **Send Fax** application installed.

The connection and setup of the **Fax Server IP** is described in Chapter 2. The installation and operation of the **Send Fax** application is described in Chapter 3. The installation and operation of the **Fax Server IP Archiving System** is described in Chapter 4.

2 Fax Server IP



1. The display.
2. The Softkeys. The softkeys function is determined by text right above the key in the display.
3. The numerical keys.
4. The 8 function keys. See below.
5. The arrowed keys.

The eight function keys:

Rx	Received faxes queue and Received faxes info key. See § 2.9
Tx	Sent faxes queue and Send faxes info key. See § 2.10
	Fax ID info key. See § 2.11
X	Empty queue function key. See § 2.12
⇨ Fax	Fax settings menu key. See § 2.6
⇨ LAN	Network settings menu key. See § 2.7
	Disk info key. See § 2.13
⇨ Sys	System settings menu key. See § 2.5

2.1 Introduction to Fax Server IP

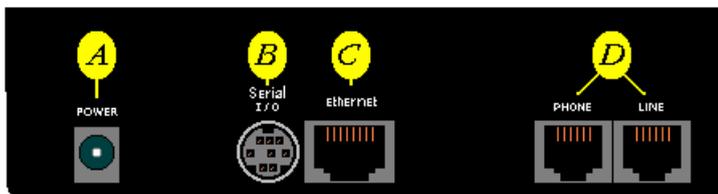
The Fax Server IP is the actual fax machine. The telephone line connection enables the reception and sending of faxes. All sent and received faxes are stored in a database on the internal hard disk. E-mail is fully integrated in the Fax Server. Received faxes can be selectively E-mailed to programmed E-mail addresses. In case several local fax numbers are used the selection can take place according to local fax number. Your PBX should support this function to enable this kind of selection. Selection of faxes for distribution via E-mail can also take place according to remote Fax ID. After fax transmission the Fax Server can E-mail the result of the fax transmission back to the User of the Send Fax.

2.2 What's in the box

- Fax Server IP
- Mains supply adapter.
- Telephone cable with RJ11 connectors.
- CD-Rom with Send Fax and Fax Archive software.

2.3 Connecting the Fax Server IP

The Fax Servers back plate has the following connections.



The Fax Server IP back plate

- A.* The Power socket.
- B.* The Serial connection socket.
- C.* The Ethernet connection socket.
- D.* The telephone line and telephone connection sockets.

Connect the Fax Server IP as follows.

- Connect the Power supply to the power socket *A*.
- Connect the Ethernet plug to the Ethernet socket *C*.

- Connect the telephone line to the Line socket **D**. The Phone socket in **D** allows for the optional connection of a telephone.

The serial connection is used only in specific occasions not described in this manual.

2.4 Setting up the Fax Server IP for operation

The setup of the Fax Server is done as follows. The following settings have to be made.

- **System settings** deal with the general settings like clock, password and language settings.
- **Fax Settings** relate to the actual fax transmission, like transmission speed, top line and dial prefix settings.
- **LAN Settings** deal with the settings that have to do with the network connection of the Fax Server like Ftp username and password, E-mail address and IP Number settings.

Follow the instructions in the description of the System settings in 2.5 The Fax settings can be found in 2.6 and LAN settings are described in 2.7.

2.5 System settings

Enter the System settings as follows.

- Press the  **Sys** button.

A sequence of System settings will need to be passed. Every item will have at least three options:

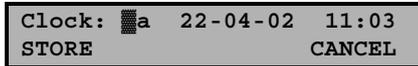
- Press **NEXT** to move on to the next menu item.
- Press **CHANGE** to enter the value or property of the menu item.
- Press **STOP** to exit the menu.

Press **NEXT** repeatedly to scroll through the menu items. The following sequence of menu items will appear:

2.5.1 Set the Clock

- Press the  **Sys** button.

- Press **CHANGE** to change the setting of the clock.



Setting the clock.

- Press key's 1-7 to change the day of the week.

The default date and time format is DD-MM-YY and HH:MM (when American has been set as language the format is changed to MM-DD-YY). Use the arrowed keys to move the blinking character left and right. Press softkey **STORE** to store the changes. Press softkey **CANCEL** to return to previous values.

2.5.2 Protect the Fax Server with a Password

The Fax Server can be protected with a password. When password protection has been enabled all operations are blocked before the correct password has been entered.

- Press the  **Sys** button.
- Press **NEXT** once.



Setting the Password.

- Press **CHANGE** to enter a password.



Enter a password.

- Press **STORE** to enable the entered password.
- Press **STOP** to exit the menu.

From this point on you will be prompted for the password before entering the menus.

2.5.3 Remove Password protection

- Press the  **Sys** button.
- Enter the password and press **CONTINUE**.
- Press **NEXT** once.

Password active:	Yes	
NEXT	CHANGE	STOP

Disable the Password.

- Press **CHANGE** to disable the password.
- Press **STOP** to save and exit the menu.

The password protection has now been disabled.

2.5.4 Set the Language

- Press the  **Sys** button.
- Press **NEXT** twice.

Language:	English	
NEXT	CHANGE	STOP

Setting the Language.

- Press **CHANGE** to select the preferred language.
- Press **STOP** to save and exit the menu.

2.5.5 Reset all values

Use **Reset all values** to reset all fax transmission and system values. LAN settings are not affected by the Reset all values operation.

- Press the  **Sys** button.
- Press **NEXT** three times.

Reset all values:	No
CHANGE	STOP

Reset all values.

- Press **CHANGE** to enable the Reset all values operation.

Reset all values:	Yes
CHANGE	STOP

Reset all values enabled.

- Press **STOP** to execute the **Reset all values** operation.

Attention: Reset all values operation will disable the password protection.

