



DirectFax
User Guide

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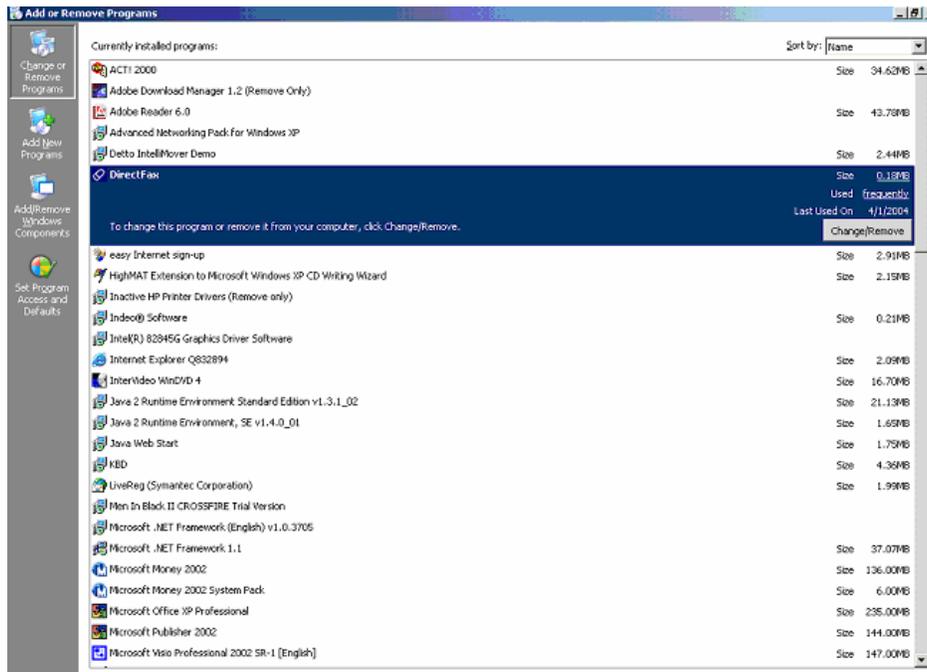
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This document provides a step-by-step procedure to using the DirectFax printer driver.

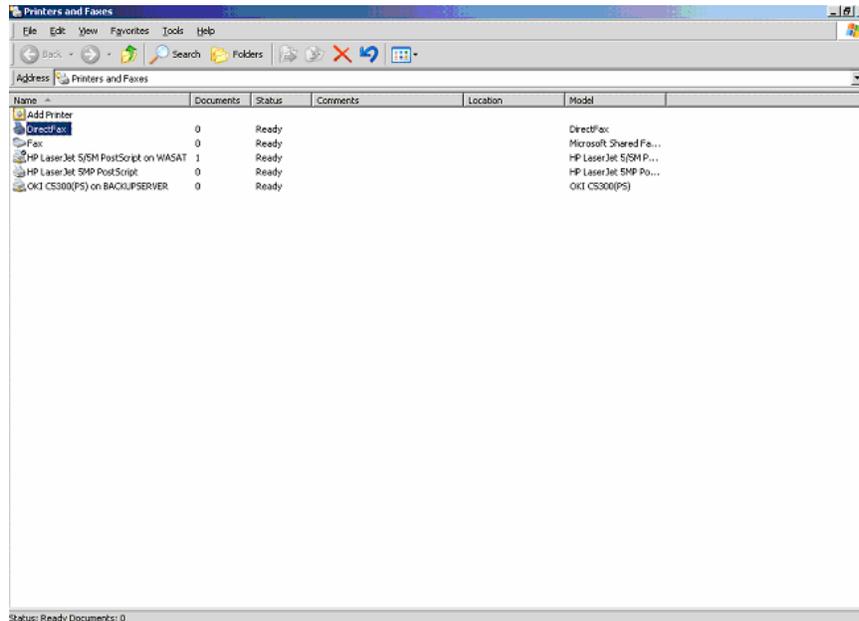
Installing the DirectFax printer driver

NOTE: DirectFax only works with the Windows™ operating system.

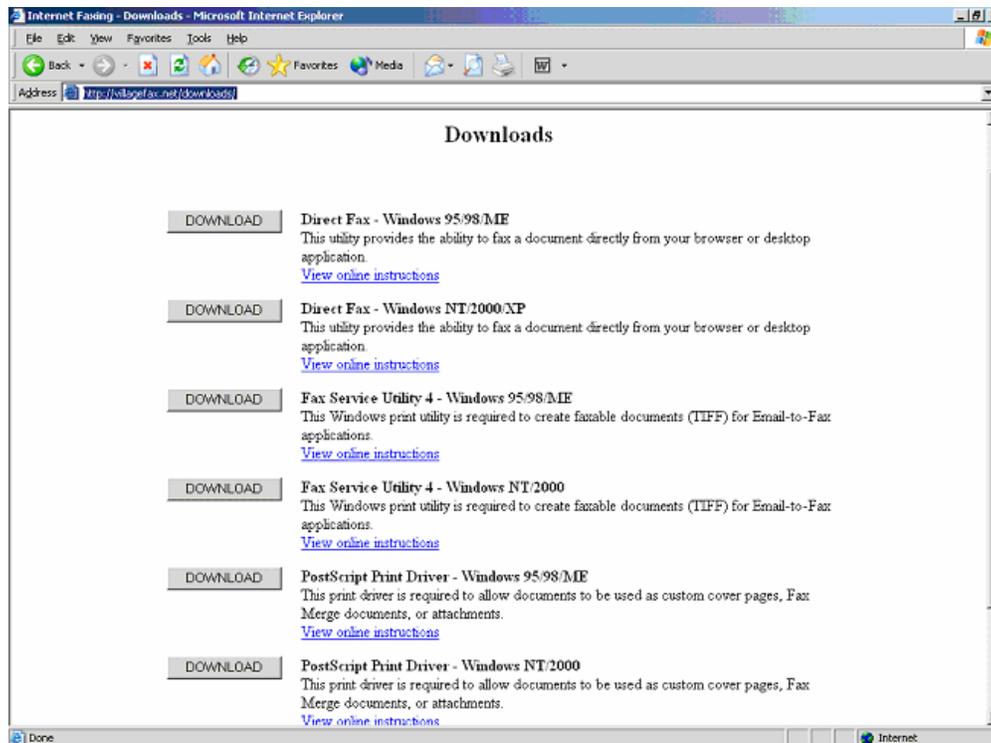
1. Verify no previous version of DirectFax is on your personal computer. To do so, perform the following:
 - a. Select **Start Menu** \searrow **Settings** \searrow **Control Panel**.
 - b. Open **Add/Remove Programs** and look for DirectFax. If you do not see it, the printer utility has not been installed. Proceed to 2 below.
 - c. Select **DirectFax** and **Change/Remove**. This will open the uninstaller. If you get a message that some files are used for other applications, select "Yes to all."



