Contents

FAXport Administrator On-Line Documentation

The following Topics are available:

Click on each of the Items you need assistance with:

What is FAXport ?

Wouldn't it be a relief if you found a software that let all of your Windows, Windows for Workgroups, and Windows NT users access the fax-server from their desktops?

And wouldn't it be even better if all of those users could be on any combination of Netware, Windows NT 3.5 Server, NetBIOS, and TCP/IP Winsock compliant networks?

FAXport is a truly integrated network fax solution, not just an altered single-user application.

FAXport seamlessly integrates with all Windows, Windows for Workgroups, and Windows NT clients. The network operating system support is extensive, including NetWare, Windows NT 3.5 LAN Server, and other IPX, NetBIOS, or TCP/IP compatible networks.

By providing scalability and support for a wide range of hardware, FAXport meets your needs by providing (point and click on each highlighted topic shown below for more information):

- What is Real-Time Fax
- What is the FAXport Administrator
- What is the FAXport Server
- What is the FAXport Client

Click here for a more detailed overview of the features and functions of FAXport, as well as the most frequently asked questions about the program (FAQ). This information will provide the basic information you need to use the program.

Real-Time Fax

Real-time fax is unlike message-based fax.

The FAXport client-server architecture allows users, administrators, and supervisors, to view, delete, and reschedule fax transmissions in real-time with NOS (Network Operating System) integrated security. And, because most of the processor and time intensive tasks such as broadcast faxing are offloaded to the server, FAXport is faster and requires fewer workstation resources. You can send and receive from up to four ports simultaneously or even more with the use of a multi-port serial adapter such as a DigiBoard.

All of this is done without any TSRs loaded on the workstation.

Advanced E-Mail Support is provided as well.

Need to integrate fax with e-mail? FAXport has support for MAPI

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The FAXport Server

The FAXport Server is a true store-and-forward fax gateway. Features include:

- Manual and automatic inbound routing
- 32-bit preemptive multitasking
- Multi-port broadcasting
- Advanced administration & management
- NOS (Network Operating System) integrated security

The FAXport server supports four ports by default. Additional port licenses can be added.

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The FAXport Administrator

The FAXport Administrator is installed when the first installation of a FAXport Client program is done to either a workstation site, or to the shared network directory where those with disk-less workstations will run the program.

The function of the FAXport Administrator program is to allow for the setup and control of the FAXport server. It also allows for the setting of default values for all users when they later install their own Client programs, or use those made available on a LAN as a shared program.

For security purposes, the FAXport Administrator program is not available to regular users, and has many security features to prevent unauthorized use. Likewise, certain setup functions can be done by an Administrator in the FAXport Client that are not available to Users.

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The FAXport Client

The FAXport Client is engineered for simplicity. Its the fax software everyone can use.

FAXport features large, descriptive smart-icons with flyover help boxes. But for the more advanced user, tab-over boxes provide access to a multitude of features:

- Real-time access to send and receive queues
- Unlimited shared phonebooks and phonebook groups
- DDE and OLE 2.0 support
- Pre-definable document folders
- General query functions
- Fax-viewer with annotation tools
- Folder-specific compression, archival, and deletion
- Billing codes

With FAXport, faxing is faster, more transparent, and more secure. So why buy different fax solutions for different users? Now, you can fax from anywhere on the network to anywhere in the world.

Click here to return to Overview and FAQ menu

Overview and FAQ of FAXport and its Features

The following information you provide you with more detailed information on what makes up FAXport and how it works and should be read by anyone using the program for the first time.

Point and Click on each of the items you need assistance with:

What are the Features of FAXport ?

The FAXport Software is a 'Store and Forward' Fax service, where the FAX/Modem server take full responsibility for receiving and storing incoming faxes. These stored faxes can then be viewed later by a Client workstation. The features of this program are:

- A Windows NT 32 FAX Server with WINport 5.0a capabilities built in (a separate software package and licence(s) are needed to initialize the WINport component)
- "Services" Operation in the Windows NT environment for both FAXport and WINport 5.0a
- Control of the Services operation for both FAXport and WINport 5.0a through a system Administrator program
- A 16 bit FAX Server for Windows for Workgroups 3.11 FAXserver.
- Remote operation of the FAX Servers through a locally run Administrator program
- "Transparent" store and forward faxing
- Bulk FAXing and scheduling
- Full control of privileges and network access by FAXport system Administrators
- Installation of FAXport Client (user) software as a shared network version
- 32 bit (Windows NT Client) bit Client software
- ODBC Support for use of external database files for Phonebooks (Including WinFAX PRO™)
- Support of UNC Pathnames for file location in a network
- Public and Private Phonebooks and Folders with storage at both local and network locations
- IPX, TCP/IP (UDP), NetBEUI and Personal Netware/ Novell lite support

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What are the Software Components of FAXport ?

The FAXport Software is made up of three components:

- ***The FAXport Server***

  Where faxes are sent and received. Where cover pages and attachments are stored.

- ***The FAXport Administrator***

  Used to setup and maintain the FAXport Server

- ***The FAXport Client***

  Used to create fax events and to view received faxes. Where cover pages are created and attachments are made.

It is not possible to send and receive faxes by using these components independently, though they can be run separately and at different times once they have been installed and configured properly.

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What is the FAXport Administrator ?

Due to the fact that the FAXport Server does not have a user interface for its operation, you must use the FAXport Administrator to make changes there.

The setup of the FAXport Client is done in two main steps. The first step takes place when the FAXport Server program is installed by the system Supervisor, after which the first Client program is also installed for use by that person. At that time a separate program called the FAXport Administrator is installed for use by the Supervisor.

The function of the FAXport Administrator program is to allow for the setup and control of the FAXport server. It also allows for the setting of default values for all users when they later install their own Client programs, or use those made available on a LAN as a shared program.

For security purposes, the FAXport Administrator program is not available to regular users, and has many security features to prevent unauthorized use. Likewise, certain setup functions can be done by an Administrator in the FAXport Client that are not available to Users.

A regular user of the Client software can make basic changes regarding the times at which a fax can be sent, and the display of certain dialog screens to indicate system activity. In addition, the user can change the location of private phone and folder files.

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What is the FAXport Client ?

The FAXport client allows you to send and receive faxes using the FAXport Server. It is the working area where faxes are created for sending and where received faxes are viewed. It is also the area where important information, such as Phonebooks, is organized.

It is important to understand that most of the important documents are not stored at the location of the Client software, but are rather kept at the Server. This allows for the faster creation of a Fax as you do not have to move this information around the Local Area Network. You will also find that you do not have to lose a good portion of your hard drive to the storage of faxes, cover pages or attachments.

The setup and operation of the FAXport Client is easy and intuitive. You will find all of the features are shown 'on the screen' at all times that they are needed. There is extensive on-line documentation available through out the program that will provide well illustrated examples of how to use the program. A detailed 'how-to' section of this documentation will show you how to do each step of sending and receiving a fax.

If you have never worked with Fax software before you should first go over the documentation. This will provide you with enough instructions to have a basic understanding on how to create and send a basic fax document.

It is not necessary that each using FAXport should need to create their own Cover Pages or Attachments 'from scratch'. These can be done by a designated person and placed into the FAXport server for each user to have access to through their Client software. Check with your system Administrator regarding their policy on this.

To test out FAXport, and to send a basic fax, you will need a phone number for another fax machine to send to. You can use one phone number at a time, or stored them in the Phonebook that is supplied with the program. Both private and public Phonebooks are available in FAXport, as well as public and private fax folders for storing received faxes.

Remember: The best way to learn FAXport is to use it !

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Standard Network Transport Methods Supported

The standard network transport methods for PC based equipment that are supported by the FAXport Software are:

- Novell IPX (Binderies Emulation and Directory Service) Ver. 2x through 4.x
- NetBIOS (Including Lantastic, and Windows for Workgroups NetBEUI)
- UDP - For workstations running Winsock compliant TCP/IP stacks - (Note: FAXport Client using this option will work with the Windows NT only)
- Personal Netware and Novell Lite

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How Does FAXport Work ?

The users of the FAXport software will find its operation to be simple and intuitive. Each of the main program functions are available through clearly defined action buttons and pull down menus. The creation of cover page templates and attachable documents allow for custom re-usable faxes. These are accessible on a private and public basis for those using the FAXport Software.

Fax events may be scheduled in a variety of ways to assist in the prioritization of traffic flow through the software. The tracking and auditing of fax events is easily handled through a number of identification methods available to the Supervisor and Administrator.

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What Type of Documentation is Provided ?

There is detailed information contained in the on-screen documentation that is provided during the installation of the FAXport Software. This information should be read carefully as the software is being installed. It contains important information that is required for the successful installation of the program.

Many of the defaults listed during the installation will have to be prepared prior to the installation of the software in the Local Area Network by someone with Supervisory status. The values and setup of these defaults will be outlined for you in the different sections of this manual.

The installed software will contain more on-line documentation that will be needed to be read in order to understand the operation of the programs involved. After the installation is completed, the On-Line documentation will provide full instructions on each of the main functions of the program.

One important section of this on-screen documentation is in the form of ‘How to..’ instruction. By following the information provided there a clear ‘step-by-step’ description of the operation of the FAXport Software will be achieved and successful faxing can be accomplished.

Note:

For assistance on the ‘Hypertext’ structure of the FAXport Documentation - Press F1 in any screen

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How do you operate FAXport ?

Fax events are initiated at the FAXport Client program by having the body of a message sent to the FAXport Server for processing. The name of the fax recipient and their fax numbers (as well as other information) is selected from information stored at the FAXport server or from a local Phonebook which can be viewed at the Client site.

Once this information is received by the FAXport Server, fax-ready attachments made from other documents can be added to the event. Cover Pages that have previously been made can be added at this time as well. The addition of any of these components to a fax event is determined by the person sending the fax, or can be based on software defaults that have already been provided by the software Supervisor.

When a fax is sent, a number of pre-defined information fields created on the Cover Page will be filled in with information specified by the sender. This information is in-putted at the FAXport Client, but stored at the FAXport Server. The reason for this method of fax processing is to use the transport speed of the LAN and the LAN server to its best potential.

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What is the FAXport Server ?

The speed and efficiency of the FAXport Software is achieve by having all of the key components that make up a fax document in place at the FAXport Server site. This removes the need for time consuming functions taking place at the FAXport Client site.

When organizing the scheduling of fax events, the documents to be faxed are first gathered together at the Client site, then moved through the LAN system to the FAXport Server. Cover pages and attachments that have been previously created are then combined with documents from the Client. The resulting fax documents are then stored and later faxed out following a pre-defined schedule set by either the sender or those administering the system.

The efficiency of the software lays in the fact the FAXport Client does not need to be operating in any capacity in order for a fax to be sent after the fax documents have been delivered to the Server. As a result an event for either a single person or a large number of people can be scheduled at a later time with out having to use the entire LAN system.

By the use of the Windows NT 32 bit operating system high volumes of faxes can be processed with even greater efficiency than found with alternative 16 bit fax systems (though the main limiting factor will still remain the FAX Modems themselves and the ability of a fax recipient to be available to receive a fax).

Even FAXport's alternative 16 bit Windows and Windows for Workgroups Server shares the same design advantages outlined above and provides similar processing efficiency for that environment.

For further control and flexibility, the FAXport Administrator program also performs all of the functions of the FAXport Client regarding the sending and receiving of faxes, with the exception of having access to the Cover Page template editor and the editing of the Phonebooks.

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What Type of Modem Can be used with FAXport ?

You must have your Class 1, 2 or 2.0 fax modems attached to the computer that will be your FAXport server and have the serial ports configured through the Windows Control panel for proper operation according to the manufacturers specifications.

For the proper operation of high speed modems your internal serial port must support the 16550AF UART. This serial port chip contains a data buffer that is required for high speed faxing. Some serial ports use the 8250 and 16450 UART which do not contain this buffer and are not suitable for high speed.

Note: Certain internal modems do not use the 16550AF UART as well, but instead use a proprietary buffer that is equivalent. Check with the modem manufacturer if you have any questions on this topic.

Be certain to test your modems with another communications software program (i.e. Window's Terminal) to ensure that they are operating prior to the installation of FAXport and to make a telephone contact (with or with out connecting) to test dialing capability. (Most questions regarding these procedure can be answered by the manuals that were provided with the modems).

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How Do Windows NT Services work with FAXport ?

If you are installing the Windows NT 32 bit FAXport Server, you will be doing such as an *NT service.* ***The service function will provide for the automatic operation of the FAXport server at the time that the Windows NT server is turned on.***

To setup this function you will have to setup the software in two steps, and then configure the service under Windows NT control panel. It is advantageous to understand this NT function prior to the installation process in order to use it to its full advantage.

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What do I do in case of Difficulty with the Program ?

The FAXport program has been designed to be easy to install and intuitive to use. Much effort has been spent by LANSource in testing the software to ensure your success in using it. It may still be possible to encounter a difficulty in using the program, as with any software product.

It is assumed when using any of the FAXport (or WINport - sold separately) products that you have a full understanding of the version of Windows that you are using, the Local Area Network that you are installing the program in, and that you have the proper rights (e.g. can log in as Administrator into a Windows NT machine) to do the procedures that you are responsible for.

If you do have a problem it is strongly suggested that you make good notes of the steps that you have taken leading up to the problem occurring.

Check first from the general instructions provided in this guide to see if you have not simply over looked a step in a procedure. Refer to the descriptions provided in the On-Line documentation as this will assist you in tracing and diagnosing any problems.

You do not have to be able to run FAXport in order to use the On-Line documentation as it can be run from the Windows program manager through its own icon.

It is important that you know who your LAN Supervisor or Administrator is in order to inform them of the difficulty that you may be having to see if the problem can be solved by the MIS staff first.

At the same time, see if there is an MIS policy in place regarding the formal way Networking problems are resolved to ensure that procedures are followed properly.

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In Case of Difficulty

The FAXport program has been designed to be easy to install and much effort has been spent in ensuring success. Given the complexity of a Local Area Network system it may still be possible to encounter difficulty during the installation process.

It is strongly suggested that you document the steps that you have taken during the installation process following from the general instructions provided in this guide. This will assist you in tracing and diagnosing any problems. This information will also be useful to our technical support department in the event you need to contact them.

Click on each of the Items you need assistance with:

Error Messages

- Basic Points to Examine
- When Calling Technical Support
- Technical Support Access Information
- FAXport Server Error Messages

Basic Points to Examine

It has been found that most problems that are encountered in the installation of the FAXport software can be traced back to missing key points in the preparation of the Local Area Network Environment. *In all cases, check to see if the directory where the FAXport server has been installed has been configured for proper access for shared files.* If Phonebook, folder and account files are 'read-only' you will not be able to start the program.

The second possible cause that you will encounter may be traced to a required piece of information being left out when requested during installation. The installation program has been configured to check for such information, and you will see it displayed for confirmation. If you proceed otherwise, you will see the following warning:

Without the Necessary Changes your FAXport Client will not work Properly

Do not make changes to the values found in the 'Default Session Parameters' dialog box in the first Server Setup Screen. These defaults must be used. If any changes have occured to them, contact LANSource Technical Support.

The Dialing Sequence box under the first screen of the Server Setup should also be examined. This dialog controls the dialing action taken by the modem in the telephone system it is attached to. A wrong sequence in this dialog will cause the telelphone system to incorrectly dial. See the Server Setup section for more information for more information, or click here.

You should also ensure that the proper Serial Number was used at the time of installation and that the serial number was for FAXport. The use of a WINport serial number, or the use of the FAXport serial number in the WINport option, will cause the FAXport Server to fail.

Note: When working with a Windows NT server, it is important to ensure that the directory where the Public Phonebooks or folders have been placed are properly mapped by that server when using UNC.

If you try and create a public Phonebook or folders and the NT server has not mapped the directory to the UNC that you specify under the FAXport Server setup, you will get the error message ***'Cannot create Public Phonebooks'.***

You can also see this error message if you connect to an NT server that may have the proper FAXport Server, but the UNC path has not been created there. To prevent this you will have to ensure that all Servers have the proper mapping of UNC paths.

You will also see this error message if you try and create a Phonebook or folder in a directory that you do not have authorization (rights) to use.

See Working with UNC Pathnames for more details on setting up and using UNC pathnames with the NT Server.

When Calling Technical Support

There are several pieces of information that should be available when calling LANSource technical support for assistance. Having this available will help reduce the time that you spend with the technician in diagnosing the problem.

Be certain to have your registration number when you call and have all of the proper information available to you. Each of these steps will help assist in shortening the call length. Please also remember that technical support can be contacted through our BBS, CompuServe and the Internet.
A full outline of the different ways to contact technical support will be provided at the end of this section.

When contacting technical support, make all attempts to provide the following:

The Configuration of the Network Server that you are using, including;

- Version number of NT server if used
- Available transport protocols
- IRQ and Memory Addresses of Hardware
- Setup of serial ports
- Available hard drive space
- The event log reports

The Hardware configuration of your Server

- Type of Modem and number attached
- Serial port or multi-serial port device
- Serial port Drivers used (if any)

The Hardware configuration of your Client

- General features (CPU, RAM, Hard drive, etc.)
- Network card and type
- System resources available for HD and RAM

The Software configuration of the Client

- Protocols being supported
- Setup of the Serial Port under control panel
- The version number and build date

Remember: The more information you provide, the more ‘tools’ will be available for the technician to help you.

Technical Support Access Information

To contact technical support:

Phone:	(416) 535-2668
Fax:	(416) 535-6225
BBS:	(416) 535-5878
CompuServe:	go LANSource
Internet:	http://www.lansource.com

FAXport Server Error Messages

The following error messages may occure if you are using an early (Pre-January 1996) version of the FAXport Server.

The server's date of creation can be determined by examining the file date using Windows File manager or similar program. These errors have been resolved with the release of the February (CD #6) version of the FAXport 5.0 Server.

Error	Reason
37822	Unable to open socket
7791	Failed to read (also 779)
7792	Failed to write (also 779)
777	File is not open
37829	Not enough buffer to send user record

FAXport Server Defaults

The following guide provides an outline of the main FAXport Server defaults variables that are provided during the installation process. You may wish to consult with you manufacture's manuals for the values needed. For details on other values to be used, refer to the detailed sections of this On-Line documentation for the Server that you are installing to and the on-line documentation provided with the program after the installation.

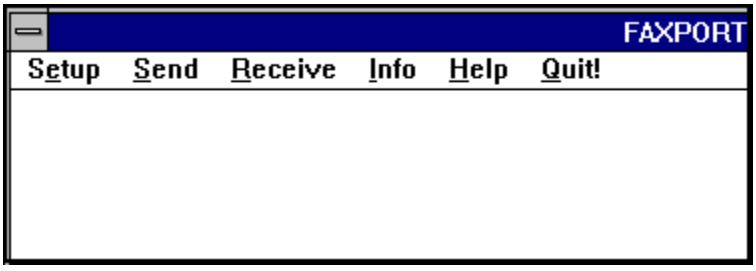
Click on each of the Items you need assistance with:

Main Administrator Menu

When you start the FAXport Administrator program you are shown a dialog box with a set of pull down menus. You must use the pull down menus to setup and configure the FAXport Server and its function in the transport system used by the Local Area Network, You will also use the menus provided to setup and configure the COM ports and modems attached to that server.

You are able to control the status of all current faxing activity, be it sending or receiving, from the menus provided. The 'physical' control of the modems and the server itself, as well as a complete set of status monitors on all key activity taking place with the server and the modem, is available. You are also able to pause and resume all fax sending taking place at the server from a single button provided in the 'Info' section.

Click on each of the Items you need assistance with:

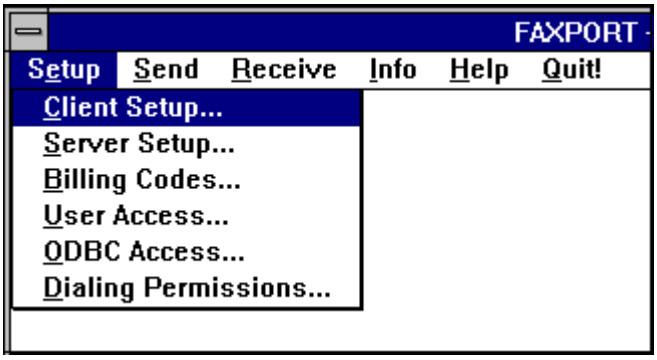


Click here to return to Contents Menu

PD- Setup

Click on each of the Items shown in the pull down menu that you need assistance with:

The Setup area is used to setup the default activity of the FAXport Server. Through the menu items shown you will be able to define the default system values, as well as how the Server is run, who will use it, how it will be used, plus the default values the user will find in their FAXport Client program.

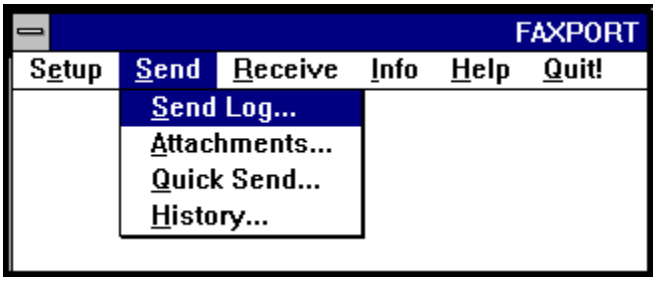


- Click here to return to Main Administrator Menu

PD- Send

Click on each of the Items shown in the pull down menu that you need assistance with:

This pull down menu item allows you to monitor different functions associated with sending faxes through the FAXport Server. You can control current faxing activity (changing the status of a fax event, or canceling it completely). A log of 'historic' information is provided for tracking fax events. Fax attachments stored in the FAXport Server can be viewed, deleted or sent. Single or bulk faxes can be sent using attachments through the 'Quick Send' item.



- Click here to return to Main Administrator Menu

PD-Receive

Click on each of the Items shown in the pull down menu that you need assistance with:

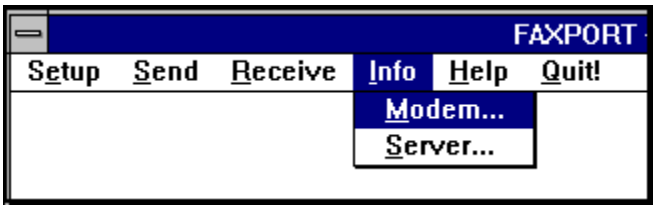
This pull down menu allows you to control received faxes that are stored on the FAXport Server. Its main function is to allow you to 'move' faxes that have been received to either a group or individual who have access to FAXport through the local area network. You can also view and delete received Faxes if needed.

- Click here to return to Main Administrator Menu

PD- INFO

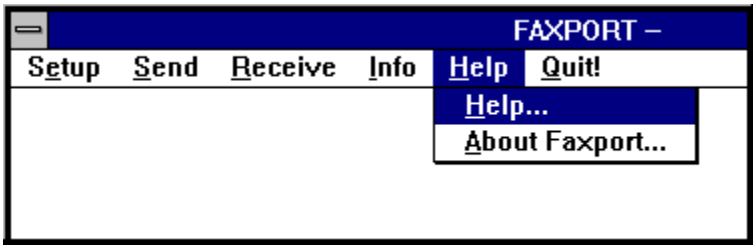
Click on each of the Items shown in the pull down menu that you need assistance with:

The two items show in this pull down menu allows you to monitor the status and activity of the modems and FAXport Server. You can view all system activity talking place at a glance with a numerical tally of the faxing activity occurring. The status of each modem attached to the server can be viewed one at a time, and then acted upon (such as resetting) through the control buttons provided. An important feature for the FAXport Server is the ability to pause all sending fax events by the click of a single button. This allows for those situations where a mechanical problem has occurred with the modems and requires immediate attention (such as replacement). All faxing activity will return to its previous state once the resume button is clicked.



- Click here to return to Main Administrator Menu

PD- Help



Provides access to the On-Line documentation and
to the ‘ABOUT’ information on the program.

The ‘ABOUT’ information will provide you with the version number of the software with the build date, and information on how to contact LANSource.

PD- Quit

This terminates the FAXport Administrator program and returns you to the Windows Program Manager.

PD- Viewing Area

This area is used to display the various dialog screens that are accessed through the pull down menus.

DOMAIN and User

Shows which Domain that the user (also identified) is logged into.

Glossary

For the best results use the built in word find function under Windows 95 or Windows NT

Using the FAXport Administrator to Setup FAXport Server

After having started the FAXport Administrator by clicking on the Windows Program manager Icon that is assocatied with it, you will see the working area (or Main Administrator Menu)Menu. To access each of the functions of the program you click on the **pull down menus** provided.

The Setup section of the FAXport Administrator is located under the **pull down menu** item called '**SETUP**'.

This pulldown menu is located on the upper left hand side of the main Administrator viewing screen.

The FAXport Supervisor must go through each of these menu items in order to setup and configure the Working Environment of FAXport. These steps are outlined below.

The first Step is to go through the Server Setup options in order for the software to work with the transport protocols and the hardware of the Local Area Network.

Server Setup

After the Server has been setup, the general FAXport Client defaults for the Users of the program can be defined. These values will be displayed when a user does their personal installation of the FAXport Client.

- Client Setup

With the basic defaults of the FAXport Server and Client in place, it is now possible to define who will be able to access the FAXport Server. This is done through the User Access setup, with the selection of names available being based on who has rights to log into the different domains accessible by the FAXport Server.

- User Access Setup

In order to forward and trace different faxes as they are received on the FAXport Server, there is a means of attaching billing codes to faxes in order to be able to forward them to the proper recipient.

- Billing Code Setup

In order to allow the use of database information from other programs, FAXport uses Microsoft's ODBC (Open Database Connection). This allow the user to 'Map' the contents of these external data bases into the FAXport phonebook.

- ODBC Access Setup

In order to ensure that unauthorized calls to general dialing areas (e.g. Long distance, International, 'black listed' area codes), a means is provided to 'block' or enable certain number groups has been provided. This area provides a 'global' definition of these rights only.

- Dialing Permissions

Click on the Above topics for more documentation on each.

- Click here to return to Contents Menu

Dialing Permissions

(New topic text goes here.)

Server Dialing Sequence

This function allows for the setup of the dialing string, and the sequence of information that is to be used. The numeric settings represent the order of the dialing sequence, and should be configured to the requirements of the telephone system that the FAX modems are attached to.

Important considerations are prefixes, area codes, billing codes or end codes

Note: You must have all sequence boxes filled, and without a duplicate number, in order for the server to function properly.

Billing Codes

To View the Billing Code Setup Dialog Box, Click Here.

FAXport allows for the creation of Billing Codes that can be attached to various users of the system. Individuals, groups and departments can be traced in this way.

A billing code can be any alpha-numeric combination of up to 8 characters. It is permitted to use the login name as a billing code.

Simply place the name in the input box and then click on the Add button.

To remove names simply click the remove button.

Click here to return to the Setup Menu

User Access

To View the User Access Dialog Box, Click Here.

User Access is a security function that allows the System Supervisor control over who has access to the FAXport fax server.

If a person does not have proper authorization, any attempt at connecting the FAXport server, even if the FAXport client is installed, will result in an 'Access Denied' error message.

FAXport will work with existing system security features (when available) to ensure that the person who is attempting to access the FAXport server has authorized access to the network.

When the Local Area Network uses Netware Bindery or Directory services, the authorization list used by the main Server will be consulted as well as the one created by FAXport.

In those cases where a server name is not used (e.g. Peer to Peer based systems such as NetBIOS or TCP/IP), FAXport will supply a default server name [FAXPORT].

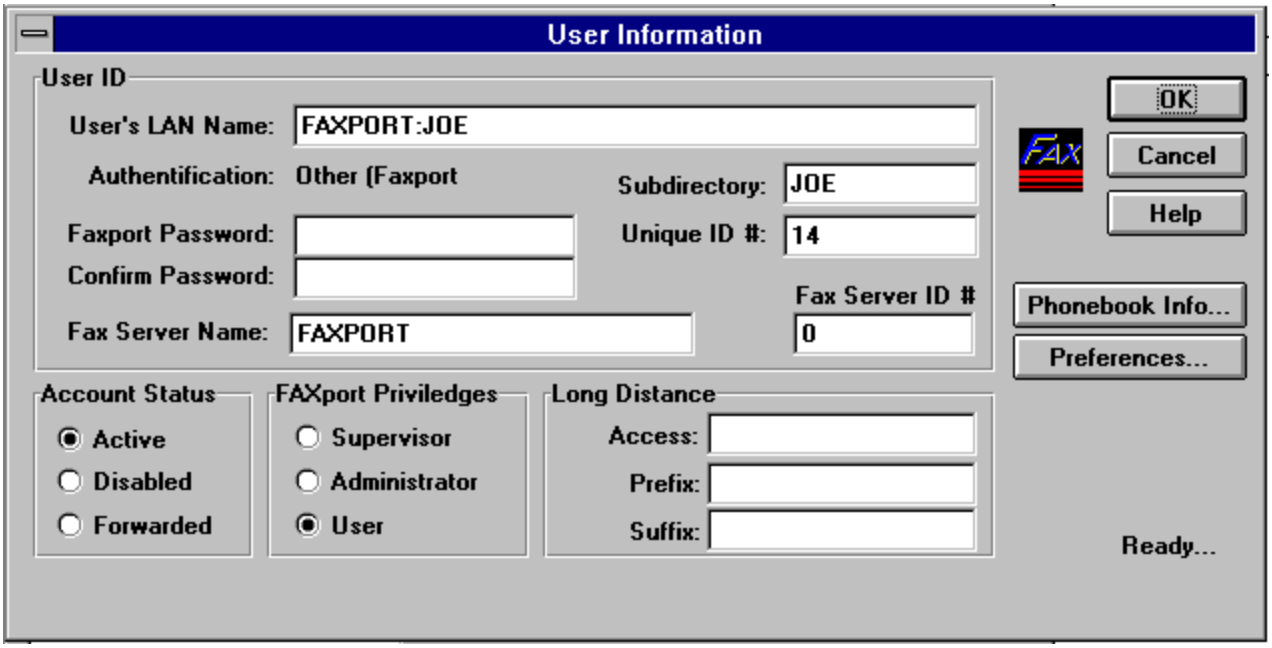
Once a person has been added to the authorized list defaults regarding their status and privileges can be added in the User Access Details section of the program.

Click here to return to the Setup Menu

Access Denied

The ‘Access Denied’ error message appears if the user and server name provided in the ‘FAXPORT.INI’ (setup) file does not appear in the Authorized user list found at the FAXport Server. This list is created by either the Administrator or Supervisor of the system to prevent unauthorized people from gaining access to a particular FAXport server. This list also prevents unauthorized use of the server by someone logging into someone else’s workstation by having the actual login name checked at the time of connection. The example shown here is from a Novell session, but each method of authentication provided in the client setup is supported.

User Access Details



Once a person has been placed in the list of authorized users the basic defaults for their status in the system can be established.

The majority of the defaults shown are provided for information only and should not be changed. The areas that are accessible are:

Account Status:

The default is ‘Active’. ‘Disabled’ allows for a name to remain attached to an authorized list for tracking, but removes their ability to use the system. The ‘Forwarded’ function allows for the name to remain connected, and to receive faxes, but not to be delved to their Client workstation.

FAXport Privileges:

Only people with proper authorization should be given the status of Administrator. Only a single person should be the Supervisor. See the sections of the help file that define their roles by clicking here

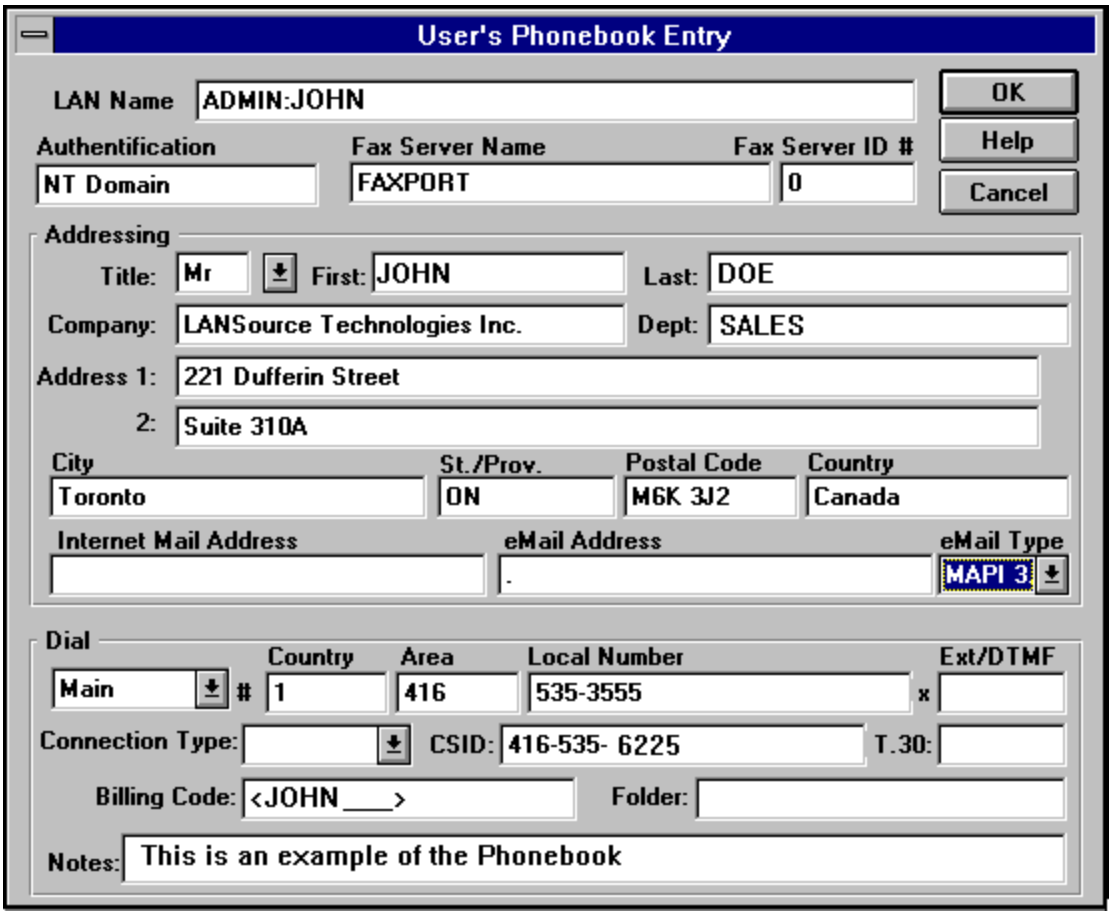
Long Distance:

This allows for the control of access to long distance dialing lines by an individual.