2.6 Fax settings

Enter the Fax settings as follows.

- Press the  **Fax** button.

A sequence of Fax settings will need to be passed. Every item will have at least three options:

- Press **NEXT** to save and move on to the next menu item.
- Press **CHANGE** to enter or change the value or property of the menu item.
- Press **STOP** to exit the menu.

Press **NEXT** repeatedly to scroll through the menu items. The following sequence of menu items will appear:

2.6.1 Fax ID

The Fax ID is the actual identification of the fax machine. When a fax is transmitted both fax machines negotiate their Fax ID's. It is by legal obligation that the Fax ID should contain the entire local fax number including country and area code. By international law it is not permitted to have a fax machine without programmed Fax ID.

Fax-Id:		
NEXT	CHANGE	STOP

Set the Fax ID.

- Press **CHANGE** to enter the Fax ID.

Fax-Id: []	
STORE	CANCEL

Enter the Fax ID.

- Press **STORE** to save the Fax ID.
- Press **NEXT** to move on to the next menu item.

2.6.2 Top text

The Top text is the text that is printed as the top line of the fax. The Top Text is mandatory in the United States.

Top Text:		
NEXT	CHANGE	STOP

Set the Top text.

- Press **CHANGE** to enter the Top text.

Top Text: []	
STORE	CANCEL

Enter the Top text.

- Press **STORE** to save the Top text.
- Press **NEXT** to move on to the next menu item.

2.6.3 Maximum Fax speed

The fax transmission speed is negotiated between the two fax machines before the actual transmission of the fax takes place and depends on the quality of the telephone connection. The Maximum Fax speed is an upper limit to the transmission speed.

Maximum Fax Speed: 14400		
NEXT	CHANGE	STOP

Set the Maximum transmission speed.

- Press **CHANGE** to change the transmission speed.

Select 14400, 9600 or 4800 bps. The default 14400 bps setting is advised.

- Press **NEXT** to save and move on to the next menu item.

2.6.4 Fax Send retries

The Fax Send Retries property determines the number of times the Fax Server will try to send a fax in case of unsuccessful transmission.

Fax Send Retries:	3x	
NEXT	CHANGE	STOP

Set the Fax Send Retries.

- Press **CHANGE** to change the number of retries.

Select a value between 0x and 15x.

- Press **NEXT** to save and move on to the next menu item.

2.6.5 Send Retry time

The Send retry time is the time the Fax Server will take to resend the fax.

Fax Send Retries:	60s	
NEXT	CHANGE	STOP

Set the Fax Send Retries.

- Press **CHANGE** to change the Send retry time.

Select a value between 15 and 1800 seconds.

- Press **NEXT** to save and move on to the next menu item.

2.6.6 Retry after voice

Retry after voice determines whether the Fax Server should retry to send a fax when the fax number was answered but no fax machine found on the remote side. This property enabled allows for the recipient to put the call through to the fax machine.

Retry after voice:	Yes	
NEXT	CHANGE	STOP

Set retry after voice.

- Press **CHANGE** to enable or disable the retry after voice property.
- Press **NEXT** to save and move on to the next menu item.

2.6.7 Speaker

Select the speaker mode.

Speaker:	Dial	only
NEXT	CHANGE	STOP

Set the speaker mode.

- Press **CHANGE** to change speaker mode.

Choose between **Dial only**, **Always on** and **Always off**.

- Press **NEXT** to save and move on to the next menu item.

2.6.8 Speaker volume

Set the speaker volume.

Speaker:		0
NEXT	CHANGE	STOP

Set the speaker mode.

- Press **CHANGE** to change speaker mode.

Select a value between 0 and 7.

- Press **NEXT** to save and move on to the next menu item.

2.6.9 Beep after Rx/Tx

Beep after Rx/Tx lets the Fax Server sound a beep after a fax has been sent or received.

Beep after Rx/Tx:	Yes	
NEXT	CHANGE	STOP

Set Beep after Rx/Tx.

- Press **CHANGE** to enable or disable the Beep after Rx/Tx property.
- Press **NEXT** to save and move on to the next menu item.

2.6.10 Dial prefix

Use the Dial prefix to have the Fax Server dial the Dial prefix before dialing the fax number as supplied by the Send Fax application.

```
Dial prefix:
NEXT      CHANGE      STOP
```

Set the Dial prefix.

- Press **CHANGE** to enter the Dial prefix.

```
Dial prefix: █
STORE      CANCEL
```

Enter the Dial prefix.

- Press **STORE** to save the Dial prefix.
- Press **NEXT** to move on to the next menu item.

2.6.11 No Answer time-out

The No Answer timeout time determines the time the Fax Server will wait for the remote fax machine to answer the call.

```
No Answer timeout: 60s
NEXT      CHANGE      STOP
```

Set the No Answer timeout.

- Press **CHANGE** to change the No Answer timeout.

Select a value between 20 and 180 seconds. It is advised to keep the default 60 second setting.

- Press **NEXT** to save and move on to the next menu item.

2.6.12 No Carrier time-out

The No Carrier timeout determines the time the Fax Server and the remote fax machine have for negotiation.

No Carrier timeout:	60s	
NEXT	CHANGE	STOP

Set the No Carrier timeout.

- Press **CHANGE** to change the No Carrier timeout.

Select a value between 20 and 180 seconds. It is advised to keep the default 60 second setting.

- Press **NEXT** to save and move on to the next menu item.

2.6.13 Caller ID

The Fax Server supports four different kinds of Caller ID methods.

Caller ID:	DTMF-pola	
NEXT	CHANGE	STOP

Set the Caller ID.

- Press **CHANGE** to change Caller ID method.

Choose between **DTMF-pola**, **DTMF-ring**, **FSK-pola** and **FSK-ring**. Caller ID's are stored with the fax data and can be viewed in the Fax Archive.