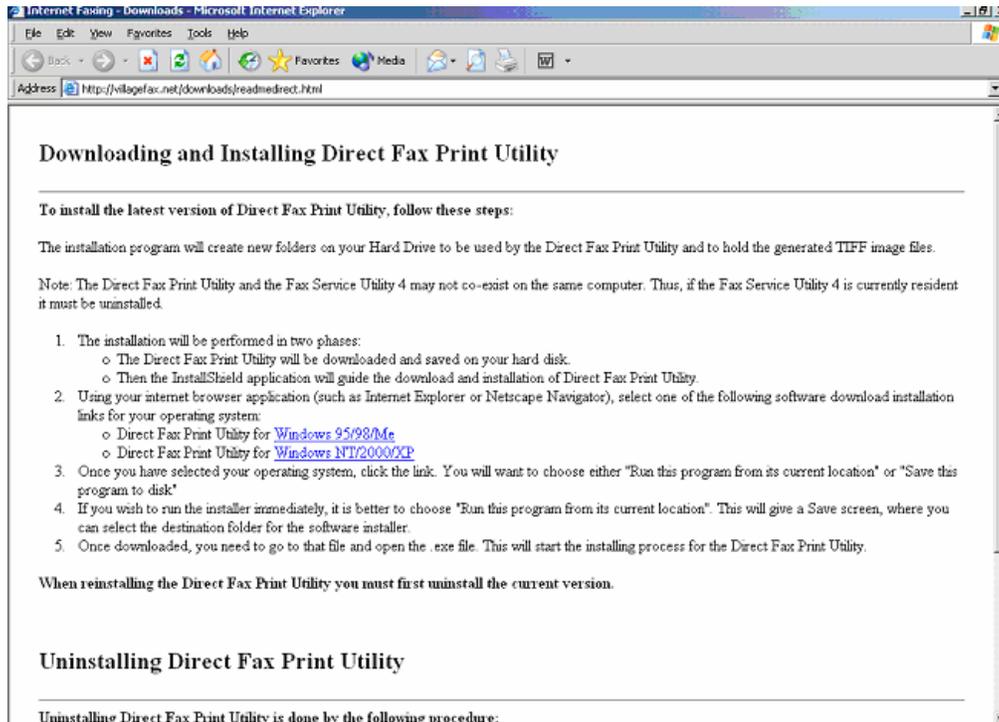
- d. After the Uninstaller is complete, select **Start Menu** > **Settings** > **Printers**. Select the **DirectFax** printer and delete it.



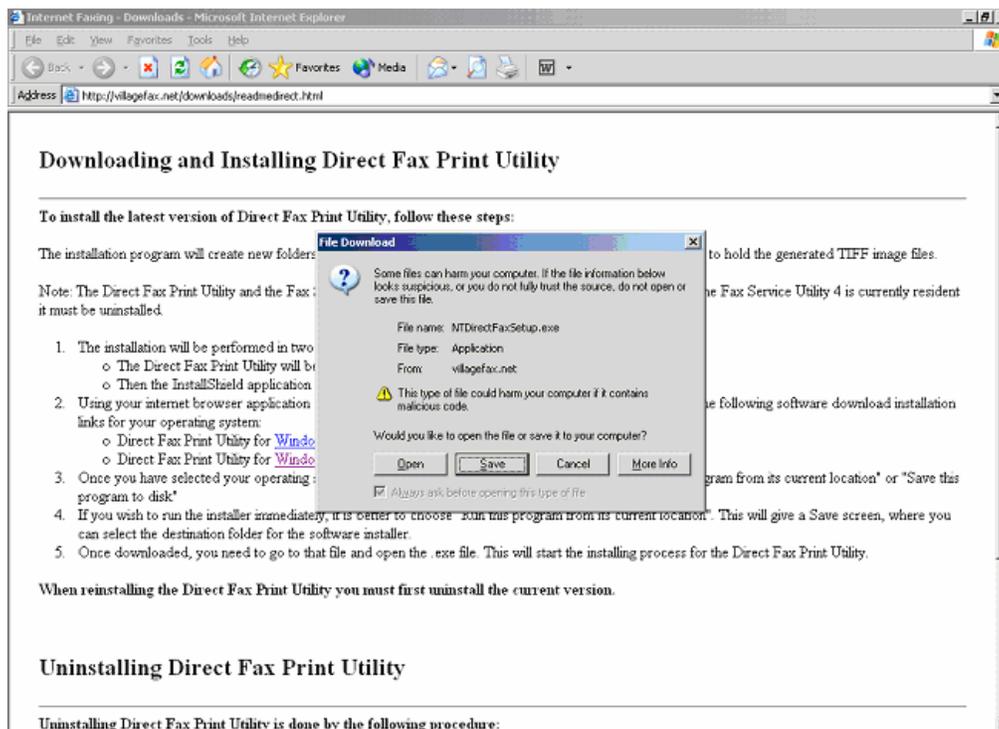
2. After verifying there is no previous version of DirectFax, log on the Internet and set your browser's URL to <http://villagefax.net/downloads/>



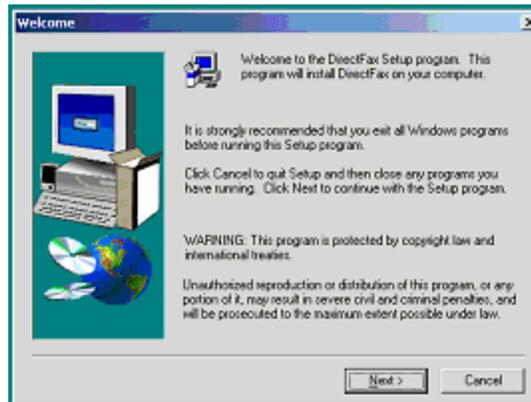
- Determine your computer's operating system (e.g., Windows95/98, etc.) and select the matching Download. Read the installation instructions and select the appropriate Direct Fax Print Utility link.



