

Fax Broadcasting



Operating Manual

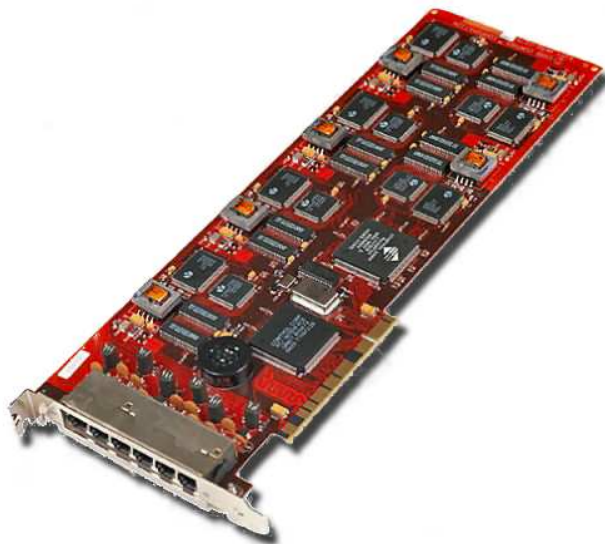
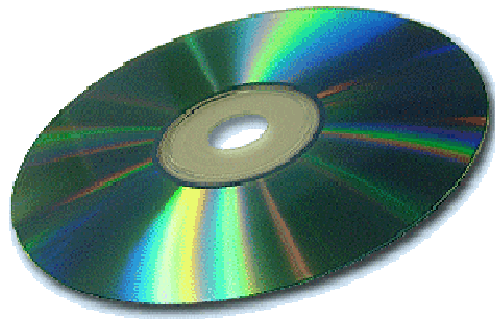
HOW TO GET HELP

When you receive this product, you must REGISTER by going to:
www.tellacom.net
 Then follow the instructions on that web site for Technical Support.

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Software & Hardware Installation



Software Installation

Software & Key Installation

Important Notes:

Please **skip** this INSTALLATION section if you received a computer that has already had the software and hardware installed.

Please do **NOT** re-install anything that is already installed, unless Technical Support instructs you to do so.

To begin, insert the software CD (label side up) into the CD-Rom drive as shown in *Illustration 1*.



Illustration 1

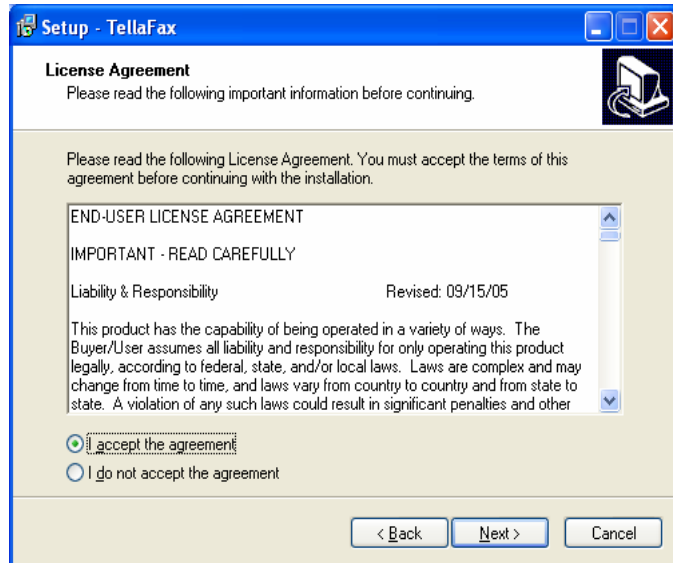
The installation program should automatically start. If it does not, click **Start** in the computer's task bar, then click **Run**. Next, type **D:\autorun.exe** and press **<ENTER>** (If the CD-Rom drive letter is not D, substitute the appropriate drive letter).

The Setup Wizard will walk you through the TellaFax installation process.

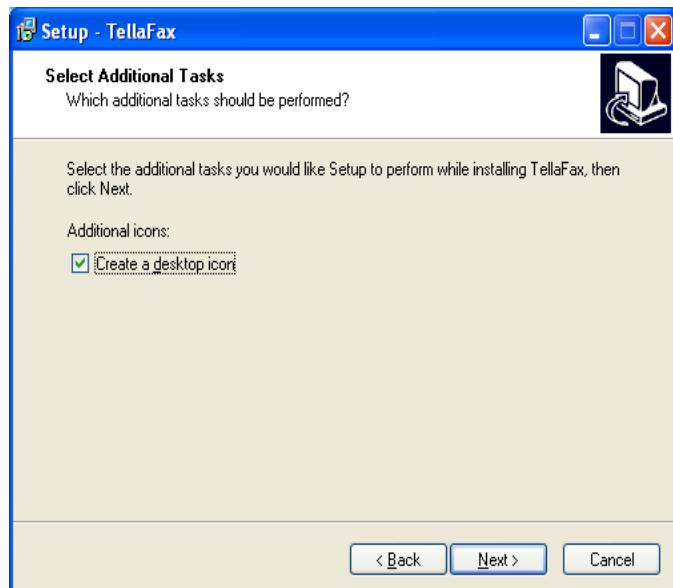
On the **Welcome** screen, click on Next.



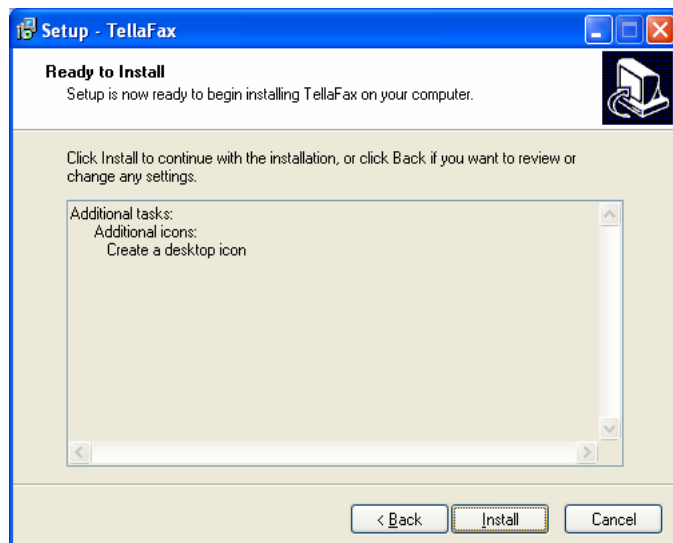
On the **License screen**, click next to “I accept...” then click on **Next**.



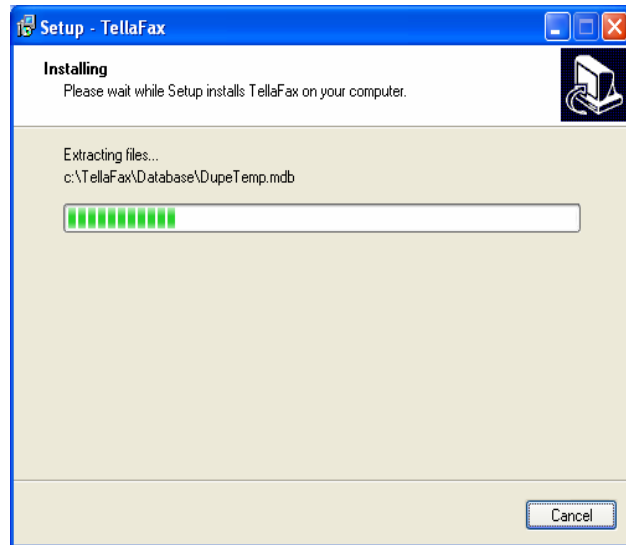
On the **Select Additional Tasks screen**, be sure there is a check mark next to “Create a desktop icon”, then click on **Next**.



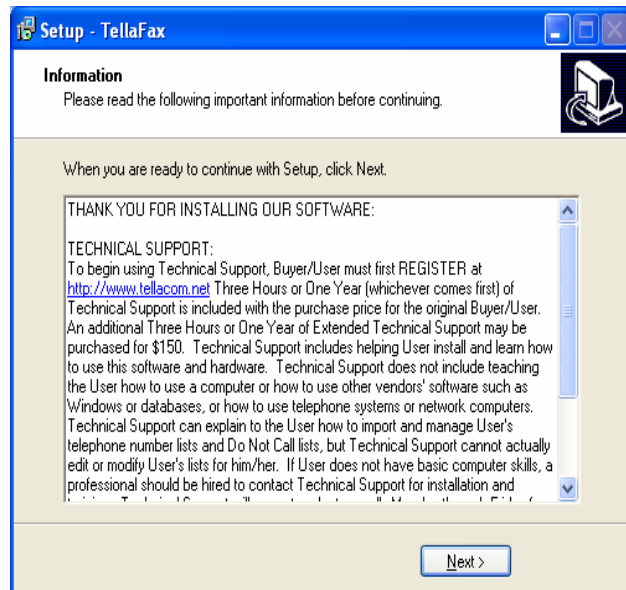
On the **Ready to Install screen**, click on **Install**.