- Press **NEXT** to save and move on to the next menu item.

2.6.14 Rings to answer on

Rings to answer on determines the number of times the telephone rings before the Fax Server answers the telephone call.

Rings to answer on:	1x	
NEXT	CHANGE	STOP

Set the Rings to answer on property.

- Press **CHANGE** to change the Rings to answer on value.

Select a value between 0x and 12x.

- Press **NEXT** to save and move on to the next menu item.

2.6.15 Ring volume

The Ring volume determines the volume of the ringer of the Fax Server.

Ring volume:	3	
NEXT	CHANGE	STOP

Set the Ring volume property.

- Press **CHANGE** to change the Ring volume property.

Select a value between 0 and 12.

- Press **NEXT** to save and move on to the next menu item.

2.6.16 Ring variation

Ring variation determines the variation in the sound of the ring.

Ring variation:	2x5	
NEXT	CHANGE	STOP

Set the Ring variation property.

- Press **CHANGE** to change the Ring variation property.

Select a value between 1x3 and 3x12.

- Press **NEXT** to save and move on to the next menu item.

2.6.17 Ring frequency

Ring frequency determines the pitch of the ring.

Ring frequency:	2x5
CHANGE	STOP

Set the Ring frequency property.

- Press **CHANGE** to change the Ring frequency property.

Select a value between 400+50 and 3400+350.

- Press **STOP** to save and exit the menu.

2.7 LAN settings

Enter the LAN settings as follows.

- Press the  **LAN** button.

A sequence of LAN settings will need to be passed. Every item will have at least three options:

- Press **NEXT** to move on to the next menu item.
- Press **CHANGE** to enter or change the value or property of the menu item.
- Press **STOP** to exit the menu.

Press **NEXT** repeatedly to scroll through the menu items. The following sequence of menu items will appear:

2.7.1 E-mail address

The Fax Server extensive E-mail capabilities. All received faxes can easily be forwarded to one E-mail address.

E-mail:
NEXT CHANGE STOP

Set the E-mail address.

- Press **CHANGE** to enter an E-mail address.

E-mail: █
STORE CANCEL

Enter the E-mail address.

Use the numerical keys to enter the E-mail address.

- Press **STORE** to save the E-mail address.
- Press **NEXT** to move on to the next menu item.

There is an option to E-mail the received faxes to several E-mail addresses. The Fax Server can be given a list of instructions how to distribute received faxes by E-mail. In case several local fax numbers are used the selection can take place according to local fax number. Your PBX should support this function to enable this kind of selection. Selection of faxes for distribution via

E-mail can also take place according to remote Fax ID. If required contact your supplier for more details.

2.7.2 Reply address

Because the Fax Server cannot receive E-mail the E-mails sent by the Fax Server require another reply address.

```
Reply:
NEXT      CHANGE      STOP
```

Set the E-mail reply address.

- Press **CHANGE** to enter the E-mail reply address.

```
Reply:  █
STORE                                     CANCEL
```

Enter the E-mail reply address.

Use the numerical keys to enter the E-mail reply address.

- Press **STORE** to save the E-mail reply address.
- Press **NEXT** to move on to the next menu item.

2.7.3 SMTP server IP address

The Fax Server uses the IP address of the SMTP server to send E-mail. In case a local SMTP server is used the IP number can be entered directly. In case of an SMTP server outside the network both the **Gateway** and the **Subnet Mask** need to be set later on.

```
SMTP srv: 0:0:0:0
NEXT      CHANGE      STOP
```

Set the IP address of the SMTP server.

- Press **CHANGE** to enter the IP address of the SMTP server.

```
SMTP-srv: █00:000:000:000
STORE                                     CANCEL
```

Enter the IP address of the SMTP server.

Use the numerical keys to enter the IP address of the SMTP server.

- Press **STORE** to save the IP address of the SMTP server.
- Press **NEXT** to move on to the next menu item.

2.7.4 SMTP server port

SMTP-server port is the port number through which the Fax Server connection is to be made with the SMTP server. The SMTP-server port of the Fax Server is default set to 25. Do not change the SMTP-server port number when this value is not explicitly changed in the SMTP server.

```
SMTP-server port: 25
NEXT          CHANGE          STOP
```

Set the SMTP-server port number.

- Press **CHANGE** to change the SMTP-server port number.

```
SMTP-server port: █
CANCEL
```

Enter the SMTP-server port number.

Use the numerical keys to enter the SMTP-server port number.

- Press **STORE** to save the SMTP-server port number.
- Press **NEXT** to move on to the next menu item.

2.7.5 Domain name

The domain name of the SMTP server is required as domain name in the Fax server. In case the SMTP server is on the network the network domain is required. In case the SMTP server is outside the network the domain name of the SMTP server is required. Contact your provider for more information.

```
Domain:
NEXT          CHANGE          STOP
```

Set the domain of the SMTP server.

- Press **CHANGE** to enter the domain of the SMTP server.

Domain: █	
STORE	CANCEL

Enter the domain of the SMTP server.

Use the numerical keys to enter the domain of the SMTP server.

- Press **STORE** to save the domain of the SMTP server.
- Press **NEXT** to move on to the next menu item.

2.7.6 FTP user

The Ftp user is user name of the Fax Server. It is used by the Fax Archive and Send Fax to log on to the Fax server.

FTP user: 0000		
NEXT	CHANGE	STOP

Set the Ftp user name.

- Press **CHANGE** to change the Ftp user name.

FTP user: █
CANCEL

Enter the Ftp user name.

Use the numerical keys to enter the Ftp user name.

- Press **STORE** to save the Ftp user name.
- Press **NEXT** to move on to the next menu item.