User Preferences

The User Preference section allow for the setting of the default values for faxing itself. In this section you can determine the preference and priority that is applied to a fax that is to be sent by the person who's preference is being defined. You may also setup notification and printing defaults in this area.

User's Phonebook Entry

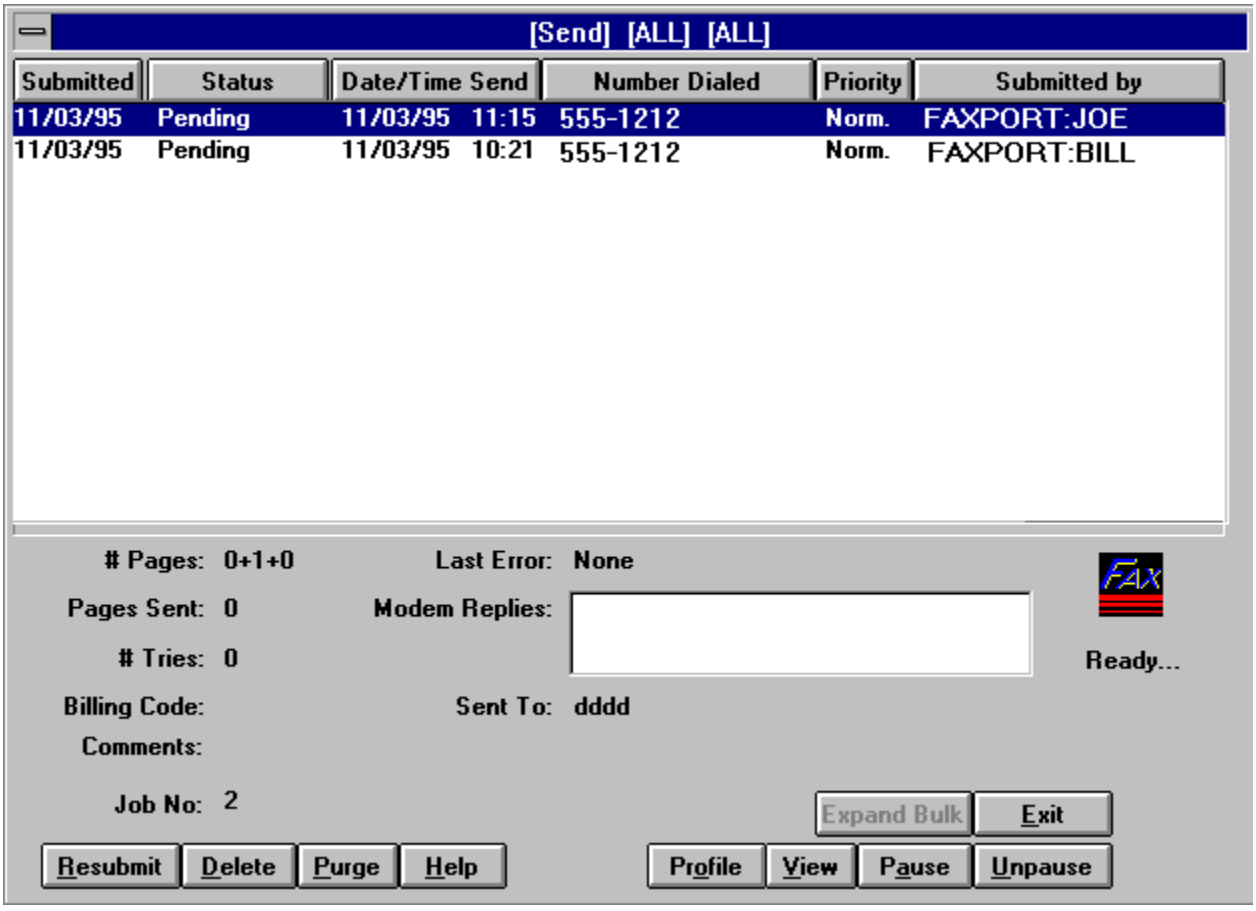


The User's Phonebook entry allows for the placement of personal information about the user that can be placed into pre-defined fields in the Cover Page. It is not mandatory that all information be filled out for the proper use of the program. Certain information will be displayed after it has been entered in other sections of the Administrator program. Examples of this are: Billing Code, CSID, and Folder location.

Send Log

The Send Log allows a Supervisor to monitor the flow of sent faxes in a FAXport System.

By pointing and clicking on a particular fax, the Supervisor can perform a variety of tasks and functions that are defined by the action buttons at the bottom of the screen.



Fax Viewer

The Fax Viewer is a stand alone, but full featured, viewing program for the FAXport Administrator alone.

It is designed to allow for the viewing and printing of fax images that have been sent in the system.

Send Profile

This function allow for the selection of those sent faxes that a Supervisor wishes to view by defining the date, time and status of a fax or group of faxes.

Print Send Log

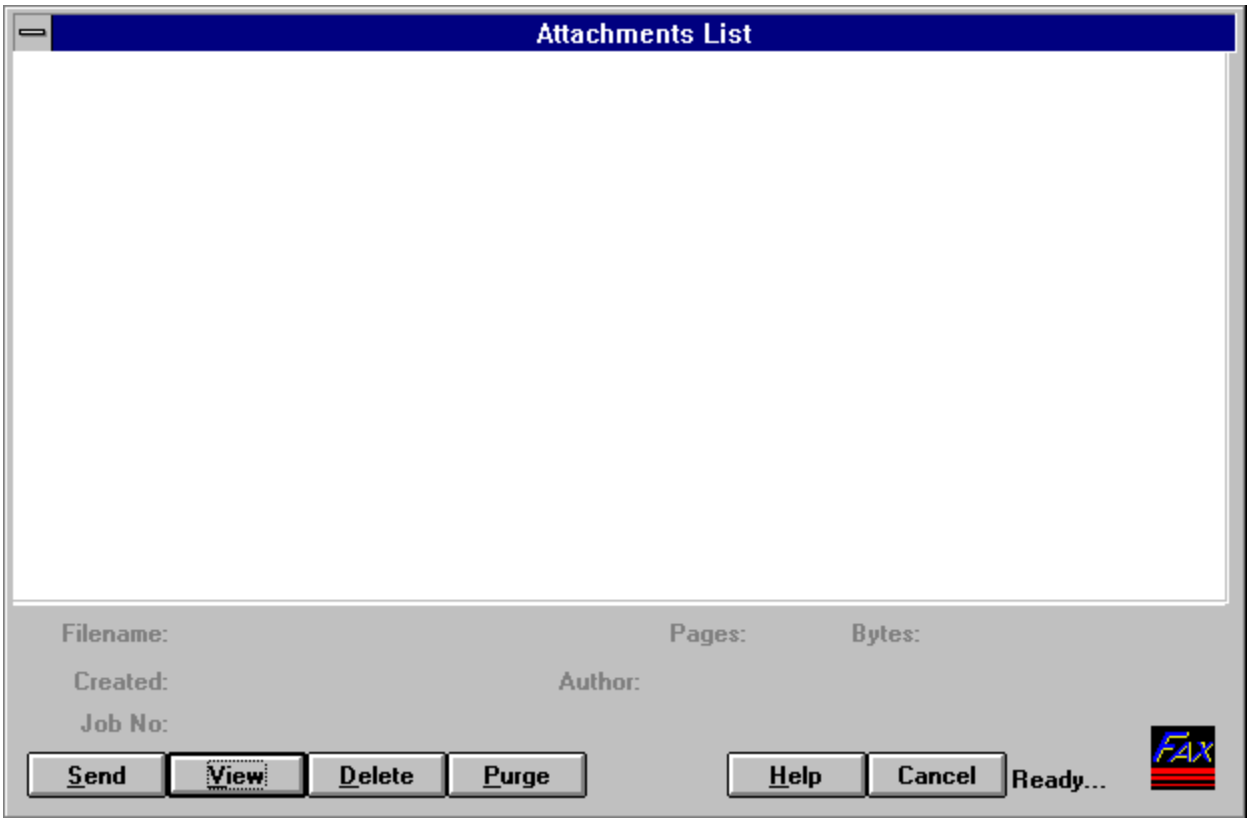
This allows for the printing of selected items as a report on Send activity. The type of information that is chosen is based on the variable fields that are displayed on the screen. As many or as few may be used for the report. Fonts, page formatting and printer type can also be selected depending on the output desired.

Resubmit a Sent Fax

Through this function you are able to send a fax in its original to its intended recipient immediately, or your can redefine whom the recipient is to be, and the form of the fax to be sent. The date and time of the send can also be rescheduled.

Send Attachments

This works with the Quick Send function found in the Administrator program. The purpose of this section is to provide a more detailed list of attachments than is otherwise available.



Quick Send

This function provides many of the key feature found in the Send Function of the FAXport Client.

You do not have access to the Phonebooks, though you may use the bulk send feature to use pre-defined lists of telephone numbers. (Note: this feature is best used as an adjunct to the Client for the most satisfactory performance of the system).

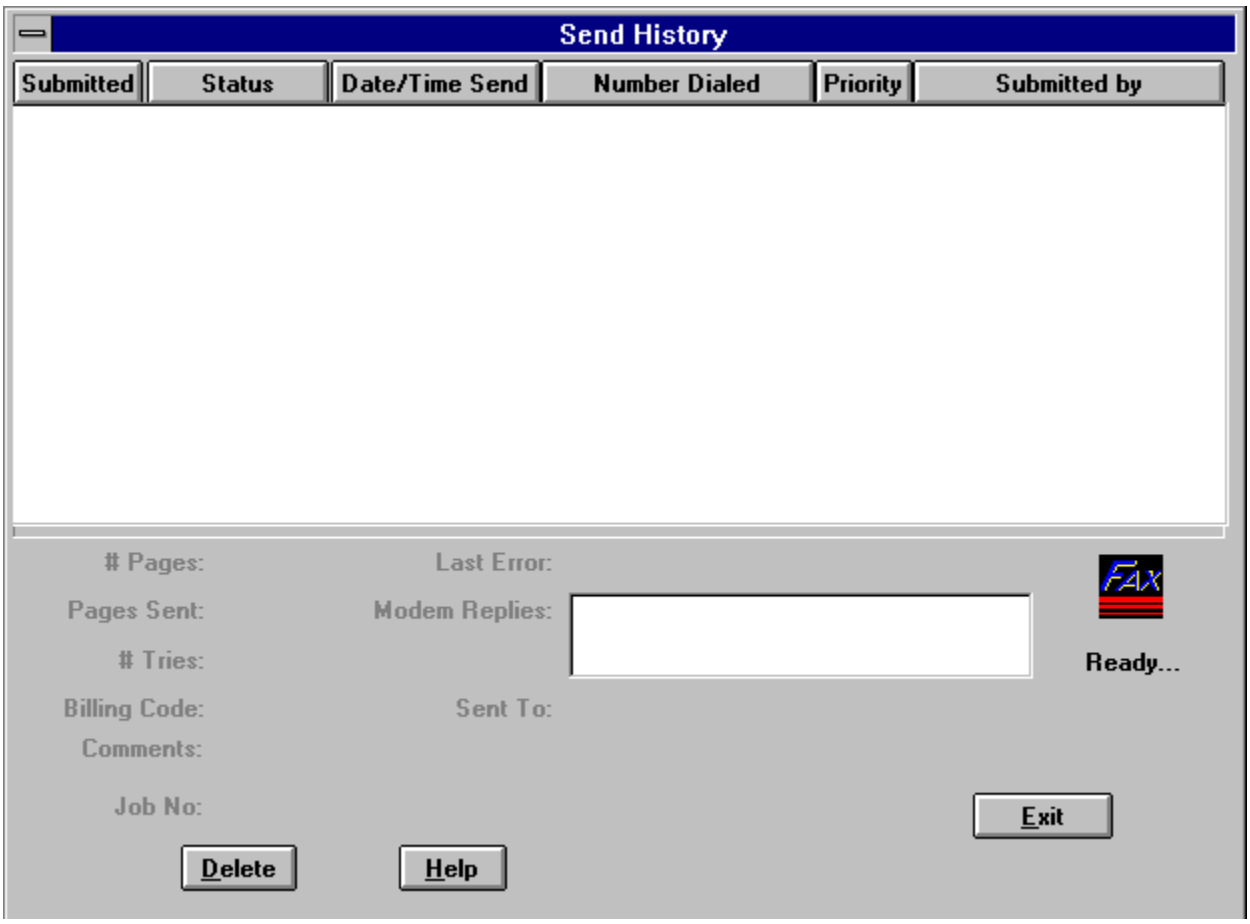
Bulk Send

This function is used by the Quick Send in order to send a fax to a group of people. A pre-defined ASCII text file with telephone numbers is used in the dialing function.

Send History

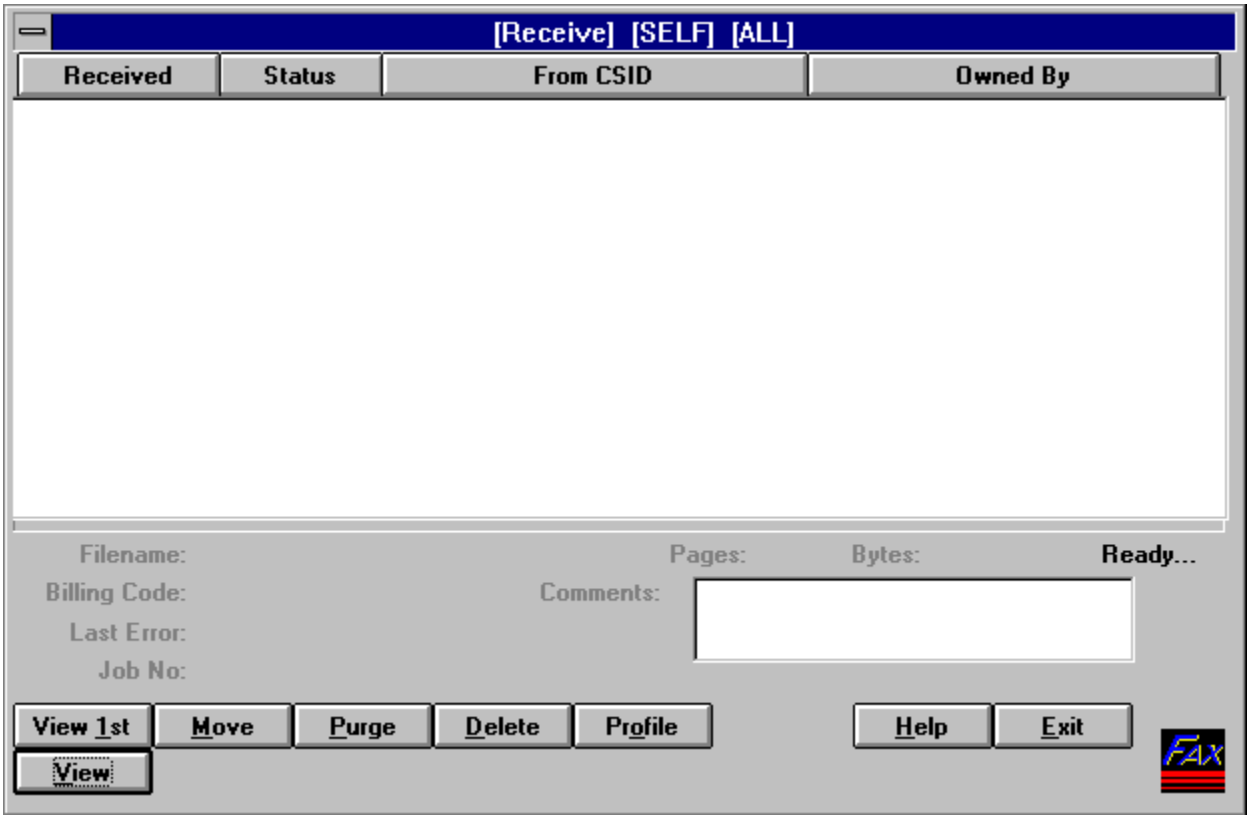
Shows the results of the capture function of the program by displaying the contents of the file that is created.

This area is used to edit, delete and print historic information on Sent Fax activity.



Receive Log

The receive log allows the Supervisor to monitor and act upon all faxes that have been received by the system. This is done by the use of the action buttons located at the bottom of the screen.



RL-View First

This allows for the viewing of only the first page of a fax. Normally the viewer will load all pages, which can take time with a large document. By loading only one page the viewing time is reduced and more documents can be reviewed.

RL-View

The Fax Viewer is a stand alone, but full featured, viewing program for the FAXport Administrator alone.

It is designed to allow for the viewing and printing of fax images that have been sent in the system.

RL-Move

Allow for the redirection of a received fax by using CSID numbers. In this way a new recipient can be forward the fax.

RL-Delete

Allows you to remove a fax from view in the receive log. May not delete the file from the server unless the Administrators default is set to: delete equals purge.

RL-Purge

This will permanently remove any received faxes from the FAXport server. To specify which faxes are to be removed you must first highlight them in the viewing area.

RL-Profile

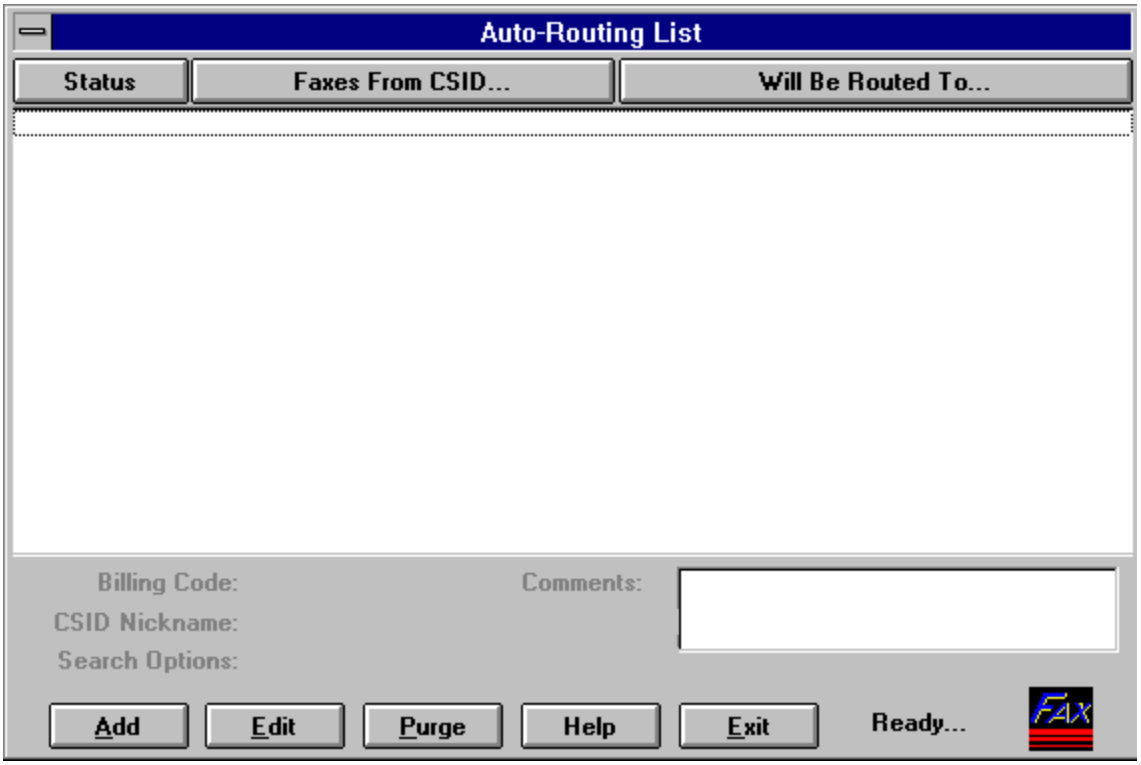
Allows you to view selected faxes based on the user, status and date of the received faxes.

RL-Print Log

This allows for the printing of selected items as a report on Receive activity. The type of information that is chosen is based on the variable fields that are displayed on the screen. As many or as few may be used for the report. Fonts, page formatting and printer type can also be selected depending on the output desired.

RL-Auto Routing List

Displays the current status regarding the Routing of received faxes from one recipient to another throughout the use of CSID identifiers. The status of a connection is displayed in the lower right hand corner when a member of the list is high lighted.



Routing - Add

This allow you to connect a CSID identification to an authorized user. In addition, CSID ‘Nicknames and billing codes can further help to track this information.

Routing - Edit

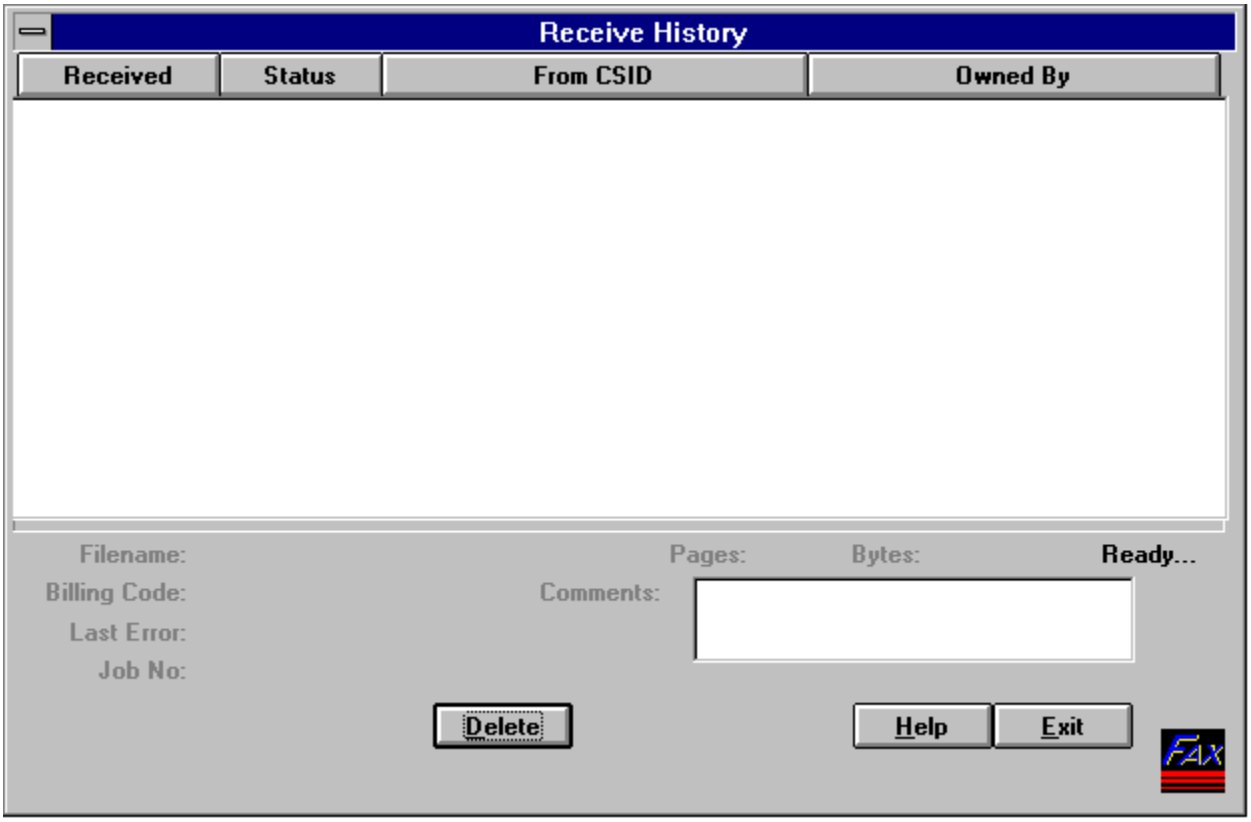
This function allows for the editing of CSID identification information.

Routing - Purge

This allows for the removal of routing connections throughout the highlighting of the information on the viewing screen.

Receive History

Displays the contents of the capture file that is used to monitor received fax activity.



RH-Delete

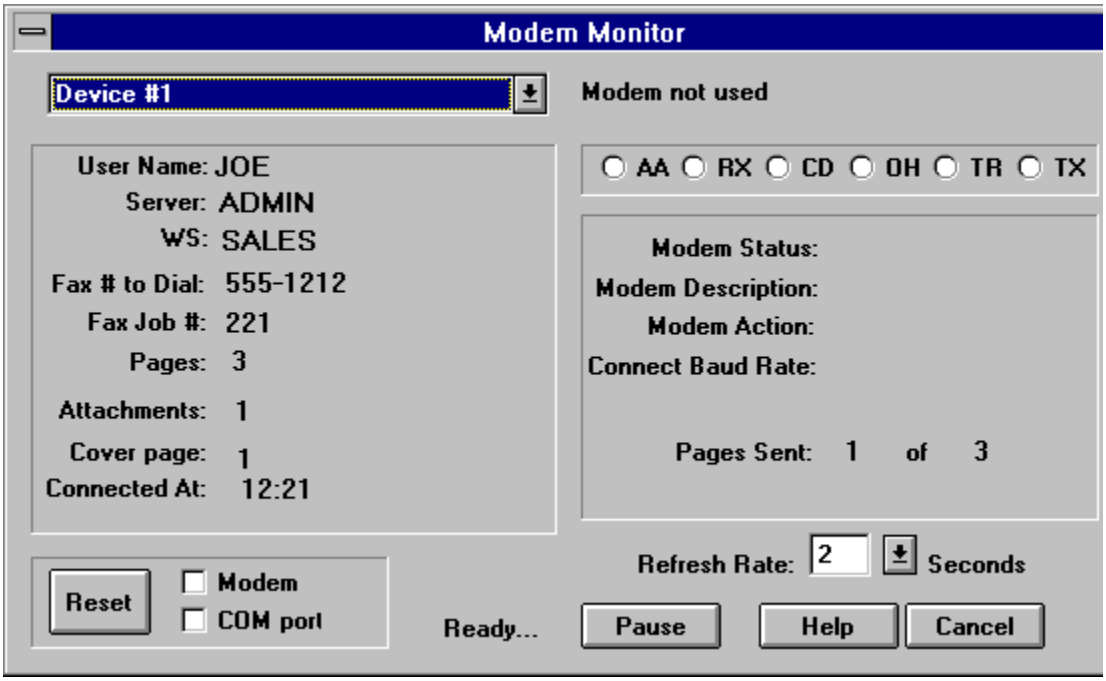
Allows for the removal of highlighted information from the viewing area.

RH-Print Log

This allows for the printing of selected items as a report on received file history. The type of information that is chosen is based on the variable fields that are displayed on the screen. As many or as few may be used for the report. Fonts, page formatting and printer type can also be selected depending on the output desired.

Info - Modem Monitor

This viewing area allow for the monitoring and control of all modems that are being used by the FAXport Server. The modems and their COM ports can be reset if needed from the location of the FAXport Administrator, rather than at the physical location of the modems.

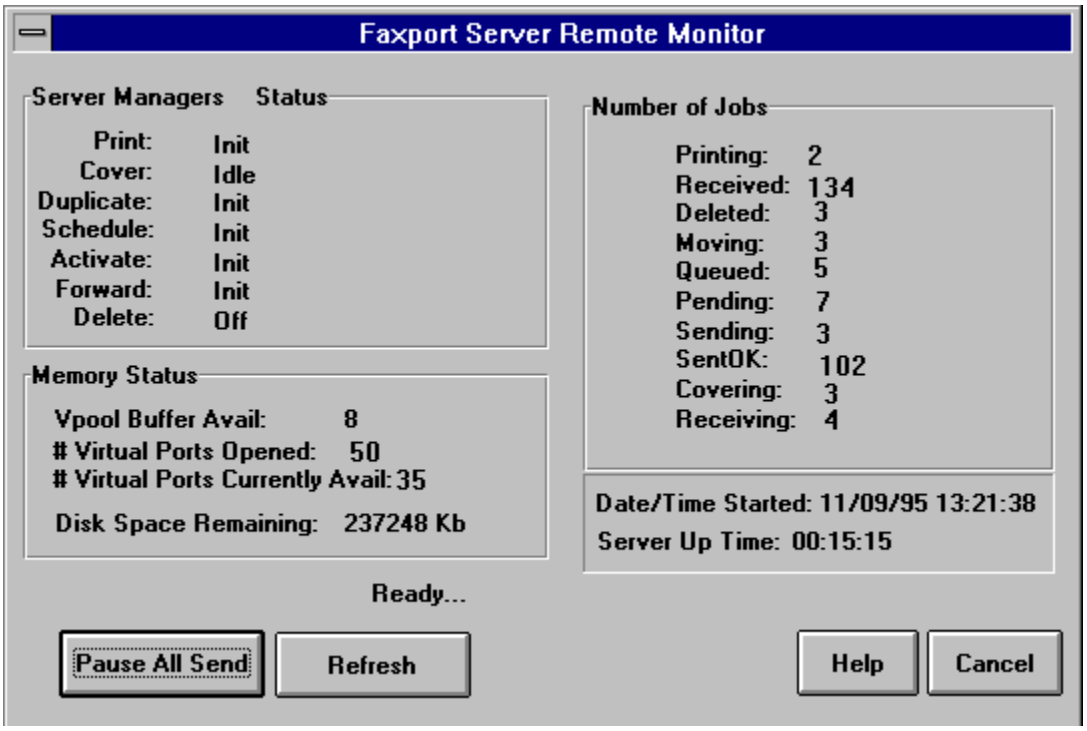


Info - Server Monitor

The Server Monitor allow for the viewing of all of the key functions that are occurring in the server environment on one summary screen.

In addition, you are also able to pause all activity taking place in the server with the click of one button. This is important if an emergency situation has occurred, or a security measure must be undertaken. Even for normal maintenance this feature can be well utilized.

The refresh button is used to establish that the values being displayed are current.



Overview of FAXport Administrator

You will need to understand the following information in order to properly setup and configure your FAXport Server using the FAXport Administrator.

As the FAXport Supervisor, what you are trying to accomplish when installing and configuring FAXport, is to create and operate three main programs;

The ***FAXport Server***

The ***FAXport Client***

The***FAXport Administrator***.

You cannot use any of these programs independently to send and receive faxes. Being a 'store and forward' based system they must be used together on a local area network.

The **FAXport Server** must be on all the time in order to send and receive faxes. All faxes and releated parts of the fax (cover pages and attachments) are stored at the workstation where the FAXport server is installed. Additional information, such as public fax numbers and fax events, are also stored in the Local Area Network. (Note: a 32 Bit FAXport Administrator is installed at the same time as the 32 Bit Server)

The **FAXport 16 Bit Administrator** must be operated from a workstation that is separate from the FAXport Server, and it is used to setup, configure and operate the FAXport Server. It is also used to add users to the list of those authorized to use the FAXport Server.

[Note: You can use the **FAXport 32 Bit Administrator** on the same computer as the FAXport 32 Bit Server, but when setting up the list of authorized users you will not be able to automatically use the lists found on other servers (e.g. Novell) in the network for authentication with this release.

There is a work around for this. You can access the FAXport 32 Bit server through the use of the FAXport 16 Bit Administrator after having setup a ***second Supervisor*** through the FAXport 32 Administrator. This person must be on the Windows NT user list of the computer where the FAXport Server is installed (the first default Supervisor can be this person) but you must authenticate this person as:

FAXPORT:USERNAME

where 'USERNAME' is the login (authentication) name of the person in the Windows NT domain.

You must be able to login to the computer where the 16 Bit FAXport Administrator is found with the **same USERNAME.** When you do this you will be able to connect to the WINport 32 Bit Server as an 'Authorized User' and as a Supervisor. From with in the FAXport 16 Bit Administrator you will be able to acess the authentication lists from other domains in the local area network.]

The **FAXport Client** is needed to manage faxes, fax attachments and fax cover pages. It

must be run at separate workstations from the FAXport server. The first FAXport Client to be installed is to be used by the Supervisor to test the FAXport Server's ability to operate properly in the Local Area Network.

Once you have installed, configured, and operated three programs fully, you can the have others install their FAXport Clients at their workstations using he FAXport Client installation program placed into a local area network shared directory.

The next set of points are important to understand when doing the configuration of the FAXport Server with the FAXport Adminsitrator.