During the install process, you will see the progress of the routine.



On the **Information** screen, there is a link to the registration web page. If you are connected to the Internet, click on this link to register your software now. If you choose to not register at this time, you can complete this installation and use your product, but you will be required to register on the Internet before receiving technical support. Click on **Next** to continue.



If you have not attached the software key to your computer, do so now before continuing.

We have provided a “Software Key” for your new system. The software will not run without this Software Key (also called a “dongle”). Attach the Software Key to the computer’s parallel port (printer port). You can then plug the printer into the Software Key. It should not interfere with your printer. If the computer does not have a parallel port, contact your sales person or technical support to exchange for a software key designed for a USB port. Move the Software Key to the new computer if your computer is replaced

On the **Completing TellaFax Setup Wizard** screen, be sure there is a check mark at the "Attach and Load Key..." and click on **Finish**.

A black screen will be displayed while the software key is loading.



IMPORTANT: Replacing a lost or stolen Software Key is very expensive. Protect your investment!



Hardware Installation Fax Modem & Driver Installation



From a one-line data/fax modem that might have come with the PC, to multi-line models such as the Control Rocket Modem II (pictured above), the Fax software works with most any fax modem. In order to use the modem with our software, first verify that the drivers for the modem are properly installed in the Windows Device Manager. Contact the modem manufacturer or our technical support for assistance with this.

Important Safeguards

Your Computer's Clock: Verify that the computer's clock is set to the correct date and time, including AM or PM.

Protection: A surge protector and/or uninterruptible power supply is needed to protect your investment of hardware and software. The files should be saved periodically onto tape, CD, or DVD, or other media.

Fax Broadcasting



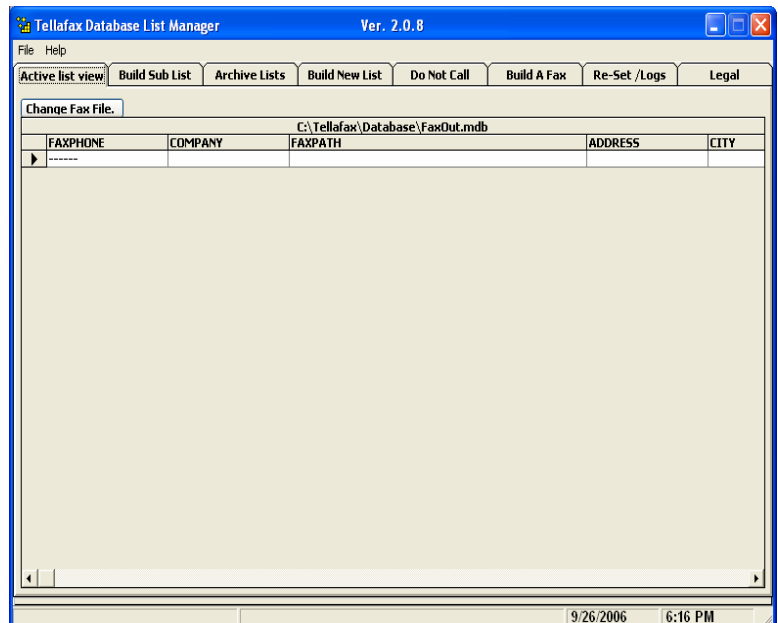
Fax Manager

The TellaFax program is used for Fax Broadcasting. It has the ability to create and broadcast thousands of faxes to members, customers, employees, etc. It has the ability to create groups of numbers, associate a fax document to those numbers, and queue them to dial in sequence. ***It is very important that the user is educated on the federal and state laws regarding fax broadcasting. It is the user's responsibility to abide by any laws regarding the use of this product.***

After installing the TellaFax program, there will be two new icons on your desktop: Fax Manager and TelFax.

Click on the **Fax Manager icon** on your desktop, and the following screen below will be displayed. You will use the Fax Manager to:

1. View the Active Faxing list
2. Build Sub lists
3. Archive lists for later use
4. Import data for a Master list
5. Import data to a Do Not Call list
6. Build a Fax
7. Re-set logs



Before you compose a Fax, you will need to load the Print Spooler. Click on the **Legal Tab**. You will see a button at the bottom left side of the screen labeled **“Load Print Spooler”**. Click on this button to load the MakeFax spooler which allows you to create a fax. A black screen will be displayed. Information will scroll on the screen and when the spooler has finished loading, this screen will close. You are now ready to import lists and compose fax sheets.

```

C:\WINDOWS\system32\cmd.exe
Info: Destination file: C:\WINDOWS\system32\spool\DRIVERS\032X86\pasddui.dll already exists.
Warning: Cannot find the file: c:\tellaFax\bin\...\pasddui.cn4
Info: Destination file: C:\WINDOWS\system32\spool\DRIVERS\032X86\pasddui.hlp already exists.
Info: Copied file: c:\tellaFax\bin\...\in32xfax.del to: C:\WINDOWS\system32\in32xfax.del
Info: Destination file: C:\WINDOWS\system32\dtmon.dll already exists.
The Print Spooler service is stopping.
The Print Spooler service was stopped successfully.

Info: Copied file: c:\tellaFax\bin\...\dtmon.nt4 to: C:\WINDOWS\system32\dtmon.dll
The Print Spooler service is starting.
The Print Spooler service was started successfully.

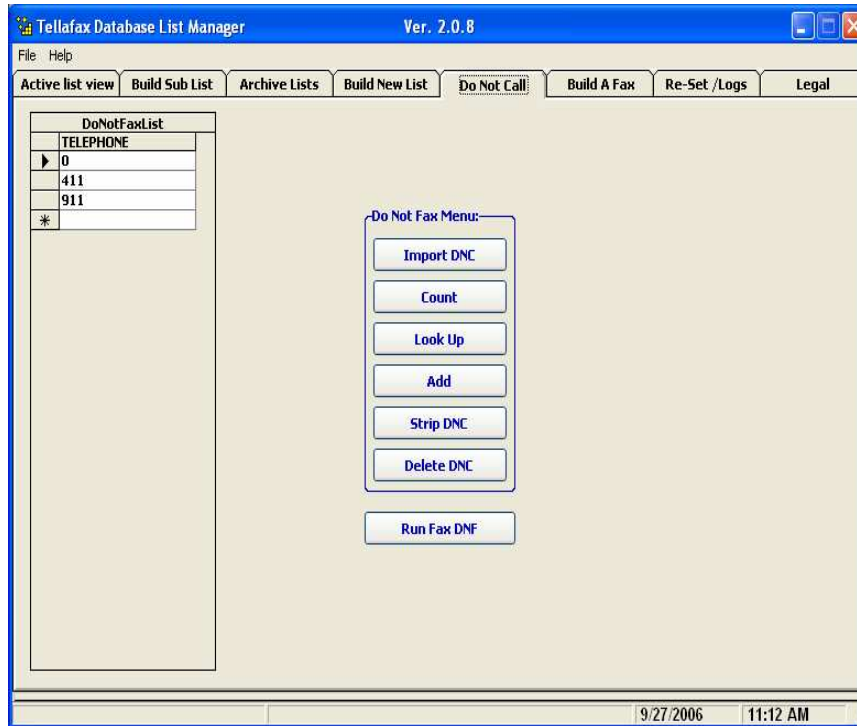
Info: Installing printer for WIN NTX platforms.
Info: Monitor was already installed
The Print Spooler service is stopping.
The Print Spooler service was stopped successfully.

The Print Spooler service is starting.
The Print Spooler service was started successfully.