2.7.7 FTP password

The Ftp password of the Fax Server is the password that goes with the FTP user name of the Fax Server. It is used by the Fax Archive and Send Fax applications to log on to the Fax server.

FTP pwd: 0000		
NEXT	CHANGE	STOP

Set the Ftp password.

- Press **CHANGE** to change the Ftp password.



Enter the Ftp password.

Use the numerical keys to enter the Ftp password.

- Press **STORE** to save the Ftp password.
- Press **NEXT** to move on to the next menu item.

2.7.8 FTP server port

Ftp server port is the port number through which the Fax Archive and Send Fax log on to the Fax server. The Ftp server port is default set to 21, as is the setting of the port number in the Fax Archive and Send Fax. If there is no direct reason to change the Ftp server port it is best left unchanged.



Set the Ftp -server port number.

- Press **CHANGE** to change the Ftp server port number.



Enter the Ftp server port number.

Use the numerical keys to enter the Ftp server port number.

- Press **STORE** to save the Ftp server port number.
- Press **NEXT** to move on to the next menu item.

2.7.9 TelNet

TelNet can be used to log on to the Fax Server and configure the Fax Server from your PC. If required contact your supplier for more details.



Enable TelNet.

- Press **CHANGE** to enable TelNet.

TelNet active:	Yes	
NEXT	CHANGE	STOP

TelNet enabled.

- Press **NEXT** to save and move on to the next menu item.

2.7.10 DHCP server

In case a DHCP server is used on the network the DHCP server must be enabled. In case a DHCP server is not used on the network the DHCP server must be disabled.

Use DHCP server:	No	
NEXT	CHANGE	STOP

Enable DHCP server.

- Press **CHANGE** to enable DHCP server.

Use DHCP server:	Yes	
NEXT	CHANGE	STOP

DHCP server enabled.

- Press **NEXT** to save and move on to the next menu item.

2.7.11 IP address

As part of the network the Fax Server needs an IP address. In case a DHCP server is used (see previous item) the DHCP server will assign the Fax Server an IP address. In case a DHCP server is not used a static IP address must be given to the Fax Server.

IP addr: 0:0:0:0		
NEXT	CHANGE	STOP

Set the IP address of the Fax server.

- Press **CHANGE** to enter the IP address of the Fax server.

IP addr: 00:000:000:000	
STORE	CANCEL

Enter the IP address of the Fax server.

Use the numerical keys to enter the IP address of the Fax server.

- Press **STORE** to save the IP address of the Fax server.
- Press **NEXT** to move on to the next menu item.

2.7.12 IP subnet mask

The IP subnet mask is used by the Fax server if access from outside the network is required. In this case the Gateway will need to be entered as well. In case the used SMTP server is not on the local network the IP mask and gateway need to be entered.

```
IP mask: 255:255:255:000
NEXT      CHANGE      STOP
```

Set the IP subnet mask of the Fax server.

- Press **CHANGE** to change the IP subnet mask of the Fax server.

```
IP mask: 55:255:255:000
STORE                                CANCEL
```

Enter the IP subnet mask of the Fax server.

Use the numerical keys to enter the IP subnet mask of the Fax server.

- Press **STORE** to save the IP subnet mask of the Fax server.
- Press **NEXT** to move on to the next menu item.

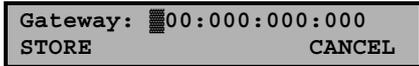
2.7.13 Gateway

The Gateway is used by the Fax server if access from outside the network is required. If so the Gateway and the IP subnet mask will need to be entered. For instance, if the used SMTP server is not on the local network the IP mask and gateway are required.

```
Gateway: 0:0:0:0
NEXT      CHANGE      STOP
```

Set the Gateway of the Fax server.

- Press **CHANGE** to enter the Gateway of the Fax server.



Enter the Gateway of the Fax server.

Use the numerical keys to enter the Gateway of the Fax server.

- Press **STORE** to save the Gateway of the Fax server.
- Press **NEXT** to move on to the next menu item.

2.7.14 IP name

Aside from the IP address the Fax Server can also be addressed by an IP name if this function is supported by your DNS server.



Set an IP name for the Fax server.

- Press **CHANGE** to enter an IP name for the Fax server.



Enter an IP name for the Fax server.

Use the numerical keys to enter an IP name for the Fax server.

- Press **STORE** to save an IP name for the Fax server.

The IP name is the last item in the LAN settings menu.

- Press **STOP** to exit the LAN menu.

2.8 Operation of the Fax Server IP

Under normal circumstances the Fax Server does not need much attention. Operation is done through the Fax Archive and Send Fax applications. Once the settings have been made the reception of faxes is done automatically. Received faxes are E-mailed to the programmed E-mail address. Received faxes can also be viewed over the network with the Fax Archive application. Once the Send Fax application has been installed on a network workstation and the settings have been made the sending of faxes is done with the Send Fax application from the workstation over the network. The Fax Server is

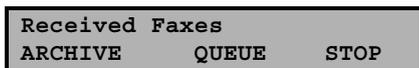
operated with the eight function keys, which allow for viewing basic info on the status of the Fax Server and concise info of sent and received faxes. The function of the function keys is described in the following paragraphs.

- **Rx** gives information on the received. Both the archive and the queue can be viewed. See 2.9.
- **Tx** gives information on the sent faxes. Both the archive and the queue can be viewed. See 2.10.
-  displays the Fax ID. See 2.11.
- **X** allows you to empty the Rx and Tx queues..
-  **Fax** opens the Fax settings menu. See 2.6.
-  **LAN** opens the Network settings menu. See 2.7.
-  displays the free disk space. See 2.13.
-  **Sys** opens the System settings menu. See 2.5.

2.9 Rx, the received faxes

The **Rx** key opens the received faxes menu.