VERY IMPORTANT: The FAXport Administrator is used to setup and configure ***the FAXport Server*** due to the fact that ***the FAXport Server***, no matter which version, has no user interface***.***

All that can be seen with the 16 bit version of the FAXport server is an event log, and with the 32 bit Windows NT FAXport Server you must use the Services event log found in the Program Manager.

The 32 Bit FAXport Administrator is installed at the same time as the FAXport 32 Bit Server.

The 16 Bit FAXport Administrator is installed during the first installation of ***the FAXport Client*** and this is done onto a workstation that is a totally separate machine from the one ***the FAXport Server*** is installed on.

You will need to understand the following points in order to properly install, use and operate the FAXport Administrator:

- **There is no means of controlling the FAXport Server from its location on either the Windows NT Server or a Windows 3.1/Windows For Workgroup 3.11/Windows 95 Server. All that can be done at those locations is turn on or turn off the FAXport Server, and monitor its activity messages.**

- **In order to control the FAXport Server, the FAXport Administrator program has been provided. The person who is responsible for the operation of this program is the system Supervisor.**

- **A 32 Bit FAXport Administrator program is installed at the same time as the 32 Bit FAXport Server. This Administrator is limited to using authentication based on the user list found at the Windows NT Server only. You must generally first install and start the 16 Bit FAXport Administrator if you wish to use lists from other servers on the local area network for authentication.***

- **The FAXport 16 Bit Administrator program must be installed on a machine that is different from the one where the FAXport sever is installed, and this is done at the same time as the first installation of the FAXport Client. You will find the FAXport Administrator program displayed in the FAXport group, which is created in the program**

manager area of which ever version of Windows is used for the Client installation.

- **Both 16 and 32 Bit version of the FAXport Administrator is provided with its own icon (shown at the top of the page) to start the program, and the first person to use the FAXport Administrator becomes the FAXport Server Supervisor.**

- **Remember: When doing the first installation of the FAXport Client and FAXport 16 Bit Administrator, these programs must be installed and operated from their own workstation, not from the FAXport Server Machine. The workstation should also be easily accessed by the Supervisor for the maintenance and operation of the Supervisor, rather than placed in a remote location.**

- **For security reasons, there is only one copy of the FAXport Administrator program loaded during the preliminary installation cycle of FAXport System for either the 16 or 32 Bit Versions.**

- **When the Supervisor has been determined, and the basic defaults of the system installed, other users and system Administrators can be added to the list of people authorized to use the FAXport Server. You can also have more than one Supervisor as well, if needed for the proper maintenance of the system.**

When the above points are completed, The FAXport Server can be used to send and receive faxes.

For more help on overview topics, click here.

Click here to return to Contents Menu

***There is a work around for the problem with authentication and the 32 Bit FAXport Administrator. You can access the FAXport 32 Bit server through the use of the FAXport 16 Bit Administrator after having setup a *second Supervisor* through the FAXport 32 Administrator. This person must be on the Windows NT user list of the computer where the FAXport Server is installed (the first default Supervisor can be this person) but you must authenticate this person as:**

FAXPORT:USERNAME

where 'USERNAME' is the login (authentication) name of the person in the Windows NT domain.

You must be able to login to the computer where the 16 Bit FAXport Administrator is found with the same USERNAME. When you do this you will be able to connect to the WINport 32 Bit Server as an 'Authorized User' and as a Supervisor. From with in the FAXport 16 Bit Administrator you will be able to acess the authentication lists from other domains in the local area network.]

More help on the Overview of FAXport Administrator

Click on each of the Items you need assistance with:

- The role of the Supervisor and Administrator
- Setting up the FAXport Client and Server by the Supervisor and Administrator
- General Maintenance of FAXport by Administrators and Supervisor
- Click here to return to Contents Menu

The Role of the Supervisor and Administrator

The primary role of both the Supervisor and Administrator is to ensure the proper operation of the FAXport system through the setup and maintenance of the FAXport Server and Clients

The main difference in the two roles is the type of responsibility that each has.

The key differences that are found in the roles and their functions are:

Supervisor:

The role of the Supervisor is to maintain the operation of FAXport Server

The functions of this role are:

- Responsible for the setup and maintenance of the FAXport Server through the Administrator program.
- Determines the users of the system.

Administrator:

The role of the administrator is to maintain usage of the FAXport Server.

The functions of this role are:

- Assign billing codes to user names
- To move unassigned faxes to users
- Determines the proper usage of the FAXport system

More Help on Supervisor and Administrator topics

For more information, click on the topics listed below

Functions that are Performed by the Supervisor and Administrators

Functions that are Performed by the Supervisor and Administrators

The Supervisor and Administrators are responsible for the maintenance of the FAXport system with in the Local Area Network.

For more help on the specific functions of the Supervisor and Administrator, click here.

The Specific Functions of a Supervisor and Administrator

The specific functions of the Supervisor and Administrators are:

Supervisor (one person who manages the server activity):

- Responsible for the setup and maintenance of the FAXport Server through the Administrator program..
- Determines who are the users of the system

Administrator(s) (one or more people who manage activities of users):

- Can assign billing codes to names
- Moves unassigned faxes to users
- Determines proper usage of the FAXport system

Setting up the FAXport Client and Server by the Supervisor and Administrator

The setting up of the FAXport Client is done through these main procedures:

- Installation of the FAXport Server (Either 16 or 32 Bit versions)
- Installation of the 32 Bit Administrator with the 32 Bit Server
- Installation of the 16 Bit Administrator and the **16 Bit Client**
- Set up of the Default Server Values through FAXport Administrator with the setup of the user list which will allow people to connect to the FAXport Server after they have installed their Client software
- The Installation of the Client software itself
- Maintenance of the System through FAXport Client

The setup of the ***FAXport Client*** is done in two main steps. The first step takes place when the FAXport Server program is installed by the system Supervisor, and an installation program is installed with the FAXport Client program files. When this is done, the first Client program can be installed by the FAXport Supervisor on a workstation other than the one where the FAXport server is installed..

At the time that the first FAXport Client is installed on its workstation, a program called the ***FAXport 16 Bit Administrator*** is installed at that location for use by the Supervisor. The function of this program is to allow for the setup and control of the FAXport Server. It also allows for the setting of default values for all users when they later install their own Client programs, or use those made available on a LAN if they are using disk-less workstations.

For security purposes, the FAXport Administrator program is not available to regular users, and has many security features to prevent unauthorized use.

General Maintenance of FAXport by Administrators and Supervisor

The maintenance of the FAXport Client for the users is done through the setup section of the program.

The main functions that are available to the Administrator and Supervisor(s) are:

- Client Setup
- Billing Codes
- User Access

  Each of these functions is available through the Setup Menu.

  For security reasons billing codes and user access is accessible only to the Administrator and Supervisor.

By clicking on any of the above functions more information on their operation is provided.

Click here to return to Contents Menu

Faxport Client Installation

Each user must install the FAXport Client to their workstation. There are two methods of running FAXport Client:

a. Every user installs the FAXport Client Software to their local Windows setup, either local Hard disk or individual network directory, or

b. Every user runs FAXport Client from a common network EXE directory. This method is the easiest to maintain from an administrators perspective, but is slightly slower than from a local hard disk installation.

When running Setup.exe, each client will be prompted to let Setup know whether FAXport will be run from a common or individual directory.

Setup will then configure that particular Users Workstation to run FAXport Client.

Note: Each user must be given by the FAXport Administrator the location of shared Folders and shared Phonebooks so that they might be able to connect to them from their workstation. They must also be told that there is a colour scheme to identify Phonebooks as public (White) and private (Yellow) and folders as public (Yellow) and private (Blue) when they are viewed in FAXport..

Click here to see an example instruction sheet that may be handed out to those who will be using the Client Software.

More detailed information is provided in the documentation listed below

Click on each of the Items you need assistance with:

Installing the FAXport Client

Remember that the installation of the FAXport Client is done in two steps. First, the Installation program is placed into the local area network from floppy disks, and second, the actual installation of the Client software to a workstation can be done.

This section describes the second step.

The primary function of the FAXport Client program is to create faxes, send them to the server for faxing, and to view received faxes. In addition, there are secondary functions involving the creation of Cover Page Templates and Attachable Fax documents.

For proper operation of the FAXport client the workstation should have a minimum of 4 Megabytes of RAM memory and a 486-33 CPU for basic operation. At least 10 Megabytes of available hard drive space is needed for installation, but due to the storage of documents at the FAXport Server site future space requirements will not be excessive.

In any case, having more RAM capacity or CPU processing power will improve the performance of FAXport Client, as with generally any Windows based program.

The person who is using the FAXport Client has the option of using either public or private phone books, or storing their sent and received fax events in public or private folders.

In order to obtain the most optimum performance for the user, the Client software must be configured properly at the time of installation. Later changes can be made, but always in reference to this original values placed in the software.

To assist you in providing the proper instructions to the user for the installation of the program, we have provided a sample set of instructions that contains the main information needed for a successful installation in the READNOW!.WRI file provided on the first installation disk.

To see the text of the instructions, click here.

Click here to return to Contents Menu

Preparation of the Local Area Network

During the placement of the installation files from the floppy disks provided, the FAXport Client installation software must be placed into its own Local Area Network directory. This directory must be made available to authorized users through a shared network directory.

The primary reason for using a network directory, rather than using floppy disks, is that the majority of the files for this program will have been made 'READ ONLY' during the installation program to prevent unauthorized duplication or modification of those files

Remember that each workstation using the FAXport client must be licensed for that use with LANSource. If you have any questions regarding this, refer to the licensing section at the front of this guide, or call LANSource marketing and sales for more information.

While most files will be set as 'READ ONLY' after they have been placed in the shared directory, a small number of files will still be accessible by users. These can be deleted or modified, so in the event that you have difficulties with your installation due to changes in files, check to see if any files have been modified or deleted by accident.

Protection against possible Installation and Operation Problems

The System Supervisor should have an accurate record of the installed files. This should be created before any installations in order to provide assistance in the event of a program failure. This information can be obtained by using the following command in the storage directory;

DIR *.* /S >FILENAME.LST

The file that is created by the above command will contain an ASCII text list of all files, and their size and date information, which can be used to compare the condition of the directory at a later date (be certain to remove and archive this file from the directory to protect its contents.

Important Instructions to be Given to Users prior their Installing the Client

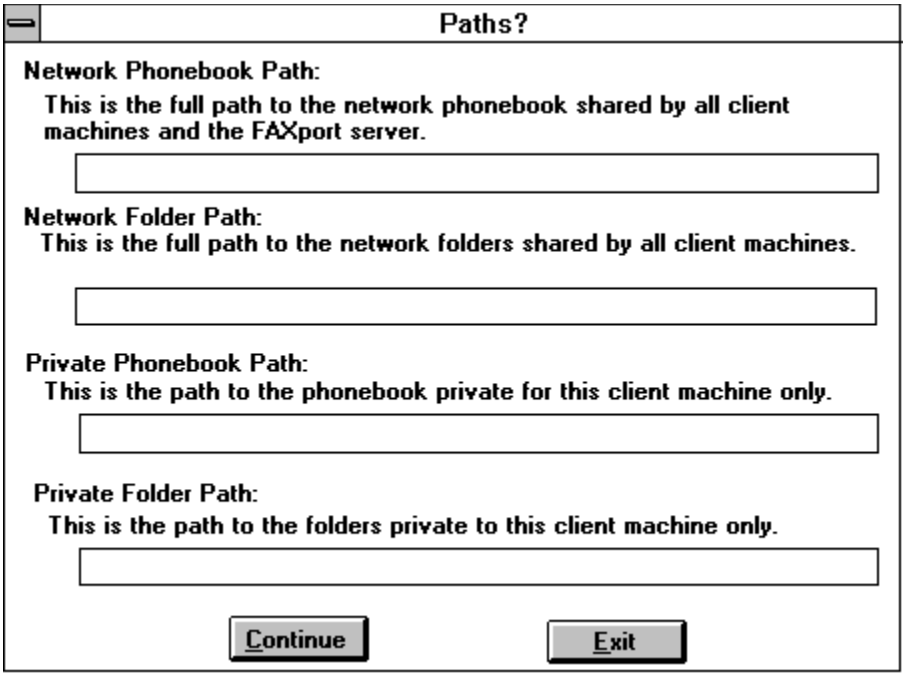
It is very important to make the following information available to each user of FAXport:

- Their primary method of network transport (IPX, NetBEUI, UDP [TCP/IP], or Personal Netware).
- Their default Server Name if the network uses a Novell Netware server (a default name of FAXPORT will be used in all other cases).
- Their default user name (which is the name that they log into the network or workgroup as).
- The location of their local Phonebooks and folders (as well as an understanding what they are and how they function, as well as the colour scheme used to identify Phonebooks [turquoise for public and yellow for private] and Folders [yellow for public and turquoise for private]).
- The location of the shared directories for Phonebooks and folders for those using the shared network version of the program.

Installation Procedures - FAXport Client Software

When installing the Client software, simply use your local (or network shared) Windows software and run the ‘SETUP’ program through the program manager by choosing ‘RUN’ and then launching the procedure.

During the installation the following screen will appear. Be certain that each person has the answers provided to them in order to complete this section.



Note: It is possible to revise the inputted information prior to the actual installation of the program.

Installing a Shared Network Copy of FAXport Client

During the Installation of the FAXport Client, you will be given the option at the beginning of the installation procedure to run the program from either a local hard drive or from a network directory.

Simply click on the appropriate option to choose.

In order for the network based FAXport Client to work properly, and to have a network version available to a group of people, the following preparation will have to be undertaken.

A Shared Directory into which the shared version of the FAXport Client is to be installed must be created by someone with supervisory status in the Local Area Network.

When the FAXport Client Installation program is run, and the shared version is chosen to be installed, it must be directed to the shared directory by providing that information when requested.

During the first Installation of the shared version, the software files for the FAXport Client will be placed in the network directory, and the person installing the program will have the FAXport Group and Icons showing in their Windows Program Manager.

After the FAXport files have been placed into the Local Area Network, all further installations using this option will perform only two functions

- Establish where the public and private Phonebooks will be for that installation
- Provide a FAXport Group and Icons in the users Program Manager

A complete set of new FAXport files will ***not*** be placed into the main directory each time an installation request occurs.

Software Use after the installation of FAXport Client

Once the Client has been installed you will have a FAXport group placed in your program manager with the following icons;

- FAXport 5.0 Client
- On-Line documentation
- ODBC management program for importing database files
- FAXmenu 'Printing to FAXport' Manager
- If you are a Supervisor - The FAXport Administrator program

With these programs installed you are able to begin to setup and organize your Client working environment. The actual setup procedures, which are controlled through the Client software itself, are documented in full in the on-line and on-screen documentation provided.

These values work in conjunction with the universal values that are placed into the system by the Supervisor when the FAXport Server is configured using the FAXport Administrator program..

It is important to remember that each person who is using a client must have access to basic information about the requirements of the system. At minimum they should know and understand the following:

The components that make up a fax are;

- **The Cover Page**
- **The Information Page**
- **The Attachment**

Each user should be provided with enough instructions to have a basic understanding on how to create the above components and to be able to create and send a fax with them. It should also be understood that the Information page and Attachment can be made up with multiple pages.

It is not necessary that each user should create their own Cover Page or Attachment. These can be done by a designated person and placed on the server for each user to have access to. A policy on such access should be established by the Administrator and provided to each user.

To send the fax created with the components outlined above you will need a phone number for another fax machine to send to. These phone numbers can be stored in the Phonebook that is supplied with the program and the user should understand how to find and use this feature. Likewise they should also understand the difference between public and private Phonebooks, as well as fax folders.

To make faxing more convenient for a user, and to ensure that fax traffic is manageable by the FAXport Server, a policy on when fax is to be sent, and at what level of priority (e.g. what time of day), should be established.

The user should be informed on how the reception of faxes is handled by the fax server in order to avoid confusion on how to operate the Client program. This will help to set proper

expectations on when the sending and reception of a fax should occur. Users should also understand that the actual documents are not placed into their computers but stored at the server and are available for viewing and printing in the Receive log in FAXport Client. Remember:

Rember: Prior to a User running the Client program, the Supervisor must setup and configure the Server with the FAXport Administrator program.

Use of the FAXport Administrator in the Client Software Configuration

Due to the fact that the FAXport Server does not have a user interface for its operation, the FAXport Supervisor must use the FAXport Administrator to make changes there.

To installal the FAXport Administrator you must first do the first installation of the FAXport Client.

The setup of the FAXport Client is done in **two main steps**. The **first step** takes place when the FAXport Server program is installed by the System Supervisor onto the Network Server, at which time the FAXport Client Installation program is also installed into an accessable network directory.

The **Second Step** occures when the FAXport Client is installated from this installation program.

Note: The FAXport Client must be installed onto a computer workstation that is ***different*** from the one where the FAXport server was installed. The **first person** who logs into the program from that workstation will become the Supervisor of the FAXport Server.

When the FAXport Client is installed for the first time, a separate program called the **FAXport Administrator** will also be installed into the same computer workstation.

The function of the **FAXport Administrator** program is to allow for the setup and control of the FAXport server by the **FAXport Supervisor**.

It also allows for the setting of default values for all people having **user status** by the Supervisor.

These default values will be seeen when the users later install their own Client programs, or use those made available on a LAN as a shared program.

For security purposes, the FAXport Administrator program is not available to regular users, and has many security features to prevent unauthorized use. Likewise, certain setup functions can be done by an Administrator in the FAXport Client that are not available to Users.

A regular user of the Client software can make basic changes regarding the times at which a fax can be sent, and the display of certain dialog screens to indicate system activity. In addition, the user can change the location of private phone and folder files.

Click here to return to Contents Menu

Installing the FAXport Software

Listed below are the minimum steps needed to install and setup the FAXport Software.

If you are installing the 32 bit version of the software into a Windows NT machine you must be logged into the Windows NT server as *Administrator* in order to setup default directories and make certain changes.

- **Installing FAXport consists of Seven basic tasks done in this order:**

- Prepare your Local Area Network for the installation of the FAXport Software by creating the shared directories into which you will place the FAXport Client installation software, and the locations of the public phonebook and folders.

- Install the FAXport Server on your Network.

- Start the FAXport Server to test if it is working and ready for configuration.

- Place the FAXport Client Installation program into a shared Network directory

- Install the first FAXport Client, and the FAXport Administrator program that is installed with that first Client, by using that Installation program.

Remember: The FAXport Client and the 16 Bit FAXport Administrator must be installed into a ***separate workstation*** (**not the machine used for the FAXport server**), which is to be used by the system Supervisor

- The first person to start either the 16 or 32 bit FAXport Administrator will become the FAXport system **Supervisor**, and use that program to configure the FAXport Server (which must be running at the same time at the Server machine).

- When the setup and configuration is complete, determine who will be FAXport Client Users, and have them install the FAXport Client on their Workstations from the FAXport installation program (an example instruction guide for the Client setup is provided in this On-Line documentation).

More detailed information is provided in the documentation listed below

Click on each of the Items you need assistance with:

UNC (Universal Naming Convention)

FAXport supports the use of Microsoft's® UNC (Universal Naming Convention) Pathnames. This provides a standard naming scheme to reference network servers, and shared directories, that is simpler than those used under MS-DOS™.

FAXport uses UNC Pathnames for the use and storage of Public Phonebook and FAXport File Folders through out the program. It is important to understand how to use this feature in order to fully benefit from the 32 bit networking environment of Window's NT and Windows 95 and to understand the limitations on UNC Pathnames when working in 16 bit operating system.

Understanding each of the following topics will help you understand how to properly use UNC Pathnames with FAXport.

Point and Click on each of the items you need assistance with:

What is UNC (Universal Naming Convention)?

The purpose of UNC is to allow you use network resources with out having to 'formally' connect to them as you now have to do under MS-DOS.

An example of this under UNC Pathnames is the new ability to connect to a network drive with out having to use a drive name.

By allowing this, you can now connect to a file in a Local Area Network with out having to use the complicated directory and sub-directory methods that are normally needed with MS-DOS™ based networks.

There are now several manager programs (such as for files and system resources) found with in the Program Manager of the Windows Operating system (Windows 3.1, Windows for Workgroups, Windows NT and Windows 95) that now have the ability to recognize and use UNC Pathnames to make these connections.

Many new programs written for Windows now use UNC Pathnames.

FAXport is one of these, and employs UNC Pathnames for locating files used for creating Public Phonebooks and Public Folders It is important to understand how to use UNC Pathnames in order to properly use them in the program.

Click here to return to the list of UNC topics

UNC - What is the Benefit?

The main benefit for someone using UNC is that it allows the user to browse and connect to network servers with out having to ‘map’ a drive letter to a network resource. This would normally need to be done to use the files located in that part of the LAN. By removing this need for mapping, regular users of a network do not need to work with more advanced Networking functions. Those functions simply become the responsibility of the system Supervisor or MIS department.

It is, however, a different method for managing files and directories than is done with MS-DOS™. There are new ways to name parts of a directory and new techniques that are needed to be understood when working with files.

Once UNC Pathnames are understood it is easier and more efficient to work with all accessible files in a Local Area Network. For this reason, FAXport will show UNC Pathnames as the default method of working with your Public Local Area Network files used in Phonebooks and Folders.

In the following documentation on UNC you will be shown how to setup and use UNC Pathnames. As UNC will soon become the standard method for using files under future Microsoft® operating systems, this information is important for you to understand now.

Click here to return to the list of UNC topics

UNC Pathname Conventions

FAXport supports the use of UNC (Universal Naming Convention) Pathnames. This makes it easier to access network resources by providing a standard naming scheme to reference network servers, and shared directories.

UNC allows the user to browse and connect to network servers with out mapping a drive letter to a network resource.

In the different dialog boxes and viewing screens of FAXport you will see your Phonebooks and Folders shown in a new format from the way in which was done under MS-DOS™.

Under the old method of connecting to a file or program, you would see your FAXport folder shown like this:

C:\FAXPORT\FOLDER\FOLDER.SER

which is the

drive name:\root directory\first sub-directory\sub-directory\file name

Under UNC Pathnames you will now see it show like this:

\\ADMIN\APPS:\FOLDER\FOLDER.SER

which is now

\\servername\sharename\pathname\filename

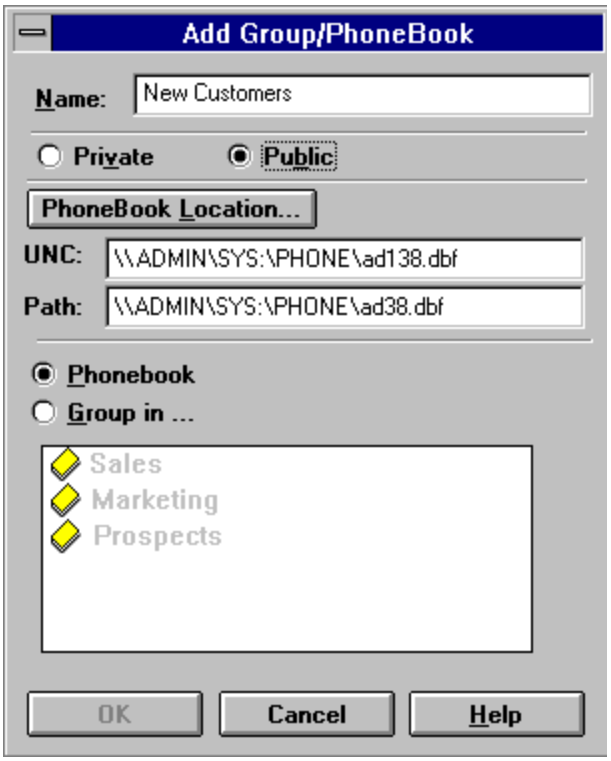
- The **servername** identifies the name of the computer (server) where the information resides.
- The **sharename** identifies the name of the shared file resource that the information has been shared under.
- The **pathname** is the name of the directory where the **file** (filename) you wish to use resides.

Now, rather than having to know a complicated and detailed list of directories, sub-directories and drives, all you need to know is exactly where the information you need is to be found.

Using UNC Pathnames then allows you to use the power of the Windows operating system to be able to browse for information in your local area network with greater ease than you could with MS-DOS based drives.

Click here to return to the list of UNC topics

Working with UNC Pathnames



FAXport allows for the use of UNC Pathnames when creating **Public** Phonebooks and **Public** Folders.

When creating a private Phonebook or folder you will only be able to use conventional MS-DOS™ based dive names and directories for the location of files.

In order for the UNC Pathnames to be displayed properly the default directory where the file containing Phonebooks and Folders is located must be 'Mapped' to your server. This 'Mapping' function must first be setup by the System Supervisor when the original installation of the FAXport Server occurs.

After this has been done you must 'Connect' to this 'Mapped' network drive in order for the UNC Pathname to appear in your FAXport 'Add-Folder' or 'Add-Phonebook' application.

Click here to return to the list of UNC topics

UNC - Connect Network Drive

In order for FAXport to be able to use UNC Pathnames you must first define a ‘Mapped’ drive location for the file to be used for the Public Phonebooks and Public Folders. There are specific procedures for setting up the network environment that must be done prior to the installation of the FAXport Server (this information is contained in the FAXport Administrator On-Line documentation and is intended for use by System Supervisors only).

UNC - Set Location

UNC-Connect to Drive Button

UNC- Network Browsing Basics

Click here to return to the Main list of UNC topics

UNC - Set Location

The exact location of the files is specified during the installation of the FAXport server. When installing the FAXport Client you must provide the location of these files as well in order for the location of the UNC Pathname to be ‘known’ by the FAXport software. It is also important that the Windows operating system (be it any version with network capabilities) that is being used at the workstation where the FAXport client is located be properly configured to be able to ‘see’ the location of the ‘Mapped’ drive. This is done through the **File Manager Program** (Windows for Workgroups or Windows NT Client) or the **Windows Explorer** (Windows 95).

Click here to return and go on to next topic

UNC-Connect to Drive Button

The above buttons are found in the File Manager program of Windows for Workgroups and Windows NT™. These buttons are also part of the standard tool bar of Windows 95™

When the **left** button is clicked you will see:

UNC - Connect to Drive Dialog Box

If you click on the **right** button, you will see:

UNC - Disconnect from Drive Dialog Box

As an example: To “MAP” or “CONNECT” to the drive, directory and file (also called a Network Resource) that contains the Public Phonebook and Public Folder, you would simply start up File Manager or Explorer and click on “DISK”, then “Connect Network Drive.”

This will display the network that you are connected to and the devices that are shareable via the network.

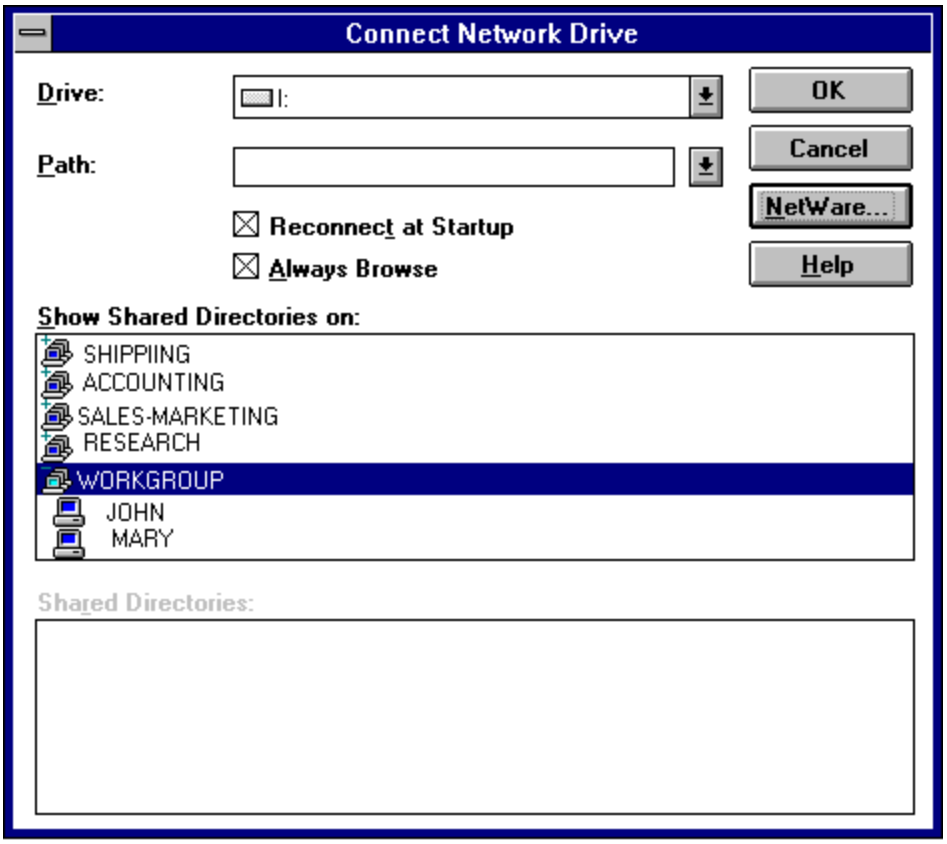
When you click on one of the workgroups, it will display what resources are available to be shared, you then simply select the one. When you go to use programs that support UNC later, you then will notice that the program will enter the ***UNC Pathname*** automatically.

This eliminates the need for you, as a system user, to need to ‘map’ one of drives to the file as a separate Network function outside of Windows. This would normally have to be done in order to have access to this particular network resource through the Network operating system itself.

(Note to the System Supervisor: It will still be necessary to do preliminary mapping of the system resources in order for users to have access to them, such as prior to the installation of the FAXport program. See the instructions for this in the FAXport Administrator On-Line documentation).

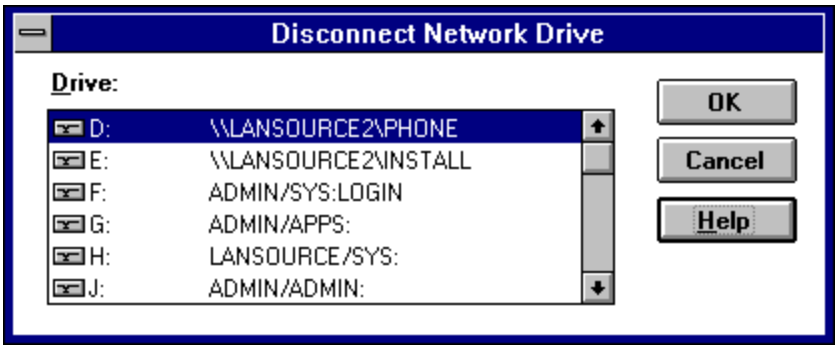
Click here to return and go on to next topic

UNC - Connect to Drive Dialog Box



Use this dialog box to connect to a shared directory. To connect to a shared directory, you select the drive letter and specify the path (this will be the Server name and the Share name of the directory). You will then be prompted to assign a drive name to this combination. This drive will be called a directory drive to differentiate it from a physical drive.

UNC - Disconnect from Drive Dialog Box



Use this dialog box to disconnect from a shared directory. Simply highlight the drive and click on OK to perform this function.

UNC- Network Browsing Basics

UNC Pathnames also allows for a variety of enhanced networking functions that are not always shown ‘on the screen’, but are noticeable by making their operation of file usage ‘smarter’ with in the entire system.

You will find that the setting up Folders, and browsing the information in them, is faster as a result of UNC Pathnames than would be the case under the older MS-DOS™ based methods which earlier versions of Windows was dependent on to operate. This is particularly true under Windows 95™ and Windows NT™

When working with a properly mapped system you should be able to:

- Browse the network as easily as browsing a local hard drive
- Create shortcuts to network resources through the use of your Windows programs that are designed to work with UNC Pathnames
- Easily connect to network resources by using many of the Program Manager tools (such as found in the File Manager Program) that have not been able to function in the MS-DOS based paths and drives
- Use new standards for working with files as UNC Pathnames become more common in Windows applications (such as FAXport).
- Provides more tools for system Administrators to create ‘Network Neighborhoods’ under Windows NT and Windows 95

The key in all cases is to simply remember that rather than using a drive letter, simply type in two backslashes ‘\\’ and the Server and Share name, then the directory and file name. For example

\\ADMIN:Share\Files\Program

If you have previously connected to the Network Drive by using either your Windows file Manager or the ‘Connect to Drive’ button, then the connection will occur.

Click here to return to the list of UNC topics

UNC and Windows for Workgroups

Windows for Workgroups does not support Universal Naming Convention (UNC) Pathnames with the FAXport 16 bit server.

This is due to the inability of Program Icons for Windows, Windows for Workgroups and Windows NT* to be able support UNC pathnames at this time.

Windows for Workgroups (and Windows 3.1) will use UNC pathnames in those that applications that support UNC when the proper network environment is provided.

When installing the FAXport 16 bit server, specify its location during the setup of the program by using conventional MS-DOS terms for drives and sub-directories. If you do not, those using the FAXport client program in the workgroup will not be able connect to the public Phonebooks and folders provided in the program.

***Note: The problem outlined above is not an issue for the FAXport 32 bit NT Server as it is run as a Service rather than as an application. This does not require the use of an program icon.**

For further information consult the FAXport Administrator On-Line documentation. The FAXport Administrator Setup for the 32 bit FAXport Server does supports both conventional MS-DOS based and UNC Pathnames.

Click here to return to the list of UNC topics

Working with UNC Mapped Phonebooks

When working with a Windows NT server, it is important to ensure that the directory where the public phonebooks have been placed are properly mapped by that server when using UNC (Microsoft's Universal Naming Convention).