```

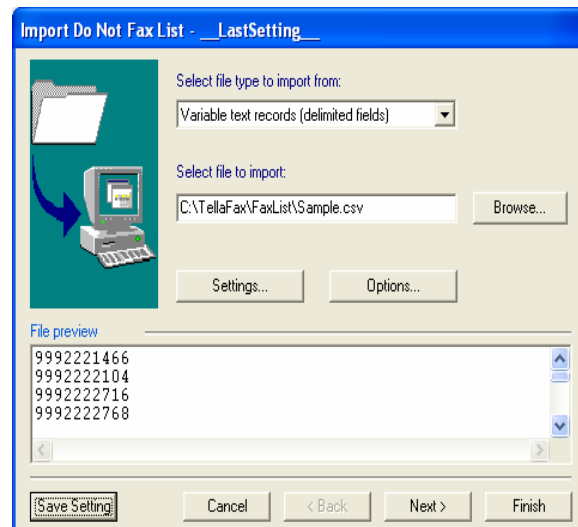
Do Not Call Tab

Before you start loading fax numbers and creating sub lists, it would be wise to load the Do Not Call list. If you are not required to use Do Not Call Lists, skip this section of the manual and go to the next section **Build New List Tab**.



Import DNC – Click on this button to import a Do Not Call list. A series of import screens will walk you through the import routine.

Click on Browse to locate the file you wish to import. Click on **Next**.



Accept the default values and click on **Next**.

Import Do Not Fax List - LastSetting

Choose the separator character (between the fields)

Comma Space
 Tab Semi-colon
 Other:

Choose a string delimiter: "

File preview

3992221466
3992222104
3992222716
3992222768

Save Setting Cancel < Back Next > Finish

On the top section of the screen, click in the block to the left of the field you want to link. In this case TELEPHONE. This is the field you will import to.

On the bottom section of the screen, click on the field heading for the source field containing the telephone number. This is the field you will import from. Click on **Finish**.

Import Do Not Fax List - LastSetting

For each target field, specify the source field.

	Target field	Type	Size	Source field	More
>	1 TELEPHONE	Text	50	Field1	

File preview

Field1
3992221466
3992222104
3992222716
3992222768

Save Setting Cancel < Back Next > Finish

A pop-up screen will be displayed showing the progress of the import routine. Click on **OK** when the import is complete.

Count – click on this button to see the number of entries in the Do Not Call List. The count will be displayed above the word TELEPHONE.

TellaFax Database List Manager

File Help

Active list view Build Sub List

298

TELEPHONE
0
411
911
9992221466
9992222104
9992222716

Look Up – Click on this button to locate a specific number on the Do Not Call list. A pop-up screen will be displayed. Enter the number you are looking for and click on **OK**. An arrow will point to the fax number in the list, if it is found.

Add – Click on this button to manually add a fax number to the Do Not Call List. The first blank line will be displayed with an asterisk next to it. Click in the empty block and enter the fax number.

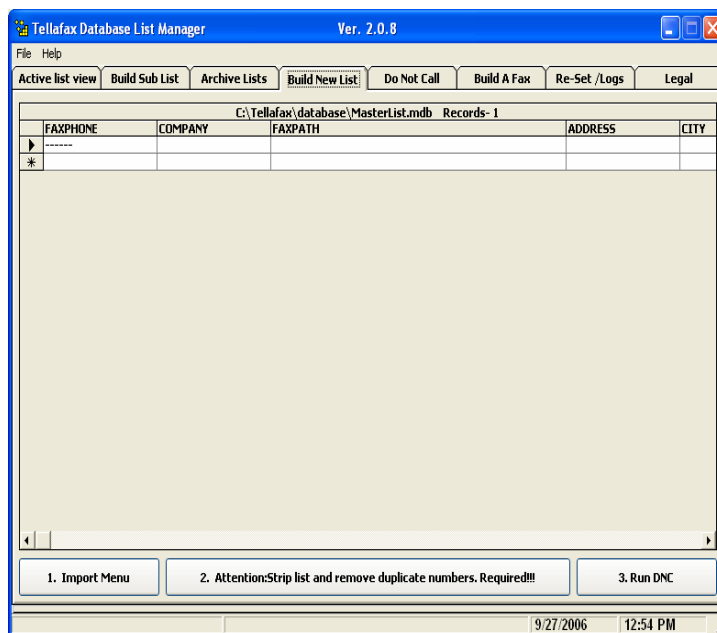
Strip DNC – Click here to remove punctuation from the DNC list. A pop-up screen will be displayed. Click on **Yes** to remove the punctuation.

Delete DNC – Click here to delete the Do Not Call list from the system. You have the option to archive the list first.

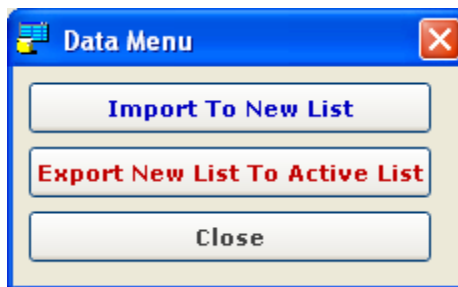
Run DNF – Click here to compare your Master list to the Do Not Call list.

Build New List Tab

You will use the **Build New List Tab** to access the Import Menu from which you will import your Master List. Once you have a list imported, you will strip unnecessary punctuation and duplicate numbers from the list. You will also run the DNC list to check your New List for fax numbers that should be removed. Be sure to run the DNC list against your New List before you start to create sub lists.



Click on the **1. Import Menu** button to begin. The **Data Menu** will be displayed. Click on **Import to New List** and follow the series of screens, which will walk you through the import routine.



The first screen is the Import Master List Now. Click on **Next**.

The dialog box is titled "Import Master List Now". It features a folder icon and a computer icon on the left. The main area contains the text "Select the table to which you want to import data:" followed by a list box containing "Contact1". Below this is a "Table preview" section with a table:

FAXPHONE	COMPANY	LAST_NAME	FIRST_NAME	ADDRESS	CI
.....					

At the bottom, there are buttons for "Save Setting", "Cancel", "< Back", "Next >", and "Finish".

Click on Browse to locate the file you are going to import. Once you have located the file, click on **Next**.

The dialog box is titled "Import Master List Now". It features a folder icon and a computer icon on the left. The main area contains the text "Select file type to import from:" followed by a dropdown menu set to "Variable text records (delimited fields)". Below this is the text "Select file to import:" followed by a text box containing "C:\TellaFax\FaxList\Sample.csv" and a "Browse..." button. There are also "Settings..." and "Options..." buttons. Below this is a "File preview" section with a list of phone numbers:

```

9992221466
999222104
999222716
999222768

```

At the bottom, there are buttons for "Save Setting", "Cancel", "< Back", "Next >", and "Finish".

If you are importing from a text file, you will need to choose a separator character and a string delimiter. Generally, you will just accept the defaults as shown here. Click on **Next**.

The dialog box is titled "Import Master List Now". It features a folder icon and a computer icon on the left. The main area contains the text "Choose the separator character (between the fields)" followed by four radio button options: "Comma" (checked), "Space", "Tab", and "Semi-colon". There is also an "Other:" option with an empty text box. Below this is the text "Choose a string delimiter:" followed by a dropdown menu set to "". Below this is a "File preview" section with a list of phone numbers:

```

9992221466
999222104
999222716
999222768

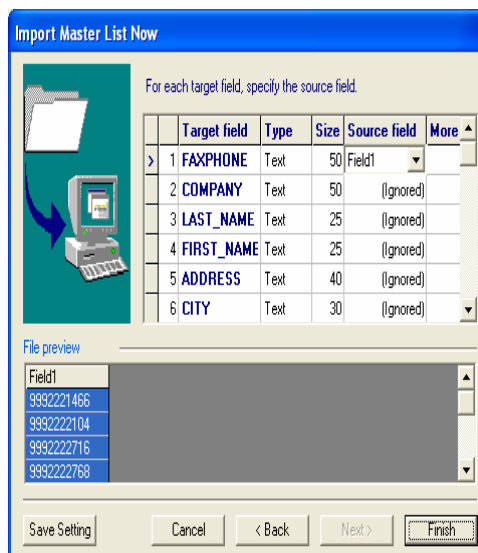
```

At the bottom, there are buttons for "Save Setting", "Cancel", "< Back", "Next >", and "Finish".

You will need to link the fields in the list you are importing from (bottom of screen) to the fields in the database you are importing to (top of screen).

Once you have linked the fields, click on **Finish**.

As the records are loading, a small screen will show the progress of the import routine.

