



Broadcast Faxing via Browser

Table of Contents

- TABLE OF CONTENTS - 1 -**
- LOG ON - 2 -**
- THE JOB CONTROLS AND PREFERENCES TABS - 3 -**
- DELIVERY - 3 -**
- JOB CONTROLS - 4 -**
- PREFERENCES TAB - 5 -**
 - PASSWORDS - 6 -
- BROADCASTING A FAX - 8 -**
 - 1. PREPARATION - 8 -
 - Phone lists* - 8 -
 - Formatting and uploading Cover pages and fax merges* - 9 -
 - Attachments* - 9 -
 - 2. UPLOAD - 10 -
 - Upload Cover Page/Fax Merge postscript* - 10 -
 - Upload Attachments* - 11 -
 - Upload Phone lists* - 12 -
 - 3. TEST FAX - 14 -
 - 4. BROADCAST - 15 -
 - Schedule fax* - 15 -

This document provides a step-by-step procedure to submitting a broadcast to a list of recipients.

Log on

1. To access the VillageFax.com's Internet Fax Service Home Page, set the browser's URL to *http://www.VillageFax.net*.
2. Click **Service Entry**.
3. At the logon window, enter the faxit ID (i.e., faxit####) and password. Click **OK**.

Enter Network Password

Please type your user name and password.

Site: www.villagefax.net

Realm: web faxing

User Name:

Password:

Save this password in your password list

OK Cancel

The DirectFax browser will be displayed:

VILLAGEFAX.NET

Compose | Phonebook | Fax Merge | Record Maint. | Preferences | Help
 General | Delivery | Queue | Reports | Job Controls | Cover Page

History:

Submitted Date	Scheduled Date	Phonebook Recipient	Recipient Count	Ref Info	Pages
Refresh History/Queue					

Queue:

Name	Fax Number	Pages	Attempts	Status	Schedule MM DD HH:MM
**** Queue is Empty ****					

Functions:

View
 Modify
 Resubmit
 Hold
 Delete

The Job Controls and Preferences tabs

Before discussing the details of submitting a broadcast, here is a brief discussion of three very important pages on the browser:

Delivery

Click on the **Delivery** tab.

The Delivery page shows how fax jobs are configured to be sent by the service. The default settings for customers are:

Attempts (If Busy): **2**

Retry Intervals (Mins): **10**

Delivery Option: **Express**

Please verify the settings are correct. If not, change the appropriate setting and select **Save Changes**.

VILLAGEFAX.NET

Compose | Phonebook | Fax Merge | Record Maint. | Preferences | Help
General | Delivery | Queue | Reports | Job Controls | Cover Page

Attempts (If Busy): 1 2 3

Retry Intervals (Mins): 10 20 30 120

Delivery Option: Priority Express

Important Notes:

1. The default Attempts for this service is 1 unless the fax number **dialed** is busy. If the fax number is busy the service will make a second attempt. **Additional attempts for failures other than "busy" will not be made. Selecting additional "busy" attempts is an option, but will result in additional charges per attempt.**
2. The default Delivery Option is Express. Increasing this to Priority may not be possible depending on the size of the broadcast list. Increasing Priority will result in additional charges per attempt. The following describes the service levels:
 - Priority - As Per Agreement
 - Express - As Per Agreement

Save Changes Cancel

Job Controls

Click the **Job Controls** tab.

The Job Controls page lists the currently active broadcasts as well as those broadcasts that have been completed. It provides control features for those broadcasts that are still active. Broadcasts can be stopped (*Hold*) or removed (*Delete*) in this tab.

The screenshot shows a web-based interface for managing broadcasts. At the top, there are navigation tabs: Compose, Phonebook, Fax Merge, Record Maint., Preferences, Help, General, Delivery, Queue, Reports, Job Controls (selected), and Cover Page. Below the tabs, there are navigation arrows for 'Previous' and 'Next'. The main area is titled 'Job Logs:' and contains a table with the following columns: Submitted Date, Scheduled Date, Phonebook Recipient, Recipient Count, Ref Info, and Pages. The table contains three rows of data:

Submitted Date	Scheduled Date	Phonebook Recipient	Recipient Count	Ref Info	Pages
May 07 01:59PM	May 07 01:54PM	Receiver	1		1
May 07 01:58PM	May 07 01:54PM	Sender	1		1
May 07 01:55PM	May 07 01:54PM	Sender	1		1

To the right of the table are buttons for 'Get Current', 'Job Details', and 'Queue Functions: Resubmit', 'Hold', and 'Delete'. Below the table is a section for selecting a report date/time range for the submitted date, with 'From:' and 'To:' fields and a 'Display' button.