- Press the **Rx** key to enter the received faxes menu.



The Received faxes menu.

- Press **STOP** to exit the Received faxes menu.
- Press **QUEUE** to view the received faxes queue. The **QUEUE** contains all the received faxes that still need to be E-mailed.
- Press **ARCHIVE** to enter the search the received faxes. The **ARCHIVE** contains all the received faxes.

Search the received faxes archive on time, date or Fax ID.



Search the received faxes.

- Press the **TIME** key to select the kind of search.

Choose between **Time**, **Date** and **Fax ID**.

- Enter a time, date or Fax ID to search for. Use wildcards (star key) to expand your search criteria, e.g. enter **:**:02 to query all received faxes of the year 2002.
- Press **SEARCH** to search for the entered search string.

Use the double arrowed keys to scroll through the found faxes and select a fax. Use the single arrowed keys to scroll through the fax properties of the selected fax.

2.10 Tx, the sent faxes

The **Tx** key opens the sent faxes menu.

- Press the **Tx** key to enter the sent faxes menu.



The Sent faxes menu.

- Press **STOP** to exit the Sent faxes menu.
- Press **QUEUE** to view the Send faxes queue. The **QUEUE** contains all the Send faxes that still need to be sent.
- Press **ARCHIVE** to enter the search the sent faxes The **ARCHIVE** contains all the sent faxes.

Search the sent faxes archive on time, date or Fax ID.



Search the sent faxes.

- Press the **TIME** key to select the kind of search.

Choose between **Time**, **Date** and **Fax ID**.

- Enter a time, date or Fax ID to search for. Use wildcards (star key) to expand your search criteria, e.g. enter **:**:02 to query all sent faxes of the year 2002.
- Press **SEARCH** to search for the entered search string.

Use the double arrowed keys to scroll through the found faxes and select a fax. Use the single arrowed keys to scroll through the fax properties of the selected fax.

2.11 Fax ID

Pressing the  button shows the Fax ID of the Fax Server on the display.

```
Monday      24-04-02  10:26
Fax-Id: 31 0 70 3618092
```

The Fax ID.

Setting the Fax ID is done in the Fax settings menu. See 2.6.

2.12 Empty Send and Received queues

The **X** key opens the empty queue menu.

- Press the **X** key to enter the empty queue menu.

```
Empty Queue
RECEIVED      SENT      STOP
```

The empty queue key.

- Press **RECEIVED** to empty the received queue.
- Press **SENT** to empty the sent queue.
- Press **STOP** to exit the Empty queue menu.

2.13 Disk info

Pressing the  button shows the free disk space of the Fax Server's hard disk on the display.

```
Monday      24-04-02  10:26
Free on disk: 9960 MB
```

The free disk space.

3 Send Fax

3.1 Introduction to Send Fax

The Send Fax application allows you to send a fax from virtually every PC application with print option. With the installation of the Send Fax application a printer is added to the computer's list of printers. Use the **print**-command in your application to transfer the document to the Send Fax application, which consequently starts up. In the Send Fax application one or more recipients can be chosen from an address book. New entries to the address book can easily be made. The Send Fax has a preview function that allows you to have a last look at the fax before sending it off. When **Send Fax** is clicked the fax is uploaded to the Fax Server IP that will automatically take care of the fax transmission. After fax transmission the Fax Server can report the transmission result back to the User of the Send Fax through E-mail. The settings for the Send Fax application are located in the Send Fax Options. The Send Fax Options can be entered from the Send Fax application or from the windows **START** menu.

3.2 Installation

Placing the CD-ROM in your computer gives you a choice of installation of Send Fax or Fax Archive software. Choose to install the Send Fax software. If the installation is not started automatically, consult the **readme** file on the CD to start installation manually. Follow the instructions on the screen.

3.3 Setting up the Send Fax

Setting up the Send Fax application presumes the presence of a Fax Server on the network. Send Fax settings are made in the Send Fax Options. The Send Fax Options can be entered from the Start menu.

- Start up the Send Fax Options by clicking **Start**, select **Programs**, select **Vidicode** and select **Send Fax Options**.

The Send Fax Options dialog has four tab pages.

- Select the **Network** tab.

Enter the network properties of the Fax Server.

- **Address IPFax** is the IP number or name of the Fax Server that you want to connect to.

- **Port** is the Ftp server port through which the connection is to be made. The Ftp server port of the Fax Server is default set to 21. Do not change the **Port #** when this value is not explicitly changed in the Fax Server.
- **Ftp-user** is the Ftp user of the Fax Server that you want to connect to.
- **Ftp password** is the Ftp password (Ftp pwd) as set in the Fax Server that you want to connect to.

This concludes the network settings for the Send Fax. The Fax Server holds a list of Users. For the Fax Server to send a fax it needs to know which User to use. The Fax Server's list of Users is managed from the Send Fax Options.

- Select the **User Id's** tab.
- Select **Add New**.

The Add new User dialog opens. Enter the desired User properties.

- **User ID** is a unique two character ID of the User.
- **Name** is the User name of the User.
- **E-mail** is the E-mail address of the User.
- Click **OK** to save the User to the local list of Users.

The local list of Users now differs from the list of Users in the Fax Server. The list of Users in the Fax Server must be updated.

- Click **Update**.

The list of Users in the Fax Server will now be compared to the list of Users in the Send Fax Options. If any differences between the lists are found a dialog opens that displays the Users that exist in the Fax Server or on the Send Fax Options side only. Use the arrow keys to move selected Users from the Send Fax Options to the Fax Server and vice versa.

Attention: To execute the Update action the network properties of the Fax Server need to be set.

- Select the User in the list of Users.
- Click **Set Default User**.

The selected User is now set as default User.

3.4 Send a Fax

Faxes are sent from any PC application with a print option.