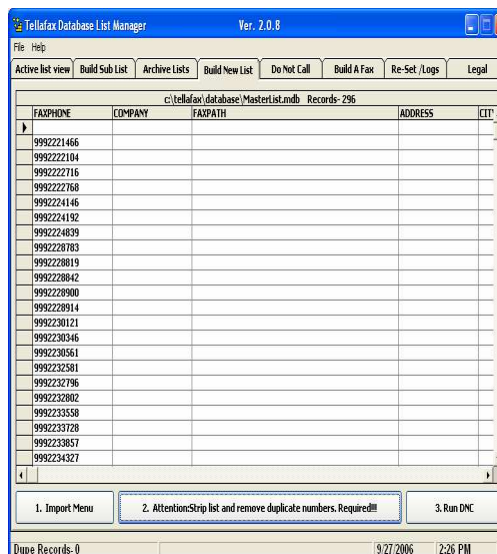


When the import is complete, click on **OK**.

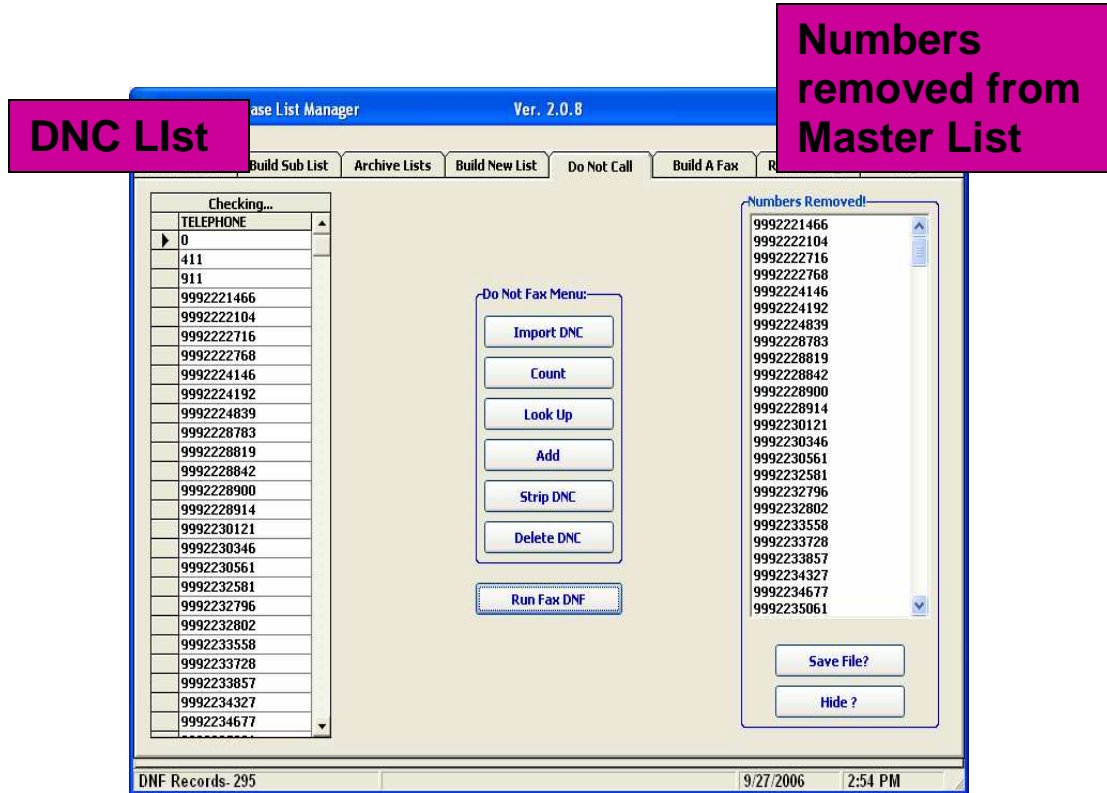


Once the import routine has completed, the records will be displayed on the **Build New List** tab.

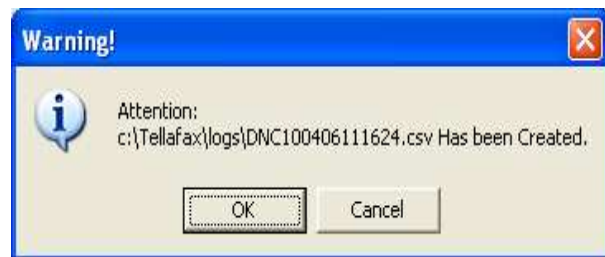
Click on the **2.Attention Strip list and remove duplicate numbers** button. This will remove punctuation from the fax numbers and check for duplicate numbers. **“This is a REQUIRED STEP”**.



Click on the **3. Run DNC** button. This will open the **Do Not Call Tab**. Click on the **Run Fax DNF** button. You will see a blue line running along the bottom of the screen during this process. When complete, you will see the fax numbers that were removed from your Master List on the right side of the screen.

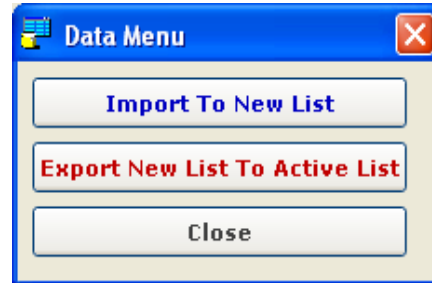


Click on the **Save File** button to save this file to a log. You will be able to access the log on the **Re-Set/Logs Tab**.



Click on the **Hide** button if you want to hide this section of the screen. If you hide the numbers removed, you will not have a log of the fax numbers that were deleted from a Master List. Each time you click on the **Run Fax DNF** button, this section of the screen will re-appear without the previously removed numbers.

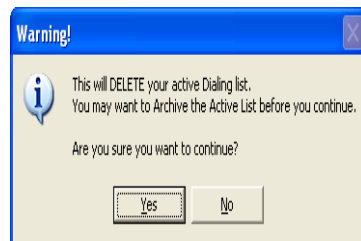
Once you have stripped your list of punctuation, deleted duplicate numbers, and run the DNC list, you are ready to send your list to the **Active List** or **Dialer**.



Click on **the Import Menu** on the **Build New List Tab**.

Click on **Export New List to Active List**.

You will see a warning message telling you that this routine will delete the Active dialing list, and you may want to Archive the Active list before continuing. To do so, go to the **Archive Lists Tab**. If you want to continue without archiving, click on **Yes**.



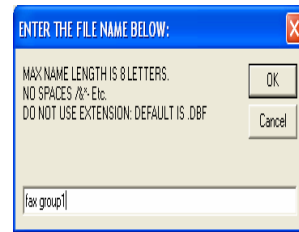
Build Sub List

You will use the **Build Sub Lists Tab** to create groups of numbers from your Master List using any of the database fields as a search field. You may, for example, want a group to contain fax numbers for a single area code.

First, you have to name a group, then select the records you want in that group.

To create new group:

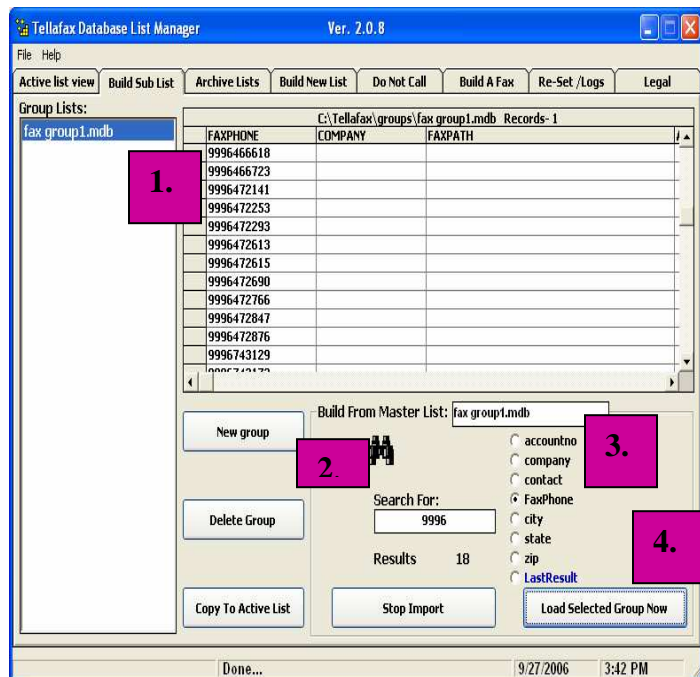
1. Click on the **New Group** button.
2. Enter a name for the group.
3. Click on **OK**.



The new group name will be listed in the **Group Lists column**.

