

FAX MANAGER USER'S GUIDE



Bandwood Pty Limited

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1 INTRODUCTION

1.1 PURPOSE

This document provides a user guide to the Fax Management System (FMS) developed for sending and managing fax documents from a data-stream (such as Unix) via text files. The FMS can format and configure the layout of the data to be sent. The FMS has been developed by Bandwood Pty Limited, Australia.

The FMS software suite has been developed around the Microsoft® Office Suite and WinFax® Pro.

1.2 SCOPE

TBA

1.3 DIRECTORY STRUCTURE

Below is the default installation structure for FMS:

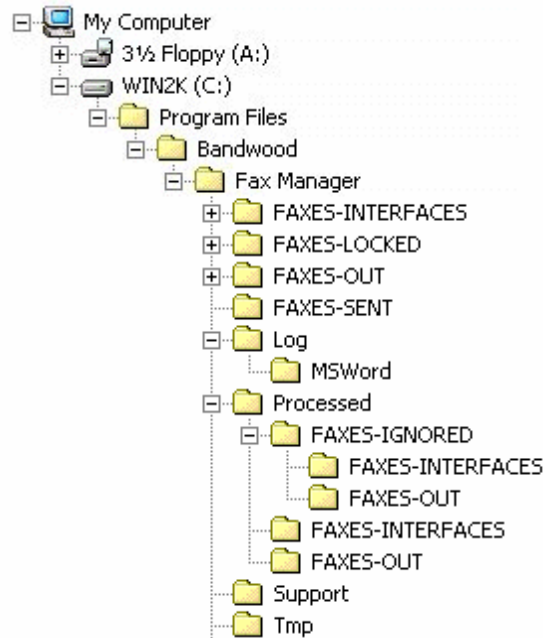


Figure 1 Installed Directory Structure



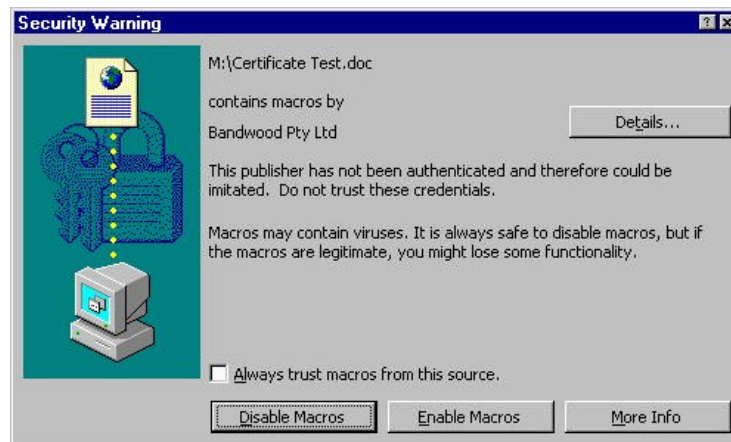
1.4 SYSTEM PRE-REQUISITES

The Fax Management System (FMS) is based on Microsoft® Office Professional 2000 suite of software and either WinFax Pro 9.02 or WinFax Pro 10.0 software. You must ensure that Microsoft® Office 2000 has been installed with the *“typical”* configuration, plus “all” graphics converters installed. If this is not the case, then please update your installation or consult your system administrator for assistance.

FMS will also operate under Microsoft® Office 97 suite, however this is an unsupported configuration.

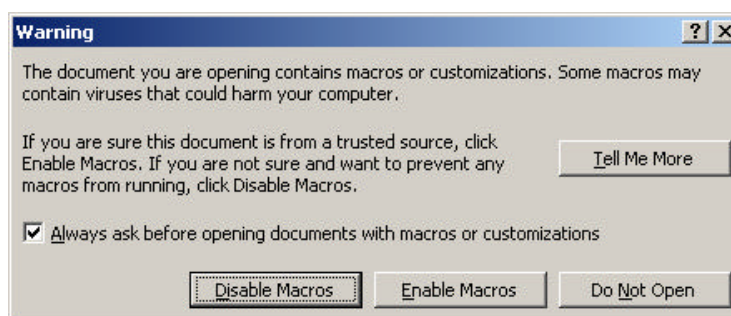
In addition, your machine must have either WinFax Pro 9.02 or WinFax Pro 10.0 installed and suitable configured for your system.