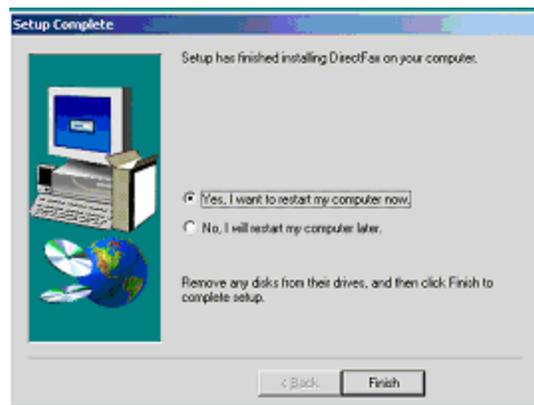
- Select **Save** when asked what to do about the download. It is recommended to save on the Desktop.



5. After the download is complete, find the executable and double-click on it. This will start the installation program.



6. Continue to click **Next**. When the installation is complete, restart your machine.



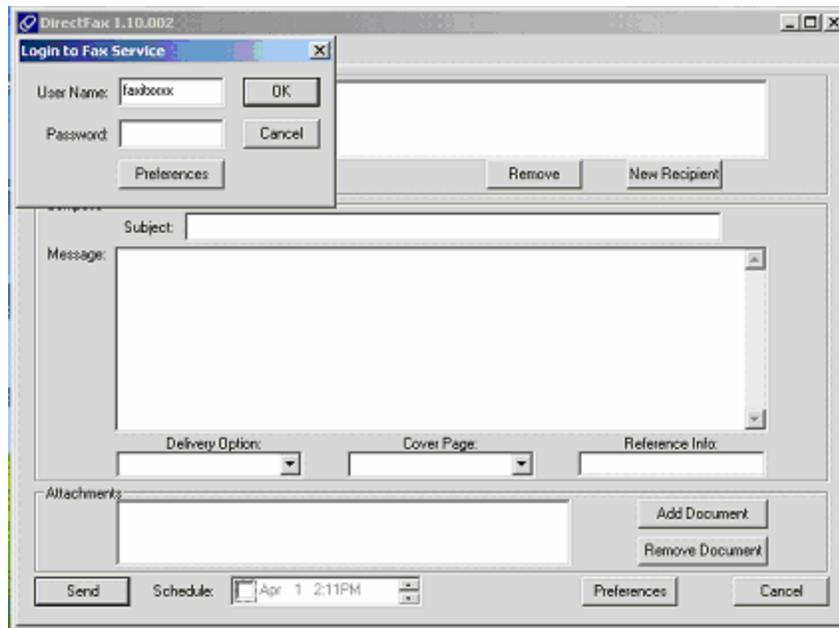
Launching DirectFax

There are two ways to access the DirectFax printer utility:

From the desktop.



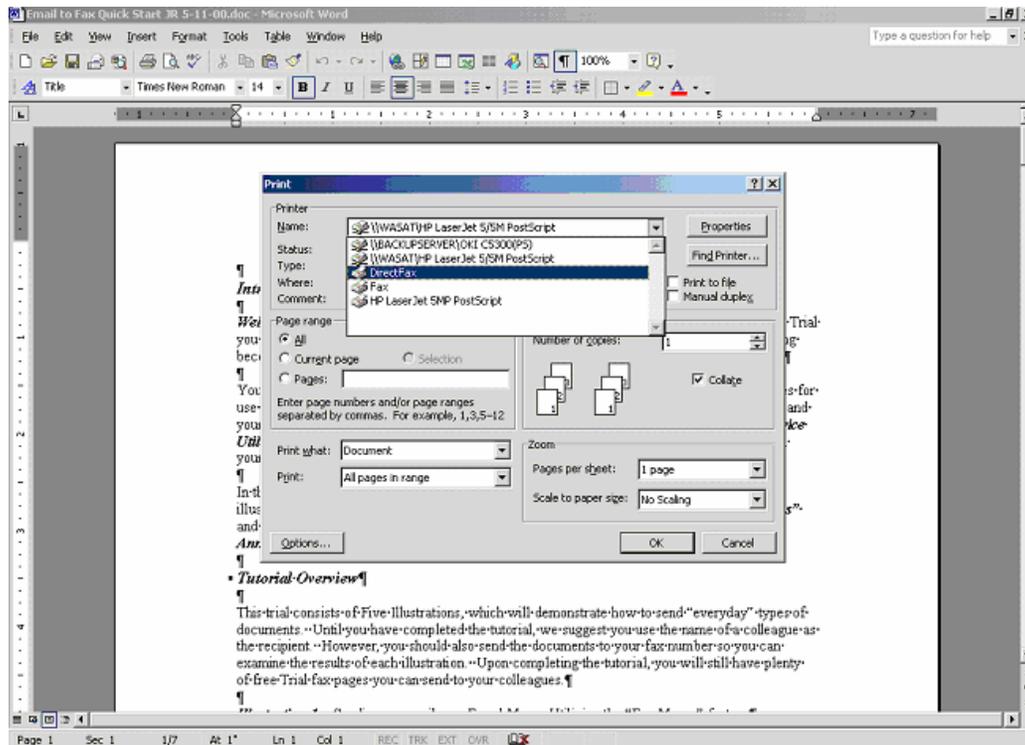
1. Find the Directfax icon on your Desktop. Double-click on it. The DirectFax printer utility will launch.



2. Enter your login name (i.e., faxit#####) and password and press **OK**. Proceed to the section, Using DirectFax

From the application.

1. From an application such as Microsoft Word™, select **File**  **Print**.
2. Under Printer/Name menu, select **DirectFax** and press **OK**.