- Open the PC application that you want to send a fax from.
- Select and open the document you want to send as fax.
- Select the **Print** command.
- Select the **IPFax printer** from the list of printers.
- Click **OK**.

The Send Fax application will now open. The opening of the Send Fax initiates the conversion of the document to Fax format. The Status bar at the bottom of the Send Fax application reads: **Done: Converting to TIFF**.

- Select the **Quick FAX Number** field.

Enter the fax number you want to send the fax to.

- Click **Add**.

The entered fax number is added to the Send list at the right of the Send Fax dialog. Add as many Quick FAX Numbers as desired or double click a contact from the address book on the left to add to the send list.

- Select **file** in the menu.
- Select **Send fax**.

The fax will now be uploaded to the Fax Server which will take care of the actual transmission of the fax to the entered fax number. The User will receive an E-mail from the Fax Server reporting on the result of the fax transmission. Settings regarding the fax transmission in the Fax Server will apply to the transmission of the fax.

3.5 Add a new contact

New entries can be made to the address list.

- Select **file** in the menu.
- Select **New FAX contact**.

The **Add new FAX** contact dialog opens. Enter the new fax contact's properties, name, company and fax number.

- Click **OK** to add the new FAX contact to the address list.

3.6 Edit Address list

The entries in the address list can be edited.

- Select **Edit** in the menu.

The following options appear:

- **Search** allows you to search the address list for name, company or fax number.
- **Search next** searches for the next entry of the search term.
- **Delete** will remove the entry from the address list.
- **Edit entry** allows you to modify company name and fax number of the selected entry.

3.7 Fax Settings

The fax transmission settings of the Fax Server can be overruled with the Send Fax settings.

- Select **Settings** in the menu.
- Select **Send Fax Options**.
- Select the **Sending** tab.

Select the preferred Maximum transmission speed and Resolution. The spooler options are described in 3.8. Check the following options.

- **Transmit no Topline** will withhold the topline from being sent.
- **Disable Dial tone detect** will disable dial tone detection of the Fax Server
- **Disable retries** disables the retry setting of the Fax Server.
- **Transmit no Fax ID** will withhold the Fax ID from being sent.

Save the settings as follows.

- Select **File** in the menu.
- Select **Save** to save the settings.

3.8 Send Fax Later

The sending of faxes can be postponed to a later time.

- Select **Settings** in the menu.
- Select **Send Fax Options**.

- Select the **Sending** tab.

Check **Send Direct** or **Send on Command**.

In case **Send On Command** is checked sending the fax will move the fax to the fax spooler, which will consequently appear in your taskbar. The Sent fax will have the **paused** status. Sending the fax is initiated as follows.

- Double click the **Fax Spooler** icon in the taskbar.
- Select the paused fax you want to send off.
- Select **Document** in the menu.
- Select **Restart**.

The paused fax will now be uploaded to the Fax Server, which in turn will take care of the transmission of the fax.

3.9 Import an address book

The Send Fax allows for the import of another applications address book.

- Select **Settings** in the menu.
- Select **Send Fax Options**.
- Select the **Address book** tab.
- Click the **CSV** button.

A dialog opens that allows you to select a **Comma Separated Value** file.

- Press the button to browse to the location of the file.
- Click **Open**.
- Click **Next**.

Select the Name, Company and Fax number item of your choice.

- Click **Finalize**.

3.10 Preview

The Send Fax application has a **Preview** function to have a last look at the fax before sending it off.

- Click the **Preview** toolbutton to open the preview.

Use the toolbuttons to rotate the fax image, zoom in and out and scroll through the fax pages. Close the Preview as follows.

- Select **File** from the menu.
- Select **Exit**.

4 Fax Server IP Archiving System

4.1 Introduction to Fax Server IP Archiving System

The Fax Server IP Archiving System software comes with the Fax Server IP. It is a PC application that allows you to access the Fax Server database over the network. The main dialog of the Fax Server IP Archiving System shows a listing of the Fax Server's database. Each record in the database represents a fax. The Fax Server IP Archiving System can keep the listing of the database up to date automatically. The faxes belonging to the records in the list can be viewed with the built in fax-viewer. The viewer allows you to browse through the database of the Fax Server. In the database searches and selections can be made and queries performed.

4.2 Installation

Placing the CD-ROM in your computer gives you a choice of installation of Send Fax or Fax Archive software. Choose to install the Fax Archive software. If the installation is not started automatically, consult the **readme** file on the CD to start installation manually. Follow the instructions on the screen. Start up the Fax Server IP Archiving application by clicking **Start**, select **Programs**, select **Vidicode** and select **Fax Server IP Archiving System**.

4.3 Setting up a Fax Server IP connection

Setting up a connection with a Fax Server requires a few properties to be entered.

- Start up the application.
- Click **Options** in the menu.
- Select the **Ftp Profiles** tab.

The properties of four different Fax Servers can be entered here. Enter the properties of the Fax Server in the fields of **Profile Fax Server 1**.

- **IP Name or IP Address** is the IP Name or number of the Fax Server that you want to connect to.
- **Ftp User** is the Ftp user of the Fax Server that you want to connect to.
- **Ftp Password** is the Ftp password (Ftp pwd) as set in the Fax Server that you want to connect to.
- **ID** is the factory set ID of the Fax Server and cannot be changed. This ID is automatically displayed after a connection with the Fax Server has been established.

- **Port #** is the Ftp server port through which the connection is to be made. The Ftp server port of the Fax Server is default set to 21. Do not change the **Port #** when this value is not explicitly changed in the Fax Server.
- **Allow access to Fax Server** allows the application to access the Fax Server database. Check if a connection is needed, uncheck if a connection is not desired.
- Click **Apply** for the settings to take effect.
- Select **Action** in the menu.
- Click **Update Database** to retrieve a listing of the database of the Fax Server.