If you try and create a public phonebook and the NT server has not mapped the directory to the UNC that you specify under the FAXport Server setup, you will get the error message ***'Cannot create Public Phonebooks'.***

You can also see this error message if you connect to an NT server that may have the proper FAXport Server, but the UNC path has not been created there. To prevent this you will have to ensure that all Servers have the proper mapping of UNC paths.

You will also see this error message if you try and create a phonebook in a directory that you do not have authorization (rights) to use.

Click here to return to the list of UNC topics

Universal Naming Convention

FAXport supports the use of Microsoft's® **UNC** (Universal Naming Convention) Pathnames. This provides a standard naming scheme to reference network servers, and shared directories, so you do not have to map a drive letter to a local resource. This allows you to browse the network as easily as browsing a local hard drive.

For more detailed information on UNC and what it does, Click here

General Software Installation Instructions

When the local Area Network has been properly configured and all necessary hardware has been installed, you may proceed to install the FAXport Software.

The following sections will provide the basic instructions needed for the installation of the FAXport Software.

Click on each of the Items you need assistance with:

- Preparing for the Software Installation
- Fundamental Installation Procedures for FAXport Server
- Branding the FAXport Server Software
- The Software Installation of ODBC
- Setting up the Two Steps of the Client Installation Program
- Setting up the FAXport Servers

  Installation FAQ (Frequently Asked Questons)

- Click here to return to Contents Menu

Preparing for the Software Installation

The installation of FAXport Server, Administrator and Client follows the standard procedures found with any Windows software package.

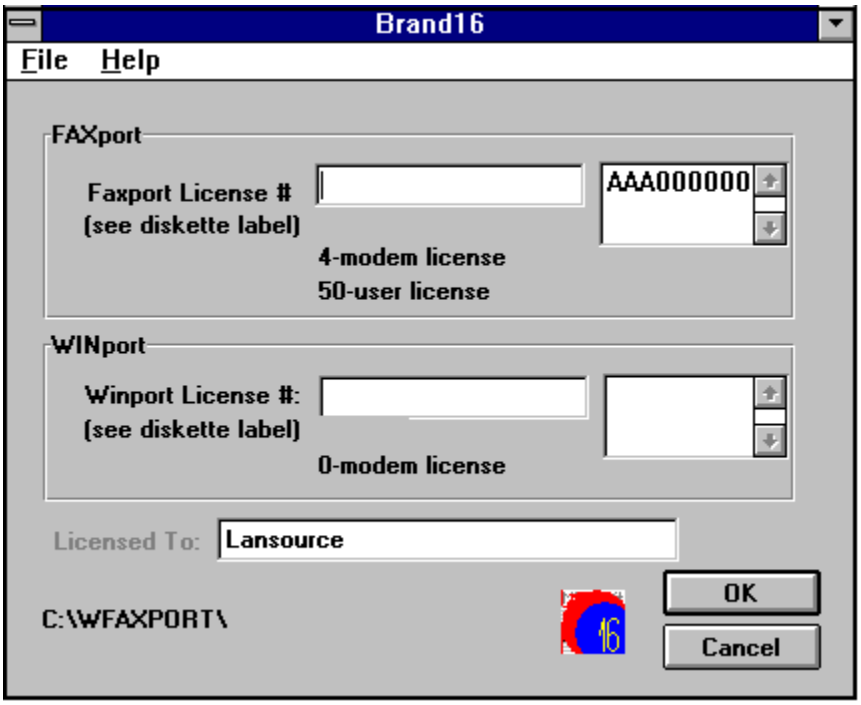
The installation program for the FAXport Servers is called '**SETUP**' and is found on disk 1 (one) of each group of disks or in the root directory of the CD ROM.

The FAXport Client program uses a two step process with the first program called '**INSTALL**' and the second called '**SETUP**'. As stated before, install your *Server First* and then your *Client Installation* program *second.*

IMPORTANT :When installing the FAXport Server software in the Windows NT server, you must login as the Administrator.

Branding the FAXport Server Software

In order to protect your organization from unauthorized duplication of the FAXport Server, a serial number is permanently attached to the installation through the 'Branding' Process.



You will be shown the above screen (In this case the 16bit server - the 32 bit is identical except for its designation.

Place the FAXport Serial number into the FAXport Serial Number box only.

If the FAXport serial number is placed into the WINport dialog box, the FAXport server will fail to operate and an error message will be displayed regarding the use of this serial number.

The number must be removed from the Server Setup dialog box (under Modem) in order for the server to operate

Fundamental Installation Procedures for FAXport Server

This section assumes that when you are doing the installation process that you are familiar with the version of Windows that you are working with, the File Manager program associated with it, and have the proper authorization for the setup of the Local Area Network resources you will be working with.

To install the FAXport Server, first place the appropriate *Disk 1* in Disk Drive A: (With the assumption here that drive A: will be compatible with the 3.5" 1.44 Megabyte floppy disk supplied). If you have the CD ROM version of the program you will use either the system files found in the drive associated with the CD ROM drive or on a special acessory diskette supplied (read the instructions printed on that diskette).

To start the installation program through your Windows (either NT or Workgroups) Program Manager, select *'RUN'* and launch the *'SETUP'* Program (See Windows HELP or Manual for further assistance if needed on this procedure).

Follow the simple on-screen instructions provided in the installation program itself so that each step is fully documented as it is being processed.

The only demands placed on the person installing the FAXport Server program is to be able to answer questions about the type of transport protocol that is to be used to connect to the FAXport Server, and where the public Phonebooks are to be placed on either a local hard drive or in the Local Area Network.

They will also be asked their Login name and the LAN Server name.

In the operation of the installation program, the selection of important information, such as network types, is reduced to a 'point and click' operation.

The Software Installation of ODBC

As part of the installation process you will be prompted for the ODBC installation program. This software allows for the importation and use of information in different database formats by the FAXport Phonebook. The control of this function is done through the FAXport Administrator, as well as through Windows Control panel and through a stand alone program.

Click her for more detailed information on ODBC

Setting up the Two Steps of the Client Installation Program

After having installed the FAXport Server you will then install the Client Installation Program. ***This installation is done in a different manner from the previous installation process and is done in two steps.***

It is important to understand what is being accomplished through these two steps in order to be able to make the software available to the users of the program. It is also important to note that you will use the program '**INSTALL.EXE**' rather than '**SETUP.EXE**' to start the installation process.

The first step will be to place the installation program into a shared directory in the Local Area Network. When the installation of these files has been completed, you will be prompted with a dialog box that states that the files have been placed into a directory, and will now need to be installed to each client workstation by using SETUP.EXE

No group or icon will be created when the Installation program is finished.

*The person who will install the Client Software to a workstation must proceed as is indicated in the above dialog box. As noted above, the final installation program is now called '**SETUP.EXE**' and you must run the '**SETUP**' program from the installation directory.*

The second step is the actual installation of the Client, which is covered in its own section. Return to the main installation to view that documentation by clicking here.

Setting up the FAXport Servers - An Overview

There are three types of FAXport server supplied with the FAXport Software. These are;

- **32 bit FAXport Server for Windows NT**
- **16 bit FAXport Server for Windows NT**
- **16 bit FAXport Server for Windows for Workgroups 3.11**

The 16 bit servers is installed as an application program and will be shown as an icon in its own program manager group.

The Windows NT 16bit FAXport Server will not allow for access to the 32 bit data path abilities of that operating system. System performance will not be as high as the 32 bit version as should be expected.

The 32 bit Windows NT version requires two setup steps in order to be installed.

After the first installation step of the 32bit FAXport NT Server has finished you will have a program group with two icons. These icons are;

"**Install FAXport**" and "**Remove FAXport**".

You will have to click on this install button in order for the FAXport server to be placed into the system as a NT service. If you need to do any major system changes (such as upgrades) you will have to remove the program from the service by using the 'Remove' button.

Click here for more detailed instruction on the installation and setup of the 32 bit server.

Preparing your Local Area Network

This section will provide the main steps that are needed to be taken to setup the Local Area Network prior to the installation of the FAXport Software.

Click on each of the Items you need assistance with:

- The Basic System Requirements
- Modem Setup
- An accessible directory for the Client Installation program
- A shared directory for Public Phone books and Folders
- A shared directory for a shared version of FAXport Client for use with a disk-less workstations (if required)
- Understand the operation of Windows NT Services and their Functions
- Using UNC (Universal Naming Convention) Pathnames
- Click here to return to Contents Menu

The Basic System Requirements

In order for your system to be ready for the installation of FAXport you will need to:

1) Properly setup the modems that will be connected to the system.

2) Create a series of shared network directories. These directories are for public and private Phonebooks and FAXport File Folders after the program has been configured.

(Note: Phonebooks are shown as **yellow for public** and **turquoise for private**. Folders are shown as **yellow for public** and **turquoise for private**).

Modem Setup

You must have your Class 1, 2 or 2.0 fax modems attached to the computer that will be your FAXport server and have the serial ports configured through the Windows Control panel for proper operation according to the manufacturers specifications.

For the proper operation of high speed modems your internal serial port must support the 16550AF UART. This serial port chip contains a data buffer that is required for high speed faxing. Some serial ports use the 8250 and 16450 UART which do not contain this buffer and are not suitable for high speed.

Note: Certain internal modems do not use the 16550AF UART as well, but instead use a proprietary buffer that is equivalent. Check with the modem manufacturer if you have any questions on this topic.

Be certain to test your modems with another communications software program (i.e. Window's Terminal) to ensure that they are operating prior to the installation of FAXport and to make a telephone contact (with or with out connecting) to test dialing capability. (Most questions regarding these procedure can be answered by the manuals that were provided with the modems).

An accessible directory for the Client Installation program

As will be explained later, you will be placing an installation program for the FAXport Client software in a local area network drive. The installation of each workstation's working copy of the software (when a local hard drive is available) will be later done from this directory rather than from a set of floppy disks.

A shared directory for Public Phonebooks and Folders

As part of the FAXport Server installation, and later when the Client software is installed on each workstation, you will be asked for the location of Phonebooks and Folders in the network. *If needed, have these directories prepared by some one with Supervisory or Administrative rights in the Local Area Network before you do those installations*.

Note: When working with a Windows NT server, it is important to ensure that the directory where the public phonebooks or folders have been placed are properly mapped by that server when using UNC (Microsoft's Universal Naming Convention).

If you try and create a public phonebook or folder and the NT server has not mapped the directory to the UNC that you specify under the FAXport Server setup, you will get the error message ***'Cannot create Public Phonebooks'.***

You can also see this error message if you connect to an NT server that may have the proper FAXport Server, but the UNC path has not been created there. To prevent this you will have to ensure that all Servers have the proper mapping of UNC paths.

You will also see this error message if you try and create a phonebook or folder in a directory that you do not have authorization (rights) to use.

See Working with UNC Pathnames for more details on setting up and using UNC pathnames with the NT Server.

Click here to return to Contents Menu

Understand the operation of Windows NT Services and their Functions

If you are installing the Windows NT 32 bit FAXport Server, you will be doing such as an *NT service. The service function will provide for the automatic operation of the FAXport server at the time that the Windows NT server is turned on.*

To setup this function you will have to setup the software in two steps, and then configure the service under Windows NT control panel. It is advantageous to understand this NT function prior to the installation process in order to use it to its full advantage.

Click on the following topic for further instructions on the setup of the NT services

FAXport Server as a Windows NT Service

Installing the FAXport Server

There are two main server versions provided with FAXport: 32 bit for Windows NT (service only) or Windows 95 (application only) and a 16 bit for Windows for Workgroups.

The installation procedure for each is outlined in the topics listed below.

Click on each of the Items you need assistance with:

FAXport 32 bit Server for Windows NT and Windows 95

- General Setup Information
- Special Instructions on Windows NT Services

FAXport 16 bit Server for Windows and Windows for Workgroups

- Installed in Windows and Windows for Workgroups
- Installed in Windows NT (16 bit)

General Defaults for either 16 or 32 bit Server software

- Use of Multiport Serial Cards with FAXport
- FAXport Server Defaults

- Click here to return to Contents Menu

Use of Wrong Serial Number

During the Installation process you will be required to type in a serial number that is provided with the FAXport Software.

The dialog will display a box for both FAXport and WINport. WINport is sold separately and uses its own serial number. If the FAXport serial number is placed into the WINport dialog box, the FAXport server will fail to operate and an error message will be displayed regarding the use of this serial number.

The number must be removed from the Server Setup dialog box (under Modem) in order for the server to operate

See Branding the FAXport Server Software for more information.

Using FAXport 16 bit server with Windows NT

It is possible to install and use the FAXport 16 bit server with the Windows NT 32 bit server. The installation is the same as with Windows for Workgroups. The 16 bit FAXport server is not supplied as a Windows NT service, and you will not have the performance enhancement of the 32 bit operating system.

Click here to return to Installing the FAXport Server

FAXport 32 Bit Server Installation

If you are installing FAXport Server on a PC running Windows NT you will NOT need to dedicate that PC to the sole task of being a Fax Server. You will, however, need to ensure that this NT server is running at all times to ensure that the FAXport Server is running.

You must ensure that the NT server has been initialized by the system Administrator logging in prior to installing the FAXport Server software. This must also be done later when the FAXport Server is installed and running. If this is not done the FAXport files will not be seen as 'READ-WRITE' by the NT server and the FAXport server will not start.

It is also import to understand that the Faxport Server will be installed as a NT Service rather than as an application . This will require an extra set of procedure in order to activate the FAXport server properly.

The operation of the 32 bit version of the FAXport Server under Windows 95 will be directly affected by the amount of available RAM it can access and the types of program run concurrently at that machine. It is recommended that if you are using this type of configuration that you use 16 Meg of RAM and ensure that FAXport be given the priority in access to the CPU (e.g. to not run CPU intensive programs, such as those that use graphics, on that machine).

Click on each of the Items you need assistance with:

FAXport 32 bit Server Installation Overview

For the proper installation of the FAXport 5.0c server, you must follow these steps prior to and during the actual installation;

- Have a previously installed copy of Windows NT or Windows NT Server setup and properly configured for the Network transport systems to be used.
- Have the system Administrator login to the Windows NT server
- If you are using diskettes Place the FAXport Server Disk into Drive A and runSETUP.EXE from program manager.
- If you are installing from the CD ROM simply select the item from the main installation menu.
- Follow the on-screen instructions provided to install the software.
- Provide the information required for the location of Public Phonebooks

When the installation process is complete you will have a FAXport server group created in your Program Manager viewing area as well as two icons that are; 'Install FAXport" and "Remove FAXport". The operation of these icons are explained in the next section.

Remember: All shared directories must be defined and be available prior to the running of the server before its final configuration using the FAXport Administrator program. Error messages or system failure may result otherwise.

Click here to return to 32 bit server installation menu

Configuring the FAXport Server using FAXport Administrator

After having installed any version of the FAXport Server you will need to setup the basic operating values for the system. This is done through the FAXport Administrator program. There is no user interface in any version of the FAXport server other than an event display in the 16 bit version and the use of the Event log in the Windows NT 32 bit version.

The FAXport 32 Bit Server has the FAXport 32 bit Administrator installed at the same time. Simply start the Administrator program by clicking on the FAXport Administrator icon (found in the FAXport Group on the server).

Note:

If you choose to run the FAXport 32 bit Administrator first, you will only be able to authenticate users in who are in the list found under the Windows NT domain.

There is a work around for the above problem. You can access the FAXport 32 Bit server through the use of the FAXport 16 Bit Administrator after having setup a *second Supervisor* through the FAXport 32 Administrator. This person must be on the Windows NT user list of the computer where the FAXport Server is installed (the first default Supervisor can be this person) but you must authenticate this person as:

FAXPORT:USERNAME

where 'USERNAME' is the login (authentication) name of the person in the Windows NT domain.

You must be able to login to the computer where the 16 Bit FAXport Administrator is found with the same USERNAME. When you do this you will be able to connect to the WINport 32 Bit Server as an 'Authorized User' and as a Supervisor. From with in the FAXport 16 Bit Administrator you will be able to acess the authentication lists from other domains in the local area network.]

The FAXport 16 Bit Administrator is installed when the first installation of a FAXport Client program is done to either separate workstation site or to the shared network directory where those with disk-less workstations will run the program.

The first installation of the FAXport Client and FAXport 16 Bit Administrator must not be done to the machine where ther FAXport Server is installed. It should also be done at a workstation that is easily accessable by the FAXport Supervisor (their personal workstation would be an ideal location).

The FAXport Administrator will have its own icon in the FAXport Client group when it is installed.

When the Administrator program is run, click on the pull down menu called **'SETUP'**, and choose Client setup. You will then be able to setup the Server.

Remember: The first person who logs into the FAXport Administrator will become the default system Supervisor.

Click here to return to 32 bit server installation menu

Adding Default Values and the Supervisor's Name in FAXport 32 bit Server

The first task will be to establish the default values for all users that will act as the basic setting for all further installations of the FAXport Client Software. These values can be changed to others at a later time by the Supervisor.

When the default values have been saved, simply highlight the name of the person who is to be the system Administrator and then click the 'ADD' button to place their name at the top of the user list. You will notice that the three 'bull's eyes' to the left of the name, and which contain the user's status of Supervisor, Administrator, and User, has been grayed out. The Supervisor status is the default for this session only.

Click here to return to 32 bit server installation menu

Precautions needed when setting up the 32 bit Server

Remember these further point when working with the FAXport Administrator, particularly the first time it is used, in order to setup the FAXport Server Properly:

- Ensure that the Windows NT has been initialized by having the system Administrator login so that the FAXport server will run properly.
- Be certain that the FAXport Server is running so as to be able to connect with the FAXport Administrator.
- Run the *FAXPORT ADMINISTRATOR* only, not the Administrator and the Client software at the same time.
- Go to Server Setup and complete the setting up of the Server. *Do not forget to click on the "MORE" button for the important second setup area*. Configure the server defaults and the modem defaults.
- Go to Modem Setup and setup the modem specific items. Remember that Class 2 and 2.0 modems do not need custom initialization strings. To make changes here may cause the modems to fail to operate or behave in other unpredictable ways.
- Go to Billing Codes and enter the default system based Billing Code accounts. These accounts will be accessible by all FAXport users who can then add this billing code to any fax received or sent. This allows for the tracking of these documents in the system.
- After the Server has been setup, then enter the Supervisor information.
- Do not forget the Default User Account, this will make it much easier to enter each additional user thereafter. You may also enter FAXport users at this time, but after the above information has been added first.
- After this information has been saved by closing the FAXport Administrator, Go to Control Panel and ensure that the Windows Comm Ports are set to 19,200 bps and to hardware flow control. (You may also need to turn on the 16550AF FIFO command in Windows NT control panel under Serial Ports if your hardware supports this function).

When all of these key points have been satisfied, the FAXport Server should perform properly. At this point you may begin your first test Faxes to ensure that the system is operating.

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Note: When working with a Windows NT server, it is important to ensure that the directory where the public phonebooks and folders have been placed are properly mapped by that server when using UNC (Microsoft's Universal Naming Convention).

If you try and create a public phonebook or folder and the NT server has not mapped the directory to the UNC that you specify under the FAXport Server setup, you will get the error message ***'Cannot create Public Phonebooks'.***

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You can also see this error message if you connect to an NT server that may have the proper FAXport Server, but the UNC path has not been created there. To prevent this you will have to ensure that all Servers have the proper mapping of UNC paths.

You will also see this error message if you try and create a phonebook or folders in a directory that you do not have authorization (rights) to use.

See Working with UNC Pathnames for more details on setting up and using UNC pathnames with the NT Server.

Click here to return to 32 bit server installation menu

Windows NT Installation Overview

For full details on the installation of the Windows NT Server software, go to the section entitled:
Installing the FAXport Software

Prior to installing the software you must review the following information in order to be aware of certain precautions needed to be take prior and during the installation of the software.

If you intend to run a Windows NT FAXport Server, you will need to run it on a WindowsNT Server
or WindowsNT workstation PC. You do not need to dedicate a WindowsNT PC for this. It can be running many other operations. You will need to ensure that this workstation is running at all times to be certain that the FAXport Server is running.

You will need to complete the following installation procedures:

- Ensure that the Windows NT has been initialized by having the system **Administrator login** so that the FAXport server will run properly.
- Be certain that the FAXport Server is running so as to be able to connect with the FAXport Administrator.
- Run the ***FAXport ADMINISTRATOR*** only, not the Administrator and the Client software at the same time.
- Go to Server Setup and complete the setting up of the Server. ***Do not forget to click on the "MORE" button for the important second setup area***. Configure the server defaults and the modem defaults.
- Go to **Modem Setup** and setup the modem specific items. Remember that Class 2 and 2.0 modems do not need custom initialization strings. To make changes here may cause the modems to fail to operate or behave in other unpredictable ways.
- Go to Billing Codes and enter the default system based Billing Code accounts. These accounts will be accessible by all FAXport users who can then add this billing code to any fax received or sent. This allows for the tracking of these documents in the system.
- After the Server has been setup, then enter the Supervisor information.
- Do not forget the Default User Account, this will make it much easier to enter each additional user thereafter. You may also enter FAXport users at this time, but after the above information has been added first.
- After this information has been saved by closing the FAXport Administrator, Go to Control Panel and ensure that the Windows Comm Ports are set to 19,200 bps and to hardware flow control. (You may also need to turn on the 16550AF FIFO command in Windows NT control panel under Serial Ports if your hardware supports this function).

FAXport Fax Server for the Windows NT can be run as a ***Service.*** For an outline of what an NT service is, and help installing the Windows NT Services version, Click Here.

Note:

Shared Phonebooks/Folders. The Supervisor must carefully consider where shared

Phonebooks and Folders will be located. A Shared Phonebook or Folder is one that is located on a network drive and can be accessed by all or select users on the network. This information must be given to each FAXport Client user as they set up their workstation so they will use them properly.

Public Phonebooks are identified by their yellow color and private Phonebooks are displayed as turquoise.

Public folders are displayed as *yellow* and private folders are displayed as turquoise.

Send and Receive logs are white folders

FAXPORTJ.EXE This program must be used to link the Windows NT printer driver with FAXport fax server. Ensure that it is placed into the 'Startup' group to ensure its automatic execution a the time the NT server is loaded.

For help installing the Windows NT Services version, Click Here.

Click here to return to 32 bit server installation menu

Click here to return to Contents Menu

Installation of the FAXport 32 bit Server to Windows 95

1) **If you installed the FAXport Server for Windows 95**, then the following icons will be created in a program group called FAXport 32-Bit Server.

FAXport Server for Windows 95
Brand32 for Windows 95

You can now click on the **FAXport Server for Windows 95 icon** to launch you FAXport Server. It is recommended that this icon be placed in your **Startup Group** so that it will be run each time Windows 95 is started. If at a later date you purchase an **add-on license**, you can run the "**Brand32 for Windows 95**" icon to combine the new license with the existing one.

2) You should now install the FAXport Client on a **DIFFERENT** machine, at which time you will also receive a **FAXport Administrator program** with which you will **configure** your server.

Note: The Windows 95 32 bit server only supports IP and/or IPX protocols at one time.

Click here to return to 32 bit server installation menu

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FAXport Server as a Windows NT Service

This Section assumes the following:

- **That you are familiar with Windows and Windows NT**
- **That you are able to logon to the Windows NT server as ADMINISTRATOR if you will be installaling the software on a Windows NT machine.**
- **That you understand UNC pathnames**
- **That you understand how to use the Windows File Manager**

1) Make sure that you have **all** the necessary materials (i.e. your LANSource CD-ROM and any supplementary diskettes).

2) **Login to the NT Server as ADMINISTRATOR only if you are installing the FAXport 32 bit server onto a Windows NT machine.**

3) Using **file manager**, create a directory which will become the **public directory** that all FAXport clients will store their **public Phonebooks and folders in**.

4) Using file manager, **flag** the newly created directory as **shareable**, making note of the **share name that you give to this directory** (this information will be needed later).

5) Locate the CD-ROM drive that you will use for the **installation process** and make a note of the drive letter that represents this drive.

This drive may be a local drive (i.e. physically installed in your machine), or it may be a shared device to which you have mapped a network drive letter to.

6) Insert the LANSource **CD-ROM** into the drive to be used:

If you received only a CD-ROM and no supplementary diskettes, then run the **SETUP.EXE** which should be visible in the ROOT of the CD-ROM.

If you received a **CD-ROM** with **6 (six) supplementary diskettes**, then insert the LANSource CD-ROM into the drive to be used and also insert the diskette labeled "**CD ROM Installation Setup Disk**" into the floppy drive of the machine you will be installing the Server on and run the file **SETUP.EXE** from that diskette.

7) You will now be prompted to enter the drive letter that corresponds to the **CD-ROM drive** that will be used for the **installation process** (refer to step 5 above where you gathered this information).

8) At the "**Main Setup Menu**" on your screen, choose the following options from the next three menus:

FAXporttm

Install FAXporttm Server

Windows (32-Bit)

9) The CD-ROM Installation program will now **run** the FAXport Server Installation program from either the CD or the appropriate supplementary diskette (depending on which version you have received).

10) The FAXport Server Installation program will now prompt you to **identify which Operating System you will be installing** the server for (**Windows NT or Windows 95**).

11) You will now be shown a dialog box listing the **network protocols supported** by the particular version of the **server** that you have chosen to install. Select the ones you wish **FAXport** to use.

12) You will now be prompted to enter the **drive and path** that you wish your server to be **installed** to.

13) Once you have confirmed the options selected, the software will be **copied** from the diskette or CD to the installation directory specified.

14) You will now be prompted to enter the **UNC (Universal Naming Convention) path** to the **public shared directory** that you created at the beggining of the installation process. The format for the UNC path is as follows:

\\server name\share name

i.e. a **directory** was created called c:\winapps\faxport3\public and was shared as **FAXPUBLIC**, and this shared directory resides on a machine whose Network Name is **FAXSERVER**, then the corresponding **UNC path** would be:

\\faxserver\faxpublic

15) You will now be prompted to **license** your software. Enter the appropriate license number(s) in the dialog box marked FAXport. **Don't forget to enter a company name in the space provided and do not use license numbers from other LANSource products.**

16) If you installed the FAXport Server for Windows NT, then the following icons will be created in a program group called "**FAXport 32-Bit Server**":

Install FAXport Service
Remove FAXport Service
Brand32 for Windows NT

a) Click on the **Install FAXport Service** icon to add the FAXport Server to your systems Registry. If you later need to **remove** this service, an icon is provided to do that called "**Remove FAXport Service**".

If at a later date you purchase an **add-on license**, you can run the "**Brand32 for Windows NT**" icon to combine the new license with the existing one.

b) You will now need to go into the **Windows Control Panel** (located in the Main program group) and select the **Services applet** in order to define the **FAXport Service Startup parameters.**

c) Highlight the FAXport Server v5.0 entry from among the list of services. Click on the Startup button. In the dialog box marked "**Log On As**", select "**This Account**" and browse

the user list, selecting an account that has sufficient access to the NT Server's resources **(i.e. the chosen account must be able to run the application and read/write/create files in the various directories it creates as well as the shared public directory that you created in step 3).**

The FAXport Server will automatically start each time the NT server is started.

You should now install the FAXport Client on a separate workstation from where you installed the FAXport server.

Remember: The first person to install the FAXport Client will become the FAXport Supervisor and be responsible for the operation of the FAXport Server. When ever you install the first FAXport Client you will also install the FAXport Administrator program with which you will configure the FAXport Server.

You can now do the actual setup and configuration of the FAXport 32 bit Server by using the FAXport Administrator Program.

Note: For the printer function to operate properly you must have the program FAXPORTJ.EXE placed into the 'Setup' group under the Windows NT program administrator in order to run automatically at the time the NT server is stated.

FAXPORTJ.EXE acts as a 'go between' program for the FAXport fax server and the Windows NT printer driver.

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FAXport and Windows 95

There are no special procedures needed for the installation of the FAXport server into Windows 95. Simply use the diskette provided and perform the operation as you would any Windows application program.

There is a restriction that has been imposed upon the FAXport 32 bit Server by the Windows 95 operating system. At this time Windows 95 can only support IPX/IP protocol, not Net BIOS or Net BEUI.

Once the FAXport Server has been installed, It will operate as an application. No changes are needed to the system configuration.

Remember: There is no user interface other than an event log. See the next section for setup and configuration of the FAXport Server using the FAXport Administrator.

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FAXport 16 bit Server Installation

For those who do not have access to a Windows NT server, but wish to use their networked based Windows capabilities, can use either Windows 3.1 or Windows for Workgroups 3.11 as a FAX Server location. You will need to semi-dedicate these servers to their tasks due to the limitation of the serial port management used with these operating systems.

Click on each of the Items you need assistance with:

Windows for Workgroups Systems Considerations

The 16 bit FAXport server will provide the same functionality as the Windows NT server except for two limitations;

- The Server cannot perform tasks a the same processing speed as the Windows NT due to having a 16 bit data path for instructions.

- The Server can only be installed as an application program, rather than as a service.

If you intend to run a Windows FAXport Server, you will need to semi -dedicate a Windows 3.1 or WfW 3.11 workstation with a minimum of 4MB ram to the task (as with any Windows application, the availability of more memory - either physical or virtual - will enhance performance noticeably). To install and run a Windows FAXport Server you will need to complete the following installation procedures:

Click here to return to FAXport 16 bit server installation menu

Installation Instructions for FAXport 16 bit Server

The following section assumes that you have an understanding of the configuration of Windows and Windows for Workgroups 3.11 in a network environment and that you also understand Windows File Manager and associated programs.

1) Make sure that you have **all** the necessary materials (i.e. your LANSource **CD-ROM** and any supplementary **diskettes**).

2) Using **file manager**, create a directory which will become the **public directory** that all FAXport clients will store their **public Phonebooks and folders in. This directory does not need to be on the machine where the FAXport server is located, but must be accessible on the network.**

3) Using **file manager**, **flag** the newly created directory as **shareable**, making note of the **share name** that you give to this directory (this information will be needed later).

4) Locate the **CD-ROM** drive that you will use for the **installation** process and make a note of the **drive letter** that represents this drive.

This drive may be a local drive (i.e. physically installed in your machine), or it may be a shared device to which you have mapped a network drive letter to.

5) Insert the LANSource **CD-ROM** into the drive to be used:

If you received **only a CD-ROM** and no supplementary diskettes, then run the **SETUP.EXE** which should be visible in the ROOT of the CD-ROM.

If you received a CD-ROM with **6 (six) supplementary diskettes**, then insert the LANSource CD-ROM into the drive to be used and also insert the diskette labeled “CD ROM Installation Setup Disk” into the floppy drive of the machine you will be installing the Server on and **run the file SETUP.EXE from that diskette.**

6) You will now be prompted to enter the drive letter that corresponds to the CD-ROM drive that will be used for the **installation process** (refer to step 4 above where you gathered this information).

7) You should now have a “**Main Setup Menu**” on your screen, choose the following options from the next three menus:

FAXporttm

Install FAXporttm Server

Windows (16-Bit)

8) The CD-ROM Installation program will now run the **FAXport Server Installation program** from the CD.

9) You will now be shown a dialog box listing the two **network protocols** supported by the 16-Bit FAXport server (**Novell-IPX, NetBIOS**). **Choose** the protocol that you wish FAXport to use.

(Note: **The 16 bit FAXport server only supports one protocol at a time**. If you wish to support multiple protocols you must use the **32 bit version** of the server on either Windows NT or Windows 95).

10) You will now be prompted to **enter the drive and path** that you wish your server to be **installed** to.

11) Once you have confirmed the options selected, the software will be **copied** from the CD to the installation directory specified.

12) You will now be prompted to enter the **path to the public shared directory** that you created in step 2 above.

13) You will now be prompted to **license your software**. Enter the appropriate license number(s) in the dialog box marked FAXport. **Don't forget to enter a company name in the space provided and do not use license numbers from other LANSource products.**

14) An **icon** called "**WFAXport Server**" has been created in a program group called "**WFAXPORT 5.0**". You can now double click on this icon to launch your FAXport Server. **It is recommended that this icon be placed in your Startup Group so that it will be run each time Windows is started.**

15) You should now install the **FAXport Client** on a **DIFFERENT** machine, at which time you will also receive a **FAXport Administrator** program with which you will **configure** your server.

See Configuring the FAXport 16bit Server using FAXport Administrator for instruction on the setup of the FAXport 16 bit server

Also

See Important instructions regarding UNC and Windows for Workgroups

Click here to return to FAXport 16 bit server installation menu

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Configuring the FAXport 16bit Server using FAXport Administrator

After having installed the FAXport 16 bit Server you will need to setup the basic operating values for the system. This is done through the FAXport Administrator program.

The FAXport Administrator is installed when the first installation of a FAXport Client program is done to either a workstation site, or to the shared network directory where those with disk-less workstations will run the program.

The FAXport Administrator program should be placed into its own working directory and to which only the person who has Supervisor status has access to.

When the Administrator program is run, click on the pull down menu called 'SETUP', and choose Client setup.

Remember: The first person who logs into the FAXport Administrator will become the default system Supervisor.

The first task will be to establish the default values for all users that will act as the basic setting for all further installations of the FAXport Client Software. These values can be changed to others at a later time by the Supervisor.