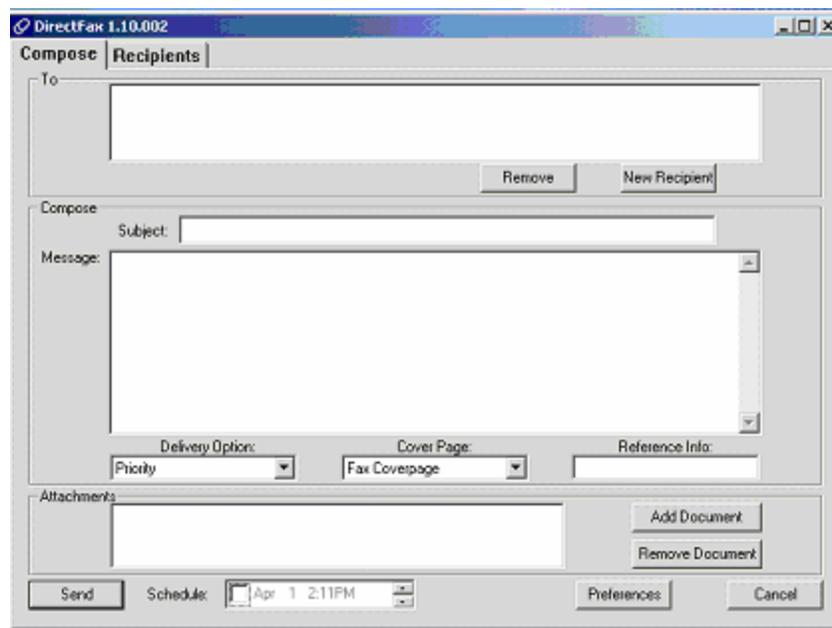


3. The DirectFax printer utility will launch. Enter your login name (i.e., faxit#####) and password and press **OK**. Proceed to the section, Using DirectFax

NOTE: When launching DirectFax from an application, an attachment of the currently opened application (e.g., Microsoft Word™) will be already inserted in the Attachments field.

Using DirectFax

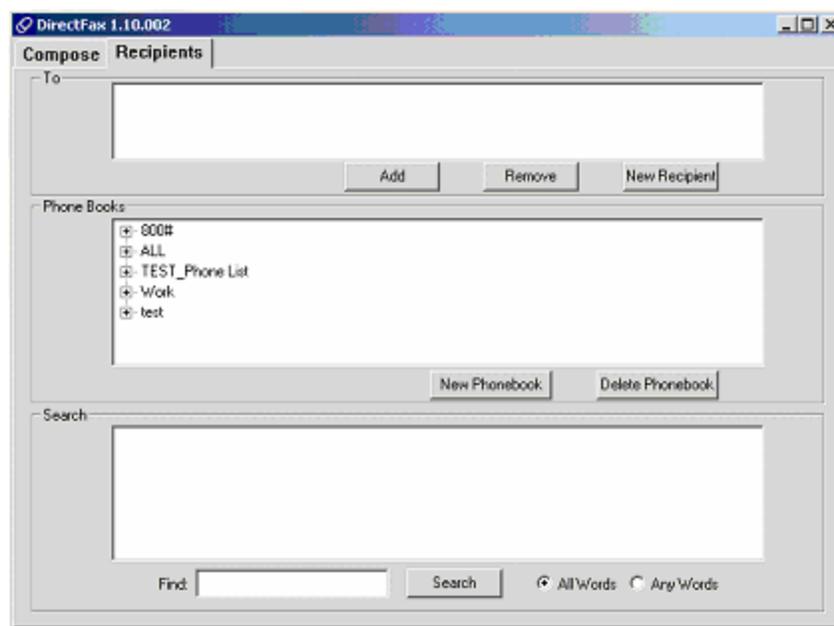
A successfully launched DirectFax looks like the following:



The **Compose** tab is used to determine the recipients, create a cover page (if desired), attach any documents (if desired), send the fax or schedule it for later delivery.

NOTE: Your computer must be on-line to send a fax using DirectFax.

The **Recipient** tab is used to manage (i.e., create, remove) your phone lists.



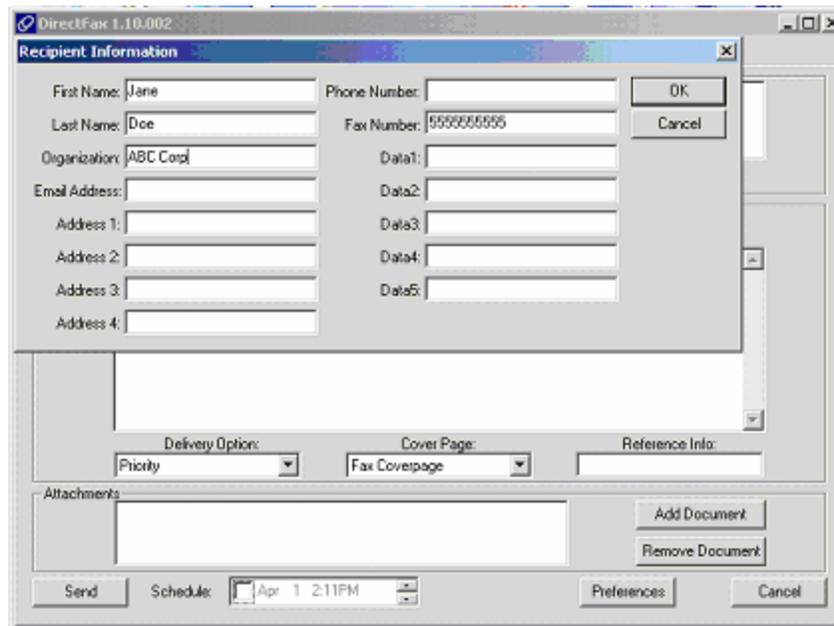
To send a single fax

1. To send a quick fax to a single individual using DirectFax, there are two methods depending if your customer and their fax number is new to you or in your phonebooks.