The application will now connect to the Fax Server and retrieve a listing of the database in the Fax Server.

4.4 Viewing a Fax

The main dialog of the application display's a list of records of the Fax Server's database. Each record represents a fax. To view a fax:

- Select a record in the database and click the  tool button.

The application will now connect to the Fax Server and retrieve the fax image. The fax will be displayed in the Fax Viewer, which consequently opens. With the Fax Viewer you can scroll and browse through the Fax Server's database. The Archiving application and the Fax Viewer can be made to fit your screen together.

- Select **View** in the menu.
- Select **Pane**.

The record belonging to the viewed fax will be selected in the Archive application.

4.5 Browsing the database, the viewer

The **Fax Viewer** allows you to browse through the database of the fax.

- The double arrowed buttons  and  let you browse through the records of the database.
- The single arrowed buttons  and  let you scroll through the pages of the fax.

- The buttons  and  respectively fit the width and height of the fax image to the size of the Fax Viewer.
- The printer button  allows you to print a fax.
- The rotation button  rotates the fax image a quarter turn clockwise.
- The save button  lets you save the fax image as bitmap.
- The slider allows you to zoom in and out.

4.6 Open an existing Archive

The main dialog of the application displays the **Main Archive**. All the records representing faxes are displayed in the **Main Archive**. Archives are represented by a file called **archive.MDB**. Existing archives can be opened as follows.

- Click **File** in the menu.
- Select **Main Archive**.

A dialog opens that allows you to open an Archive.

- Browse to the existing archive that you want to open by selecting the file **archive.MDB** in the desired folder.
- Click **Open**.

Read Only archives, like archives stored on CD can be opened as follows.

- Click **File** in the menu.
- Select **Archive on CD**.

The same dialog opens again.

- Browse to the archive on CD that you want to open by selecting the file **archive.MDB** in the desired folder.
- Click **Open**.

4.7 Create a new Archive

New Archives can be created.

- Click **File** in the menu.
- Select **Main Archive**.

A dialog opens that allows you to open a new Archive.

- Browse to a location in your computer where you want to open a new Archive.
- Click **Open**.

You are now prompted with the question whether you want to open a new Archive in this folder. Confirm to open the new Archive.

4.8 Update the Database

To find out if new faxes have been received the database needs to be updated.

- Click the  button or choose **Action** in the menu and select **Update database** to update the database.

The application will connect to the Fax Server and request a listing of the database. The application will add all the new records of the database to the records in the archive.

4.9 Updating the database automatically

- Select **Options** in the menu.
- Select the **Schedule and Viewer** tab.
- Check **Unattended download operation** and select the appropriate time interval.

Check **Download listings only** to have only the records updated.
Check **Minimize on program.....** to have the application start minimized in the taskbar.

4.10 The Cache

During normal use of the Archive application the fax images are downloaded for viewing only. After viewing the fax the data of the fax image is lost. The next time the fax will be viewed the fax image is downloaded from the Fax Server again. The described cycle can be repeated indefinitely. Images of faxes that have been received less than thirty days ago are stored in Cache memory. After viewing a recently received fax the fax image remains available from the Cache memory for viewing. At the start of the program the application checks for redundant data in the Cache memory. If the reception

of a fax took place more than thirty days ago the fax image will be removed from the Cache and the application returns to the primarily described cycle.

4.11 Download faxes permanently

If it is necessary to download the images of viewed faxes permanently the Cache routine as described above can be tuned off.

- Select **Options** in the menu.
- Select the **Schedule and Viewer** tab.
- Uncheck **Keep viewed faxes on Server only**.

Now if a fax is viewed the image of the fax is permanently downloaded to the hard disk of the PC. Other ways to download fax images permanently are described below.

4.12 Mark records for transfer to PC

Fax records can be marked for downloading of the fax image at a later time.

- Select the records that need to be marked.
- Select **Action** in the menu.
- Select **Select for transfer to PC**.
- Select **Selection**.

All the records in the archive can be marked for download by selecting **All** in the last operation. Remove the marking of the marked records by choosing **Deselect All** in the last operation.

Fax images of marked records can be downloaded as follows.

- Select **Action** in the menu.
- Select **Transfer to PC**.
- Select **Marked Records**, this operation is performed straight away with the  toolbutton.

4.13 Transfer records to PC

Fax images can be downloaded directly

- Select the records of which the fax images need to be downloaded
- Select **Action** in the menu
- Select **Transfer to PC**

- Select **Selected Records**, this operation is performed straight away with the  toolbutton.

The fax images of all the records in the archive can be downloaded at once by selection **All Records** in the last operation. this operation is performed straight away with the  toolbutton.

4.14 Deleting records from the Archive

Records and faxes can be removed from the different archives.

- Select the records to be removed
- Select **Action** in the menu
- Click **Delete Selection**

Removed records are all moved to the **Recycle Bin**. The contents of the **Recycle Bin** can be viewed as follows.

- Click **File** in the menu.
- Select **Recycle Bin**.

Return to the Main Archive by

- Click **File** in the menu.
- Select **Main Archive**.

4.15 Restore deleted records

Records and faxes in the Recycle Bin can be restored to the main archive as follows.

- Select the records that you want to restore
- Select **Action** in the menu
- Click **Restore Selection**

4.16 Build a CD Archive

The Archiving application has a special feature that allows you to create Archives that can be saved on CD. These archives are called **CD Archive's**. Only downloaded faxes can be saved in the CD Archive.

- Select the faxes that you want to add to the **CD Archive**.
- Select **Action** in the menu.

- Select **Build CD Archive**
- Click **Add Selection** to add the selection to the CD Archive.

