

## Quick Guide to Sending a Message with FaxCore

1. Select the send tab.

2. Complete the Header Information
  - From – Sender information
  - Company – Sender’s company
  - Subject – Subject of the message
  - Tracking Number – sender identifier, which displays only to the sender
  - Importance – Priority of the message (High, Medium, Low)

**Notify, Hold, Delay**

notify me on message success  
notify me on message failure

hold for preview

delay until  at

3. Select the appropriate options

- Select the type of notification the sender would like to receive by clicking on the one in the list box. When select the notification will be highlighted in blue.
- Hold for preview – Checking this check box, will put the message in hold status, so the message can be viewed before it is released.
- Delay Send Until – Enter the date and time to send message. The message will remain in the, Messages, System Folders, Outbox (User tab) until it is sent.

**Notes**

This will appear in the Notes section on the cover page.

4. Enter any notes in the Notes field to display on the fax cover sheet.

<input type="checkbox"/>	X	UP	DN	NOD	NOF	Name	Company	Delivery Address	Notification Address
<input type="checkbox"/>				!		John Smith	Acme Company	+1 (858) 3622643	jsmith@acme.com

5. Add a recipient

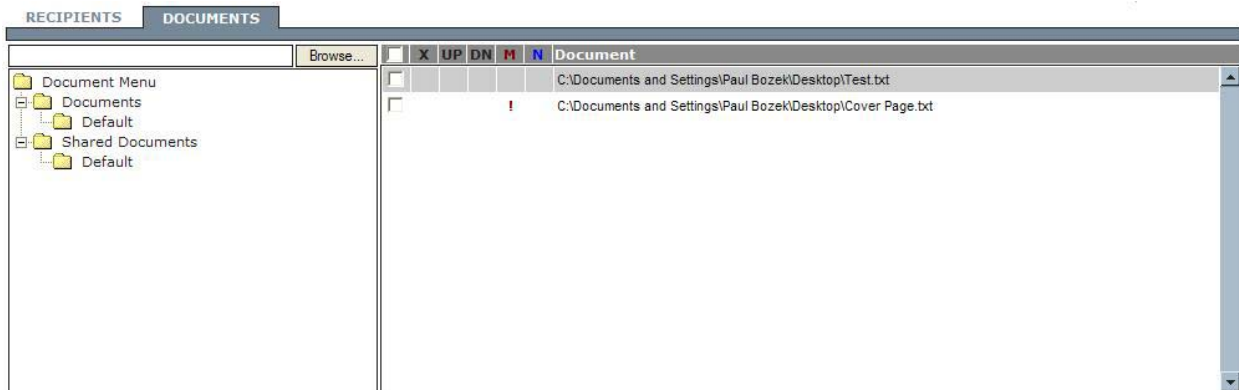
- Select the Recipient Tab in the lower portion of the window
- Add a Generic Recipient – enter the name, delivery type (fax, email, raw fax, ftp, and http), the address of the recipient, and the email address for any notifications to be sent. Click Add

Note: Fax number should be entered with the country code in the first field, area code in the second field, and the local number in the third field.

- Add from the Address Book – Select from the drop down list. Click Add

6. Select recipient notification

- In the list of recipients, there are columns to add notifications. Click in the gray box and an “!” will appear in the column and the “!” indicates that the notification will be sent.
- NOD – will notify the recipient when the message was sent successfully.
- NOE – will notify the recipient if the message was not sent successfully due to an error.



7. Add the documents to send

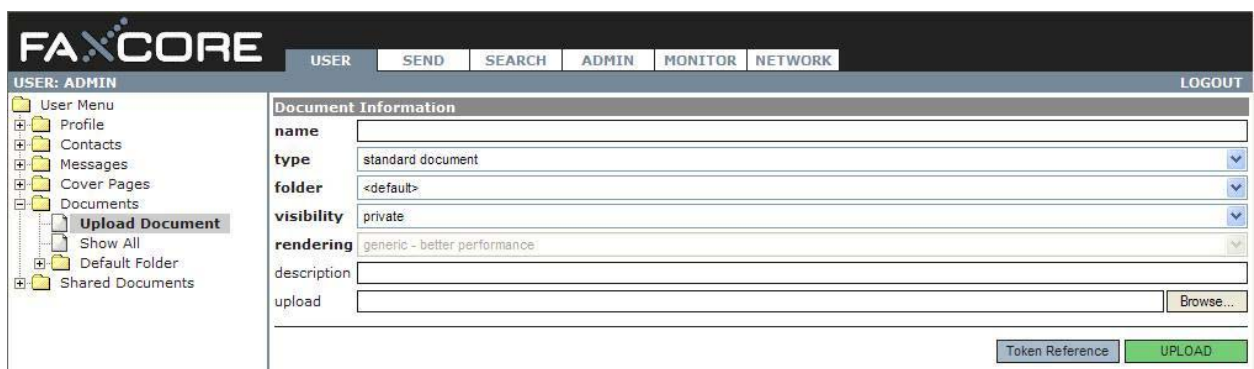
- Select the Document Tab in the lower portion of the window
- There are 2 ways to add documents
  1. Click the browse button and locate it on your file system. Click Add
  2. Add document for the Document or Shared Documents folder by clicking once on the appropriate document
- A list of all documents will display in the right window
- If the document is a cover sheet, select the “M” column to indicate such.
- Select the “X” to remove the document from the message, select “UP” to move the document up in the list, and select “DOWN” to move the document down in the list.

**SEND MESSAGE**

8. Select the send message button

## Quick Guide to Adding Document to FaxCore

1. Select the User Tab.
2. Expand the Documents Folder.
3. Click on the Upload Document page.



The screenshot shows the FaxCore web interface. At the top, there is a navigation bar with tabs for 'USER', 'SEND', 'SEARCH', 'ADMIN', 'MONITOR', and 'NETWORK'. Below this, the user is logged in as 'ADMIN'. On the left, a sidebar menu shows a tree view of folders: 'User Menu', 'Profile', 'Contacts', 'Messages', 'Cover Pages', 'Documents', 'Upload Document' (highlighted), 'Show All', 'Default Folder', and 'Shared Documents'. The main content area is titled 'Document Information' and contains several form fields: 'name' (empty), 'type' (set to 'standard document'), 'folder' (set to '<default>'), 'visibility' (set to 'private'), and 'rendering' (set to 'generic - better performance'). Below these are 'description' and 'upload' fields, with a 'Browse...' button next to the 'upload' field. At the bottom right, there are two buttons: 'Token Reference' and 'UPLOAD'.

4. Name the document in the name field.
5. Browse for the document you wish to upload, by clicking the browse button.
6. Select Upload button to upload document, FaxCore will render the document and will be available in the Documents or Shared Documents folder (Depending on where the user choose to save the document).