New Recipient

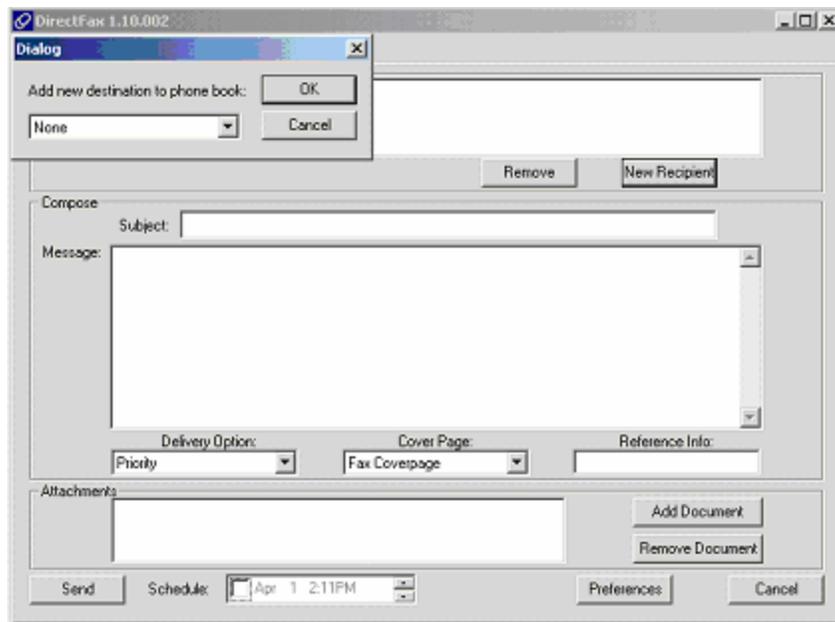
If the customer is new (i.e., not in your phonebooks), perform the following:

- a) On the Compose tab, select **New Recipient**.
- b) Enter the necessary information, especially the fax number. Press **OK** when finished.

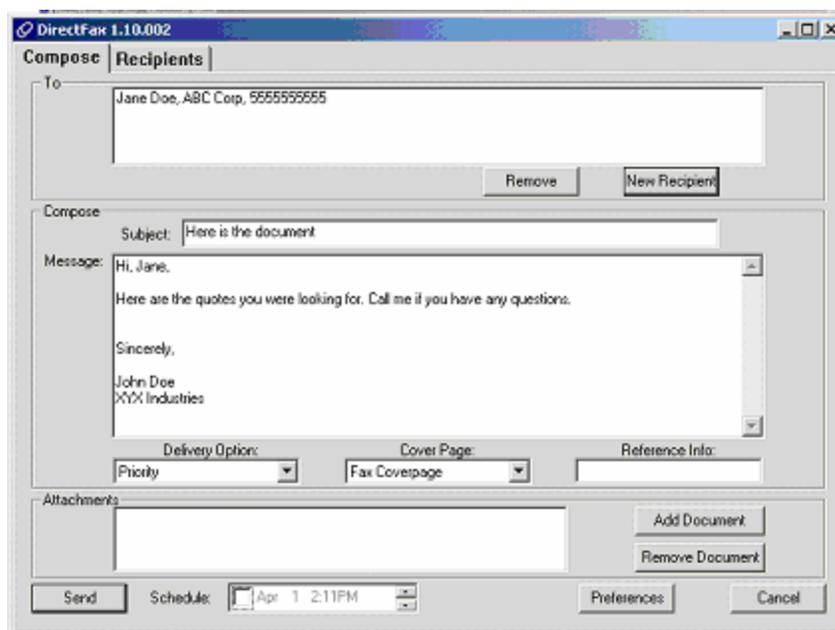


The screenshot shows the 'Recipient Information' dialog box in DirectFax 1.10.002. The dialog is titled 'Recipient Information' and has a close button (X) in the top right corner. It contains several input fields and buttons. The fields are: First Name (Jane), Last Name (Doe), Organization (ABC Corp), Email Address, Address 1, Address 2, Address 3, Address 4, Phone Number, Fax Number (5555555555), Data1, Data2, Data3, Data4, and Data5. There are 'OK' and 'Cancel' buttons in the top right. Below the fields, there are 'Delivery Option' (Priority), 'Cover Page' (Fax Coverpage), and 'Reference Info' fields. At the bottom, there are 'Attachments' fields, 'Add Document', and 'Remove Document' buttons. The bottom row contains 'Send', 'Schedule' (Apr 1 2:11PM), 'Preferences', and 'Cancel' buttons.

- c) At the Dialogue box, either select a phone list to store the number (and press OK) for future use or press **OK** to use the fax number once.



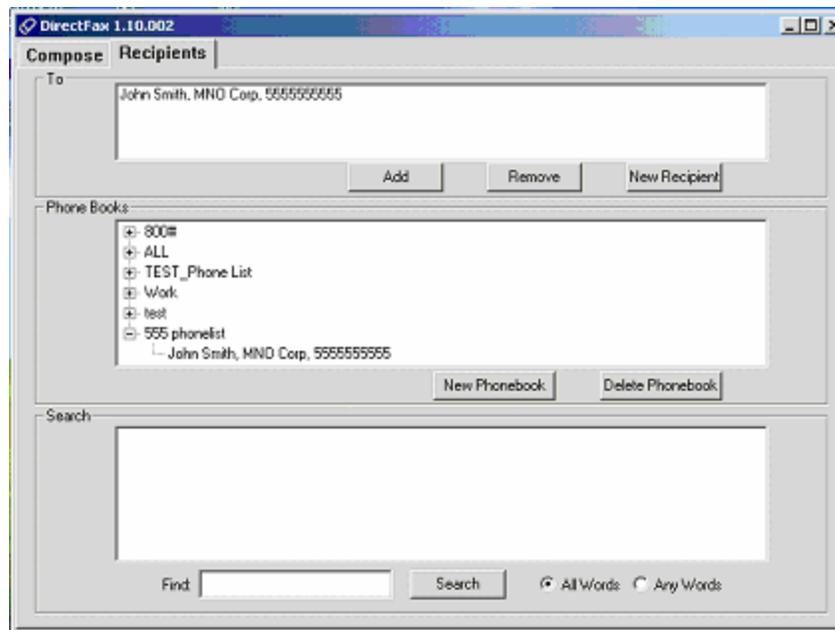
d) The recipient information will populate the To: field on the Compose page.