On the installation of FMS, you may find the Microsoft® Office 2000/XP dialog below appear:



if this is the case, then select *“Always trust macros from this source”* and then *“Enable Macros”*.

For Word 97,



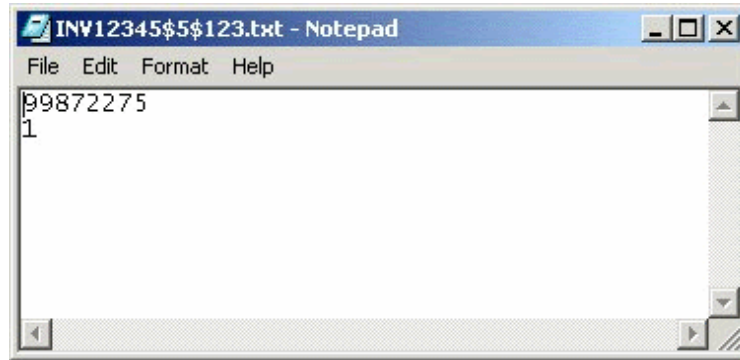
ensure *“Always ask before opening documents with macros or customizations”* is checked and then *“Enable Macros”*.



2 USER GUIDELINES

2.1 INTERFACE SPECIFICATIONS

The interface files comprise of 2 components, firstly the \FAXES-INTERFACES specifies the target telephone number and the number of expected pages. An example of this is below:



The second and more significant file contains the actual fax data as well as document formatting commands. These files are found in the FAXES-OUT\ directory. A summary of these commands are detailed below:

- ❑ Page break command, either **<FF>** or **<FORFFEEED>** will cause the document to force a page break at the nominated location.
- ❑ Page orientation commands, this command can be either;
 - ❖ **<LANDSCAPE>** which set the current page into landscape mode, and
 - ❖ **<PORTRAIT>** which set the current page into portrait mode.

The default mode for a document is portrait. **Special note, a page orientation command automatically implies a page break. Therefore, a page orientation command should not immediately follow a page break command.**

- ❑ Insert image/logo command, **<LOGO "FileName" Width Height Units Position>**. This command consists of a number of components, namely;
 - ❖ **"FileName"** – this is a quoted string containing the image file location (ie C:\Images\Picture.pcx). Supported formats are all those currently supported by your installation of Microsoft Word,
 - ❖ **Width** – specifies the width of the inserted image,
 - ❖ **Height** – specifies the height of the inserted image,
 - ❖ **Units** – specifies the units of measure for the width and height,
 - ❖ **Position** – specifies the line layout to position the image, these can be any of the following;
 - **centre/center,**
 - **left,** or
 - **right.**



- ❑ Insert overlay image command, **<OVERLAY "FileName" Width Height SUnits [X_Position Y_Position PUnits]>**. This command consists of a number of components, namely;

- ❖ **"FileName"** – this a quoted string containing the image file location (ie C:\Images\Picture.pcx"). Supported formats are all those currently supported by your installation of Microsoft Word,
- ❖ **Width** – specifies the width of the inserted image,
- ❖ **Height** – specifies the height of the inserted image,
- ❖ **SUnits** – specifies the units of measure for the width and height,
- ❖ **X_Position** – specifies the X co-ordinate for the position of the overlay relative to the top right-hand corner of the page. This is optional and will default to zero (0),
- ❖ **Y_Position** – specifies the Y co-ordinate for the position of the overlay relative to the top right-hand corner of the page. This is optional and will default to zero (0), and
- ❖ **SUnits** – specifies the units of measure for the X and Y positions.

- ❑ Tab unit specifier command, **<TABUNIT Units>**. This command specifies the units of measure for the TAB commands within the data. The default Tab units are points.

- ❑ The tab command, **<TAB Position Type>**. May appear anywhere within the data, such as:

`<TAB 0.55>12<TAB 3.58>Pots of Gold<TAB 13.76 D>$1,564.67`

where **Position** specifies the column location of the next set of text and **Type** specifies the tab type, and can be any of the following;

- **L** – left justified,
- **C** – centre/center justified
- **R** – right justified, or
- **D** – decimal justified.

- ❑ Inter-line spacing command, **<LINESPACEUNIT Units>**. This command specifies the units of measure for the inter-line space commands within the data. . The default units are points.