To select records for a group:

1. Click on the Group name in the Group lists column.
2. Enter the search information in the Search For block. This can be a partial fax number, zip code, etc.
3. Select the search field (database field name).
4. Click on **Load Selected Group Now**.



If you want to limit the number of records in the selection, you can click on the **Stop Import button** at any time during the routine.

To Delete a Group:

1. Click on the Group name (in the Group List column).
2. Click on the **Delete A Group** button.

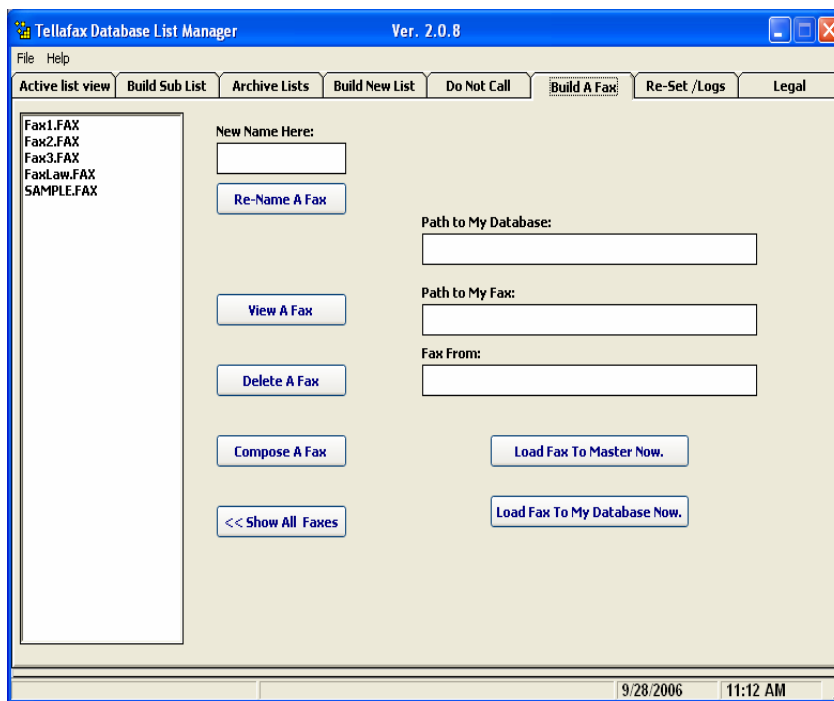
To Copy to Active List (Dialer):

1. Click on Group name (in the Group List column).
2. Click on **Copy to Active List**.

Build A Fax Tab

You will use the **Build A Fax Tab** to:

1. View a Fax
2. Delete a Fax
3. Compose a Fax
4. Assign a Fax to the Master List
5. Assign a Fax to your Database (Active list in Dialer)
6. Indicate who the Fax is from

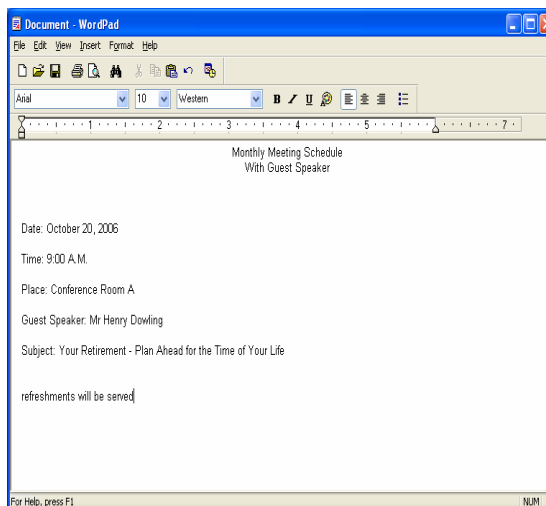


To Compose a Fax:

Click on the **Compose a Fax** button. A Word Pad screen will open where you can enter your fax information.

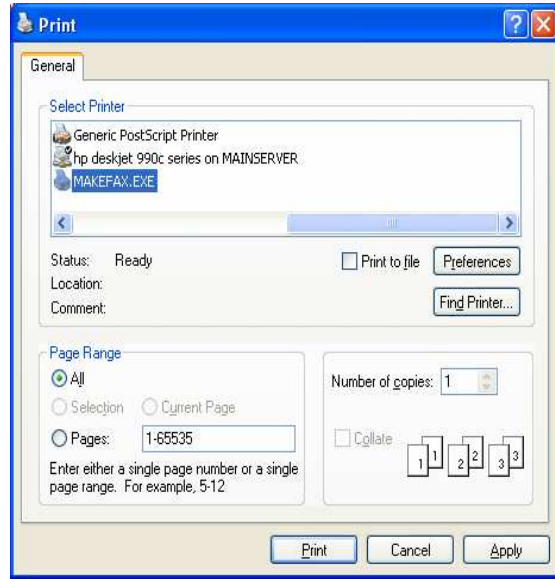
Click on **File** at the top of the screen when your fax is complete.

Click on **PRINT**. This will open the Print screen.



On the Print screen, select **MakeFax** from the Select Printer box.

Click on **Print**.



A pop-up screen will be displayed letting you know a fax is being created. As each fax is created, a number will be assigned to it as part of the fax name. In this example the fax name will be Fax3.

Close the Word Pad document by clicking on the **X**. You do not have to save the Word Pad document since your information will be saved in the fax.

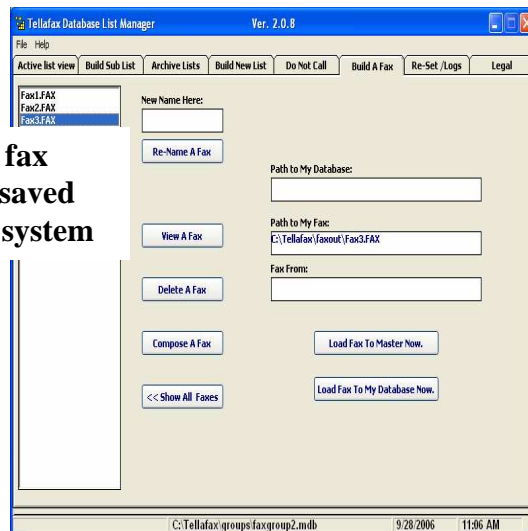


On the **Build A Fax Tab**, click on the **Show All Faxes** button, and your new fax will be displayed in the column on the left.

List of fax sheets saved on the system

To View a Fax:

Click on the Fax name in the column, then click on the **View a Fax** button. The name and path where the fax is saved will be displayed in the box titled "Path to My Fax" and the fax sheet will open.



To Delete a Fax:

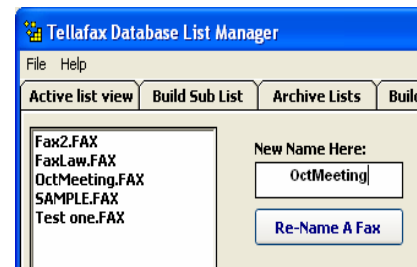
Click on the Fax name in the column.
Click on the **Delete A Fax** button.

To Re-Name a Fax:

When a fax is first composed, the assigned name is FaxXX. XX being a consecutive number. (In our example the fax name is FAX3). You may want to re-name each fax so it can be easily identified.

Click on the fax name in the column.
Click in the white box and type the new name for this fax.
Click on the **Re-name a Fax** button.

In this example, Fax3 was re-named OctMeeting.

**Link a Fax to a Dialing List:**

There are two ways to link a fax to a dialing list. If you are sending the same fax to every fax number on your **New List**, you will use the **Load Fax to Master Now** button on this tab. If you create sub lists and send them to the Active List (Dialer), you will use two routines to assign a fax. First, you will access a routine on the **Active List View Tab** called **Change Fax File**. When you click on this button, the **Build A Fax Tab** will open. You will then use the **Load Fax to My Database Now** button. You will also use these two routines “Change Fax File” and “Load Fax to My Database Now” anytime you want to link a new fax to a list that is already in the dialer.

Link a fax to a New List that has not yet been sent to the Active List (dialer), use Load Fax to Master Now.

Link a fax to a list already in the Active List (dialer), use Change Fax File and Load Fax to My Database Now.

1. Load Fax to Master Now:

Use this routine to assign a fax to the complete Master list. First, select the fax you want to send by clicking on the fax name in the column on the left.

Click on **Load Fax to Master Now**.

If you jump over to the **Build New List Tab**, you will see the fax is now linked to each fax number in the list.