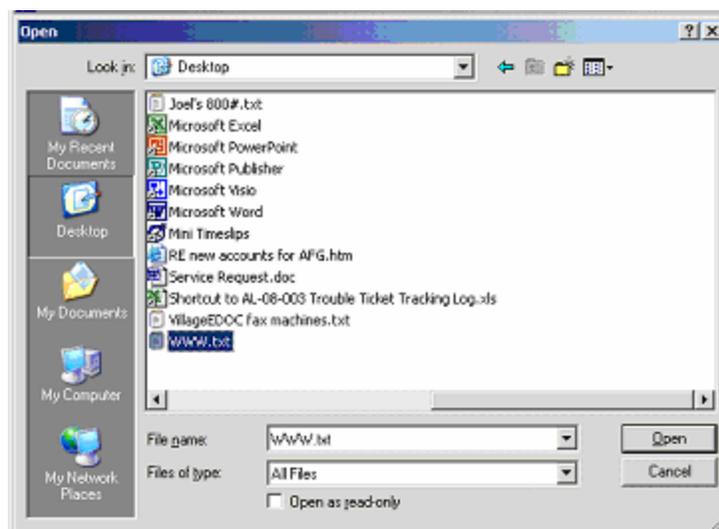
In the phonestit

If your customer is already in DirectFax phonestit, perform the following:

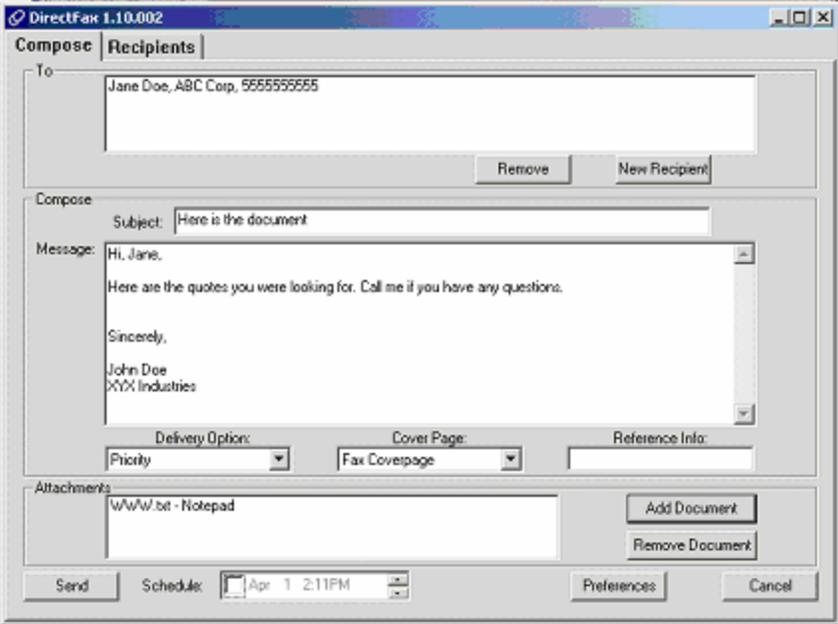
- a) Select the Recipients tab.
- b) Under Phone books, find the phone list where your customer is located. Select the "+" to expand the phonebook to show individual customers.



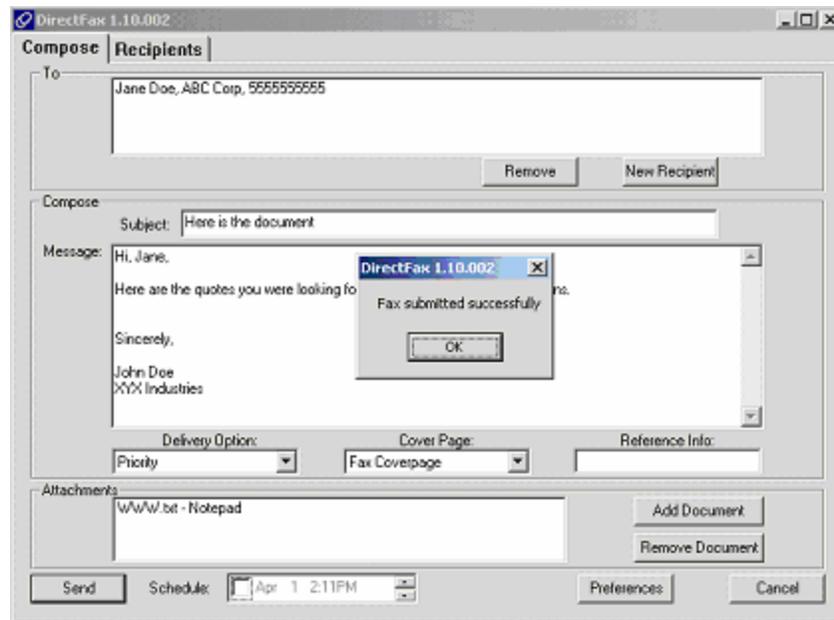
- c) Select the customer and press **Add**. The customer's information will populate the To text box.
 - d) Select the Compose page to continue.
2. If you wish to include a cover page (which is the default), enter the information the Subject and Message text boxes in the Compose section of the Compose tab (as illustrated). Otherwise, select **No Coveragepage** under the Cover Page menu (located below the Message text box).
 3. If you need to track the fax for any purpose (e.g., accounting, job, etc.) enter the necessary tracking information in the Reference Info text box. That information will be printed on the monthly bill
 4. To add any attachments to the fax, select **Add Document**. Find, select the document, and select **Open** to attach the desired document.



5. Verify the information is correct:



- If the information is correct, select **Send**. DirectFax will close after you press enter and a message will arrive in your e-mail client shortly after the fax has been successfully processed by MessageVision.



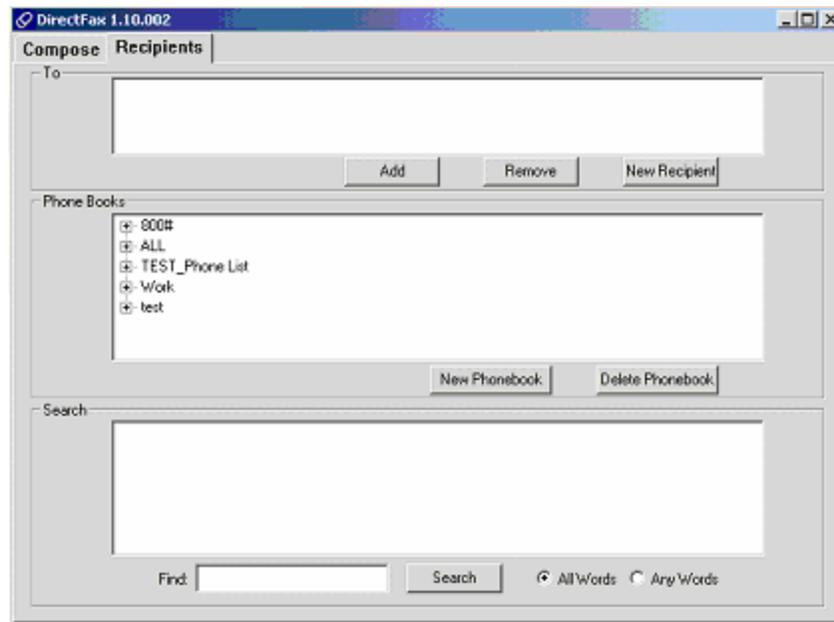
If you wish to schedule the fax to sending at a future time, review the section, [Scheduling a fax](#).