- ❑ The line space command , **<LINESPACE Before After>**. May appear anywhere within the data, such as:

`<LINESPACE 30 0><TAB 0.55>12<TAB 3.58>Pots of Gold<TAB 13.76 D>$1,564.67`

where **Before** specifies the spacing before this line and **After** specifies the spacing after this line.

- ❑ Font management commands. A number of these are present to perform various font actions. The command set is;

- ❖ ****, where

- **"Font Name"** – is a quoted string that is optional and is the name of a font known to Microsoft® Word. If the name is not known then the default font (*Courier New*) will be used. and
- **FontSize** – is the point size of the font.

To reset the font and size back to the default then command **** can be used. This is equivalent to ****,



- ❖ **<BOLD ON>** and **<BOLD OFF>** – turns character bolding on and off. That is all characters between an ON/OFF pair will be bolded. If OFF is not found then the text will be bolded until the end of the document.
- ❖ **<UNDERLINE ON>** and **< UNDERLINE OFF>** – turns character underlining on and off. That is all characters between an ON/OFF pair will be underlined. If OFF is not found then the text will be underlined until the end of the document.
- ❖ **<ITALIC ON>** and **< ITALIC OFF>** – turns character italics on and off. That is all characters between an ON/OFF pair will be italic. If OFF is not found then the text will be italic until the end of the document.

Note: the **<BOLD>**, **<UNDERLINE>**, and **<ITALIC>** commands can be used together to result in a combined affect. For example the **<BOLD ON>**, **<UNDERLINE ON>**The is sample text**<BOLD OFF><UNDERLINE OFF>** will result in **The is sample text**.

Note: All commands are case insensitive.

All units above can be any of the following valid units;

- **in/inch** – inches (1 inch = 72 points),
- **cm/centimetre/centimetre** – centimetres (1 cm = 28.35 points),
- **mm/millimetre/millimetre** – millimetres (1 mm = 2.85 points),
- **pi/pica** – picas (1 pica = 12 points), or
- **pt/point** – points.

An example data file is:

```

<LANDSCAPE>
<OVERLAY "C:\documents and Settings\General\My Documents\work Area\Fax Manager\Tmp\WNINVPCX.PCX"
10.3 8.0 in .65 .30 in>
<TABUNIT cm>
<FONT "Times New Roman" 10>
<TAB 19.5 L>THANK YOU FOR YOUR BUSINESS
<TAB 19.5 L>
<TAB 19.5 L>

<TAB 10.7 L>10070<TAB 21.4 L>10070<TAB 24 L>51225617
<TAB 1.1 L>A GOOD PLUMBING COMPANY<TAB 12.5 L>A GOOD PLUMBING COMPANY
<TAB 1.1 L>100 LITTLE ROAD<TAB 12.5 L>100 LITTLE ROAD<TAB 24 L>12-JAN-01
<TAB 1.1 L>P.O. BOX 999<TAB 12.5 L>P.O. BOX 999
<TAB 24 L>1 OF 1

<TAB 1.1 L>WESTERN AUSTRALIA SUPPLIES - WAS<TAB 12.5 L>WESTERN AUSTRALIA SUPPLIES - WAS<TAB 24
L>19-JAN-01

<TAB 1.1 L>N<TAB 8.9 L>DON<TAB 12.5 L>SMITH, JACK<TAB 18.7 L>VOMA<TAB 21 L><TAB 24 L>01/02/01
<TAB 8.9 L><TAB 12.5 L>OUR TRUCK<TAB 18.7 L>FULL FREIGHT ALLOWED<TAB 24 L>01/03/01

<TAB .95 L>TOZ1709025<TAB 4.18 L>MILW 48-11-0140 12V BATTERY PACK<TAB 14.96 R>1<TAB 16.5 R>1<TAB
18.12 R>0<TAB 20.32 R>67.90<TAB 20.73 L>EA<TAB 23.21 R>67.90<TAB 24.45 R>N<TAB 26.37 R>67.90
  
```



COMMERCIAL-IN-CONFIDENCE

with the resulting fax page:



western supply company

*Wholesale Distributors: Plumbing, Heating, Air Conditioning, Water Works,
Irrigation, Valves, Pumps, Tools, Appliances, Fireplaces*