When the default values have been saved, simply highlight the name of the person who is to be the system Administrator and then click the 'ADD' button to place their name at the top of the user list. You will notice that the three 'bull's eyes' to the left of the name, and which contain the user's status of Supervisor, Administrator, and User, has been grayed out. The Supervisor status is the default for this session only

Click here to return to FAXport 16 bit server installation menu

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Precautions needed when Setting Up FAXport 16 bit Server

Remember these further point when working with the FAXport Administrator, particularly the first time it is used, in order to setup the FAXport Server Properly:

- Be certain that the FAXport Server is running so as to be able to connect with the FAXport Administrator.
- Run the *FAXPORT ADMINISTRATOR* only, not the Administrator and the Client software at the same time.
- Go to Server Setup and complete the setting up of the Server. Configure the server defaults and the modem defaults.
- Go to Modem Setup and setup the modem specific items. Remember that Class 2 and 2.0 modems do not need custom initialization strings. To make changes here may cause the modems to fail to operate or behave in other unpredictable ways.
- Go to Billing Codes and enter the default system based Billing Code accounts. These accounts will be accessible by all FAXport users who can then add this billing code to any fax received or sent. This allows for the tracking of these documents in the system.
- After the Server has been setup, then enter the Supervisor information.
- Do not forget the Default User Account, this will make it much easier to enter each additional user thereafter. You may also enter FAXport users at this time, but after the above information has been added first.
- After this information has been saved by closing the FAXport Administrator, Go to Control Panel and ensure that the Windows Comm Ports are set to 19,200 bps and to set hardware flow control.

After the software has been determined to be working properly, you may then begin to build your public Phonebooks, cover pages and attachments.
Shared Phonebooks/Folders. The Supervisor should carefully consider where shared Phonebooks and Folders will be located. A Shared Phonebook or Folder is one that is located on a network drive and can be accessed by all or select users on the network. This information will have to be relayed to each FAXport Client user as they set up.

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Overview of FAXport 16 bit Server

For full details on the installation of the Windows 16 bit Server software, go to the section entitled:

FAXport 16 bit server installation

If you intend to run a Windows FAXport Server, you will need to dedicate a **Windows 3.1 (which has been configured for Network use)** or **Windows for Workgroups 3.11 workstation** with a minimum of 4MB ram to the task (more memory will provide better performance for certain functions).

Prior to installing the software you must review the following information in order to be aware of certain precautions needed to be take prior and during the installation of the software:

- Be certain that the FAXport Server is running so as to be able to connect with the FAXport Administrator.
- Run the *FAXPORT ADMINISTRATOR* only, not the Administrator and the Client software at the same time.
- Go to Server Setup and complete the setting up of the Server. Configure the server defaults and the modem defaults.
- Go to Modem Setup and setup the modem specific items. Remember that Class 2 and 2.0 modems do not need custom initialization strings. To make changes here may cause the modems to fail to operate or behave in other unpredictable ways.
- Go to Billing Codes and enter the default system based Billing Code accounts. These accounts will be accessible by all FAXport users who can then add this billing code to any fax received or sent. This allows for the tracking of these documents in the system.
- After the Server has been setup, then enter the Supervisor information.
- Do not forget the Default User Account, this will make it much easier to enter each additional user thereafter. You may also enter FAXport users at this time, but after the above information has been added first.
- After this information has been saved by closing the FAXport Administrator, Go to Control Panel and ensure that the Windows Comm Ports are set to 19,200 bps and to set hardware flow control.

Note:

Shared Phonebooks/Folders. The Supervisor must carefully consider where shared Phonebooks and Folders will be located. A Shared Phonebook or Folder is one that is located on a network drive and can be accessed by all or select users on the network. This information will have to be relayed to each FAXport Client user as they set up. They must also be informed that when Phonebooks are displayed in the program, the **yellow** color represents public and **Turquoise** is private. When folders are displayed, public ones are **yellow**, and private are **Turquoise**. The default folders for the FAXport Send and Receive logs are white.

Click here for Important information on Memory Usage and FAXport Cover pages

Click here for Important information on Windows for Workgroups and UNC pathnames.

Click here to return to FAXport 16 bit server installation menu

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Use of Multi-Port Serial Cards with FAXport

A Multi-port serial adapter consists of a serial port adapter with several serial ports usually configured with 4, 8 or 16 serial port.

There are typically two types the “dumb” cards which do no processing of I/O on board and the “intelligent” cards which do most of serial port I/O handling.

FAXport supports Multi-port adapters from either DigiBoard, Rocketport or Stargate. For the exact model please contact LANSource Technical Support as different boards are support for different Operating Systems.

A dumb adapter that is supported in all operating systems and is considered ideal for most situations is made by STB in Richardson Texas. It is called the 4COM and as you can guess it is a four port serial adapter. Each serial port is a 16550AF, which is ideal as it can buffer up to 16 characters before requiring FAXport to service it, which greatly reduces the workload on the processor and increases the reliability. It’s also quite inexpensive.

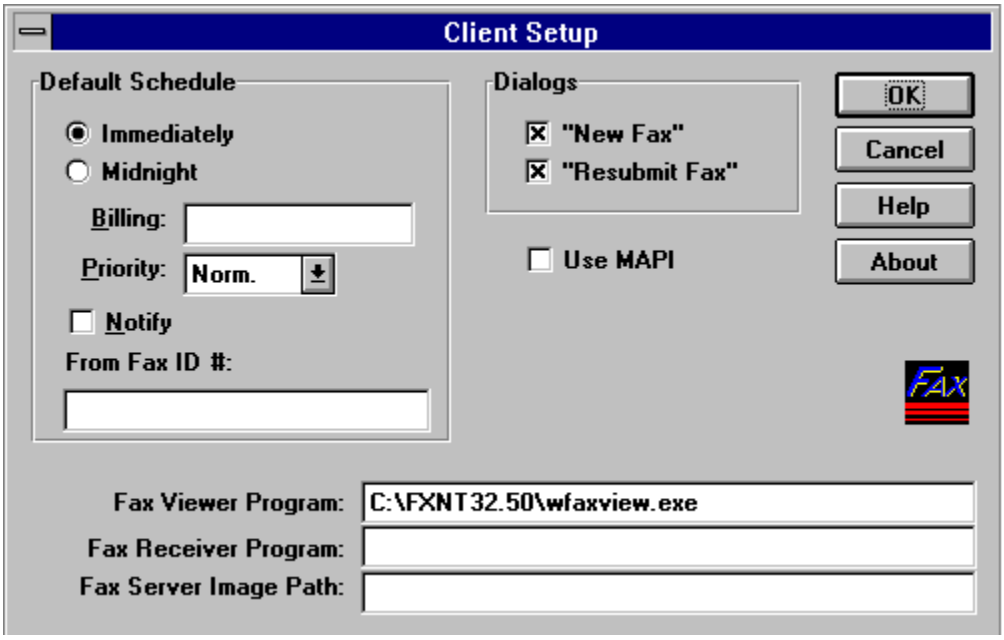
FAXPORTJ.EXE and the Windows NT Printer Driver

The FAXPORT.EXE program must be used to link the Windows NT printer driver with FAXport fax server. Ensure that it is placed into the ‘Startup’ group to ensure its automatic execution a the time the NT server is loaded.

Client Setup Screen

The Client Setup will allow you to set the default value for all users

Click on each of the Items you need assistance with:



Click here to return to the Setup Menu

SU-Default Schedule

The Default Schedule box provides for a default set of timings, billing codes and CSID defaults to be used by the Send fax function of FAXport Admin.

SU-Immediately

Select to have faxes sent immediately

SU-Midnight

Select to have faxes sent at midnight

SU-Billing

To assign a default billing code to all faxes being sent by this user from this workstation. Examples: <Sales> or <Rate 1> or <ABC Company>. This billing code can be used later for accounting purposes

SU-Priority

To set a default priority to all faxes being sent by this user from this workstations outgoing faxes. Values: High, Normal, and Low.

SU-From Fax ID

To set a default Fax number (or CSID) for this user’s outgoing faxes.

SU-Dialogs

Use these options if you wish to include a dialog notifier every time you send or resubmit a fax.

SU-New Fax

The ‘New Fax’ option will apply only when using faxing applications other than ViaFAX.

SU-Resubmit Fax

The ‘Resubmit Fax’ option refers to the dialog that appears when you Resubmit a Fax from the Faxport Administrator Send Log.

SU-FAX Viewer Program

Indicates the location of the fax viewer program is installed. This program is used to view files from FAXport Administrator.

SU-FAX Receive Program

Application to run to receive a fax on your local workstation. This field is normally blank. It is only relevant for 3rd party Windows fax applications.

SU-FAX Server Image Path

If you have chosen to run a non-NT Windows based server on a PC with no local hard disk, then you can optionally set this field. This field specifies the ‘Virtual Fax’ directory in which the fax image files are found. For example,

g:\FAXPORT\VFAX\

If this field is left blank all fax images received by FAXport will be retrieved and managed over a peer to peer connection from the workstation directly to the Faxport server. The default is <blank>.

SU- Use MAPI

Indicates if notification within MAPI option is enabled

OK

Terminates the function and saves all inputted values.

Cancel

Terminates the function but does not save the values.

Help

Provides a list of Help topics for the Function shown in the Dialog box.

About

Provides copyright and build version information about the program.

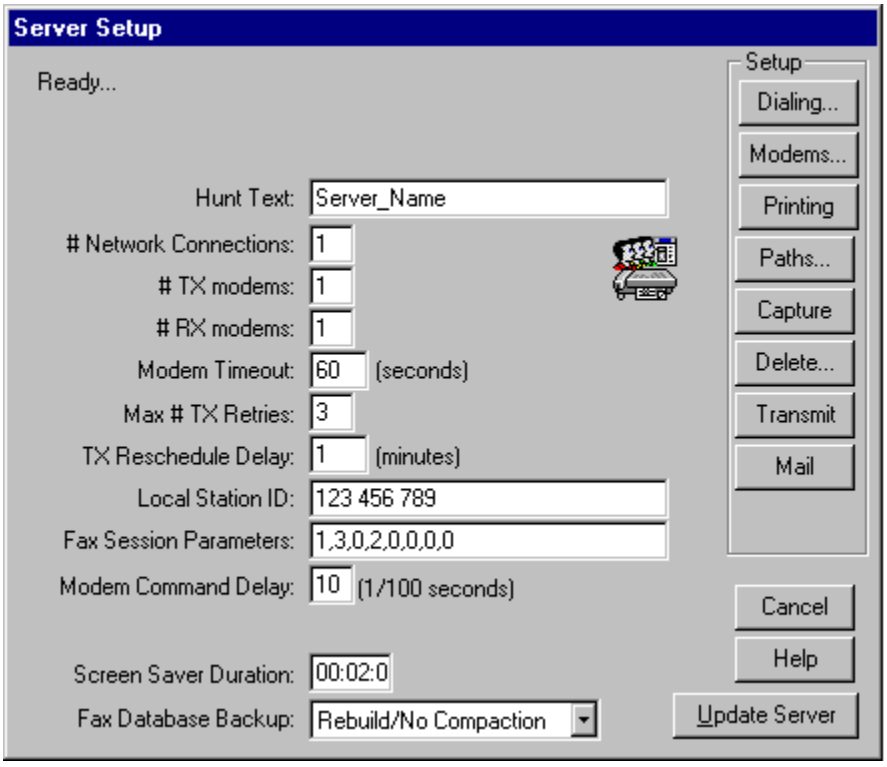
EXIT

Ends a function and returns to the operating system or shell program.

Server Setup Screen

The Setup Dialog box allows for the setting of the main defaults for the FAXport Server.

Click on each of the Items you need assistance with:



Click here to return to the Setup Menu

SU-Transmit (Location Information)

This screen allows you to place in basic information for the telephone system regarding the area code, country code and outside line access code.

In addition you may also select pulse or tone dialing if needed.

There is an additional option for ‘languge’ in order to display alternative language sets in the dialog screens. This done by recognizing different character sets provided by Microsoft for the Windows program and are used with special keyboards that support alternative alphabetical characters for different languages. You must have these character sets installed in your Windows programs and have the proper keyboard to support them This will only affect the information you type into a dialog box and not the primary text supplied with the program. For the North American product you are using the two language sets supported are English and French.

SU-Screen Saver

An optional screen saver for the FAXport Server is provided if needed. You can set the default time when it will appear. Zero (00:00) time produces no screen saver.

SU-Server Status

Indicates if the FAXport server is ‘on-line’ and ready to accept information

SU-Hunt Text

The ‘name’ of the FAXport server that will be shown when a FAXport Client asks for a connection. This allow for the use of multiple FAXport Servers in a system (if needed).

SU-FAX Database backup

If this option is used you may backup the database of the FAXport logs by turning the FAXport server on and off. How the database backup will be handeled is determined here.

SU-Update Server

Click here to transfere all changes made in the dialog boxes. The actual changes may require that the FAXport Server be stopped then started again.

SU-Create User Directories

Server Automatically creates User Directories upon establishing a new FAXport user [Default=On]

SU-Delete Equals Purge

Enables the permanent removal of faxes from the server when requested. Otherwise deleting faxes will only remove them temporarily from log viewing screens, from where they can still be recovered, viewed, or resubmitted. “Purged” faxes cannot be. [Default=Off]

SU-Hunt Text

Server Name used to identify the FAXport Server displayed in the WINport connection box that users will see. [Default=Off]

SU-Number of Network Connections

Shows the number of virtual connections that FAXport Users can use. [Default=5]

SU-Number of Outbound (TX) FAX Modems

Number of physical modems configured for sending faxes.[Default=1]

SU-Number of Inbound (RX) FAX Modems

Number of physical modems configured for receiving faxes [Default=1]

SU-Modem Timeout

The length of time FAXport will wait for no activity on the modem before it resets the modem. [Default=30 seconds]

SU-Maximum number of Modem Retrys

Displays the current number of Retrys a modem will undertake if a failure to connect occurs. [Default=3]

SU- Outbound (TX) modem send delay

The amount of time FAXport will wait before attempting to retry the sending of an unsuccessful fax[Default=1 Minute].

SU-Local Station Identification

In general this information box should display a general or specific telephone number that can be used to contact the sender of a FAX in order to satisfy various Legislative Requirements.

SU-Default Session Parameters

These values are used by the FAXport Server for the proper setup of the FAX Modem(s).

DO NOT MODIFY THESE SETTINGS.

PLEASE CONTACT LANSOURCE TECHNICAL SUPPORT FOR FURTHER INFORMATION IF IT IS FELT CHANGES ARE NEEDED FOR ANY REASON.

If you are experiencing any difficulty with your server, note the following.

- The use of a zero (0) indicates a null or empty value that is not acted upon and should be shown in the dialog box.
- The use of a number indicates which value is to be used at a particular point in a sequence.

All positions must be filled, otherwise the system will fail and an error message will be returned.

SU-Modem Command Delay

The number in seconds, in 1/100ths of a second, that FAXport will delay before sending another command to the modem.[Default=10]

SU-Supervisors Password

A password can be placed into this information box by the Supervisor to further restrict access into the server.

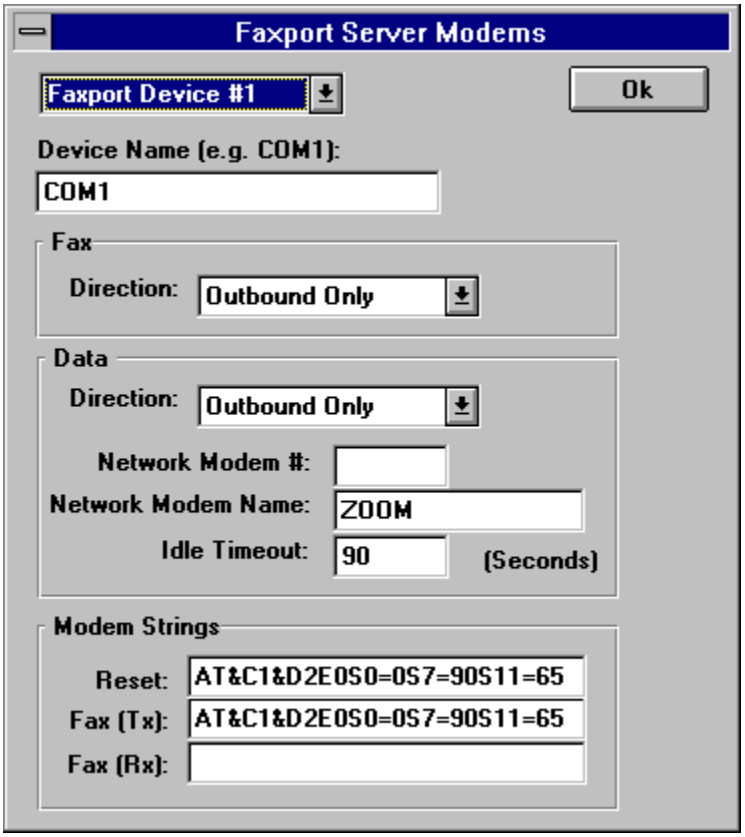
SU-Auto Delete Stale Faxes

Allows for the automatic deletion of faxes from the server based on pre-selected criteria.

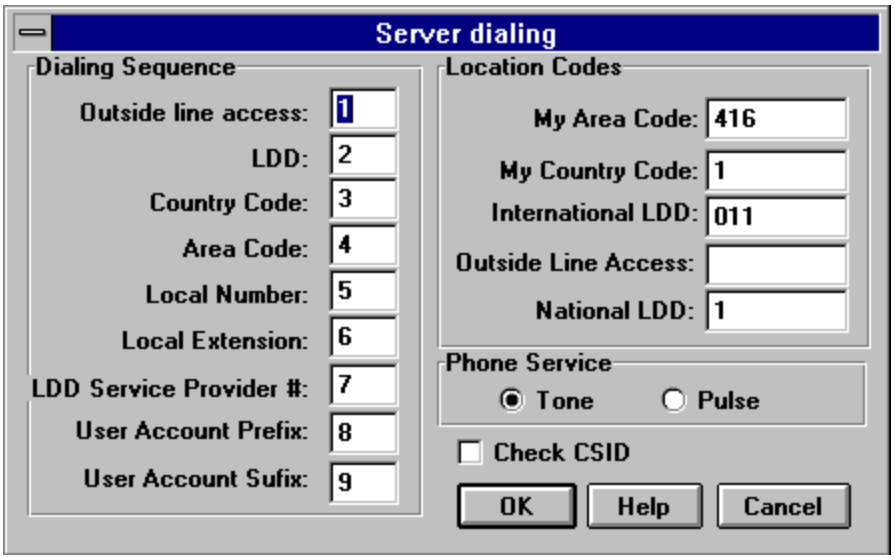
SU-Modem

The FAXport Administrator program allow you to configure the default setting for the WINport Modem Server. The setup and configuration of the Modem Server is not available through the Windows™ NT Control Panel or through the Services setup. You can monitor the activity of the modem server through the Control Panel if needed.

Point and Click on each item you need assistance with or use the tab key to select an item, then press Enter



SU - Server Dialing



When the dialing button is clicked you are provided with the ‘Setup Dialing Sequence’ dialog box.

You are provided with nine references to the different dialing information that is used by FAXport to dial out through the telephone system that the modem is attached to.

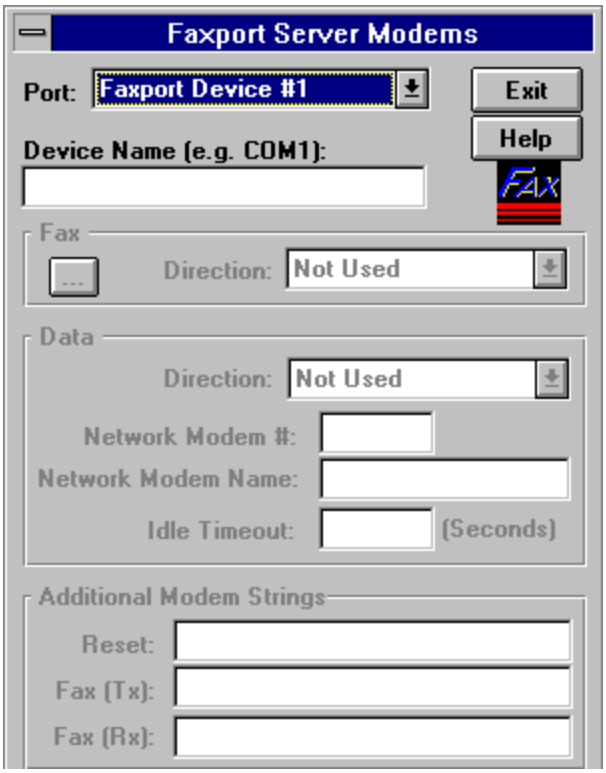
This information is generated from the values put into the Server Setup.

The numbers show in each of the boxes refers to the sequence of the use of the information (e.g. 1=first, 2=second, and so on).

If a particular piece of information is not filled in through the Server Setup, it will not be acted upon. It is important then to not delete any numbers in the dialing sequence, even if that information is not needed to dial out of the telephone system.

In General the default values will be the correct ones to use.

SU - Server Modems

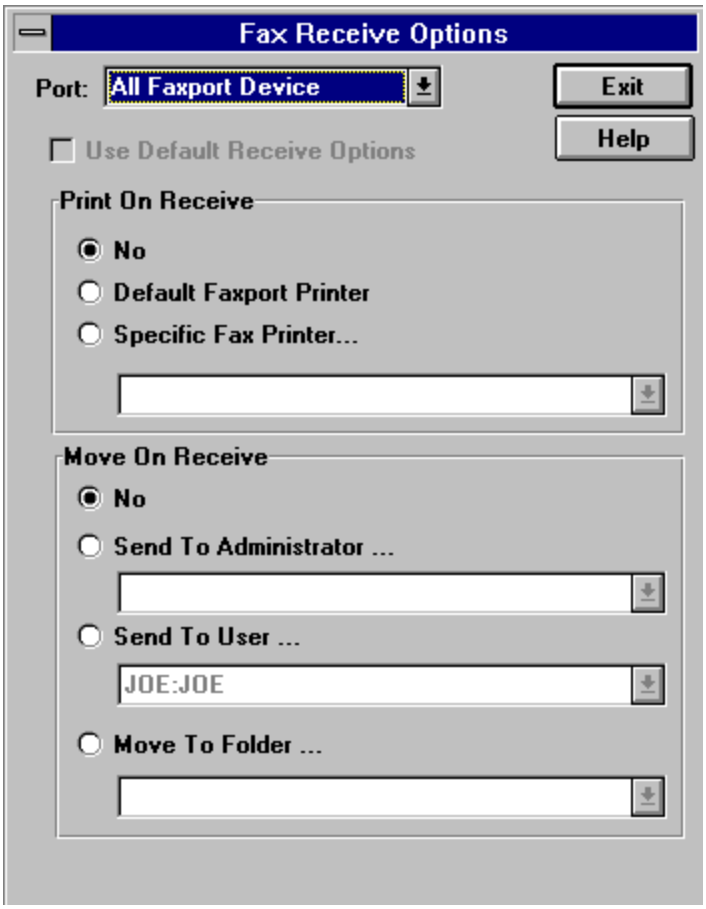


You can define up to 16 modem devices by number based on the version of Windows O/S you are using. This means that the maximum number of physical COM ports that can be supported under the Windows NT operating system, while Windows for Workgroups 3.11 and Windows 3.1 will only allow 2.

Even thought the FAXport Administrator allows you a wide degree of control over your Windows operating system, you should also ensure that the physical COM ports (or the UARTS on the modems) have been properly configured through the Control Panel Program.

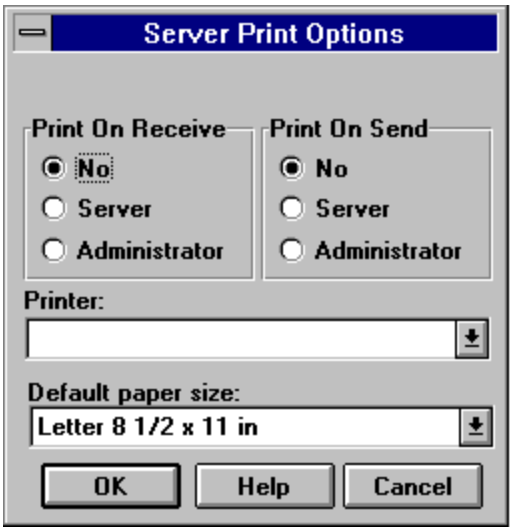
Note: It is strongly advised that you use 16550AF UARTs with your COM ports or internal modems in order to ensure proper data flow. The Windows NT control panel will enable the buffering feature of the 16550AF when the option is checked. The 8250 and 16450 type UARTs are now obsolete and should not be used. It should also be noted that some internal modems use their own proprietary UART or data buffering methods rather than the 16550AF. Check with the modem manual for those models for more information on their use in a Windows NT environment.

SU - Server Recieve Options



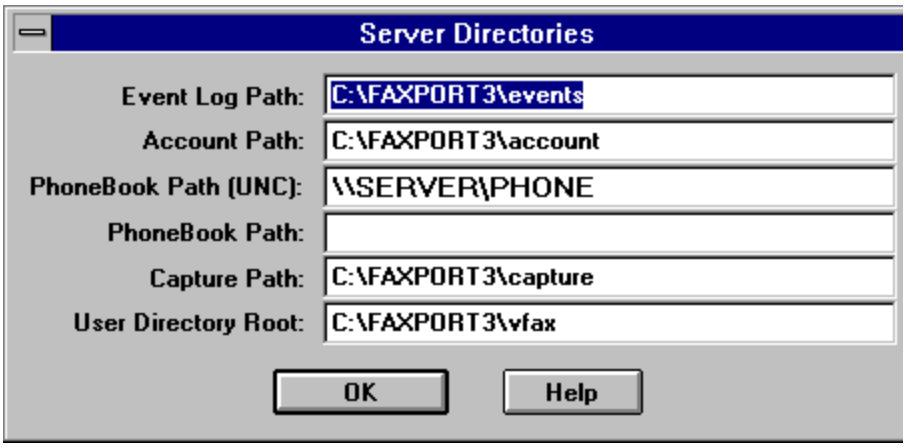
The Server receive options allow for the setting of global values regarding how a fax will be treated upon receipt. The default values can be set to allow faxes to be printed or moved when they arive.

SU - Server Print Options



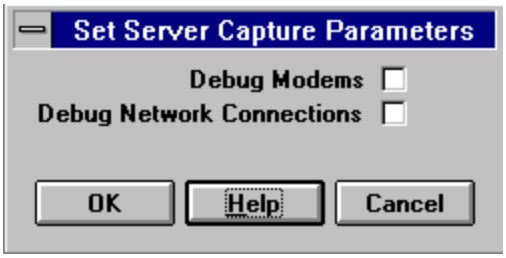
Allow you to define the ‘print on receive’ or ‘print on send’ values for the FAXport Server.

SU - Server Directories (Paths)



Allows you to define the key locations of public Phonebooks, Folders and Logs used by the FAXport Server. FAXport supports the use of UNC pathnames when used with Windows NT, Windows 95.

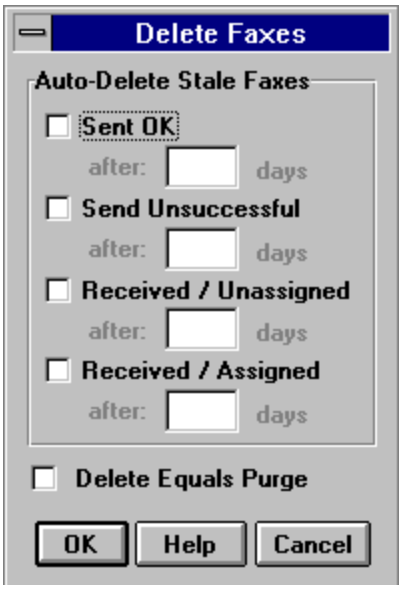
SU - Server Capture



Capture is used as a diagnostic and debugging tool only. Large log files will result if this option is turned on, particularly if there is a large volume of faxes being processed.

By turning on thes options you will be able to capture data on the connection and disconnection activity of either your modems or your network card used at the FAXport Server workstation.

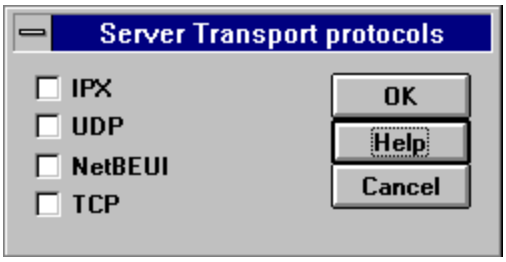
SU - Server Delete Faxes



This function allows you to define global defaults regarding the mass deletion of faxes based on the type of fax chosen (successful and unsuccess full sends, and assigned and unassigned received) based on the number of days after the initial event.

The Delete equals Purge allows for the complete removal of all information connected with a fax event, not just the record of that event (which allows the fax information to be written over).

SU - Server Transport Protocols

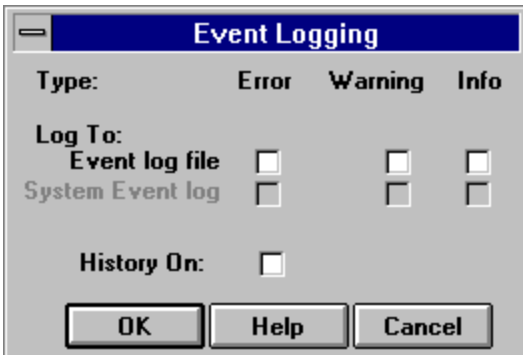


This option allow you to define which protocol The FAXport server will use to connect to the workstations in the system. Multiple protocols are allowed.

SU - Server Mail (MAPI)

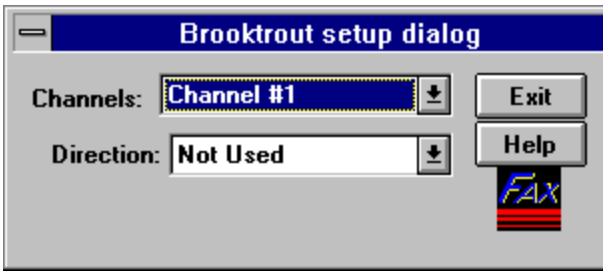
The MAPI (Mail Applications Program Interface) Notification option allows for the use of MSMail to notify a user about a fax event; either that a fax has been received or that a fax has been sent.

SU - Server Event Logging



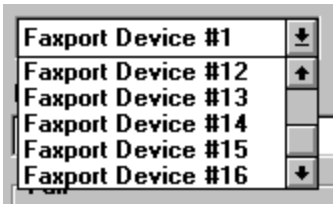
This allows for the creation of a permanent record of FAXport Server events (errors, warnings and additional info) into a file. This dialog box allows you to specifiy what type of information is to be selected for storage.

SU - Brooktrout Modem



For those using the ‘Brooktrout’ intellegent modem, this dialog box allows you to setup and define the use of such.

Administrator - Faxport Device Number



You can define up to 16 modem devices by number. This is the maximum number of physical COM ports that can be supported under the Windows NT operating system. You should also ensure that the physical COM ports (or the UARTS on the modems) have been properly configured through the Control Panel Program.

If you are using an external multiple COM port device (Such as DigiBoard® or RocketPort®) that normally supports more than 16 COM ports, you will still be limited to a maximum of 16 physical modems at this time.

Note: It is strongly advised that you use 16550AF UARTs with your COM ports or internal modems in order to ensure proper data flow. The Windows NT control panel will enable the buffering feature of the 16550AF when the option is checked. The 8250 and 16450 type UARTs are now obsolete and should not be used. It should also be noted that some internal modems use their own proprietary UART or data buffering methods rather than the 16550AF. Check with the modem manual for those models for more information on their use in a Windows NT environment.

Administrator - Device Name

In order to allow connection to a specific modem (e.g. one that has a desired baud rate or special feature) each modem can be given a name to identify it more clearly from others that may be available.

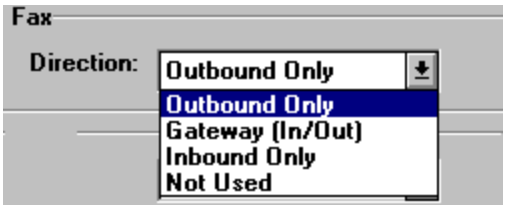
Important Note : If a FAXport Device Number is selected with out creating a Device Name, and you then click on 'OK', the FAXport Server will not be able to start. (You can confirm this by seeing the error message ' Already opened elswhere' in the event log of the Windows NT server).

The only solution to the situation is to manually edit the wfaxport,ini file.

The following change needs to be made for the com port in question:

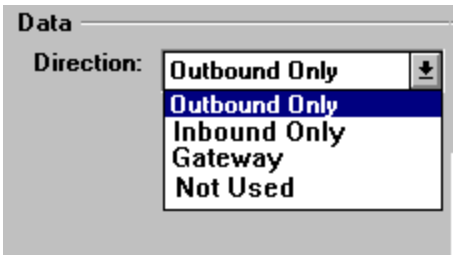
[COM2]
Init_str_for_tx=
Init_str_for_rx=
Network_Name=
DataReset=
Wait_time_out=
ModemNumber= <<--- Enter a network modem number here
Direction=0
Datamodem=0

Administrator - Fax Direction

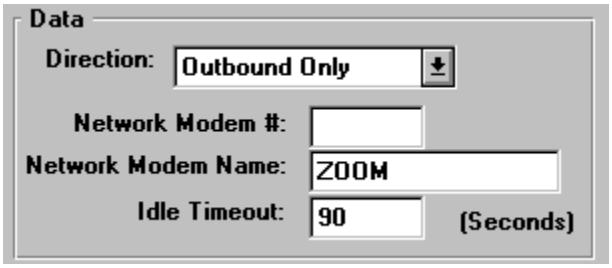


Allows for the configuration of the ‘direction’ of data flow for Fax software. You may configure different modems to have different data flows when they are available.