To send multiple faxes

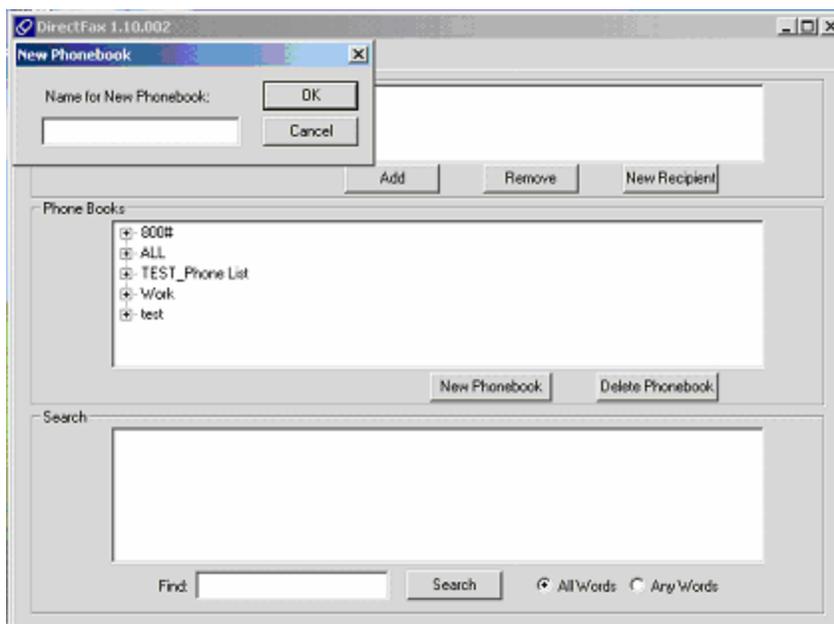
To send a fax to more than one person, you must first create a phonebook using the following procedure:

Create a phonebook

1. Select the Recipient tab.



2. Select **New Phonebook**. Enter the name of the new phonebook and press **OK**.

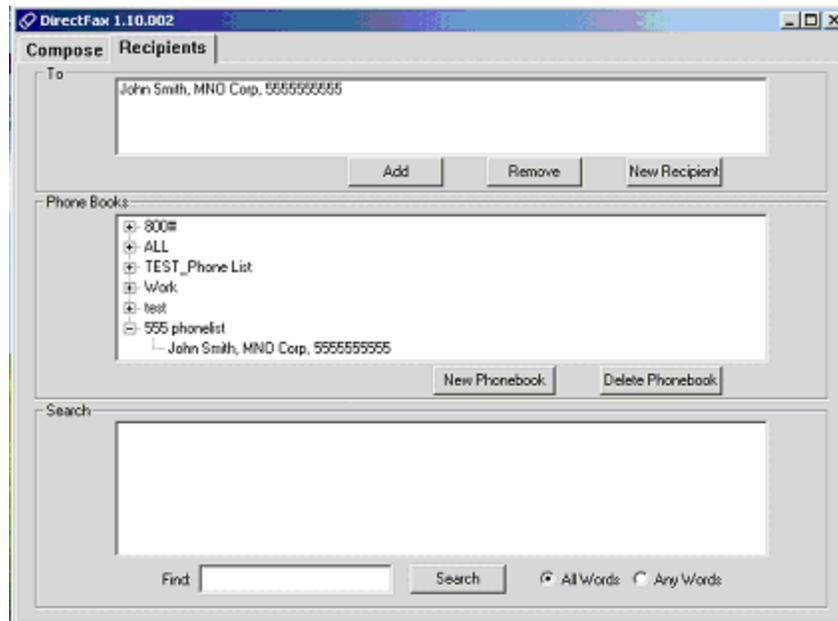


- To add customers in the new phonebook, select **New Recipient**.

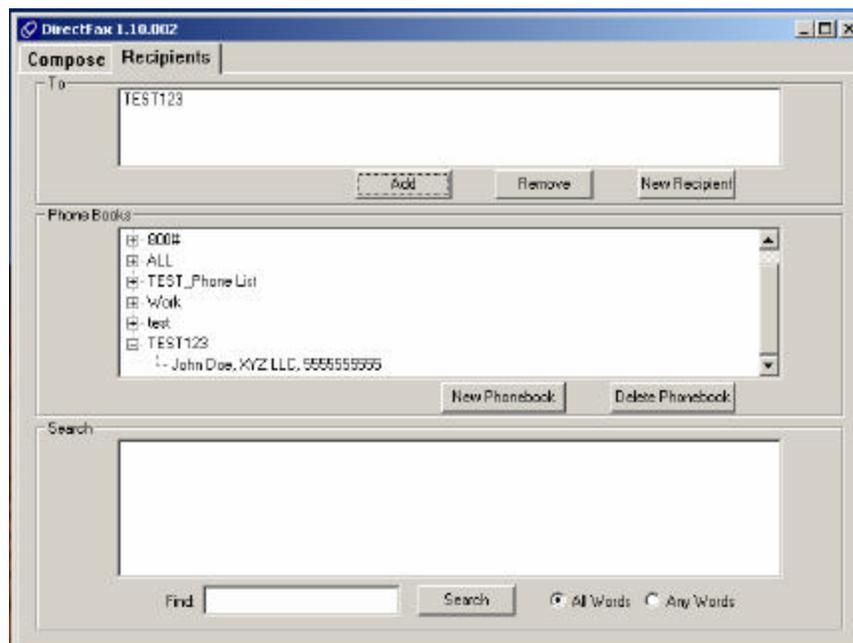
- Enter the customer's information in the appropriate fields in the Background Information and press **OK** when finished.

- At the Dialog box, select the new phonebook from the menu and press **OK**.