THANK YOU FOR YOUR BUSINESS

REMIT TO: P.O. BOX 432

SOLD TO: A GOOD PLUMBING COMPANY 100 LITTLE ROAD P.O. BOX 999		10070		SHIP TO: A GOOD PLUMBING COMPANY 100 LITTLE ROAD P.O. BOX 999		10070		INVOICE NUMBER 51225617	
SOLD FROM: WESTERN AUSTRALIA SUPPLIES - WAS		PURCHASE ORDER # DON		SALESMAN SMITH, JACK		WRITTEN BY VOMA		FILLED BY	
JOB NUMBER / NAME N		JOB CONTACT		SHIP VIA OUR TRUCK		F.O.B. FULL FREIGHT ALLOWED		DATE REQUIRED 01-FEB-01	
ITEM NUMBER		DESCRIPTION		QUANTITY ORDERED	QUANTITY SHIPPED	QUANTITY B.O.	UNIT PRICE	UNIT	EXTENDED PRICE
TOZ1709025	MILW 48-11-0140 12V BATTERY PACK	1	1	0	20,000.00	EA	20,000.00	N	20,000.00
LABOR CHARGES:		OUTGOING FREIGHT:		FREIGHT TOTAL					
Purchaser acknowledges delivery and receipt of the above goods in good condition. No material accepted for credit without approval. Returned material subject to handling and transportation charges. Delinquent accounts will be charged a 1-1/2 % Service Charge per month (18% computed annually). If legal action is necessary to collect a delinquent account, purchaser agrees to pay a reasonable attorney's fee.						MDSE TOTAL			
ALL RETURNED MATERIAL MUST BE ACCOMPANIED BY THE ORIGINAL INVOICE NUMBER AND DATE.						TAX 67.00			
						INVOICE 4.00			
						TOTAL \$20,071.00			



2.2 USAGE

The FMS main window has 6 tabs as detailed below:

2.2.1 Main Tab

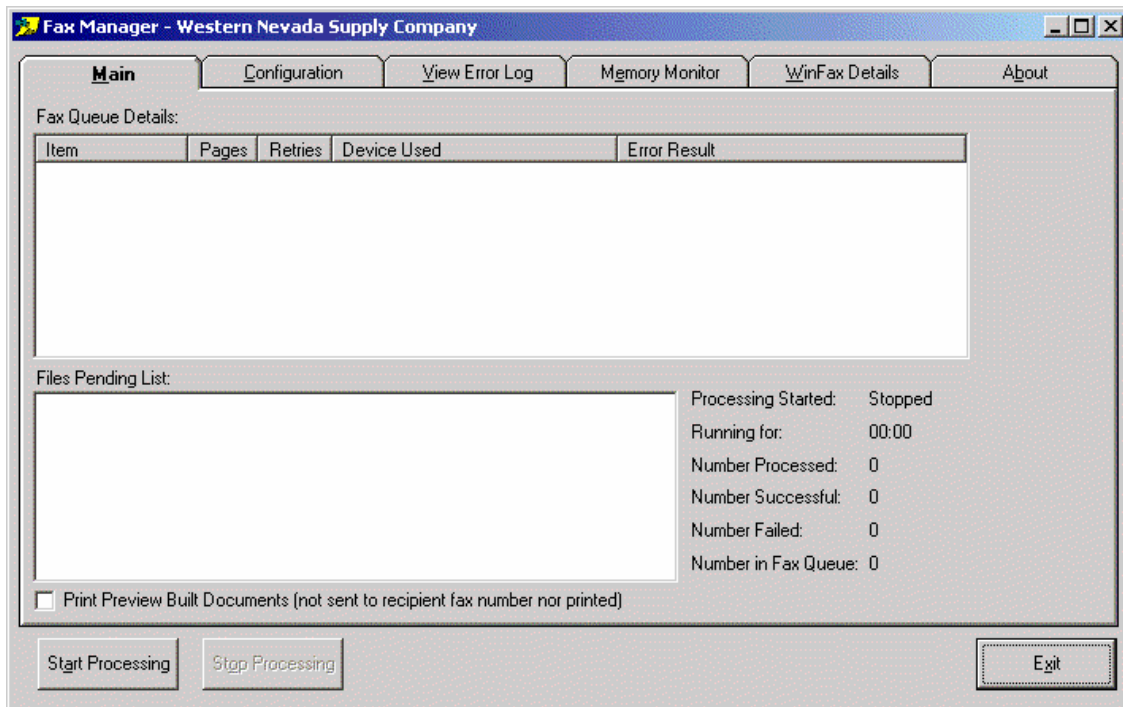


Figure 2 Main Tab



2.2.2 Configuration Tab

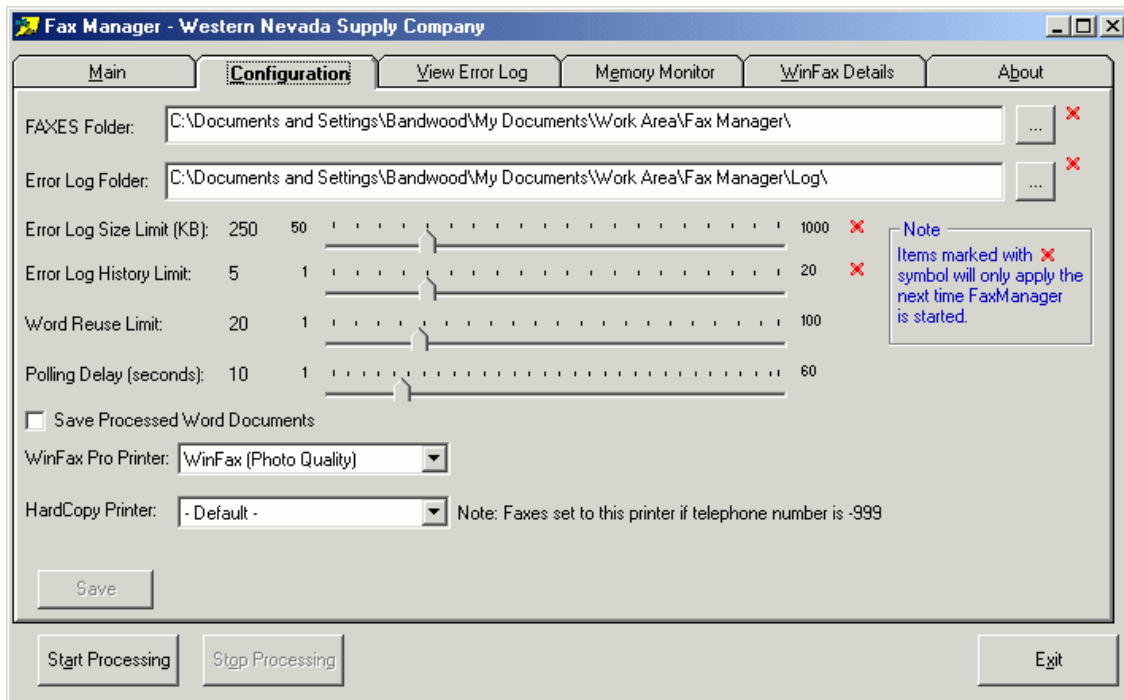


Figure 3 Configuration Tab

This tab contains configuration information on how FMS will operate. The entries on this page are as follows:

- ❑ **FAXES Folder**, this is the base location for the FAXES-SENT, FAXES-INTERFACES, and FAXES-OUT folders. The purpose of each of these are:
 - FAXES-OUT – contains the raw data of the fax (ie INV12345\$5\$123.TXT),
 - FAXES-SENT – contains the status files of the completed fax transmission. The file name will be the same as the FAXES-OUT,
 - FAXES-INTERFACES – contains the fax configuration data, such as number of pages, landscape/portrait orientation, and the destination fax number.
- ❑ **Error Log Folder** specifies the location of the program's error and tracing files.
- ❑ **Error Log Size Limit** specifies the maximum size, in Kilobytes, the log/trace file may become.
- ❑ **Error Log History Limit** specifies the number of error log files per keep (ie if the size is 200KB and this value is 5, then the last 5 error log files each of 250KB will be kept by the system).
- ❑ **Word Reuse Limit** defines the maximum number of times a word session will be used. This is a balance between performance and memory, because Word will gradually consume memory for each fax built.
- ❑ **Polling Delay** specifies the time in seconds between each scan for new faxes in the FAXES-OUT folder.



- ❑ **Save Processed Word documents** specifies if the Word documents produced should be saved in the FAXES-OUT folder along with the original interface files.
- ❑ **WinFax Pro Printer** specifies the WinFax printer to use to construct the fax document. WinFax Pro 10 comes with two standard printers, the original “WinFax” and a new one “WinFax (Photo Quality)”.
- ❑ **Hardcopy Printer** specifies the connected printer to output hardcopies of faxes. The default entry “- Default -” will send output to the currently configured default windows printer; otherwise the selected printer will be used. Faxes are printed and not faxed when the telephone number has been set to -999.