The selected faxes are now added to the last CD Archive. A new CD Archive is opened automatically when the size of the current CD Archive exceeds the set maximum size. The maximum size for these CD Archives can be set as follows.

- Select **Options** in the menu.
- Select the **Security and CD's** tab.
- **Maximum bytes on CD** sets the limit to the size of the CD Archives. This value is default set to 650Mb.

Once you have saved the CD Archives on CD the CD Archives on your hard disk can be removed.

- Click **Erase All CD Archives** in the **Security and CD's** tab to remove all CD Archives.

The consecutive CD Archives are called **CD0**, **CD1**, **CD2** etc.. The CD Archives are stored in the folder C:/Program Files/Vidicode/Fax Archiver IP/CD Build.

4.17 Complete Name fields

Each record in the archive can be given a name.

- Double click the field in the **name of remote fax** column of the record.

When the field turns yellow a name can be entered. The Fax Archive associates the given name with the remote fax ID of the record. From that point on the Fax Archive will automatically assign the same name to all fax records with the same remote fax ID. To complete the name fields of already received faxes which remote fax ID were not associated with a name act as follows.

- Select **Action** in the menu.
- Select **Complete name fields**.

All the records in the Archive which name can be associated with a remote fax ID will be assigned the name associated with that remote fax ID.

4.18 Perform queries on the main archive

Different queries can be performed on the records in the main archive. Select **Query** in the menu to select the following options.

- **Received Faxes** will display received faxes only
- **Sent Faxes** will display the sent faxes only
- **On Column data only** will add a top row to the main archive. Double click the field above the column and enter your search string. Click the arrow to the right of the field and the query will be performed
- **On Date Range** opens a dialog to define the query. Select the begin date of the query in the calendar and click **Begin**. Then select the end date of the query and click **End**. Click **Done** to view the records that fall within the date range. The End date should be the most recent date
- **All Failed to send Faxes** will display the records of all the faxes which transmission has failed
- **Select All** removes the query and returns to the main archive

4.19 Protect Archive with a password

The application can be protected with a password.

- Select **Options** in the menu
- Select the **Security and CD's** tab
- Enter the desired password in the two fields
- Check **Ask to unlock** to enable the password protection
- Check **Ask on start of program** to have the program start locked

When the program is locked all the vital program functions are blocked. The **lock** tool button is used to lock and unlock the program. When locked the button is red. When unlocked the button is white.

4.20 History of Fax Server database updates

When the database is updated the new records are added to the open archive. The Archiving application keeps a history of all the records that have been downloaded from each separate Fax Server. The history of each Fax Server can be cleared.

- Select **Options** in the menu.
- Select the **Link to Fax Servers** tab.
- Click the button of the Fax Server that you want to clear the history of.

Once the history of a Fax Server is cleared the next Update Database will retrieve the entire database of the Fax Server. This will cause double entries in the database of your Fax Archive. **Therefore use with care!**

4.21 Advanced Settings

The **language** of the application can be adjusted.

- Select **Options** in the menu
- Select the **Language** tab
- Select the preferred language

The **columns** as displayed in the main archive can be made visible or removed from the display. Column and row height can be adjusted.

- Select **Options** in the menu
- Select the **Database** tab
- Check or uncheck the various column checkboxes to display or remove the column from the display
- Click **Font** to change the font settings of the main dialog.
- Check **Can Change Column Order** to enable dragging the columns to a different location.
- Check **Can Change Row height** to enable adjusting the row height.

The Archive application can keep a record of the **Ftp communication** that takes place with the Fax Servers in a log file. View the Ftp communication in the main dialog as follows.

- Select **Options** in the menu.
- Select the **Link to Fax Servers** tab.
- Check the **Show on main Form** checkbox to display

Enable the log file saving of the Ftp communication as follows.

- Select **Options** in the menu.
- Select the **Link to Fax Servers** tab.
- Check the **Log to File** checkbox to save the Ftp communication to file

The file the Ftp communication is saved in is called Ftp.log and is saved in the folder C:/Program Files/Vidicode/Fax Archiver IP

The **Ftp Link Timeout** is the time the Archive application will take to wait for a connection to a Fax Server to take place before announcing an error. A usual setting for a Fax Server connection over LAN might be 10 -15

seconds. For an Internet connection the timeout could be set to approximately 90 seconds. Change the Ftp Link Timeout as follows.

- Select the **Link to Fax Servers** tab
- Select the **Time-out** field and change the Timeout setting as desired

5 Acknowledgements

5.1 Guarantee

Your Fax Server IP has a 12-month factory guarantee. The guarantee is effective for normal use only. We would like to emphasize that the guarantee is not valid under exceptional environmental conditions, such as extreme temperatures or humidity levels, nor in the unlikely event of a lightning strike. The guarantee is not valid if the machine has not been handled properly, for example when it has been dropped, or bumped into. In order to qualify for guarantee, you should contact your supplier, and show the receipt. If your supplier cannot help you, you should contact the manufacturer. The manufacturer reserves the right to determine the final date of the guarantee period on the basis of the date of production. Costs of transport to and from the supplier or the manufacturer are for the buyer's account. Guarantee is for parts only and does not cover any costs resulting from the breakdown of the Fax Server IP. The Fax Server IP has various extra features that have not been described in this manual. Additional information about this is given in a technical information bulletin. Subjects discussed in this technical documentation are further configuration options, remote configuring, and how to update the firmware in the Fax Server IP. The further configuration options concern all aspects of operation. In our experience most people are interested in configurations related to user's access.

5.2 Liability

Correct functioning of the Fax Server IP cannot be guaranteed under all conditions and thus we do not accept any liability for loss of information or other damages due to the use of the Fax Server IP. Vidicode is not a source of official interpretation of laws of any country or state and shall not be construed as a source for making decisions.

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