- Verify the new entry is in the new phonebook.



- Following steps 3 through 6 from above to add more customers in the new phonebook. Once complete, select the new phonebook and select **Add**. This will populate the To field with the new phonebook.



8. Select the Compose tab. The new phonebook will appear in the To field.

9. Enter any cover pages or attaches as in steps 2 through 4 under *To Send A Single Fax*.
10. After reviewing your fax, select **Send** to start the fax immediately. The service will send to all fax numbers within the phonebook. If you wish to schedule the broadcast to start at a future time, review the section, *Scheduling a fax*.

If you wish to remove either a phonebook or an individual entry from a list, see the *Remove entry* under the section, *Recipient tab*.

Scheduling a fax

If you wish to schedule the fax to go at another time, perform the following:

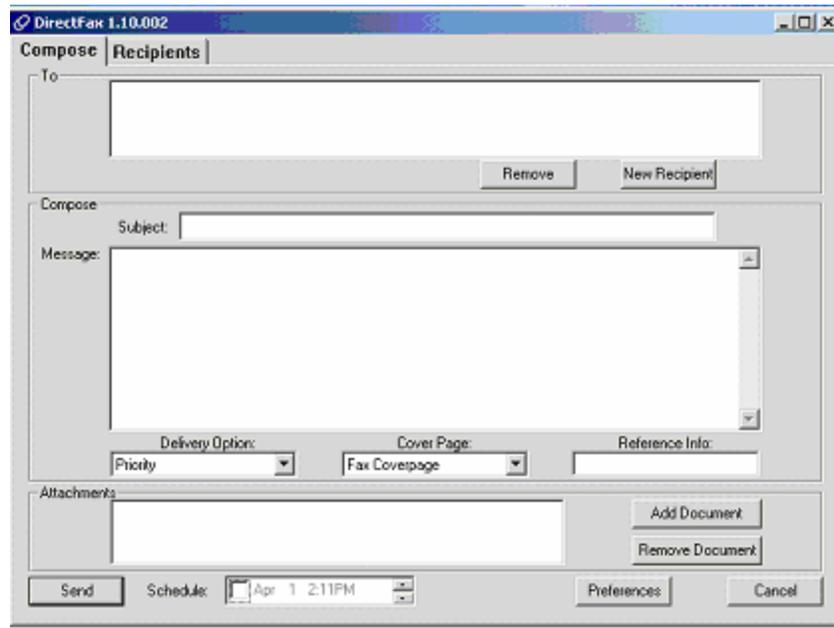
1. Mark the Schedule box.

2. Select the month or day or time fields and either enter or scroll to the date/time you wish the fax to be sent.
3. Select **Send**. The fax will be scheduled to start to send at that time and date.

Other functionality

To enhance your fax broadcast(s), DirectFax has the following options:

Compose tab

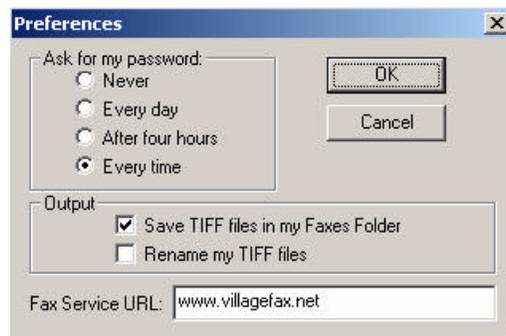


? Delivery Option

There are two delivery options: Priority and Express. Unless directed by MessageVision, **do not** change this setting.

? Preferences

Selecting Preferences opens the Preferences box:

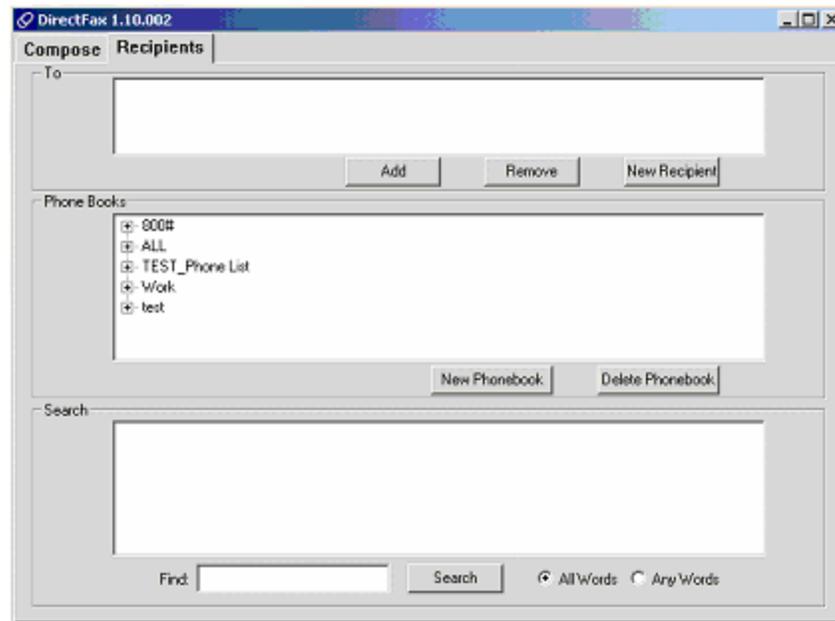


Ask for my password configures how often DirectFax launches the dialogue box when using the printer utility.

Output determines how copies of outgoing faxes (in TIFF format) are handled. The default is *Save TIFF files in my Faxes Folder* and should be left alone unless otherwise directed by MessageVision.

Fax Service URL shows the website address to the service. *Do not change the address.*

Recipient tab



? Remove

To delete an individual's entry from either the To field, select the individual's entry and then select Remove. Use this functionality to remove them from a phonebook as well.

To remove an individual from a phone, perform the following:

1. Open the phonebook by selecting the "+" in front of the phonebook's name.
2. Select the entry to be deleted.
3. Select **Add** to place the entry in the To field.
4. Select the entry and select **Remove**. This will remove the entry from all phonebooks.

? Delete Phonebook

To remove a phonebook and its contents from your account, select the phonebook and select **Delete Phonebook**.

? Search

The Search feature allows you to find specified text within the phonebooks. To use, simply enter the text in the Find text box and select **Search**. DirectFax will search *all* phonebooks in your account containing the text.