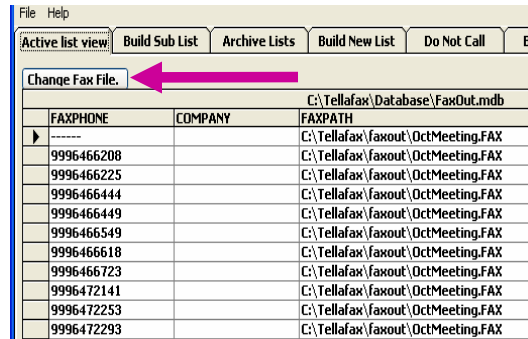
FAXPHONE	COMPANY	FAXPATH
9992221466		C:\Tellafax\faxout\Oct meetin.FAX
999222104		C:\Tellafax\faxout\Oct meetin.FAX
999222716		C:\Tellafax\faxout\Oct meetin.FAX
999222768		C:\Tellafax\faxout\Oct meetin.FAX
9992224146		C:\Tellafax\faxout\Oct meetin.FAX
9992224192		C:\Tellafax\faxout\Oct meetin.FAX
9992224839		C:\Tellafax\faxout\Oct meetin.FAX

2. Load Fax to My Database Now:

If a file has been moved to the Active list before a fax was assigned to it, you will use this feature along with the **Change Fax File** feature on the **Active List View Tab** to assign a fax to the list.

Click on the **Change Fax File** button on the **Active List View Tab**. This will open the **Build a Fax Tab**.

Select the fax you want to send by clicking on the fax name in the column on the left. The name and path where the fax is saved will be displayed in the block titled "Path to My Fax".



Click on the **Load Fax to My Database Now** button.

If you jump over to the **Active List View Tab**, you will see the fax is now linked to each fax number in the list.

Fax From:

You can type a name here, and it will print at the top of each fax sheet.

Click on the fax name in the column to the left.

Enter name of person sending the fax.

Click on Load Fax to Master Now.

OR

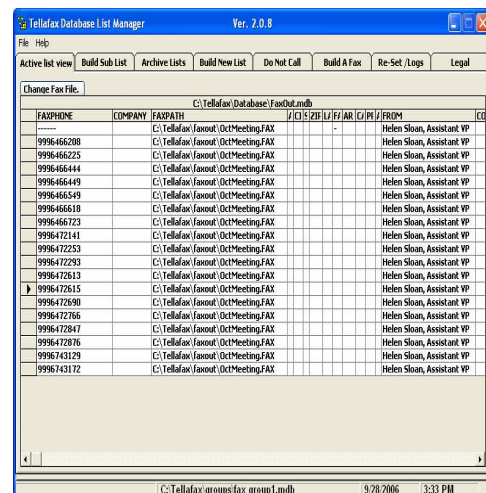
Click on the Change Fax File button on the Active List View Tab.

Click on fax name in the column to the left.

Enter name of person sending the fax.

Click on Load Fax to My Database Now.

This information will be displayed on the Active List View Tab and/or the Build New List Tab.

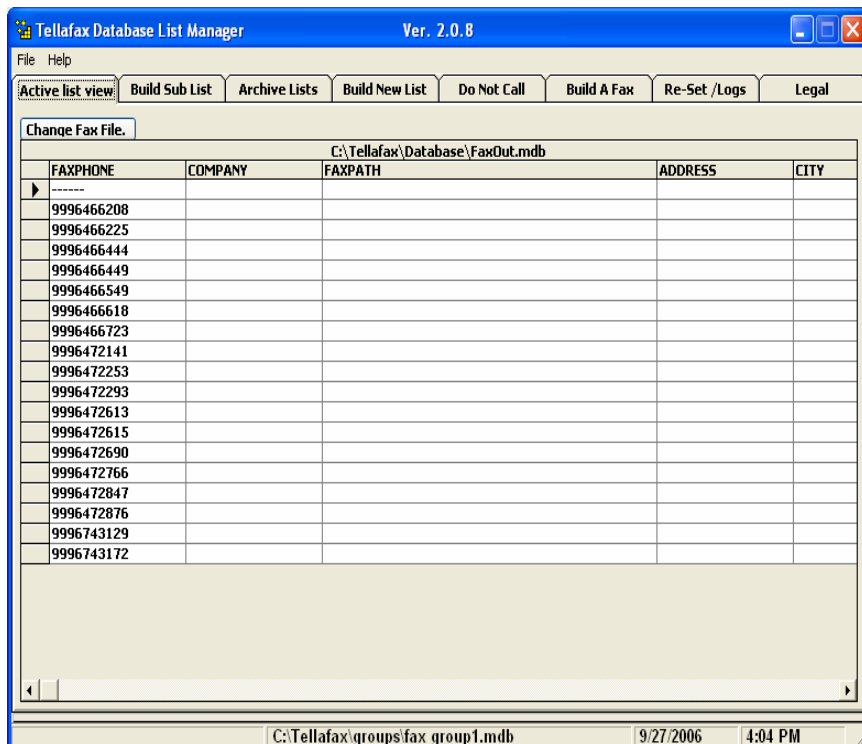


Active List View Tab

The **Active List View Tab** displays the records that are currently in the Dialer. The amount of information shown on this tab will depend on which data fields were linked to the database in the import routine. You will also see call results on this tab, and if you enter the name of the person sending the fax, that information will also be displayed here. If a dialing list has been loaded into the Active List without a fax assigned to it, you will use the **Change Fax File button** to link a fax to the dialing list. When you click on this button, the **Build New Fax Tab** will open. Follow the instructions on how to link a fax to a dialing list on the **Build New Fax Tab** in this manual.

When you import a list to the **Active List View Tab**, you are actually sending the list to the **dialer**. If you close the Fax Manager and click on the TelFax icon, you will see your list displayed on the Main Fax screen.

The Fax Manager and the TelFax should not be open at the same time. Always close one before opening the other. *If you delete the Active List Database from the Re-Set/Logs Tab, you will be deleting the file from the dialer.*



Archive Lists Tab

On The **Archive Lists Tab**, you have the ability to Archive the current dial list, delete a file that has been archived, or copy an archived list to the dialer.

Once you archive a list, you can clear the dialer and start dialing with a new list. An archived list will remain on the system until you manually delete it. You will be able to retrieve an archived list and move it back to the dialer at any time.

When you archive a file, the fax sheet and name of person sending the fax will be part of the file. If you move an archived file back to the dialer, that information will remain with it. Once the archived file is back in the **Active List (Dialer)**, you will be able to assign a new fax if necessary by clicking on the **Change Fax File button**. This will open the Build A Fax Tab. Select the fax name you want to assign to the Active list, and click on **Load Fax to My Database Now button**.

To Archive a Dial List:

Click on **Copy Dial List to Archive.**

Enter a name for the list in the pop-up screen and click **OK.**

Your archive file name will appear in the Group Archive block.

Click on the archived group name and the records will be displayed.

To Delete an Archived file:

Select the Archive Group name from the list.

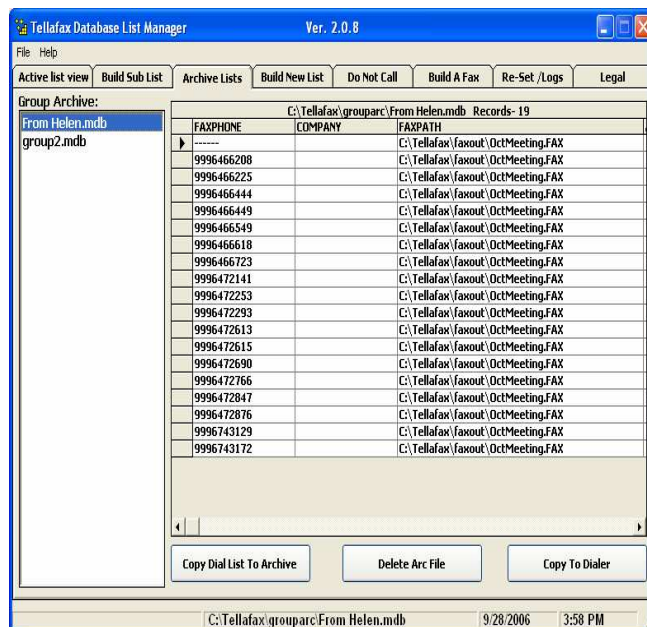
Click on **Delete Archive File.**

To Copy to Dialer:

Select the Archived Group name from the list.