2.2.3 View Error Log Tab

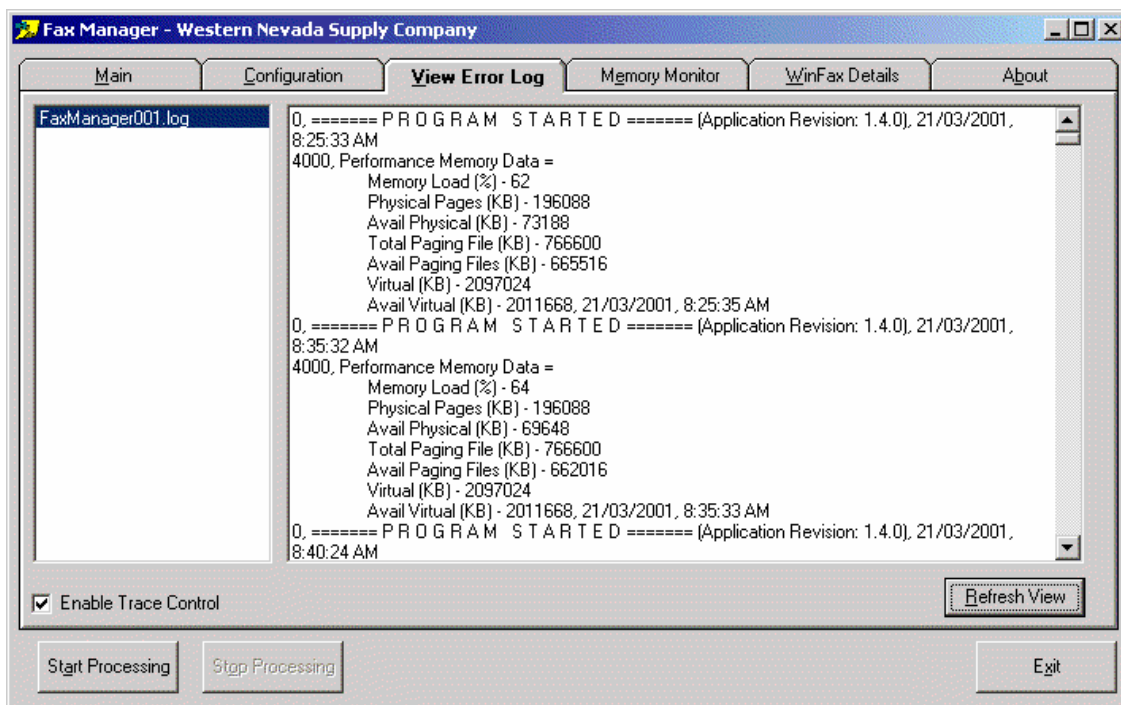


Figure 4 View Error Log Tab

The Enable Trace Control will activate program tracing and should be enabled when problems occur to facilitate problem analysis. The error/trace log file should then be returned to the provider to aid in analysis and problem resolution.

This control should **not** be left ON because of potentially adverse performance impacts over the longer term.