Administrator - Data



The data direction dialog box allow for a data modem to be defined as either ‘Outbound’ or not used.



The main dialog string allows for the identification of the modem to be defined for ‘outbound’ service by name and number. You will see the Name and Number of the modem displayed in the dialog boxes above.

Note: The ‘Idle Time-out’ box should be left at its default value of 90 seconds for best performance. If a change in this is needed, consult your modem manual for the appropriate value.

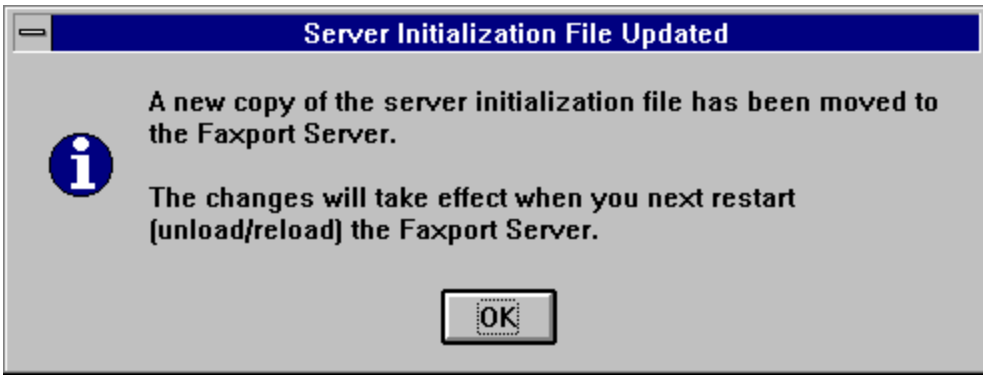
Administrator - Modem Strings

The dialog area allows for the placement of Modem Initialization strings for transmitting (TX), receiving (RX) and resetting the modem.

You should use the default values that are provided during the installation of the program.

For details on which modem strings should be used if an alternative is desired, consult your modem manual or the manufacturers technical support.

Administrator - Saving Data (OK)

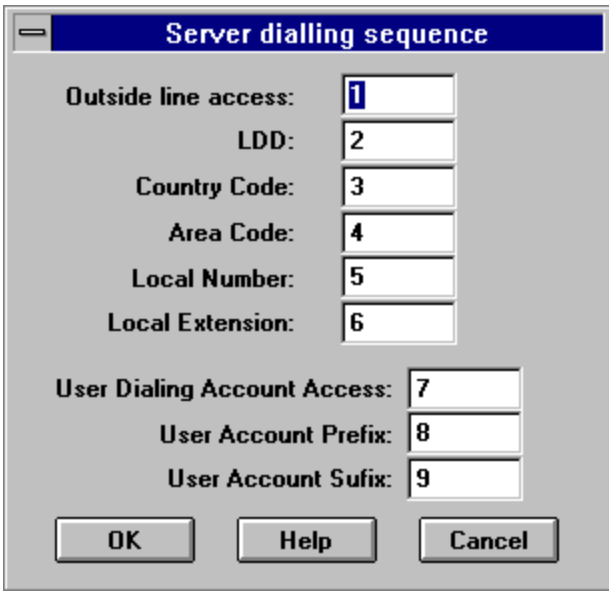


After having entered the information needed, and clicking on the ‘OK’ button, you will see the screen displayed above. Note that the changes made will not be initialized until you first turn off, then turn back on, the FAXport modem server.

This is done through the Windows NT Services.

(See pages 175-178 of the Microsoft® Windows NT™ [Version 3.1] Setup Guide for more background information on performing this function

SU-Dialing



When the dialing button is clicked you are provided with the ‘Setup Dialing Sequence’ dialog box.

You are provided with nine references to the different dialing information that is used by FAXport to dial out through the telephone system that the modem is attached to.

This information is generated from the values put into the Server Setup.

The numbers show in each of the boxes refers to the sequence of the use of the information (e.g. 1=first, 2=second, and so on).

If a particular piece of information is not filled in through the Server Setup, it will not be acted upon. It is important then to not delete any numbers in the dialing sequence, even if that information is not needed to dial out of the telephone system.

In General the default values will be the correct ones to use.

SU-FAX Transmission Reschedule Delay

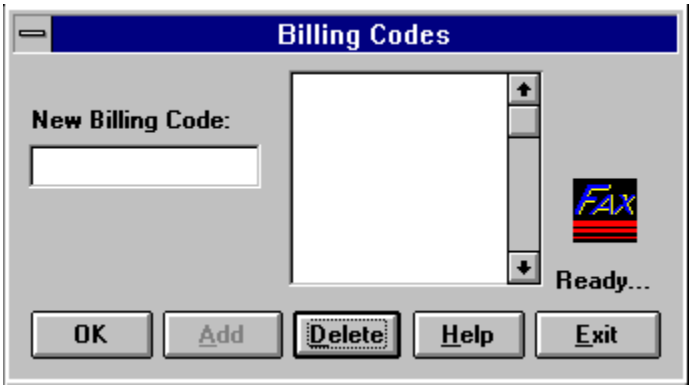
Sets the amount of time in minutes between a failure to connect with the modem dialed and the next attempt to dial and connect.

SU-Ready

Provides an indicator of the Status of the Server while connected to it. Ready indicates that the server is available for new information. ‘Waiting’ indicates that the server is occupied or unavailable, so that new information will not be accepted and stored.

Billing Code Menu

Click on each of the Items you need assistance with
or use the tab key to select an item, then press Enter for help



Click here to return to the Setup Menu

BL-New Billing Code

This is an Alpha/Numeric code that is to be attached to a user for tracking purposes

BL-Add Name

Adds a name to the billing code list

BL-Delete Name

Deletes a name from the billing code list

BL-Viewing Area

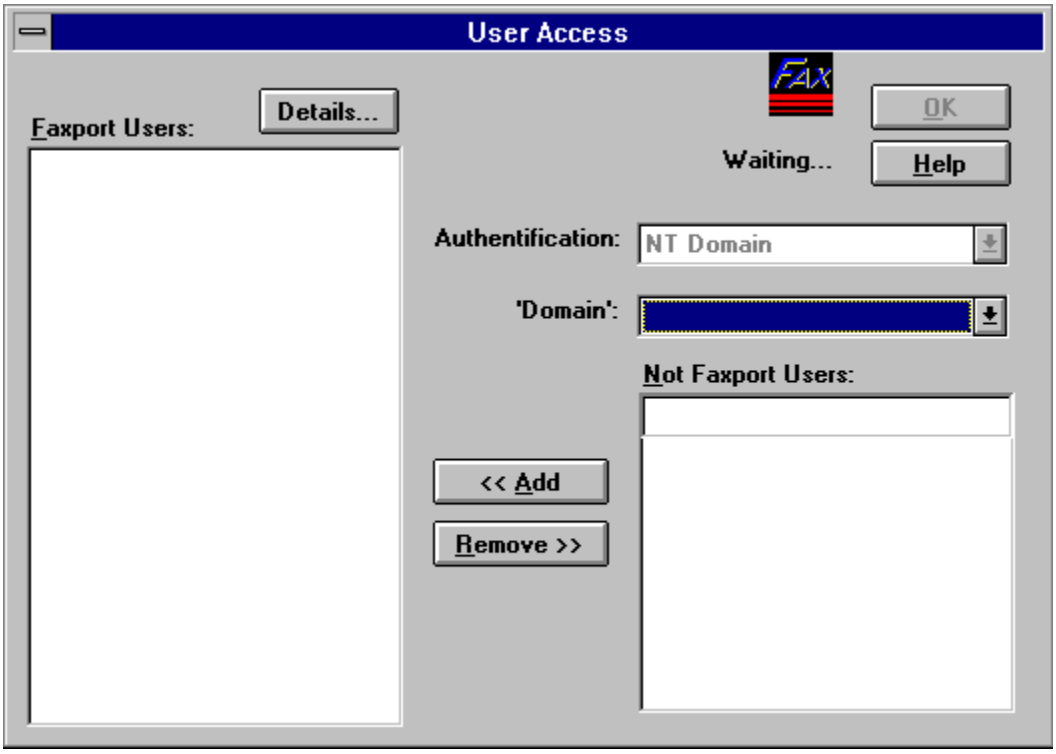
Area where the list of the billing codes are viewed

BL-Server Status

Show the current status of the server while being connected to it. Will show if it is ready to receive information or if it is active in another task or disconnected.

User Access Menu

Click on each of the Items you need assistance with
or use the tab key to select an item, then press Enter for help



Click here to return to the Setup Menu

UA-FAXport User

The current list of authorized FAXport Users.

UA-Details (User Information)

Click here to see the User Information Screen

Once a person has been placed in the list of authorized users the basic defaults for their status in the system can be established.

The majority of the defaults shown are provided for information only and should not be changed. The areas that are accessible are:

Account Status:

The default is ‘Active’. ‘Disabled’ allows for a name to remain attached to an authorized list for tracking, but removes their ability to use the system. The ‘Forwarded’ function allows for the name to remain connected, and to receive faxes, but not to be delved to their Client workstation.

Faxport Privileges:

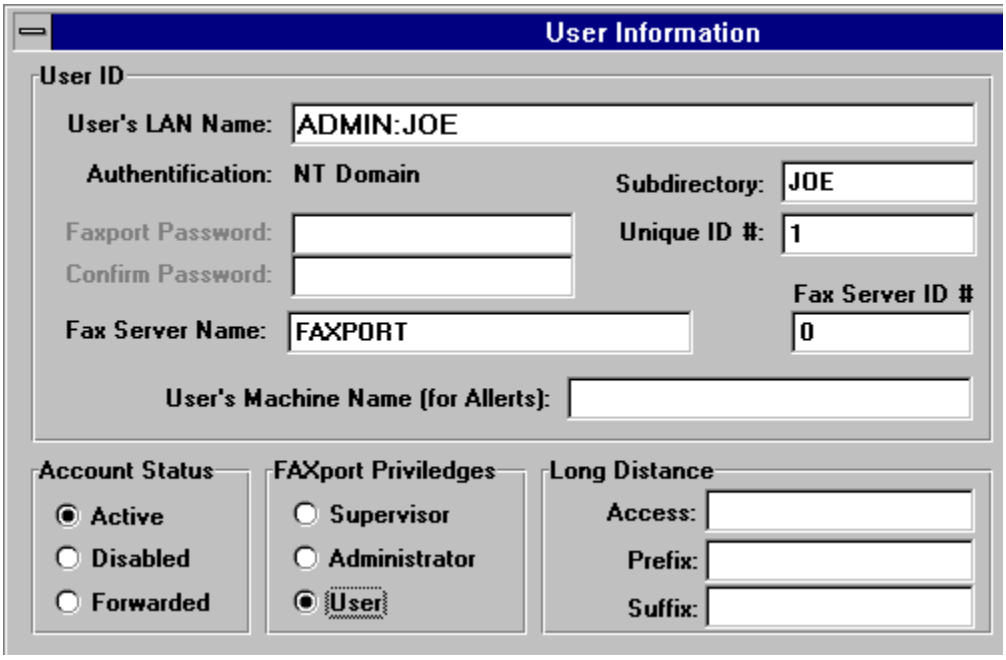
Only people with proper authorization should be given the status of Administrator. Only a single person should be the Supervisor.

Long Distance:

This allows for the control of access to long distance dialing lines by an individual.

User Information

Click on each of the Items you need assistance with:



User ID Number

This number is generated by the FAXport server at the time that the new user is placed into the system.

User's Machine Name

The ‘name’ given to the users machine by which it is identified with in the Local Area Network.

Users's Lan Name

The name by which a user logs into their system.

Authentification

Displays where the users name was accessed.

FAXport Password

An optional security feature that is available when ‘Other’ is the ‘Authentification’ choice. (Otherwise the dialog box will be greyed out). The password is placed into this dialog box by the system Supervisor.

Confirm Password

An optional security feature that is available when ‘Other’ is the ‘Authentification’ choice. The password is placed into this dialog box by the System Supervisor for a second time after having placed it first into the ‘FAXport Password’ dialog box.

FAX Server Name

Displays the default FAXport Server name that the FAXport Administrator program has loged into.

Account Status

Allow the System Supervisor to start or stop a user from having access to the FAXport server with out removing their name from the user list. It is also allows for faxes to be forwarded through routing to a different user (for use when a user is away for a period of time, but will still be receiving a number of faxes).

FAXport Privileges

Defines the role of the person and their basic privileges. There can only be one Supervisor, and that person can specify who is an Administrator or a user of the system.

Long Distance

For the placement of optional default information that is used by the fax modem to dial out. The values to be used are determined by the telephone system itself, and are ignored if not filled in.
See Server Dialing Sequence for more information on how the FAXport server uses dialing information.

Sub-Directory

The name of the sub-directory located with the FAXport server where faxes are stored.

Fax Server ID Number

This number is automatically generated to designate the server that the FAXport Server is located in.

Ready

Indicates if the FAXport Administrator is properly connected to the FAXport server, and can pass information to it when completed.

UA-Authorization

FAXport provides four choices by which your network type can be chosen.

These are:

NWBindery: (IPX) Allows use of 2.x through 4.x Bindery authorization

NW Directory Services: (IPX) Allows use of 4.x NDS authorization

NT Domain: Supports IPX protocol and Peer to Peer (NetBIOS and TCP/IP) based transport systems under Windows NT

Other: For all Peer to Peer based systems NetBIOS/ NetBEUI (i.e. Powerlan, Windows for Workgroups, Lantastic, Invisible Lan, etc.) Note: Though using IPX protocol, Novell Lite and Personal Netware use this authorization method.

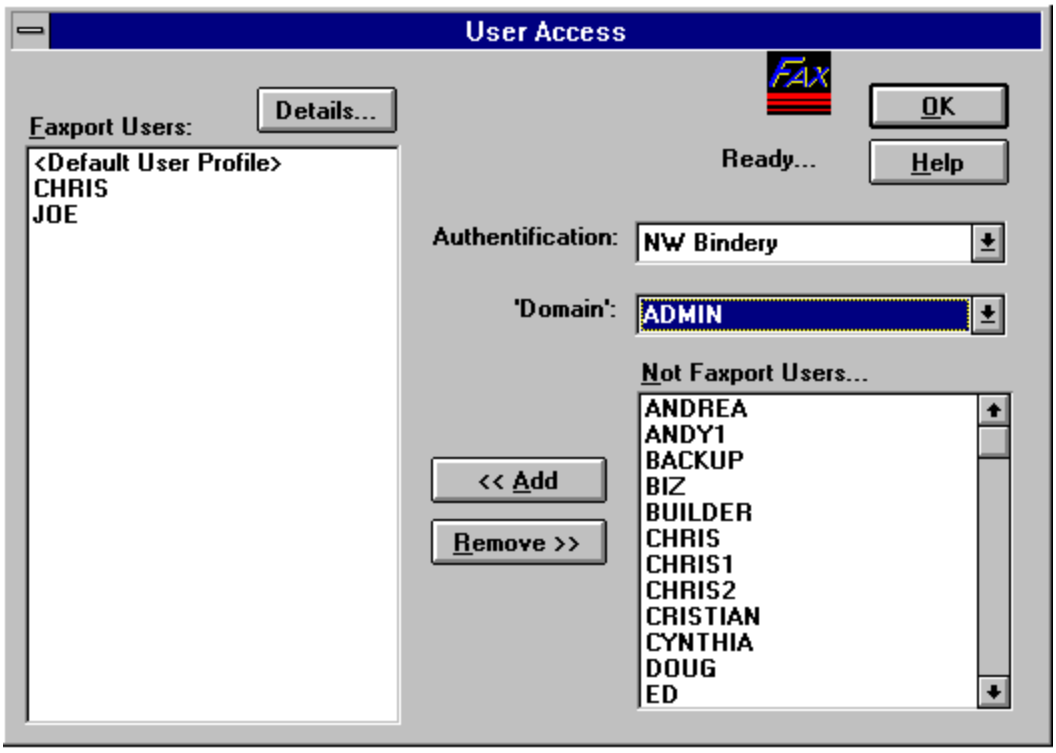
Click here for more information on the authorization methods

Network Users Lists (Authorization)

Click on each of the Items you need assistance with:

- NWBindery
- NWDirectory Services
- NT Domain
- Other

NWBindery and User Lists

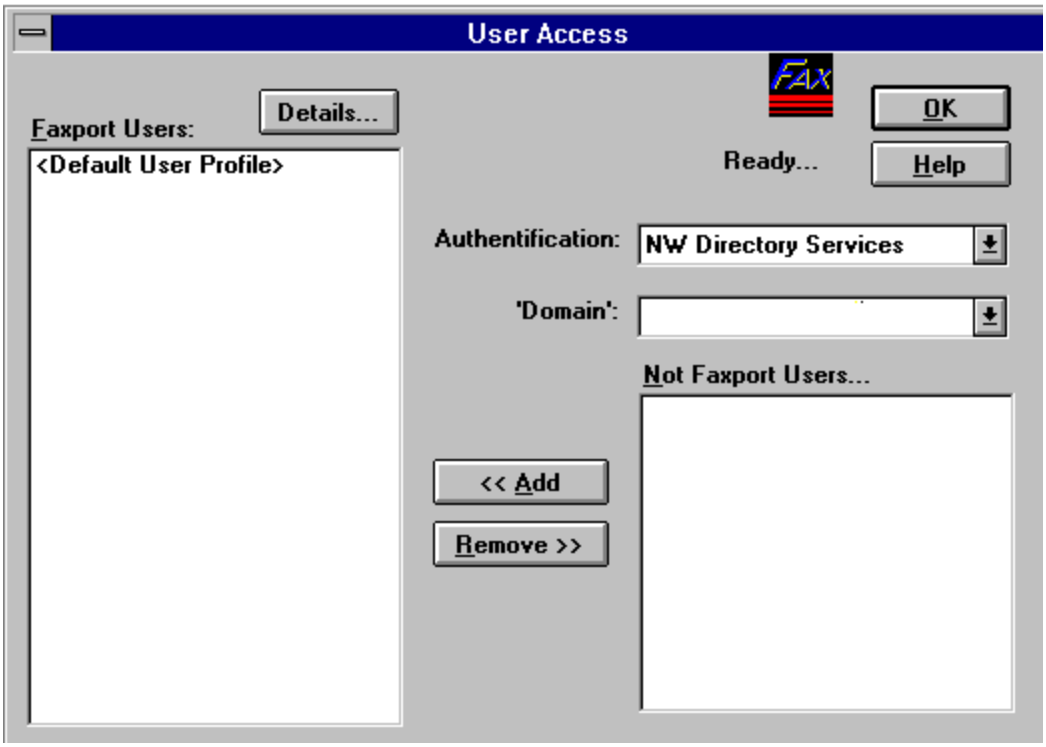


Each Novell file server includes a database, called the bindery. The NetWare operating system maintains a list in the bindery files of all people or groups who have been given access to the file server. Information about each person or group is also included in the bindery. FAXport is able to support all bindery properties implemented under Novell NetWare 2.x through 4.x

To use the user lists, first select NWBindery and then the name of the server from which you wish to choose a name to add to the list. When you have access to the person you wish to add, click on the name under ‘Not FAXport users, and then click on the ‘Add’ button. You will see the name placed under the ‘FAXport Users’ list.

To then properly configure the new users default settings, high light the name and then click on ‘Details’. Click here to see the ‘Details’ screen.

NWDirectory Services and User Lists

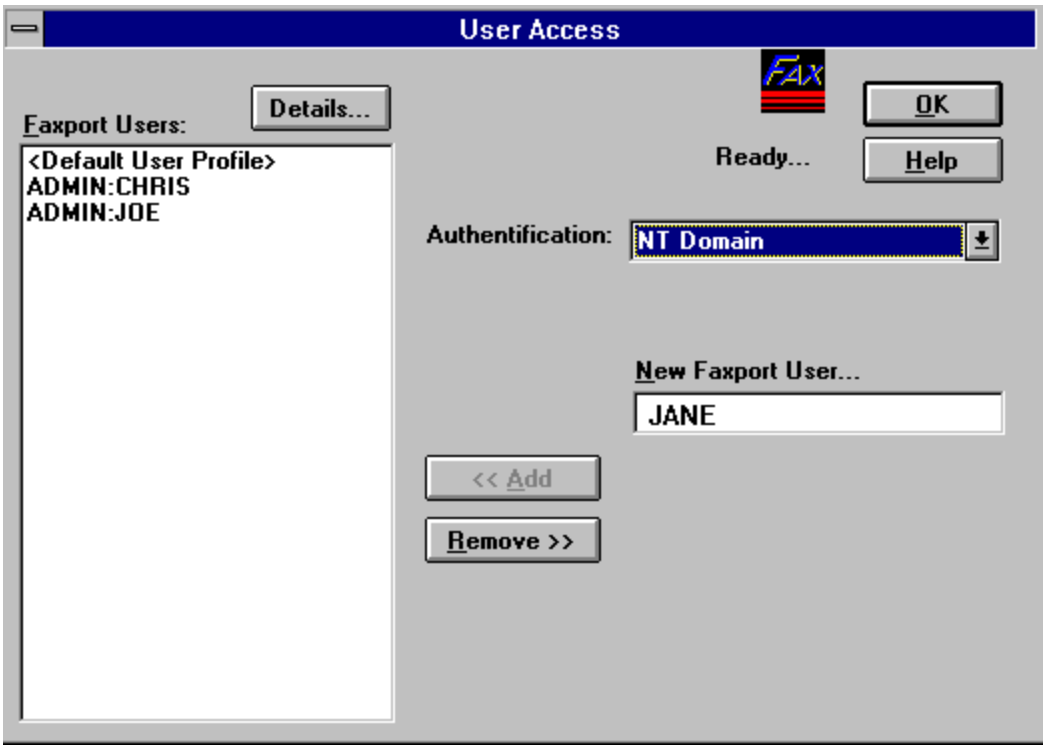


Directory Services allows for the creation of more detailed data base of information about the system, and who is using it. In addition to this detail, information across different servers can be shared. A system Supervisor can use the full potential of the Directory Services with FAXport when running under Novell Netware 4.x

To use the user lists, first select NWDirectory Services and then the name of the server from which you wish to choose a name to add to the list. When you have access to the person you wish to add, click on the name under ‘Not FAXport users, and then click on the ‘Add’ button. You will see the name placed under the ‘FAXport Users’ list.

To then properly configure the new users default settings, high light the name and then click on ‘Details’. Click here to see the ‘Details’ screen.

NT Domain and User Lists



Windows NT Domain Supports IPX protocol and Peer to Peer (NetBIOS and TCP/IP) based transport systems under Windows NT. The server access will be done through its own FAXport user list. You will have to specify the name of the Windows NT server though which the person will have access to the FAXport Server.

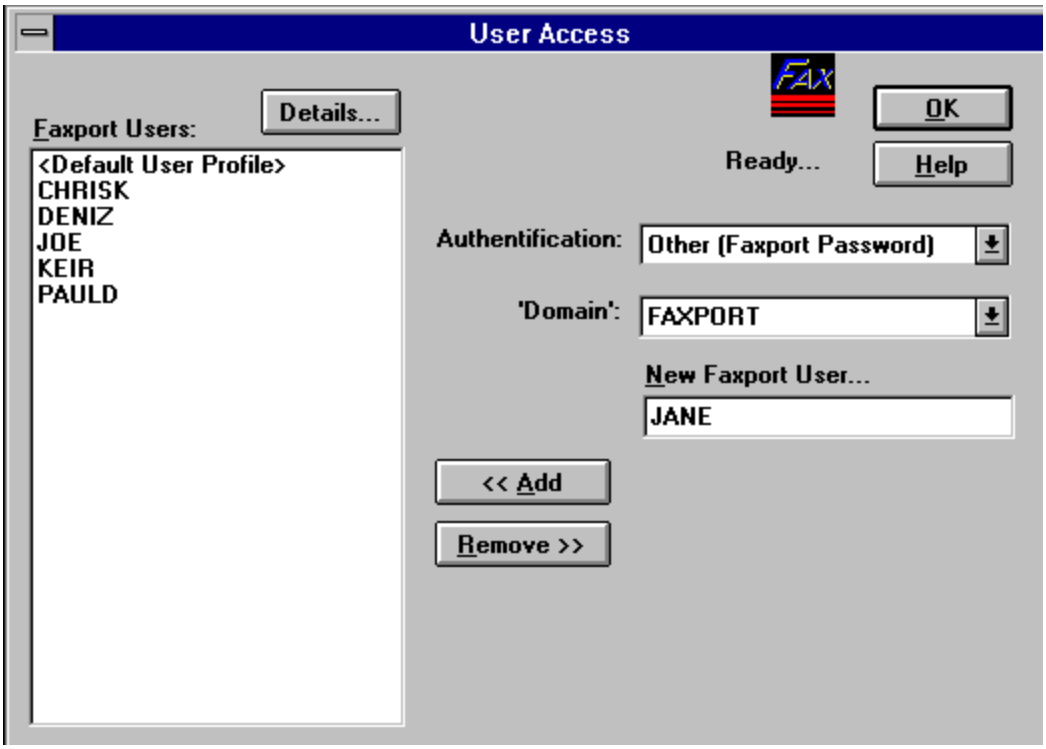
NOTE: In order to add user names under NT Domain you will have to manually add the name of the NT server to the beginning of the user's name. For example if the name of the NT server is 'SALES', and the person you were adding logs in as 'JOHN', you would use the format:

SALES:JOHN

When you click on the 'Add' button, you will then see the combined Server name and User name moved to the FAXport users box.

To then properly configure the new users default settings, high light the name and then click on 'Details'. Click here to see the 'Details' screen.

User Access OTHER



For all Peer to Peer based systems NetBIOS/ NetBEUI (i.e. Powerlan, Windows for Workgroups, Lantastic, Invisible Lan, etc.)

Note:Though they use the IPX protocol, Novell Lite and Personal Netware use this authorization method.

As peer to peer based systems do not use a server, a default name of ‘FAXPORT’ is used instead. To add names simply place them into the ‘New FAXport User’ box, and click on the ‘Add’ button. You will see the name moved to the FAXport users box.

To then properly configure the new users default settings, high light the name and then click on ‘Details’. Click here to see the ‘Details’ screen.

UA-Domain

Shows the available Server(s) under NW Bindery and NW Directory Services from which new users can be selected. If ‘Other (FAXport Password) is selected, a default ‘server’ name of FAXport is shown.

UA-Add Name to User List

After a name has been selected from the ‘Not FAXport Users...’ list and highlighted, it is moved to the FAXport users lists by clicking this button

UA-Delete Name from User List

With a name highlighted in the FAXport user list, and this button is clicked, the name will be removed so that no further access is available.

UA-Not a User

The list of those who are in the Local Area Network, but are not authorized access to FAXport

UA-Server Status

Show the current status of the server while being connected to it. Will show if it is ready to receive information or if it is active in another task or disconnected.

UA-Default User Profile

The default user profile is setup at the time of the installation of the FAXport server. This sets out the basic default values for each new user added to the system.

ODBC - Mapping Program

The ODBC Mapping Program allows you use ODBC compliant databases directly from the FAXport Client without conversion or modification. All that is necessary to do this is that the database you want to use have an ODBC driver available for it. You can also convert an ODBC compliant datasource to the native FAXport phonebook format if this is more suited to your needs.

Using ODBC compliant databases directly is done by specifying a mapping relationship between columns in the ODBC database that you want to access and the columns the FAXport client understands. The mapping relationship and phonebook description are then attached to the FAXport phonebook list, after which the FAXport client can access the ODBC compliant database as if it were one of its own datasources. The great benefit of this is that if the database is changed by another application, those changes will appear immediately in the FAXport phonebook.

ODBC compliant databases can be attached as private or public Phonebooks. Private ODBC Phonebooks are attached with the ODBCMAP program that is installed with each client, whereas Public phonebooks are attached by the ODBC Setup dialog in the FAXport Adminstrator program.

The mapping itself is accomplished by dragging items from the Source Fields listbox next to the item in the FAXport Fields listbox you want the available item linked to. Once a mapping is setup, you can either Attach! or ODBC - Convert! the phonebook.

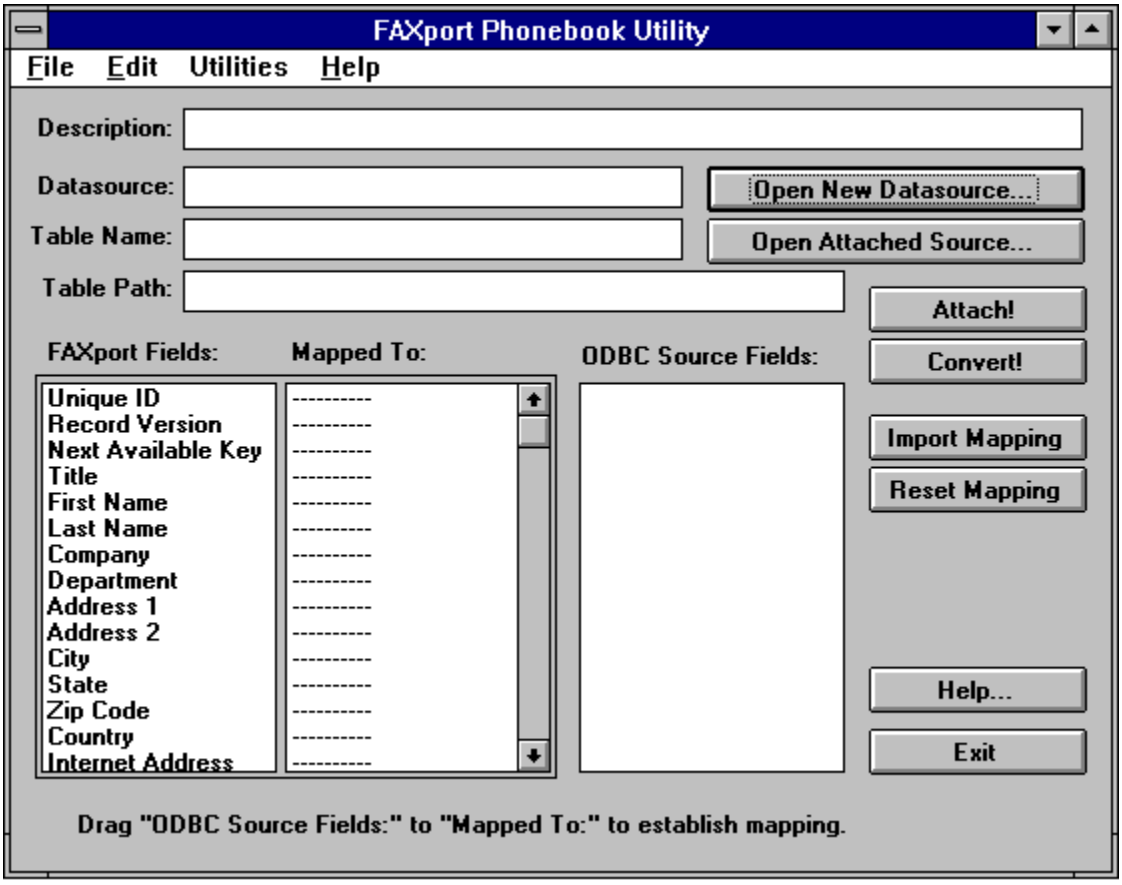
To view Mapping Menu Screen, Click Here

Click here to return to the Setup Menu

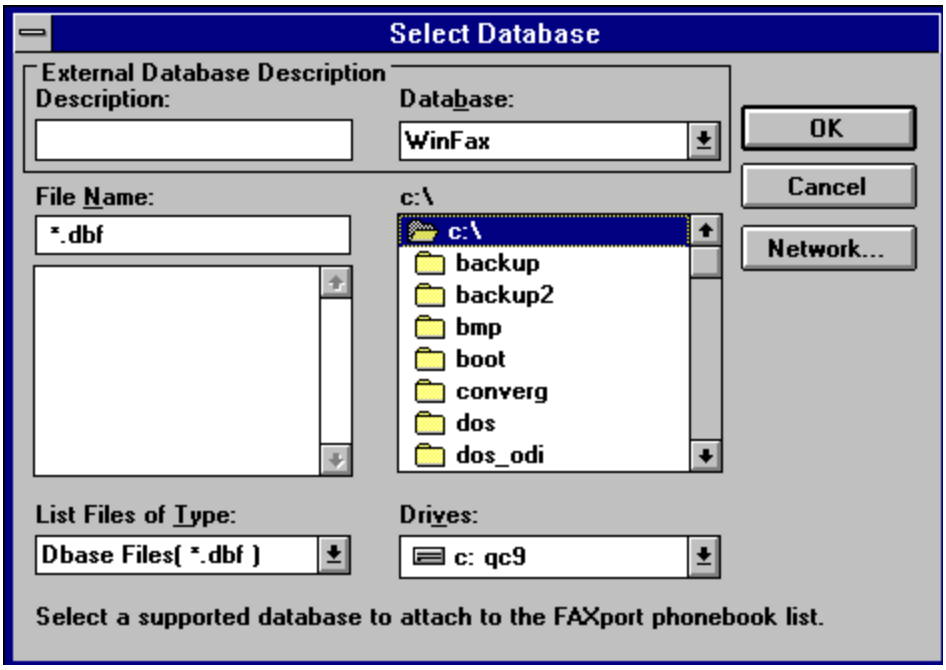
ODBC - Mapping Menu

Click here for instruction on using the ODBC mapping function

Click on each of the Items you need assistance with:



ODBC - Utilities



When the Utilities pull down menu is clicked you will have the single option presented of Attach WinFax™ Phonebook. The dialog screen above is used to located the database file used for the Phonebook, and allows an ‘automatic’ connection to it.