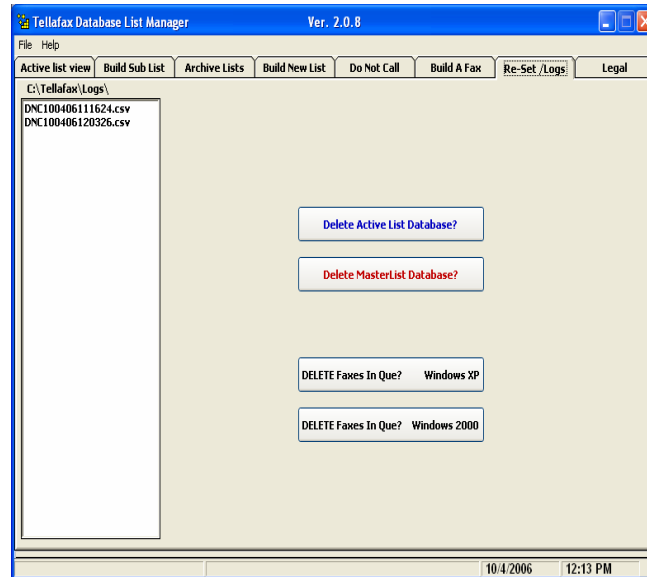
Click on **Copy to Dialer.**

Anytime you move an Archived file back to the Dialer, you will see a message warning you that the current dial list will be deleted. You may want to Archive the Active list before you continue.



Re-Set/Logs Tab

This tab will be used to delete database files, to remove faxes in the queue, and to access DNC logs.

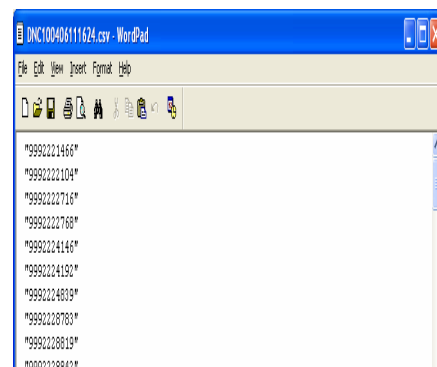


Click on **Delete Active List Database** to delete all records from the Active List. You may want to Archive the data in the Active List before deleting it. If you do not archive the list first, you will lose any fax results that are attached to the file.

Click on **Delete Master List Database** to delete the Master list.

Click on **Delete faxes in queue** to remove any remaining fax numbers that have not yet been dialed. You will choose the button for Windows XP or Windows 2000, depending on which operating system your computer is running on.

C:\Tellafax\Logs - These are the files that were created when the DNC list routine removed them from your list. Click on a file name and the numbers will be displayed.



Start Fax

Once you have imported your lists and sent a file to the Active list, you are ready to start the fax server. To start faxing, **select the TelFax icon from your desktop**. The first screen will require you to enter your customer number.

Click in the white block.
Enter Customer Number.
Click on **OK**.



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Modem Setup

Start Fax Server

Stop Fax Server

View Fax Que

Delete First Record

Fax Information:

DATE: 10/4/2006 TIME: 1:02:13 PM

COMPANY: TO:

FAX NUMBER: 9992221466 FROM:

DOCUMENT: C:\TellaFax\faxout\OctMeeting.FAX

TOTAL FAXES: 0 FAXES IN QUE: 1

PRE-DIAL:

Send Options:

High Resolution

Any Port: [v]

Retry Faxes: 0 [v]

Re-Start Que

Stop Que

PREI	FAXPHONE	TELEPHONE	COMPANY	LAST_NAME	FIRST_NA	ADDRESS	CITY	ZIPNUM	FAXPATH
	-----								C:\TellaFax\faxout\OctMeeting.FAX
▶	9992221466								C:\TellaFax\faxout\OctMeeting.FAX
	9992222104								C:\TellaFax\faxout\OctMeeting.FAX
	9992222716								C:\TellaFax\faxout\OctMeeting.FAX
	9992222768								C:\TellaFax\faxout\OctMeeting.FAX
	9992224146								C:\TellaFax\faxout\OctMeeting.FAX
	9992224192								C:\TellaFax\faxout\OctMeeting.FAX
	9992224839								C:\TellaFax\faxout\OctMeeting.FAX

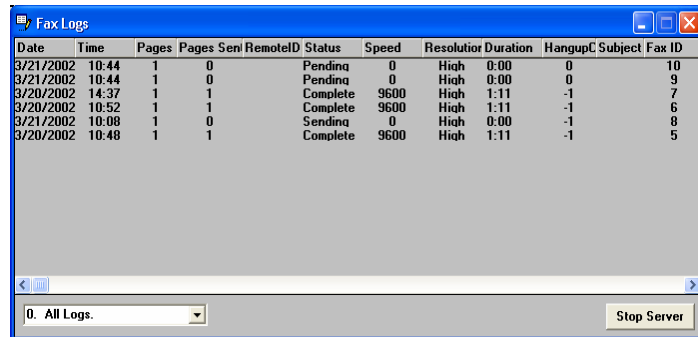
The main fax screen is where you will start and stop the fax server. You will be able to view the fax queue and stop and re-start the queue. This screen will also display information about the fax you are sending. There are four sections on the screen.

1. The queue information is on the left side of the screen.

Start Fax Server – Click here to start adding fax numbers to the queue. Once some records have been added to the queue, the system will start to dial.

Stop Fax Server – Click here to stop adding fax numbers to the queue. Any numbers already in the queue will continue to dial even though you have stopped adding to the queue.

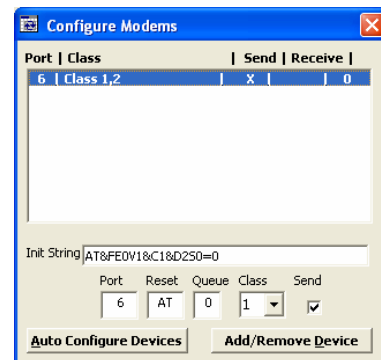
View Fax Queue – Click here to view the activity of the fax queue. This will show the status of each fax: pending, sending, complete, user cancel, or did not connect.



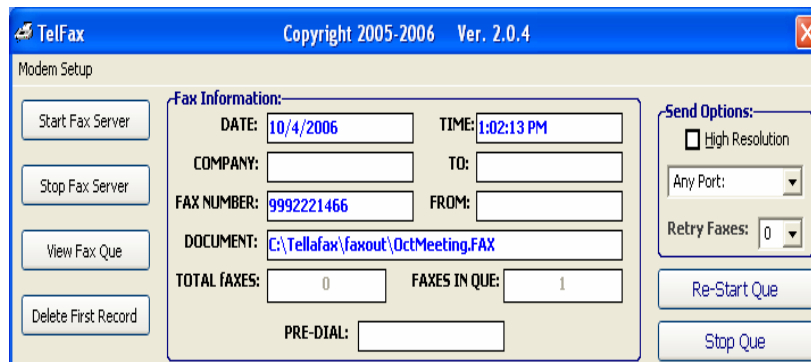
Date	Time	Pages	Pages Sent	RemoteID	Status	Speed	Resolution	Duration	HangupC	Subject	Fax ID
3/21/2002	10:44	1	0		Pending	0	High	0:00	0		10
3/21/2002	10:44	1	0		Pending	0	High	0:00	0		9
3/20/2002	14:37	1	1		Complete	9600	High	1:11	-1		7
3/20/2002	10:52	1	1		Complete	9600	High	1:11	-1		6
3/21/2002	10:08	1	0		Sending	0	High	0:00	-1		8
3/20/2002	10:48	1	1		Complete	9600	High	1:11	-1		5

Delete First Record – You may add your own fax number in the first record for testing purposes. If so, you can go back and delete the first record by clicking here.

Modem Setup – Once the modems are installed in the computer and running, click on **Auto Configure Devices**. The software will find the modems to use.



2. The **Fax Information** is in the middle of the screen.



The screenshot shows the 'TelFax' window with 'Modem Setup' selected. The 'Fax Information' section contains the following fields:

- DATE: 10/4/2006
- TIME: 1:02:13 PM
- COMPANY: (empty)
- TO: (empty)
- FAX NUMBER: 9992221466
- FROM: (empty)
- DOCUMENT: C:\TellaFax\faxout\OctMeeting.FAX
- TOTAL FAXES: 0
- FAXES IN QUEUE: 1
- PRE-DIAL: (empty)

The 'Send Options' section contains:

- High Resolution
- Any Port: (dropdown menu)
- Retry Faxes: 0 (dropdown menu)
- Re-Start Queue (button)
- Stop Queue (button)

On the left side of the 'Modem Setup' section, there are buttons for 'Start Fax Server', 'Stop Fax Server', 'View Fax Queue', and 'Delete First Record'.