2.2.4 Memory Monitor Tab

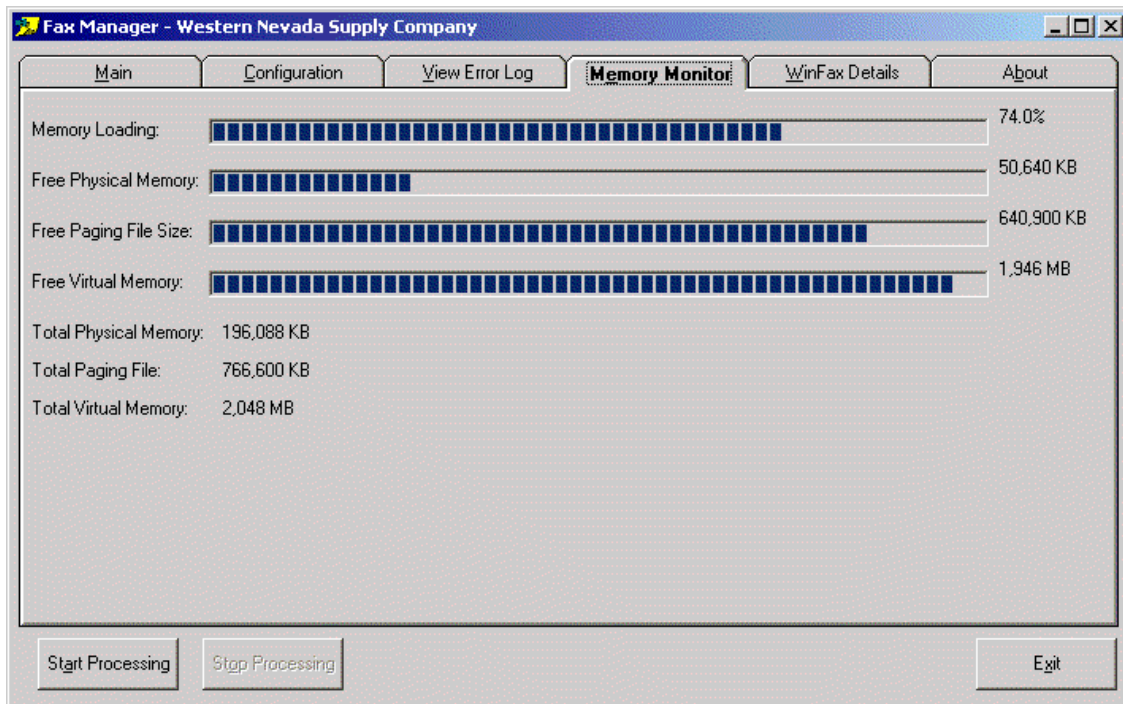


Figure 5 Memory Monitor Tab

2.2.5 WinFax Details Tab

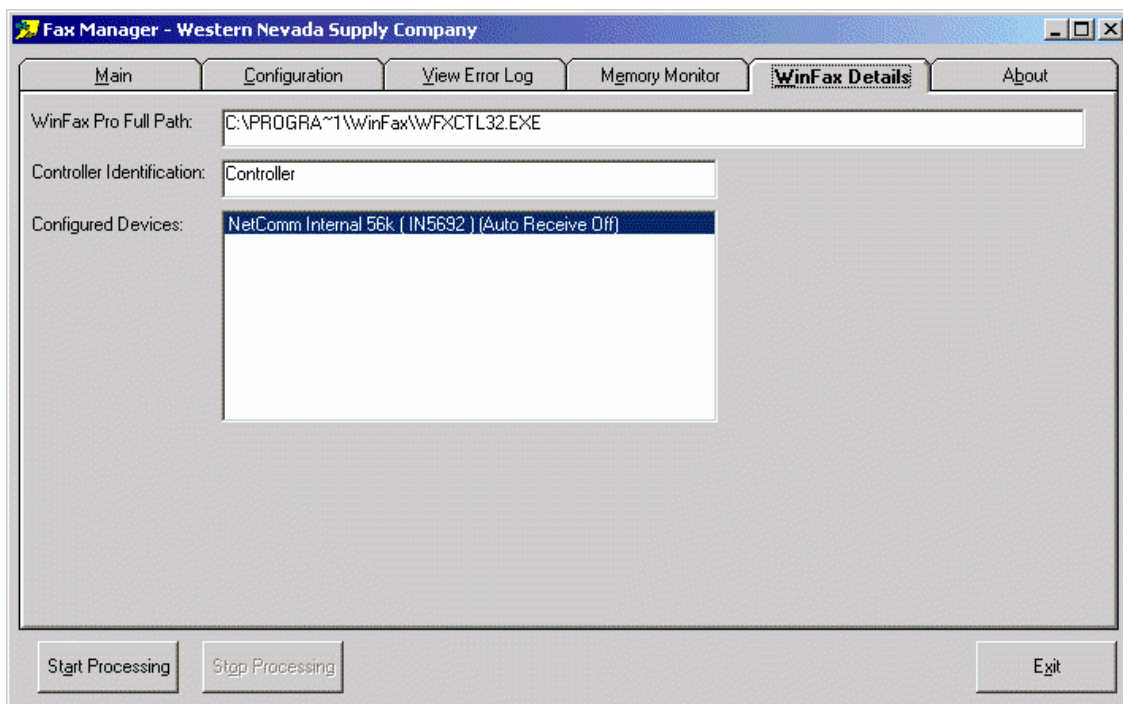


Figure 6 WinFax Details Tab



2.2.6 About Tab

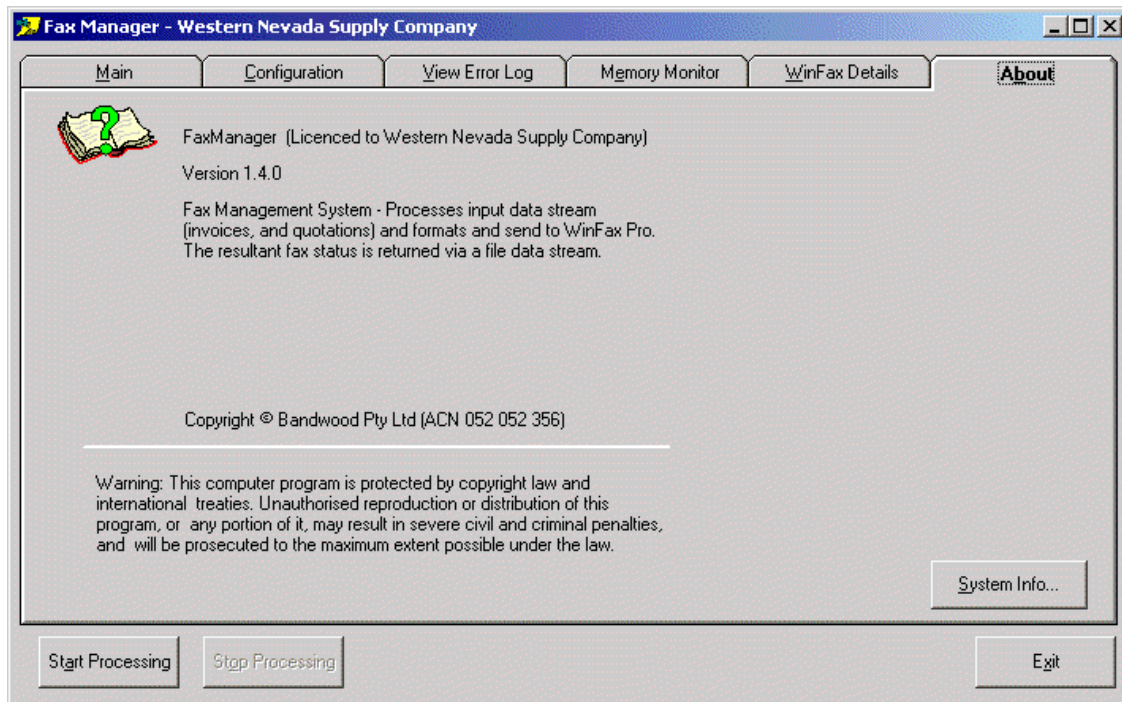


Figure 7 About Tab



3 CONFIGURING YOUR FAX DOCUMENT

In Section 2.2.2 (Configuration Tab) defines configuration controls for Fax Manager itself. Since the majority of Fax configuration is done via the interface file, the only remaining settings resided within WinFax Pro itself.

3.1 FAX RESOLUTION

To set the fax resolution, follow the following steps:

Step 1

From within WinFax Pro open the "Program Setup" window via the menu illustrated.

This will open this window.

Step 2

From the "Program Setup" window select "Send" and then press the "Properties" button, as illustrated.

This will open this window.

Step 3

Now, select the desired resolution, and press "OK".

Finally, close all windows.

The image shows three screenshots illustrating the steps to set fax resolution.
Step 1: A screenshot of the WinFax Pro application window. The 'Tools' menu is open, and 'Setup' is highlighted. A callout points to the 'Program Setup' option in the 'Setup' submenu.
Step 2: A screenshot of the 'WinFax PRO Program Setup' window. The 'Options' tab is selected. In the 'Send' section, 'Send' is highlighted with a red circle. A callout points to the 'Properties...' button at the bottom of the window.
Step 3: A screenshot of the 'Sending Faxes Properties' window. The 'General' tab is selected. Under 'When sending faxes', the 'Use this fax resolution' dropdown menu is open, and 'Fine' is selected. A callout points to the 'OK' button at the bottom.

Figure 8 Setting Send Fax Resolution



4 CONTACTS

If you have suggestions or have identified a defect, please e-mail all relevant details to support@bandwood.com. The item will be investigated and scheduled to be incorporated into the next release.