ODBC - Description

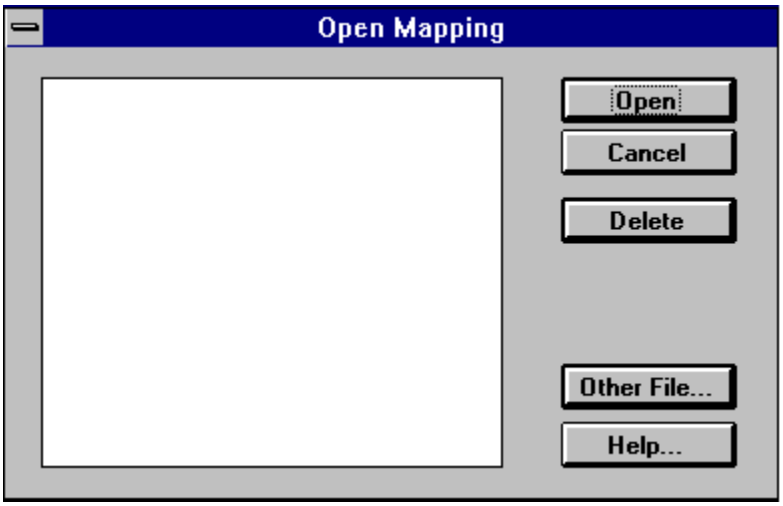
Name that will describe the Phonebook to users in the FAXport client Phonebook list.

ODBC - Datasource

The ODBC datasource name. The datasource represents the database being accessed.

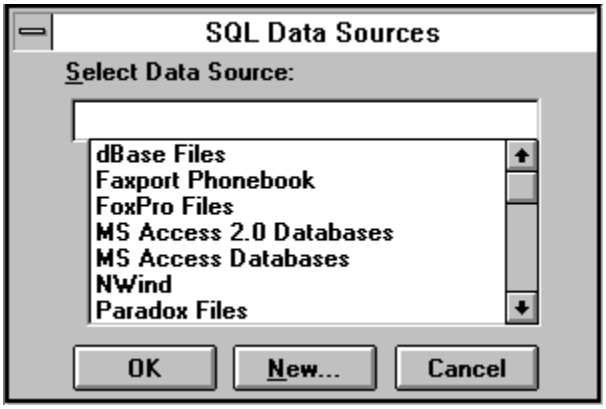
ODBC - Open

The listbox displays the private ODBC Phonebooks already in the FAXport Client Phonebook list or the public ODBC Phonebooks registered with the server depending on whether you are running the standalone mapping program or using the mapping dialog from the FAXport Administrator. Use the “Other File...” button to open files directly by using a standard File Open dialog to find and select the mapping.



ODBC - Open New Data Source

Use this dialog to connect to a datasource.

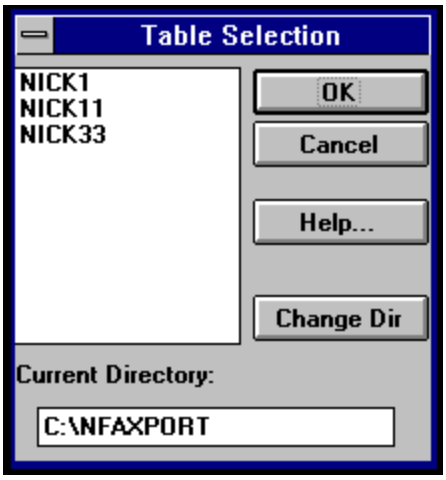


To access an ODBC compliant database it must be registered in Windows through the ODBC Administrator found in the control panel. This button accomplished the same thing by communicating directly with the administrator.

If the datasource you want is not defined, select 'New' to define a new datasource. After you've selected and/or defined and selected a datasource, click on the ***Okay*** button. This will bring up the Select Table dialog in which you select the datatable to be used with the datasource (if applicable to the datasource type).

Note: you can often use one datasource with many different tables by selecting the same datasource name when creating successive mappings but specifying different data tables. This feature is dependent on the ODBC driver, and if not supported, the table should be specified uniquely for each datasource.

ODBC - Select Table

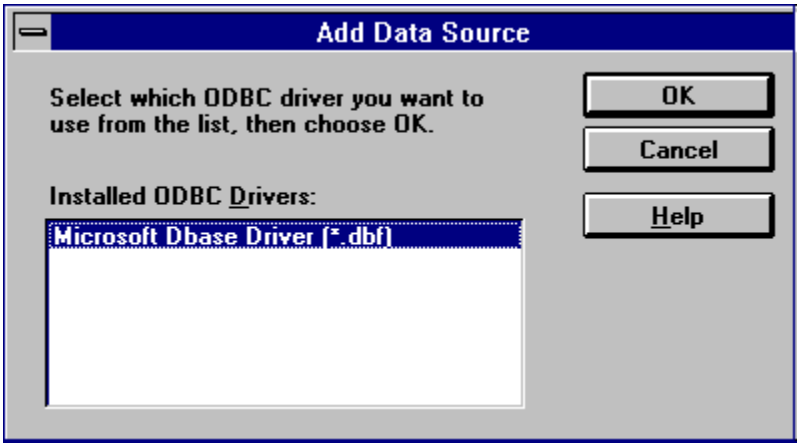


After the datasource has been selected and/or defined and selected this dialog prompts you to select a table to be used with the datasource. The dialog lists only tables relevant to the current datasource. For example, in a given directory the dBase file names.dbf would show up as NAMES, which is how the datasource represents the file as a table. Any files that did not have a .dbf extension would not be showed in the list. Much of this behavior is determined by the ODBC driver and this dialog may be redundant for some datasources.

If the table you want is not in the current directory, select Change Directory to change to the directory in which the table you want is in. After selecting Okay in the Change Directory dialog, the Select Table dialog will regenerate its list of tables based on the new directory. Note- this can take a few moments and using Change Directory is not the best way to browse for tables.

ODBC - Add Data Source

To register a datasource first select one of installed ODBC drivers from the list. At that point you will be prompted to give the datasource a name and any enter any other information specific to that ODBC driver.



ODBC - Table Name

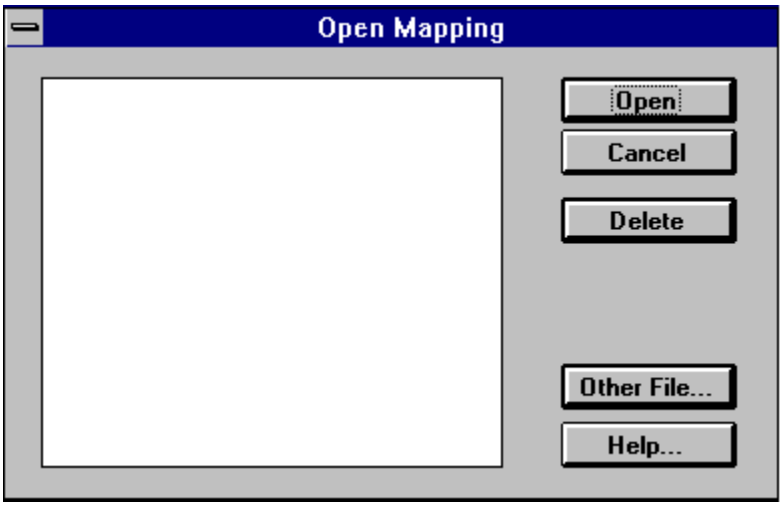
The name of the database table being accessed (if applicable).

ODBC - Table Path

The file path to the database table (if applicable).

ODBC - Open attached Source

The listbox displays the private ODBC Phonebooks already in the FAXport Client Phonebook list or the public ODBC Phonebooks registered with the server depending on whether you are running the standalone mapping program or using the mapping dialog from the FAXport Administrator. Use the “Other File...” button to open files directly by using a standard File Open dialog to find and select the mapping.



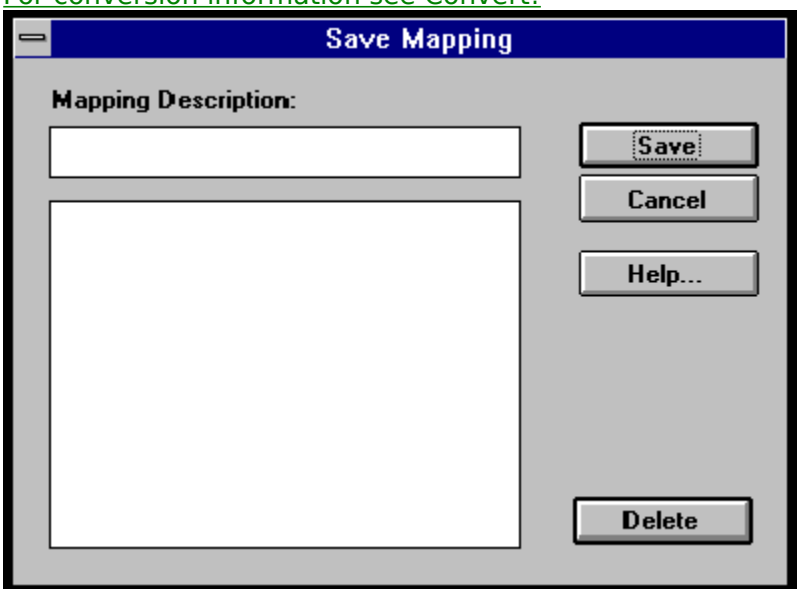
ODBC - Attach!

The Attach function allows you to attach an ODBC compliant datasource the FAXport client phonebook list. When you access the phonebook from the client, it is accessed through the relevant ODBC driver and the mapping you created for the datasource (done by dragging Source Field items to the Mapped To: list).

To create private Phonebook attachments, use the standalone ODBCMAP program that is installed with each FAXport client. Public Phonebook attachments can only be created by an administrator and is done through the Phonebook Setup dialog in the FAXport administrator program.

Note that attached phonebooks can not be edited from the FAXport client and run a bit slower due to the overhead of the ODBC system and drivers. If you want to make changes from FAXport or need faster performance, you may want to convert the phonebook, which results in a copy of the phonebook in the native FAXport phonebook format.

For conversion information see Convert!



ODBC - Convert!

The Convert option takes the ODBC datasource you have attached to and creates a new native format FAXport phonebook from it according to the mapping specified. All the records in the ODBC datasource will be duplicated in the new FAXport format phonebook, and the new phonebook will appear in the FAXport phonebook list the next time you run the FAXport client.

The alternative to this is attaching the phonebook directly to the FAXport phonebook list using the Attach button. In this case the data is accessed in its original file via the ODBC driver specified. This way, if the data is changed (say by a contact manager the database belongs to), the changes are always reflected in the phonebook that appears in the FAXport phonebook list. However, you can't make changes to the phonebook in FAXport and access of the phonebook will slower than if you converted the phonebook to FAXport's phonebook format.

For attachment information see Attach!

ODBC - Reset Mapping

Resets the mapping by setting the “Mapped To:” and “Available Fields” columns to their original states.

ODBC - Source Fields

What ever Fields available to be mapped from the ODBC database table.

ODBC - FAXport Fields

The fields supported by the FAXport Phonebook. These fields are used in filling out the coverpage and for fax job information such as phone number, etc...

ODBC - Mapped To

Drag items from the Available Fields column to the Mapped To: column to create a link to the corresponding FAXport Phonebook field seen in the Supported Fields column to the left.

ODBC - Import Mapping

Use this button to copy the mapping from a currently mapped data source. Use this if you are creating a mapping file for a datasource that will have the same mapping as a previously mapped datasource. For example, if you have 9 data tables with the same structure and want to map them the same way, you only have to create the mapping for the first. You can then import this mapping when creating mappings for the other 8 tables, the result being that you only have to drag and drop fields from the “Available Fields” column to the “Mapped To:” column for the first table.

Using Phonebooks from other Programs

FAXport allows for the addition of information into the existing FAXport Phonebook from database files created by other programs. This is done by using the ODBC (Open Database Connections) method of conversion.

The Phonebook information created by other programs need not have been intended for use by a FAX program to be used by FAXport. This allows for a variety of types of database information to be used.

Through the ODBC conversion function, FAXport allows information contained in each ‘field’ (where information is placed, such as ‘First Name’ or ‘Last Name’) of a database to be re-defined to match those used by FAXport. The technique used is called ‘Mapping’ and is done through a simple ‘point and click’ procedure.

Click Here for more information on transferring information into Public and Private phonebooks.

Converting Database information for FAXport Private and Public Phonebooks

FAXport allows for the transfer of information into either Public or Private Phonebooks. Due to the different locations of these Phonebooks, and their different file structures, two methods are needed to accomplish the importation of the information and are available as either a separate program or a program function.

If you are moving information to a Public Phonebook, you must use the conversion facility found in the FAXport Administrator, and this function can only be done by the Supervisor or Administrator.

If you are moving information to a Private Phonebook, you must use the separate conversion program provided with FAXport. In addition you must be certain that your FAXport Client program is not running at the same time as the conversion program.

Click on each of the Items you need assistance with:

- To perform the actual 'Mapping' of a Database, click here
- To setup the 'Mapping' Database Conversion function for a particular Database type, click here .
- To Specify which Database to use in the Conversion process, click here.
- For more information on the conversion of ***Private Phonebooks***, click here .
- For more information on the conversion of ***Public Phonebooks***, click here.

Importing Database Information into Public Phonebooks

The Importing and conversion of external databases into Public FAXport Phonebooks must be done through the FAXport Administrator Program.

For Security purposes, this function can only be performed by someone with a Supervisor or by an Administrator status in the system.

The steps and procedures for preparing and converting the database file is identical for both the public and private books. For more information on this function click here.

Note: When working with a Windows NT server, it is important to ensure that the directory where the public phonebooks or folders have been placed are properly mapped by that server when using UNC (Microsoft's Universal Naming Convention).

If you try and create a public phonebook or folders and the NT server has not mapped the directory to the UNC that you specify under the FAXport Server setup, you will get the error message ***'Cannot create Public Phonebooks'.***

You can also see this error message if you connect to an NT server that may have the proper FAXport Server, but the UNC path has not been created there. To prevent this you will have to ensure that all Servers have the proper mapping of UNC paths.

You will also see this error message if you try and create a phonebook or folder in a directory that you do not have authorization (rights) to use.

See Working with UNC Pathnames for more details on setting up and using UNC pathnames with the NT Server.

Importing Database information into Private Phonebooks

The importing and conversion of databases into Private FAXport Phonebooks must be done through a ‘stand alone’ program that is provided during the Client installation.

This program has its own program icon in the FAXport program manager group.

NOTE: *This conversion program must not be run at the same time as the FAXport Client is running in order to allow access to the FAXport Phonebook file.*

The steps and procedures for preparing and converting the database file is identical for both the public and private books. For more information on this function click here

Preparing the Database Conversion function for Phonebooks

The FAXport conversion function is based on two main sources; the ODBC function found in the Windows Program Manager (which is loaded as part of the FAXport Client) and the actual conversion programs themselves.

- The ODBC function in Windows Control Panel uses specific drivers for the conversion of a Database, and is important for the following:
- Importation of additional drivers for different Database formats
- Connecting a Database driver to an existing database (FAXport is the default).
- Defining the type of Database (Dbase III or IV for example).
- Removal of old Database drivers

An extensive help file is included with this Program Manager function in order to be given more detailed instructions in its operation.

Many of the functions are also available with in the ‘stand alone’ version of the ODBC program, and the function available through the FAXport Administrator.

ODBC - Open Data Base Connection

ODBC (Open Database Connection) is a Microsoft developed standard that provides a common programming interface to a variety of databases. FAXport uses ODBC to provide direct connectivity to any database with an ODBC driver right from within FAXport! Common database formats with ODBC drivers include dBASE, Access, FoxPro, Microsoft SQL Server, Oracle and Btrieve.

Specifying a Database to be used in a Phonebook Conversion

When beginning the ODBC function (either Stand alone or with FAXport Administrator) you will be prompted with several screens asking for information on which data sources you will be using. These have been pre-defined through your ODBC function in the Windows Program Manager.

MAPI - Messaging API

MAPI is a Microsoft™ messaging infrastructure standard. This allows for FAXport to be able to connect to Microsoft Mail and send notification of Sent and Received faxes to various users in the system through Email.

Note: The Fax image is NOT forwarded to your mailbox, but instead it is preserved in your personal fax in-basket on the FAXport server, and can be accessed through the FAXport Client.

By supporting this standard, FAXport will continue to support those features regardless of future changes in either the operating system or related programs.

Working with UNC Pathnames

FAXport supports the use of UNC (Universal Naming Convention) Pathnames. This makes it easier to access network resources by providing a standard naming scheme to reference network servers, and shared directories.

The following syntax is used for UNC:

\\servername\sharename\pathname

Servername denotes the name of the server where the directory is located. An example of this would be \\ADMIN.

Sharename denotes the name of the resource being shared. For example:

In Windows it is common to see the server's drive shared as "drivec."

Using the two above examples you may now see a pattern develop, if I combine the two you end with: \\ADMIN\DRIVEC. This is an actual shared drive, "drivec" which is located on the server called "ADMIN."

Now to "MAP" or "CONNECT" to that resource, you would simply start up File Manager or Explorer and click on "DISK", then "Connect Network Drive."

This will display the network that you are connected to and the devices that are shareable via the network. When you click on one of the Workgroups, it will display what resources are available to be shared, you then simply select the one and you will notice it will enter the UNC path automatically.

This eliminates the need for 'mapping' drives.

This feature allows for a variety of enhanced networking functions by making their operation 'smarter' with in the entire system. Setting up Folders, and browsing the information in them, is faster as a result, to show only one example.

This feature will also complement future developments to be undertaken in Microsoft Windows™.

Click here for more details on using UNC (Universal Naming Convention) Pathnames

FAXport Server Error Messages

FAXport will provide a numbered error message under Windows for Workgroups. This information is displayed in the monitor screen shown when the application is run. A list is provided below.

Error Code	Meaning	Server
7784	Item has been Deleted	WfWgroups 16 bit

FAXport Client Installation Instructions for Users

Sample set of instructions to be Distributed to those who will be installing the FAXport Client software. To print a copy of these instructions, simply click on the pull down menu ‘File’ in the upper left-hand side of the screen, then click on ‘Print Topic’.

Note: You may change the contents of this document for your specific installation needs, as long as the document is used only for FAXport or other LANSource products, and does not alter the basic installation information. All other applications of this document are prohibited.

A new software package has been installed into the local area network for your use. The software is called ‘FAXport Client by LANSource’ and it will enable you to send and receive faxes from your workstation using the Local Area Network. The software uses what is known as ‘store and forward’ fax technology, so you do not need to have your computer turned on at all times in order to send and receive faxes.

Any questions regarding the operation or use of the FAXport software should be directed to (Administrator’s name here). They will be responsible for assisting you in the setup of the program, as well as in its operation once it is installed.

You will find that once you have installed the FAXport Client program your questions about its operation can be answered through the on-line documentation provided. This documentation also contains important ‘How To...’ instructions that covers the basics for sending and receiving a fax as well setting up and using other features in the program (such as the Cover Page editor and Phonebooks).

While the installation of the program is very simple, you must follow the instructions provided here in order to properly prepare your workstation for the installation of the software. You will be asked for specific information during the installation which will be provided here as well.

The FAXport software can be installed into your local hard drive (C: drive for example) or into a directory that is available to you in the Local Area Network.

If you need to have a Local Area Network directory created for your use, contact (Administrators name) to have this done.
In addition to the FAXport Client software, you will also be asked during the installation for the location of public and private Phonebook files, as well as the location of folders.

Note:

- A public Phonebook is one that is available to everyone who is using the FAXport Software, and so you should not save personal information in this location.

- A private Phonebook is one that other users do not have access to, and should be saved to either the local hard drive of your workstation, or to a private LAN directory.

- A folder is the location of stored information regarding faxes that have been sent and received. This information also saved on either your local hard drive (if available) or in a personal LAN directory. The size of the files can become large over time so it is important that you provide the proper amount of storage space for them and that you ensure that they are kept clear of ‘stale’ fax information on a regular basis.

The FAXport software has been placed into the Network directory;

[Place location of file in Network Here]

You can install the FAXport software by 'launching' it by going under 'FILE' in your Windows Program Manager, and using 'RUN'. The file to 'RUN' is called 'SETUP'.
If you have any questions on this contact the FAXport Administrator.

The FAXport software is easy to install with detailed instructions being provided during each step of the procedure.

However, you will be asked certain questions during the installation, and the answers must be;

- The Network that you are using is: [Network type here]

[The answer should be IPX, NetBEUI, UDP {TCP/IP}, or Personal Netware based on which transport method has been implemented at the FAXport Server).

- You Server Name is [NAME HERE in UPPERCASE ONLY]

[The server name should be the same as the NT server, Novell Netware server, or Workgroup name].

- Your User name, which should be the same as you login as, and in UPPER CASE ONLY.

If you are installing FAXport to your local hard drive then you should set:

- Your local Phonebook location should be - d:\FAXPORT.50\PHONE
- Your local Folder location should be - d:\FAXPORT.50\FOLDER

Note: In both cases the drive shown as 'd:' will be the hard drive that you will be installing your FAXport program to. If you have any questions regarding this, see your FAXport Administrator.

If you are installing FAXport to a shared Network directory the you should:

- Follow the same procedure for setting up the software as outlined above, except that the directory where the FAXport files are located are:

  d:\STORAGE\FAXPORT.50

[In this case the drive (d:) will be a network drive, with '\STORAGE' being an optional directory. The driver and directory must be accessible to users of the program]

- Your private Phonebook should be stored in a network directory that you have access to such as:

  d:\YOURDIR\PHONE
  - where d: is the network drive you have access to, \YOURDIR is the optional directory name you use, and \PHONE is the name of the sub-directory you will be storing the files.

- Your private Folder should be stored in a network directory that you have access to such as:

  d:\YOURDIR\FOLDER

- where d: is the network drive you have access to, \YOURDIR is the optional directory name you use, and \FOLDER is the name of the sub-directory you will be storing the files.

Remember:
If at anytime you feel that you have made a mistake you can go back and change the values you have used or even stop the installation completely.

When you have finished the installation of the program be certain to use the on-line help program to learn how to use FAXport. The help functions are available through out the program as well and contains detailed information on how each function works.

In addition, there is also a section called ‘How To...’ which will provide instructions on how to do all of the main functions pertaining to sending and receiving a fax.

If you have any further questions on how to use the program, see the FAXport Administrator for further instructions
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FAXport Server Defaults

The following guide provides an outline of the main FAXport Server defaults variables that are provided during the installation process. You may wish to consult with you manufacture's manuals for the values needed. For details on other values to be used, refer to the previous sections of this Guide for the Server that you are installing to and the on-line documentation provided with the program.

These values are used for either the 16 bit or the 32 bit Server

Path Requirements for the FAXport Server

FAXport Server requires five paths:

1. Directory Structure Path: The Directory Structure where users accounts are to be found.
2. Event Log Path: The path where the event log is located.
3. Account Path: The path where the user information is located.
4. Phonebook Path: The path where the public Phonebooks are located.
5. Capture Path: The path where the Capture files, if required, will be located and written

Note: When working with a Windows NT server, it is important to ensure that the directory where the public phonebooks or folders have been placed are properly mapped by that server when using UNC (Microsoft's Universal Naming Convention).

If you try and create a public phonebook or folder and the NT server has not mapped the directory to the UNC that you specify under the FAXport Server setup, you will get the error message ***'Cannot create Public Phonebooks'.***

You can also see this error message if you connect to an NT server that may have the proper FAXport Server, but the UNC path has not been created there. To prevent this you will have to ensure that all Servers have the proper mapping of UNC paths.

You will also see this error message if you try and create a phonebook or folders in a directory that you do not have authorization (rights) to use.

See Working with UNC Pathnames for more details on setting up and using UNC pathnames with the NT Server.

General Server Setup Parameters

Hunt Text: Set this to the name of the FAXport Server that users will see .

Number of Ports: The number of virtual ports or FAXport User Connections the FAXport Server will have available. Note: the more Ports used means more memory is also being used. A standard for connections should be 1:4 ratio, or one port for every four users.

Max Try: The maximum number of retries FAXport will attempt when it was unsuccessful in transmitting [Default=3].

Reschedule Delay (in minutes): The number of minutes FAXport Server will wait before attempting to try dialing again [Default=1 minute].

Session Parameters (Fax): These are the default setting of the fax device and what functions are used.

Local ID: This FAXport Servers CSID number.

Phone Service Type: Tone or Pulse (default is Tone)

Server Setup Location Information

FAXport will require the proper dialing codes in order to use the connected phone system properly. This information will also be used displayed as defaults in the Phonebook structure used in the FAXport Client.

My Area Code: Enter the local area code.

My Country Code: Enter the local country code.

International Long Distance Code: (If Required)

Outside Line Access Code: If you need an 8, or 9 before getting an outside line, enter here.
National Long Distance Code: For long distance number, i.e. those not in my area code, does FAXport Server dial this number first.

My Language: (If required)

Dialing Structure: In what order must the FAXport Server dial what number to successfully make a fax call. i.e. Outside line access, prefix for user access code, National Long Distance code, area code, phone number, suffix for billing information.

Server Setup Defaults Overview

Note: It is important for the 16 Bit server to have the following values:

NCBS=72

Names=100

Placed into the PROTOCOL.INI file

The following variables represent the basic values that can be configured at the time the FAXport Server is installed.

Note: Follow the help provided by the on-line documentation provided for further assistance on the exact values to be placed into each variable.

- Capture
- Delete
- Create Dir Structure
- Print on Send
- Print on Receive
- Spy Window Split
- Timer
- Buffer Mark
- Continuous Account
- Screen Saver
- Capture Duration
- Capture File Split
- Wait Time Out
- Screen on Duration
- Safe Open

Cannot Create Public Phonebooks or Folders

When working with a Windows NT server, it is important to ensure that the directory where the public phonebooks or folders have been placed are properly mapped by that server when using UNC (Microsoft's Universal Naming Convention).

If you try and create a public phonebook and the NT server has not mapped the directory to the UNC that you specify under the FAXport Server setup, you will get the error message: ***'Cannot create Public Phonebooks'.*** You will also see the equivilant error message for public folders if you try to create them under the same conditions***.***

You can also see this error message if you connect to an NT server that may have the proper FAXport Server, but the UNC path has not been created there. To prevent this you will have to ensure that all Servers have the proper mapping of UNC paths.

You will also see this error message if you try and create a phonebook or folder in a directory that you do not have authorization (rights) to use.

See Working with UNC Pathnames for more details on setting up and using UNC pathnames with the NT Server.

What is UNC (Universal Naming Convention)?

The purpose of UNC is to allow you to connect to a network drive with out having to use a drive name.

This allows you to connect to a file in a Local Area Network with out having to use the complicated methods that are normally needed with MS-DOS™ based networks. It also allows you to use the programs found with in the Windows Operating system (Resource Managers, Applications or Services) that now have the ability to recognize and use UNC Pathnames to make these connections.

FAXport uses UNC Pathnames for locating files used for creating Public Phonebooks and Fax Folders. It is important to understand how to use UNC pathnames in order to understand these functions in the program.

The main benefit for someone using UNC is that it allows the user to browse and connect to network servers with out having to 'map' a drive letter to a network resource. This would normally need to be done to use the files located in that part of the LAN. By removing this need for mapping, regular users of a network do not need to work with more advanced Networking functions. Those functions simply become the responsibility of the system Supervisor or MIS department.

It is, however, a different method for managing files and directories than is done with MS-DOS™. There are new ways to name parts of a directory and new techniques that are needed to be understood when working with files.

Once UNC pathnames are understood it is easier and more efficient to work with all accessible files in a Local Area Network. For this reason, FAXport will show UNC pathnames as the default method of working with your Public Local Area Network files used in Phonebooks and Folders.

In the following documentation on UNC you will be shown how to setup and use UNC pathnames. As UNC will soon become the standard method for using files under future Microsoft® operating systems, this information is important for you to understand now.

Click here to return to the list of UNC topics

Working with UNC Pathnames

FAXport allows for the use of UNC Pathnames when creating **Public** Phonebooks and folders. When creating a private Phonebook or folder you will only be able to use conventional MS-DOS™ based dive names and directories for the location of files. In order for the UNC Pathnames to be displayed properly the default directory where the file containing Phonebooks and Folders is located must be ‘Mapped’ to your server. This ‘Mapping’ function must first be setup by the System Supervisor when the original installation of the FAXport Server occurs. After this has been done you must ‘Connect’ to this ‘Mapped’ network drive in order for the UNC Pathname to appear in your FAXport ‘Add-Folder’ or ‘Add-Phonebook’ application.

Click here to return to the list of UNC topics

UNC - Connect network drive

In order for FAXport to be able to use UNC Pathnames you must first define a 'Mapped' drive location for the file to be used for the Public Phonebooks and Folders. There are specific procedures for setting up the network environment that must be done prior to the installation of the FAXport Server (this information is contained in the FAXport Administrator On-Line documentation and is intended for use by System Supervisors only).

The exact location of the files is specified during the installation of the FAXport server. When installing the FAXport Client you must provide the location of these files as well in order for the location of the UNC Pathname to be 'known' by the FAXport software. It is also important that the Windows operating system (be it any version with network capabilities) that is being used at the workstation where the FAXport client is located be properly configured to be able to 'see' the location of the 'Mapped' drive. This is done through the **File Manager Program** (Windows for Workgroups or Windows NT Client) or the **Windows Explorer** (Windows 95).

To "MAP" or "CONNECT" to the drive, directory and file (also called a Network Resource) that contains the Public Phonebook and Folder, you would simply start up File Manager or Explorer and click on "DISK", then "Connect Network Drive." This will display the network that you are connected to and the devices that are shareable via the network.

When you click on one of the workgroups, it will display what resources are available to be shared, you then simply select the one and you will notice it will enter the ***UNC Pathname*** automatically. This eliminates the need for 'mapping' of drives as a separate Network function.

UNC Pathnames also allows for a variety of enhanced networking functions that are not

always shown ‘on the screen’, but are noticeable by making their operation of file usage ‘smarter’ with in the entire system.

You will find that the setting up Folders, and browsing the information in them, is faster as a result of UNC Pathnames than would be the case under the older MS-DOS based methods which earlier versions of Windows was dependent on to operate.

You will find that UNC Pathnames will also complement future software developments that will be undertaken in programs developed exclusively for Microsoft Windows 95™ and NT™.

Click here to return to the list of UNC topics

When Working with UNC Mapped Phonebooks

When working with a Windows NT server, it is important to ensure that the directory where the public phonebooks have been placed are properly mapped by that server when using UNC (Microsoft's Universal Naming Convention).

If you try and create a public phonebook and the NT server has not mapped the directory to the UNC that you specify under the FAXport Server setup, you will get the error message ***'Cannot create Public Phonebooks'.***

You can also see this error message if you connect to an NT server that may have the proper FAXport Server, but the UNC path has not been created there. To prevent this you will have to ensure that all Servers have the proper mapping of UNC paths.

You will also see this error message if you try and create a phonebook in a directory that you do not have authorization (rights) to use.

Click here to return to the list of UNC topics

Cannot Create Public Phonebooks

When working with a Windows NT server, it is important to ensure that the directory where the public phonebooks have been placed are properly mapped by that server when using UNC (Microsoft's Universal Naming Convention).

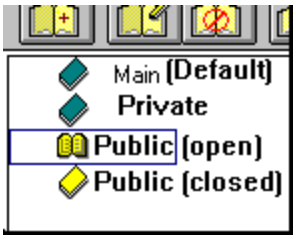
If you try and create a public phonebook and the NT server has not mapped the directory to the UNC that you specify under the FAXport Server setup, you will get the error message ***'Cannot create Public Phonebooks'.***

You can also see this error message if you connect to an NT server that may have the proper FAXport Server, but the UNC path has not been created there. To prevent this you will have to ensure that all Servers have the proper mapping of UNC paths.

You will also see this error message if you try and create a phonebook in a directory that you do not have authorization (rights) to use.

Click here to return to the list of UNC topics

Public Phonebooks

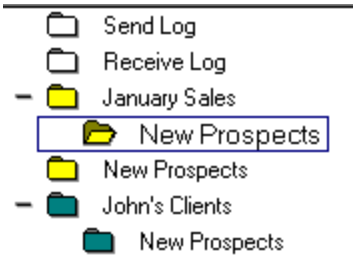


The picture above shows four folders in the Phonebook folder display area. The upper two **turquoise** folders are **private** folders and the two lower **yellow** folder are **public**.

It is important to note that when a folder is in use it is represented as an **open book**. At all other times the folder is shown as **closed**.

In the above illustration, the first public (yellow) Phonebook is open and is being used. The second public Phonebook below the open one, and the two turquoise private Phonebooks at the top of the group, are all closed.

Public Folder



The picture above shows seven folders in the folder display area for either Send or Receive logs..

