

# *Traffic*

**Software**

Delivering Enhanced Fax Solutions

**O B J E C T**

# **Fax**

Quick User Guide

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# Quick User Guide

## Object-Fax 3.0

### Starting Object-Fax

Start Object-Fax by double clicking on the Object-Fax Icon in the Object-Fax Group. The first thing you should see is the Toolbar described below.

### The Toolbar



You access Object-Fax through the floating Toolbar which can be placed anywhere on your screen.

Optionally you can collapse the Toolbar into TOM (Traffic Object Manager) by clicking on the minimize button in it's upper right corner. TOM will appear at the upper left hand corner of the screen.



### Toolbar Buttons

#### Quick Fax



Click on this icon to send a Cover Page only fax. The Send Fax dialog box will appear. Select or type in the recipient and then click on the CoverPage Tab to type in your message. Press the Send button to send the Fax.

#### Fax Event Queue



Displays the status of all faxes in the fax queue. From here you can delete, hold, restart, change the address information and set the priority of your faxes.

#### Fax Cabinet



This is where your faxes are stored in special fax folders. You find incoming faxes in the Incoming folder. The Error folder stores faxes that failed in transmission. The Default folder and folders you create hold faxes you have sent successfully.

### Address Book



Here you display and edit the Address book. Change between public and private address books. Use the incremental search to locate entries. Edit, delete or create new entries. From here you also create groups for fax broadcasting.

### User Configuration



Use this button to configure Object-Fax to your personal requirements. Here you set password protection, choose a default address book and whether a cover page is automatically sent with your faxes.

### Help



Opens the on-line help system. You can also get context-sensitive help anywhere by pressing <F1>.

### Incoming Faxes



If you know the password you can use this icon to display all Incoming faxes for the purpose of delivering them to the appropriate users' Incoming folders (see "Fax Cabinet"). Options available here allow you to view a fax, deliver it to the appropriate recipient, print it and delete it from the Incoming Fax Queue.

### Administration



Use this icon to display a list of Object-Fax users. You will need to know the password if one has been specified by the Administrator.

### Sending Faxes

In addition to the Quick Fax method, which is meant for short messages, you can send your faxes in three different ways:

#### Printing

Fax from any application by changing the printer driver to the Object-Fax driver and printing. Object-Fax will open the Send a Fax dialog box to allow you to select the faxnumber. This is done by selecting "File" from your application's menu and then "Print". To change the printer to Object-Fax select "Print Setup" or equivalent and choose Object-Fax as your printer.

#### TOM

You can fax from any OLE 2.0 compliant application like Word 6.0 by highlighting the text and graphics you want to fax, and dragging it to TOM.

### File Manager

Most documents displayed by File Manager can be sent as a fax by simply dragging and dropping the document on the Object-Fax icon that is on the bottom of your screen.

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## Receiving a Fax

Your incoming faxes are found in your Incoming Folder in the Fax Cabinet.

View the contents of the Incoming Folder by dragging the folder icon and dropping it on the Open Folder icon:

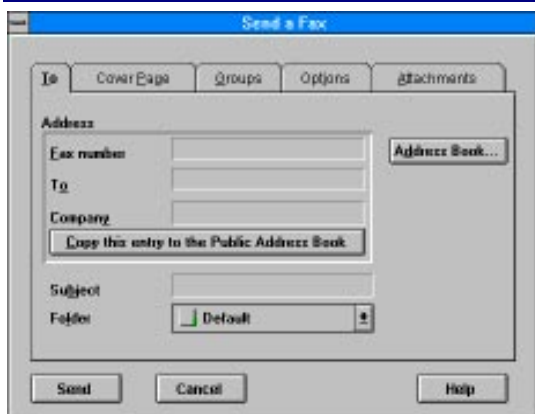


You will now see whether you have any incoming faxes. To view them, simply drag and drop them, one by one, on the magnifying glass.

## Attachments

It can be useful to make frequently sent faxes available from the Attachment tab in the Send Fax dialog box. To create an attachment first view the fax (which is stored in the folder system) and choose "File", "Save" and then click on the "Attachment" option. Examples of faxes that should be kept as Attachments are price lists and product information.

## The Send Fax Dialog Box



### To

Select the recipient by typing in the faxnumber or finding the recipient in the address book.

### Cover Page

Select whether you want a cover page to precede your fax and if so which one. You can type in any message you want to appear on the cover page.

### Groups

Select a group for fax broadcasting.

### Options

Allows you to control the following aspects of the transmission: delay, priority, confirmation and hard copy. Here you can also preview the fax.

### Attachments

You can send up to five attachments with your fax by selecting the Attachments Tab and double clicking on attachment names in the attachment list box.

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## Description of Icons

### Fax Cabinet Icons



Delete a Folder



Open a Folder



Configure a Folder



Create a Folder

### Fax Folder Icons



Fax Information



Re-send a Fax



OCR a Fax



Print a Fax



View a Fax



E-mail a Fax

### View Icons



Thumbnail view



Zoom in



Zoom Out



180° Rotation



Inverse



Copy to Clipboard



Print the Fax



Annotation Tools

### Annotation Icons



Selection Tool



Rectangle Tool



Ellipse Tool



Line Tool



Import Bitmaps



Text Tool



Highlighting Tool



Free Draw Tool