Date and Time – The date and time each fax is sent. This information will continually change as each fax is sent.

Company and To – This will display information from the data fields you imported to the Master list database.

Fax number – This will display the fax number currently being dialed.

From – If you entered a name in the “Fax From” field on the **Build a Fax Tab**, that name will be displayed here.

Document – This is the name of the fax assigned to the **Active List**.

Total Faxes – Total number of fax records in the database.

Faxes in Queue – The number of faxes that have been added to the queue to this point. This number will continue to increment as records are added to the queue. When the number of faxes in the queue equals the total number of faxes, you will know all records from your database have been added to the queue.

Pre-Dial – If your phone system requires a pre-dial number, you will enter that number here.

3. The **Send Options** are on the right side of the screen.

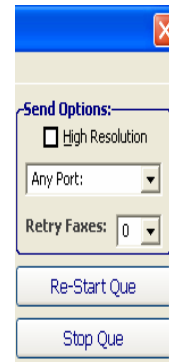
High Resolution – This will produce a clearer fax, but it will transmit the fax slower. This is not recommended.

Port – This will display the port (line) number, which will be detected when the modem is installed.

Retry Faxes – Select the number of times you want the fax number to dial before moving on to the next fax number on the list.

Re-Start Que – Click here to re-start faxing records from the queue, if it has been stopped.

Stop Que – Click here to stop faxing. You should **Stop Fax Server** before stopping the queue. Any records not yet faxed will remain in the queue until you resume faxing by clicking on **Re-Start Que**.

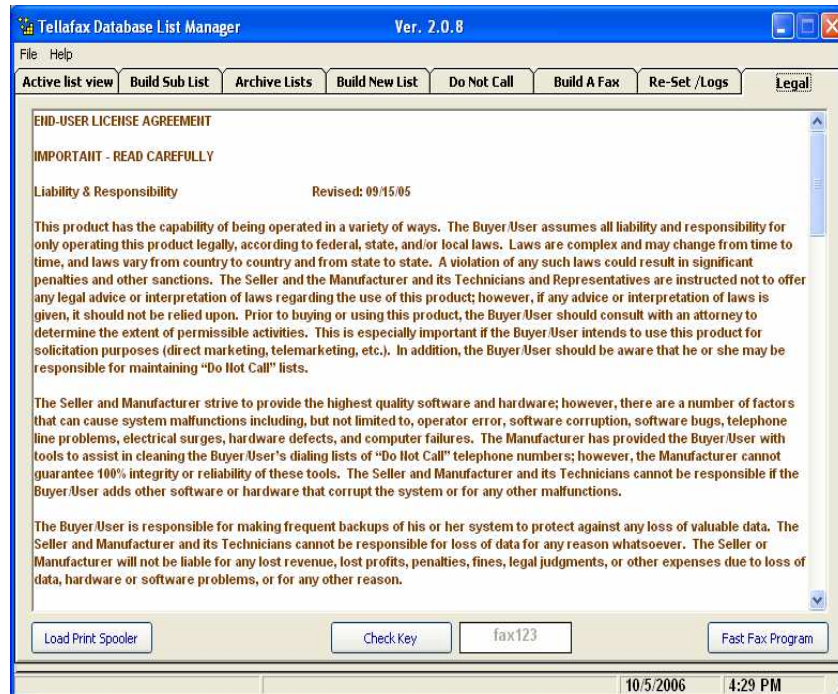


4. The bottom half of the screen will display the records in the database that were sent to the dialer. As each number is dialed, the arrow will move down the screen pointing to the fax number currently being dialed.

PREI	FAXPHONE	TELEPHONE	COMPANY	LAST_NAME	FIRST_NA	ADDRESS	CITY	ZIPNUM	FAXPATH
	-----								C:\TellaFax\faxout\OctMeeting.FAX
▶	9992221466								C:\TellaFax\faxout\OctMeeting.FAX
	9992222104								C:\TellaFax\faxout\OctMeeting.FAX
	9992222716								C:\TellaFax\faxout\OctMeeting.FAX
	9992222768								C:\TellaFax\faxout\OctMeeting.FAX
	9992224146								C:\TellaFax\faxout\OctMeeting.FAX
	9992224192								C:\TellaFax\faxout\OctMeeting.FAX
	9992224839								C:\TellaFax\faxout\OctMeeting.FAX

Legal Tab/Fast Fax

The **Legal Tab**, which is on the Fax Manager, is for the most part an informational tab. We suggest you take the time to review this information before using your new system.



Fast Fax

This tab also provides you with a **Fast Fax option**. The four buttons at the bottom of this tab are used for this option.

The **Fast Fax option** sends one or multiple faxes to a single person without importing long lists of fax numbers or creating groups. All you need to do is enter the name and fax number of the recipient, choose the fax to send, and transmit the fax.

Load Print Spooler – This will load the MakeFax print spooler, which allows you to create a fax from your favorite software. If you have not run this yet, do so before trying to compose a fax.

Check Key – Click on this button to ensure the Software Key is functioning.

Fast Fax Program – The Fax sheets used in the Fast Fax option are created using the same steps outlined on the **Build a Fax Tab**. Go to the **Build a Fax Tab** and follow the instructions on how to Compose a Fax, then follow the steps outlined below:

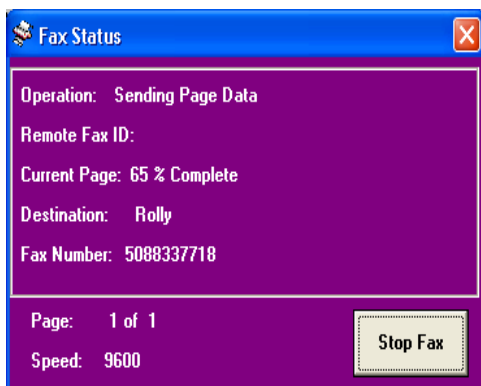
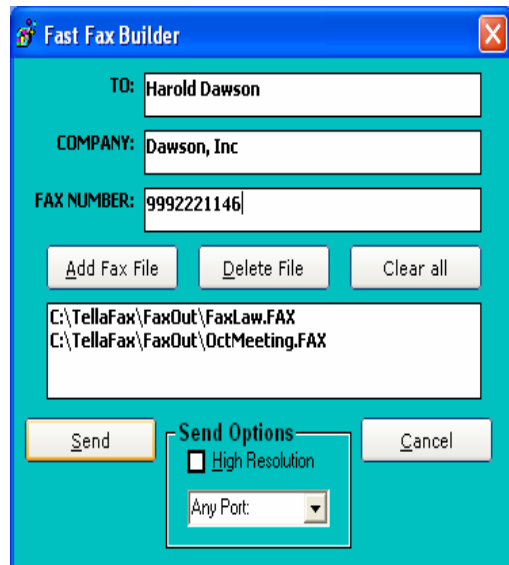
Click on the **Fast Fax Program** button on the **Legal Tab**.

The **Fast Fax screen** will open.

Click on Send Fax. The **Fast Fax Builder screen** will open.



1. Enter the Name, Company, and Fax number of the recipient.
2. Click Add Fax File. This will open the FaxOut folder.
3. Double click on the Fax name from the list in the FaxOut folder.
4. Click on Send.
5. The modem will connect when you click on Send. The Fax Status screen will be displayed, showing the status of the transmission. When the fax is complete, this screen will close and return to the main Fast Fax screen.



To remove a fax sheet from the list, select the fax sheet, and then **click on Delete File**.

To remove all fax sheets listed, **click on Clear All**.

Send Options: High Resolution – This will produce a clearer fax, but it will transmit the fax slower. This is not recommended.

Port – This will display the port (line) number, which will be detected when the modem is installed.

The main **Fast Fax screen** also acts as an activity log for the Fast Fax routine. Information displayed will include the date, time, number of pages sent, and the recipient of each fax. On the bottom left corner of the screen, there is a box with a drop-down arrow. Click on the drop-down arrow and choose which faxes you want to see on the log. You can choose all, pending, sending, failed, completed, or sent today. You can also scroll to the left or right by using the arrows in the middle of the screen, to see additional information. If you click on one of the fax sheets listed, the recipient's name and fax number will be displayed.