The top two are the default send and receive folders, and these are always shown as **white.**

The upper three folders **are public folders** and are shown as **yellow**.

The two lower **turquoise** folder are private.

It is important to note that when a folder is in **use** it is represented as an **open folder**. At all other times the folder is shown as **closed**.

In the above illustration, the second public (yellow) Phonebook is open and is being used.

The first public and second public Phonebook below the open one, and the two turquoise private Phonebooks at the top of the group, are all closed.

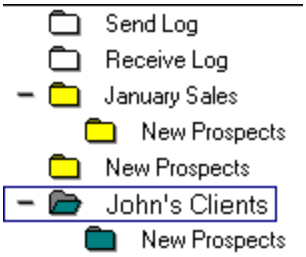
Private Phonebooks

The picture above shows four folders in the Phonebook folder display area. The upper two **turquoise** folders are **private** folders and the two lower **yellow** folder are **public**.

It is important to note that when a folder is in use it is represented as an open book. At all other times the folder is shown as closed.

In the above illustration, the Main (or Default) Phonebook is open and is being used. The second private Phonebook below the open one, and the two yellow public Phonebooks, are all closed.

Private Folders



The picture above shows seven folders in the folder display area for either the Send or Receive logs.

The top two are the default send and receive folders, and these are always shown as **white.**

The upper three folders **are public folders** and are shown as **yellow**.

The two lower **turquoise** folder are **private**.

The folders of either public or private that are set to the right are sub-folders of the folders set above them.

It is important to note that when a folder is in **use** it is represented as an **open folder**. At all other times the folder is shown as **closed**.

In the above illustration, the second private (turquoise) Phonebook is a sub-folder, and since it is open, it is being used.

The first private Phonebook above the open one, and the three yellow private Phonebooks at the top of the group, are all closed.

Public and Private Folders

When you open either the Send Log or the Receive Log for the first time, you will be using a default white log folder. These are used to store all fax events that have not been placed into their own separate storage folders.

Many people find it more useful to use a private folder to store fax event documents, particularly if a large volume of faxes are being processed. This type of storage can be done at a local workstation or in a directory in the Local Area Network.

It may also be more useful for **groups** of people (such as sales or marketing departments) to store their fax events under one or more public folders.

When creating a Folder for storing faxes, you will be given two main options:

A Public Folder (colour coded yellow)

or

A Private Folder (colour coded turquoise)

Click on the above lines to see examples of the icons used to represent the public and private folders.

In addition to the colour code, you must also provide a unique name for the folder at that time.

Public and Private Phonebooks

When you open your Phonebook for the first time, you will be using a default Turquoise Folder. This is used to store all Phonebook information that have not been placed into their own separate storage folders.

Many people find it more useful to use a private Phonebook to store information, particularly if a large volume of faxes are being processed.

This type of storage can be done at a local workstation or in a directory in the Local Area Network.

It may also be more useful for **groups** of people (such as sales or marketing departments) to store their fax events under one or more public Phonebook.

When creating a Phonebook for storing faxes, you will be given two main options:

A Public Phonebook (colour coded **yellow**)

or

A Private Phonebook (colour coded **turquoise**)

Click on the above lines to see examples of the icons used to represent the public and private folders.

In addition to the colour code, you must also provide a unique name for the folder at that time.

Also see, Working with UNC Mapped Phonebooks

Setting the Location of a Folder

In addition to the standard (MS-DOS™ based) method of selecting folder location through the directory structure using drive names and directories, you may also use UNC (Universal Naming Convension)Pathnames. This function will allow for faster access to the folders than is found through conventional methods by eliminating the need for using drive letters and having to 'map' the location of Local Area Network Resources.

Note: The definition of a Folder is - *A directory with a dedicated file where Fax jobs can be stored and later retrieved*. Attachments and cover pages of a fax job are not stored in a folder, but at the site of the FAXport server. This allows for the faster creation and completion of a fax event by not having to move all of the documents through the Network each time it is needed. Rather the information is always 'at-hand' when needed.

A Sub-Folder is a *sub-file* connected to another folder (file) and is simply a means to assist you to visually see a relationship to a main Folder.

Also See, When Working with UNC Mapped Phonebooks

Display of Icons for Phonebooks and Groups

The above screen shows a typical display of Phonebook icons when the main Phonebook viewing area is displayed.

The two main types of Phonebooks are show here.

- Public Phonebooks are shown in turquoise (January Sales, Follow up Leads, Send more info, and Distributors).

- Private Phonebooks are shown in yellow (West Coast Office and East Coast Office).

The default ‘Main’ Phonebook is always shown at the top of the screen.

The use of Groups is illustrated with the two Phonebooks shown with the ‘man’ symbol shown to the left of them. In the case where a group is ‘open’, the ‘man’ symbol is shown in the colour red, with the Phonebook open. You will also see the name of the open phonebook shown at the top of the main viewing box and with the path name for the file which contains the Phonebook information.

FAXport Phonebooks and File Folders

FAXport provides both Phonebooks and Folders for the storage of different types of information.

They are both files with special functions and which are stored in directories located either at the workstation where the FAXport Client is installed, or in the Local Area Network File server.

A Phonebook is: A directory with a dedicated database file where fax telephone numbers can be stored. In addition to the telephone number, extensive information on who the number is connected with can also be stored as well. FAXport also supports the use of information imported from database files from other programs through Microsoft's ODBC mapping program supplied with the program. You can have both public and private phonebooks, as well as phonebook groups made up for bulk faxing.

- ***A directory with a dedicated file where Fax jobs can be stored and later retrieved***: Attachments and cover pages of a fax job are not stored in a folder, but at the site of the FAXport server. This allows for the faster creation and completion of a fax event by not having to move all of the documents through the Network each time it is needed. Rather the information is always 'at-hand' when needed.

A Sub-Folder is: a *sub-file* connected to another folder (file) and is simply a means to assist you to visually see a relationship to a main Folder.

The following topics will provide you with a complete overview of creating and using Phonebooks and Folders with FAXport.

Note: If you are working with different Phonebooks, and want to keep a record of your phone numbers in the main Phonebook, you must only copy the information. If you move it into a new Phonebook or to a group belonging to another phonebook, it will be deleted from the main Phonebook when that information is placed into the new location

Click on each of the Items you need assistance with:

Advanced Features in FAXport

FAXport supports the most current features found in the latest releases of Microsoft© and Novell© Network Products. This includes Microsoft's Universal Naming Convention, MAPI, and Windows™ NT Domains.

FAXport also provides its own API for linking applications to the features found there.

FAXport can support the important DDE commands used Delrina's WinFax PRO™ by running FAXport in WinFax PRO™ DDE emulation mode.

By Using Microsoft's Open Database Connectivity (ODBC) you are able to import Phonebook information from a number of different sources. This includes the use of WinFax PRO™ Phonebooks.

Novell's Netware Ver. 4.x's Directory Services (NDS) are also fully supported.

Click on each of the Items you need assistance with:

ODBC - Mapping Program

UNC (Universal Naming Convention)

FAXport API and WinFax PRO® Emulation

FAXport Server as a Windows NT Service

MAPI - Messaging API

Windows NT Domains and Novell 4.0 NDS

Windows NT Domains and Novell 4.0 NDS

With the current developments of Local Area Networks, the trend has been away from ‘Single-Site/Single-Server’ operations to ones where multiples are encountered. (These systems are sometimes referred to as WANs or Wide Area Networks). In order to achieve a greater ease of use there have been developments made to provide a single data base of information regarding the users and resources found in these multiple server/sites operations.

Novell’s™ approach to the problem of multiple Sites/Servers has been to develop NDS or Novell Directory Service. NDS provides a single globally available database containing the information necessary to access and authenticate a user to all available network resources. This service is available with Novell Netware 4.0 and above.

Microsoft’s™ NT system design uses a domain model to store user account information. The user benefit is that they can login from any Windows 95 or Windows NT workstation and get the same desktop due to the fact that all stored profiles are available under one particular domain, rather than a particular server.

For the best information on this subject, contact either Microsoft or Novell for current technical bulletins.

FAXport API

FAXport provides three API command sets for programmers. These are:

FAXPORT API - OLE Automation and Native DDE

WinFax™ DDE emulation

Click on any of the above topics for more information.

Using Winfax DDE Commands with FAXport

FAXport can support the important DDE commands used Delrina's WinFax PRO™ by running FAXport in WinFax PRO™ DDE emulation mode.

This is done by running FAXport with the command line argument

-DDEWINFAX

(FAXport is run in native DDE mode by passing the command line argument -DDEFAXPORT).

This will allow those with programming experience to be able to use existing DDE Macros developed for WinFax with FAXport without modification.

When FAXport is run in WinFax DDE emulation mode, it presents itself as a DDE server with the WinFax DDE application name FAXMNG and the WinFax DDE topic TRANSMIT.

A connection would be made with a statement something like the following (the actual statement being dependent on the programming environment):

DDE converstion handle = DDEConnect("FAXMNG", "TRANSMIT")

The WinFax DDE CONTROL topic name features are not applicable to the FAXport product because the FAXport product is server based, which makes those features unnecessary.

The TRANSMIT topic commands are all sent via DDE poke commands to the SendFax item (the only item supported in the TRANSMIT topic).

For a list of the DDE poke commands, click here.

DDE Commands - DDEPoke

The TRANSMIT topic commands are all sent via DDE poke commands to the SendFax item (the only item supported in the TRANSMIT topic).

For example,
DDEPoke(DDEConversationHandle, “Sendfax”, “setcoverpage(“sales coverpage”)”

However, since the Sendfax item name is redundant in the WinFax API (it is the only name supported), FAXport accepts any item name for any commands Poked to a TRANSMIT topic conversation. (However, note that an empty item name is often not appreciated by the Windows DDE System and that its better to use one. In FAXport’s case it can be anything.)

There are seven commands available under the TRANSMIT topic.

Note: these commands are all case sensitive and must be typed as they appear.

Point and Click on each of the items you need assistance with:

recipient

- sets the recipient name and fax number, among other details.

setcoverpage

- selects a coverpage to include with the fax.

fillcoverpage

- sets the coverpage message.

attach

- adds an attachment to the current fax job.

resolution

- to set the resolution (DPI) of the fax

showsendscreen

- not supported in this release

sendfaxui

- causes the fax job to be sent.

DDE - recipient

Purpose:

Sets the recipient information (name, phonenumber, etc.) for the fax job as well as some extra details.

Syntax to be used:

recipient(“Fax Number”, “Time”, “Date”,”Name”,”Company”,”Subject”,”Keywords”,”Billing Code”,”Mode”)

Parameters

Fax Number	full fax number to be dialed
Time	time to sent the fax (hh:mm:ss)
Date	date to send the fax (mm/dd/yy)
Name	recipient’s name
Company	recipient’s company name
Subject	subject of the fax
Keywords	event keywords
Billing Code	event billing code
Mode	sets the transmission type of the event

(Note: see Phonebook Record Field Structure for details on the character values for each parameter)

Example:

DDEPoke ChanNum, “Sendfax”, “recipient(“15555551212”,”9:45:00”, “5/18/95”,”John Doe”,”Acme Co.”)

DDE - setcoverpage

Purpose:

Selects a cover page for the fax job.

Syntax to be used:

setcoverpage(“coverpage name”)

Parameters:

none

Example:

DDEPoke ChanNum, “Sendfax”, “setcoverpage(“Name-of-Faxpage”)”

DDE - filcoverpage

Purpose:

Sets the message that appears in the coverpage.

Syntax to be used:

fillcoverpage(“textmessage”)

Parameters

none

Example:

DDEPoke ChanNum, “Sendfax”, “fillcoverpage(“This is a test of the fillcoverpage DDE”)”

DDE - attach

Purpose:

Add an attachment to the fax job. If more than one attachment is needed, call this multiple times.

Syntax to be used:

attach(“name-of-attachment”)

Parameters

none

Example:

DDEPoke ChanNum,”Sendfax”, “attach(“name-of-attachment)”

DDE - resolution

Purpose:

Sets the resolution (DPI) for the fax transmission.

Syntax to be used:

resolution(“setting)

Parameters

HIGH

LOW

Example:

DDEPoke ChanNum, “Sendfax”, “resolution(“Parameter-Value)”

DDE - showsendscreen

Purpose:

This DDE command is not applicable due to FAXport being a network based product.

Syntax to be used:

N/A

Parameters

N/A

Example:

N/A

DDE - sendfaxui

Purpose:
Used to send a fax job to the FAXport server. Can be called once a valid fax job has been created.

A valid fax job includes a name, phone number, and fax images. A fax image is a cover page, attachment or a fax image file. Cover pages and attachments reside on the server and a fax image file is the file created when printing to the FAXport printer driver. A fax image file can be used by running the FAXport client in WinFax DDE mode before printing to the FAXport print driver from an application. After printing to the fax driver, DDE command strings are used to send the fax job as opposed to the SendFax dialog which is used when FAXport is run in normal mode.

Syntax to be used:

Sendfaxui

Parameters

none

Example:

DDEPoke ChanNum, “Sendfax”, “sendfaxui”

FAXport API - OLE Automation and Native DDE

Introduction
The FAXport API is accessible in two modes- OLE Automation and DDE.

To use the OLE Automation API call the functions from the Faxport Automation object once it has been created. To use the DDE API, construct a string of the function exactly as you would call it and poke the string to the Faxport DDE server.

To use the FAXport DDE API you must run FAXport with the command line argument
-DDEFAXPORT
(Conversely, to use the Winfax DDE API emulation mode, run FAXport with the command line argument -DDEWINFAX).

NOTE: All the FAXport APIs are available in both the OLE and DDE formats. However, return values aren't supported by DDE, making a portion of the API unusable through DDE (you can call the API but without the return value, some API calls are useless).

OLE Automation Example:
faxportObject= CreateObject("Faxport.SendFax")
faxportObject.SetCoverPage("sales coverpage")

DDE Example:
hConversation=DDEConnect(FAXPORT_API, SENDFAX)
DDEPoke(hConversation, "SetCoverPage("sales coverpage")")

Overview
The Faxport API is based on two central concepts:

1) RECORD BUFFER and SENDLIST
- -record buffer set/get functions
- -phonebook functions
- -quick recipients

2) SEND JOB
- -record buffer
- -attachments
- -coverpages
- -message
- -subject

The API is used to construct/set the record buffer and sendlist and construct the final send job before calling SendFax().

The information provided in the following items are a summary of the FAXport DDE macro commands that are available at this time, or are intended to be implemented in future releases of the product.

It is assumed that the user of FAXport DDE's have an understanding of their applications macro language and general programming experience.

For creating DDE macros for a specific application, consult the macro reference manual for that application.

Point and Click on each of the items you need assistance with:

FAXport API - Construct a Send Job

Construct A Send Job

```
BOOL SetCoverPage(LPCSTR lpszCoverpageName);
void    SetSubject(LPCSTR lpszSubject);
void    SetMessage(LPCSTR lpszMessage);

BOOL AddAttachment(LPCSTR lpszAttachmentName);
BOOL AddRecordBuffer();
BOOL AddQuickRecipient(LPCSTR lpszCompleteName,
        LPCSTR lpszCompleteFaxNumber);
```

List Reset Functions

```
void ClearSendList();
void ClearAttachList();
void ClearRecordBuffer();
```

NOTE: call SetCoverPage(NULL) to clear the coverpage

Send The Fax

```
long SendFax();
```

Error Functions

```
short   GetLastFaxportError();
void    ClearLastFaxportError();
BSTR    GetLastFaxportErrorString(short nError);
```

Monitor the Sent Faxes

```
BOOL PollJobsInProgress();
long    GetFirstSentJob();
long    GetNextSentJob();
```

Close Automation Session

```
void Quit();
```

FAXport API - Phonebook Functions

```
BOOL OpenPhonebook(LPCSTR lpszPhonebookName);
BOOL AddPhonebook(LPCSTR lpszPhonebookName);
BOOL AddAllRecords(LPCSTR lpszPhonebookName);
BOOL GetFirstRecord();
BOOL GetNextRecord();
```

FAXport API - Record Buffer Function

Set Values

```
void SetTitle(LPCSTR lpszTitle);
void SetFirstName(LPCSTR lpszFirstName);
void SetLastName(LPCSTR lpszLastName);
void SetCompanyName(LPCSTR lpszCompanyName);
void SetDepartmentName(LPCSTR lpszDepartmentName);
void SetAddress1(LPCSTR lpszAddress1);
void SetAddress2(LPCSTR lpszAddress2);
void SetCityName(LPCSTR lpszCityName);
void SetStateName(LPCSTR lpszStateName);
void SetZipCode(LPCSTR lpszZipCode);
void SetCountryName(LPCSTR lpszCountryName);
void SetInternetAddress(LPCSTR lpszInternetAddress);
void SetEmailAddress(LPCSTR lpszEmailAddress);
void SetEmailType(long dwEmailType);

void SetFaxNumber(long dwDialType,
        LPCSTR lpszCountryCode,
        LPCSTR lpszAreaCode,
        LPCSTR lpszLocalNumber,
        LPCSTR lpszExtension);

void SetOtherNumber1(long dwDialType,
        LPCSTR lpszCountryCode,
        LPCSTR lpszAreaCode,
        LPCSTR lpszLocalNumber,
        LPCSTR lpszExtension);

void SetOtherNumber2(long dwDialType,
        LPCSTR lpszCountryCode,
        LPCSTR lpszAreaCode,
        LPCSTR lpszLocalNumber,
        LPCSTR lpszExtension);


void SetOtherNumber3(long dwDialType,
        LPCSTR lpszCountryCode,
        LPCSTR lpszAreaCode,
        LPCSTR lpszLocalNumber,
        LPCSTR lpszExtension);


void SetOtherNumber4(long dwDialType,
        LPCSTR lpszCountryCode,
        LPCSTR lpszAreaCode,
        LPCSTR lpszLocalNumber,
        LPCSTR lpszExtension);


void SetConnectionType(long dwConnectionType);
void SetCSID(LPCSTR lpszCSID);
void SetT30(LPCSTR lpszT30);
```

```
void SetBillingCode(LPCSTR lpszBillingCode);
void SetFolder(LPCSTR lpszFolder);
void SetNotes(LPCSTR lpszNotes);
```

Get Values

```
BSTR GetTitle();
BSTR GetFirstName();
BSTR GetLastName();
BSTR GetCompanyName();
BSTR GetDepartmentName();
BSTR GetAddress1();
BSTR GetAddress2();
BSTR GetCityName();
BSTR GetStateName();
BSTR GetZipCode();
BSTR GetCountryName();
BSTR GetInternetAddress();

BSTR GetEmailAddress();
long GetEmailType();
long GetFaxDialType();

BSTR GetFaxCountryCode();
BSTR GetFaxAreaCode();
BSTR GetFaxLocalNumber();
BSTR GetFaxExtension();
long GetOtherDialType(short nOther);

BSTR GetOtherCountryCode(short nOther);
BSTR GetOtherAreaCode(short nOther);
BSTR GetOtherLocalNumber(short nOther);
BSTR GetOtherExtension(short nOther);
long GetConnectionType();

BSTR GetCSID();
BSTR GetT30();
BSTR GetBillingCode();
BSTR GetFolder();
BSTR GetNotes();
```

FAXport API - Send Log Functions

Log Traversal Functions

```
long SndLogGetFirst();
long SndLogGetNext();

BOOL SndLogDelete(long dwJob);
```

Log Item Information Functions

```
BSTR SndLogGetItemStatus(long dwJobID);
BSTR SndLogGetItemOwner(long dwJobID);
DATE SndLogGetItemDateScheduled(long dwJobID);
DATE SndLogGetItemTimeScheduled(long dwJobID);
DATE SndLogGetItemDateSubmitted(long dwJobID);
BSTR SndLogGetItemNumberToDial(long dwJobID);
BSTR SndLogGetItemPriority(long dwJobID);
BSTR SndLogGetItemBillingCode(long dwJobID);
BSTR SndLogGetItemModemResponse1(long dwJobID);
BSTR SndLogGetItemModemResponse2(long dwJobID);
BSTR SndLogGetItemModemResponse3(long dwJobID);
BSTR SndLogGetItemPersonToDial(long dwJobID);

BSTR SndLogGetItemResolution(long dwJobID);
long SndLogGetItemCoverPageHandle(long dwJobID);

BSTR SndLogGetItemComments(long dwJobID);
long SndLogGetItemNumberRetries(long dwJobID);

BSTR SndLogGetItemLastError(long dwJobID);
long SndLogGetItemNumberAttachments(long dwJobID);
long SndLogGetItemTotalPages(long dwJobID);
long SndLogGetItemPagesSent(long dwJobID);

BSTR SndLogGetItemFLID(long dwJobID);
```

FAXport API - Receive Log Functions

Log Traversal Functions

```
long RcvLogGetFirst();
long RcvLogGetNext();

BOOL RcvLogDelete(long dwJob);
```

Log Item Information Functions

```
BSTR RcvLogGetItemStatus(long dwJobID);
BSTR RcvLogGetItemOwner(long dwJobID);
BSTR RcvLogGetItemSendError(long dwJobID);

BSTR RcvLogGetItemResolution(long dwJobID);
long RcvLogGetItemNumberBytes(long dwJobID);
long RcvLogGetItemTotalPages(long dwJobID);

BSTR RcvLogGetItemComments(long dwJobID);
BSTR RcvLogGetItemBillingCode(long dwJobID);
BSTR RcvLogGetItemFromCSID(long dwJobID);

DATE RcvLogGetItemDateSubmitted(long dwJobID);
DATE RcvLogGetItemTimeSubmitted(long dwJobID);
```

Memory Use with Cover Pages and 16 bit Server

As with all Windows for Workgroup bases applications, the performance of FAXport is governed by the amount of available physical and virtual memory when the program is operated. The more memory resources that are provided, the better that FAXport will perform.

Click here to see a Memory Chart for the 16 bit Server

Click here for important information on using Virtual Memory

Memory Chart for 16 bit Server

It has been found that the generation of Cover Pages is particularly affected by the amount of available memory. The following chart will show the effects of various memory resources.

Amount of Memory (Physical and Virtual*)	**Effect on Performance**
4 Megabyte Physical	Cannot create Cover Pages 'On the Fly' with simple information. Number of virtual ports reduced to single connections.
4 Megabyte Physical and 4 Megabyte Virtual	Can create simple Cover Pages on the 'On the Fly', but over all performance is slow. Available virtual ports are still single.
8 Megabyte Physical	Cover Pages can be created 'On the Fly' with complex information. Number of virtual ports must be less than 5.
8 Megabytes Physical and 4 Megabytes virtual	Cover Pages can contain complex information. Number of Virtual Ports can be greater than 10.

* Virtual Memory is memory created through the '386 Enhanced' program found as an icon in the Windows Control Panel program.

Use of Virtual Memory with 16 bit Server

Adding any value of Physical Memory (RAM) over 4 Megabytes of base RAM memory will further enhance the performance of FAXport.

Increasing the size of the Virtual Memory* will only increase performance if the size, in combination with the physical memory, does not exceed 16 Megabytes. (The only exception for this is when you have 16 Megabyte of physical memory to begin with. In that case, use a small virtual memory of 2 megabytes for buffering certain Windows operations For further assistance on the use of Virtual memory, consult the Windows for Workgroups Resource Guide™, Which is available from Microsoft™).

If you are using a data compression program to increase the storage capacity of your hard drive, be certain to setup and configure your Virtual memory (also called a swap file) properly. It is advisable that any virtual memory be used in a non-compressed hard drive only, and that the file type be ‘permanent’ rather than temporary for best performance of your Windows program. Consult with Microsoft, or the publisher of the data compression software, if you have further questions.

* Virtual Memory is memory created through the ‘386 Enhanced’ program found as an icon in the Windows Control Panel program.

FAQ - What is FAXport ?

FAXport 5.0 is an entirely new software product designed for different versions of the Windows operating system (Windows 3.1, Windows for Workgroups 3.11, Windows 95 and Windows NT). Its purpose is to provide a ‘full featured’ send and receive FAX capability in a Local Area Network.

FAXport 5.0 is based on a transactional ‘Store and Forward’ faxing technology. This allow a person at their workstation to send a document to a FAX server, where it is then faxed from at a specified time. Received Faxes are stored at the server until they are requested to be forwarded by a person at their workstation.

The benefit is that the person at the workstation does not have to have their computer turned on all of the time in order to send and receive faxes.

FAQ - What are the main Software modules of FAXport 5.0c?

FAXport 5.0 is made up of three main software modules and they are:

The FAXport Server - used to 'store and forward' faxes and to store cover pages and attachments used with fax documents submitted by the user. ***It always installed on its own workstation.***

The FAXport Administrator - used by the Supervisor to configure the FAXport Sever. ***The 16 Bit version of the program is located on a workstation that is different from the FAXport Server. The 32 Bit Version can be used on the same computer as the 32 Bit FAXport Server.***

The FAXport Client - used to forward fax documents to the server from a users workstation, and to retrieve received faxes from that server as well. ***It must not be used on the FAXport Server workstation.***

You must have the FAXport Sever on at all times in order to send and receive faxes all of the time.

You do not have to have the FAXport Client on at all times, except to transfer faxes to, and retrieve received faxes from, the FAXport Server.

What user ‘status’ is available to the people who use the FAXport software ?

There are three levels of ‘status’ available which define a person’s role in the use of the FAXport Software.

These are:

Supervisor - The person who is responsible for the setup and configuration of the FAXport Server and then later its operation. The first person to start the FAXport Administrator program becomes the Supervisor by default, but others with that status can be added later (or removed if needed).

Administrator- One or more persons who are designated by the Supervisor to keep faxes moving in the system.

User- People who send and receive faxes using the FAXport Client software from their workstations.

What Network Transport Protocols are Supported ?

The popular network transport protocols, which include **NetBIOS**, **NetBEUI**, **UDP** (a version of TCP/IP) and **Personal Netware**, are supported by FAXport 5.0 through a properly configured Windows O/S. There may be some limitations placed on the Server based on which version of Windows you are using.

For example, there is a restriction in the Windows 95 operating system implementation of **WINSOCK**. Due to this restriction, the FAXport Server under Windows 95 can only support **IPX/IP** protocol, not **Net BIOS** or **Net BEUI**. See the appropriate section in this setup guide for your version of Windows in order to see if further restrictions apply.

Is FAXport 5.0 the same as other LANsource Products ?

FAXport 5.0 is not an upgrade from a previous LANsource software program and as a result it contains many features and functions that were not previously available. It is important for those who are familiar with our early products to understand the differences in order to avoid confusion when using this new product.

What knowledge is required to install FAXport 5.0 ?

The person who is responsible for the installation of the FAXport 5.0 must be prepared to understand how their Local Area Network operates with the FAXport program. That person must also have the proper level of network privileges in order to prepare the network properly for this installation.

Can you install FAXport 5.0 as a ‘stand alone’ product ?

FAXport 5.0 works only in a Local Area Network and cannot be installed on only one computer workstation in that network. You must install the software into a minimum of two separate computers, with one being used by FAXport Server software and the other by the FAXport Client software.

You do not have to have the FAXport Server and Client on at the same time in order to send and receive faxes. Only the Server should be left on in order to perform this function, but there is no user interface available to perform faxing functions at the server. This can only be done with either the FAXport Client, or in the FAXport Administrator.

What are the differences between the 16 and 32 bit Servers ?

When choosing your computer operating systems, remember:

The FAXport 32 bit Server is available in Windows NT Service version and a separate application based Windows 95 version.

The FAXport 16 bit Server is available for Windows 3.1 and Windows for Workgroups 3.11, where the proper network drivers have been installed and configured properly for those versions.

What limitations are to be expected with the 16 bit Server ?

If you are using the FAXport 16 bit server on a Windows 3.1 and Windows for Workgroups 3.11 server, you may need to semi-dedicate those workstations due to the ‘overhead’ required on the CPU to operate the serial ports. This is a limitation of the Windows operating system rather than the FAXport software.

The type of CPU, the amount of RAM provided, and other hardware considerations, will have an impact on the operation of the FAXport software. As with any Windows based program, the more resources provided to either the FAXport Server or Client, the better the performance realized in its operation.

What is required for a FAXport Client Workstation ?

The workstation that will be used for the first installation of the FAXport Client must be able to access the FAXport server through the Local Area Network, once it is installed. If you cannot connect to the FAXport server, ensure that the Network components are properly configured first, rather than assuming a problem with FAXport itself.

Are there any special instructions for the first FAXport Client installation ?

The workstation where the first FAXport Client is installed will be used by that person to configure and control the FAXport Server, and so it should be easily accessible by that person.

How do I configure the FAXport Server ?

The FAXport Server does not have a user interface for configuration at the workstation where it is installed. All that can be done at the Workstation where the server is installed is to a) turn the FAXport Server on and off and b) see a status report on its operation in an event log provided. (Separate types of event logs are shown for either the Windows NT service, Windows 95, or Windows 3.1/Workgroups).

The only way that the FAXport Server can be setup and configured is through the FAXport Administrator program.

The FAXport 16 Bit Administrator is installed at the same time as the first FAXport Client and into the workstation where the FAXport Client is installed. The FAXport Administrator has its own Windows Program Manager Icon and Group setup during its installation.

A 32 Bit version of the Administrator is installated at the same time as the FAXport 32 Bit Server.

The FAXport Server must be running in order to configure it with the FAXport Administrator program.

In what way is the FAXport Server for Windows NT different from other FAXport servers ?

The FAXport Server used with the Windows NT program is a **Service**, rather than an application program. This allows for the FAXport Server to be run automatically when the Windows NT server is started and to operate in a more integrated fashion.

There is no user interface available through the Windows NT operating system for configuring the FAXport Server. The FAXport Server can be started and stopped through the Services feature found under the program manager.

Its operation can be monitored through the event log used with all services. You must configure the FAXport server through the use of either the FAXport 16 or 32 Bit Administrator programs. The 16 bit version of the Administrator must be used on a separate workstation from the Windows NT server while the 32 bit version can be used on the same computer.

How do I install the FAXport Client program ?

The FAXport Client is installed from an installation program placed into a shared network directory at the time the FAXport Server is installed.

The FAXport Client installation software is run across the Local Area Network by the person wishing to use it. It can be installed into a local hard drive, or it can be optionally setup to be used by someone with a diskless workstation.

What Special knowledge of Networking is needed to install the FAXport Client ?

There is no special LAN knowledge needed about a Local Area Network to install the FAXport Client.

However, the person must be provided with four main pieces of information prior to the installation of the FAXport Client Software in order to answer certain questions during that process.

These are:

- The location of the shared network directory where the FAXport Client installation software is found.
- The location of the shared FAXport Phonebooks
- The location of the shared FAXport Folders
- The procedure needed to be followed if they are installing a version of the FAXport Client for use with diskless workstations

How do you start the Installation of the FAXport Client ?

The installation procedure follows the same steps as any standard Windows installation. You can use the ‘**Run**’ function found under the ‘pull down’ menu item ‘**File**’, found in the upper left hand corner of the program manager screen. Go to the shared network directory where the FAXport installation program is found and run ‘**Setup**’. You can also use the Windows File Manager program to perform the same function.

Once the ‘**Setup**’ program is running, simply follow the instructions provided on the screen to install the program.

What special requirements are needed to use the FAXport Client with a diskless workstation ?

In order to use FAXport at a diskless workstation, or simply as a shared network version, you must first make certain that a shared directory is available on the network to hold the files needed to run the program.

To do this, an initial installation will be made, at which time the main program files will be transferred to this spot, and the person doing the installation will have the Client group and icons placed at the workstation from where the installation is talking place.

Once this has been done others may then do their own installation of the FAXport Client.

The actual installation and setup performed for a diskless workstation is a simple **two step** process where:

1) You provide the location where the public and private phonebook and folders will found by the program

2) The FAXport program manager group and icons will be setup for the user.

A complete set of program files are not installed each time a new client is installed in this manner. Rather, only those files that are need for that person are placed into the local area network.

To avoid confusion, what do I need to install to support a particular Windows version ?

Choose the following options from the on-screen information.

To Install the following	**Install this**
FAXport NT server	FAXport NT server
FAXport/WINport* NT server	FAXport NT server (branded with both Serial #)
FAXport/WINport* ’95 server	FAXport ’95 server (branded with both Serial #)
FAXport ’95 server	FAXport ’95 server
FAXport 16-bit server	FAXport 16-bit server
FAXport NT client	FAXport NT client
FAXport ‘95 client	FAXport 16-bit client
FAXport 16-bit client	FAXport 16-bit client

***The WINport producst are sold separately**

Given the large number of faxes that will be sent and received, how will I know which one is mine ?

Built into the FAXport Client is the ability to specify the ‘profile’ to be used when viewing sent and received faxes. You can specify if you wish to see all available faxes, or only your own, in the receive and send logs available with the program.

What more do I need to know in order to install FAXport ?

Go through the remaining sections of this setup guide in order to gain more detailed information on how the installation should be done based on your systems requirements and needs.

You should also review in the setup guide for your particular version of Windows the information provided on:

- **UNC Pathnames and their use**
- **Windows NT Services if you are going to install the 32 bit FAXport Server**
- **How to use Windows File Manger to setup Shared Directories**

Date of Creation

This On-Line documentation was created on February 29, 1996 for use with FAXport Administrator version 5.0

Refere to FAXport Setup Guide Revision 3.3 (February 1996) for additional setup and configuration information

Build 1043 ad

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