The *Previous* and *Next* arrows scrolls to broadcasts currently not in the Job Logs display.

The *Get Current* button updates the active broadcasts and shows their most current statuses, including new broadcasts.

The *Job Details* button opens a History Details window which displays such details as who sent the broadcast; its recipient; if there is a cover page associated with the broadcast; and other information. **NOTE:** Before clicking the button, please select one of the displayed broadcasts.

The buttons in the *Queue Functions* section are considered the most important in controlling broadcasts. **NOTE:** before clicking on any of the three functions, select the specific broadcast first to highlight it.

The *Resubmit* button re-queues (resume) the selected broadcast held in the broadcast queue. Note that most held broadcasts stay in the queue up to 48 hours before being deleted by the VillageEDOCS system.

It is considered preferable to resubmit held broadcasts instead of trying to resend them via e-mail-to-fax or create a new broadcast. Resubmitting held broadcasts resumes from the last successful broadcast: if the broadcast was to ten recipients and the broadcast stopped (held) on the sixth recipient, clicking the resubmit button will resume from that broadcast.

The *Hold* button stops the selected broadcast for 48 hours.

The *Delete* option removes the selected broadcast from the system.

The section, *Select Report Date/Time...*, shows broadcasts within a specific date range. To use, select the desired date range from the To and From drop down lists and then click **Display**. Records of broadcasts are held up to ninety days.

Preferences tab

Click the **Preference** tab.

The Preferences Page serves to display or change the personal information and selectable defaults (preferences) available through the service. Passwords can be changed in this tab.

The screenshot shows the 'VILLAGEFAX.NET' interface with the 'Preferences' tab selected. The interface is divided into two main sections: 'Personal Information' and 'Cover Page Information'.
Personal Information: This section contains text input fields for Name (Joan Smith), Company (ABC Corp), and Email (joansmith@abccorp.com). It also includes fields for Phone (555-555-5555) and Fax (555-555-5555). A 'Change Password' button is located to the right of these fields.
Cover Page Information: This section includes a 'Select Coveragepage:' dropdown menu set to 'Fax Coveragepage'. Below it are four 'Select Header Strip Fields:' dropdown menus: Position 1 (From Organization), Position 2 (From Fax Number), Position 3 (Page # of #), and Position 4 (Date/Time). To the right of these fields are radio buttons for 'Select Paper Size:' with 'Letter' selected and 'A4' unselected. A 'Save Changes' button is positioned to the right of the 'Cover Page Information' section, and a 'Cancel' button is located below it.

The *Preferences* page displays personal information, setting, and preference information for broadcast.

The *Personal Information* section displays name, company, e-mail address, and main contact phone number and fax number. After making any changes to the fields, click **Save Changes** to save the new information as default.

The *Cover Page Information* section displays options for a default cover page (if any).

The *Select Cover* page list allows selection of a cover page to be the default.

Select Paper Size determines the default paper size for all broadcasts.

Select Header Strip Fields determines what will be displayed on the header section of any broadcast. Please note that while the Position 1 and Position 3 list are customizable; Position 2 (From Fax Number) and Position 4 (Date/Time) are *required*.

After making any changes to any of the fields, click **Save Changes** to save the new information as default.

Passwords

Passwords can be changed by clicking **Change Password**. To do so, perform the following:

1. At the dialog box, enter the old password.



2. Enter the new password.
3. Click **Change Password**.
4. Press **OK** to save the new password as well.

Upon clicking **Fax Defaults**, a dialog box is displayed.

Fax Defaults

E-mail User When Fax Sent...

Successful:

Retry:

Failed:

When Fax Received...

E-mail:

Fax:

When Broadcast Complete...

E-mail:

Fax:

Email Authentication (Email to Fax)

Email Authentication Address 1:

Email Authentication Address 2:

Email Authentication Address 3:

Time Displays

Time Format: Report Times in:

The *Fax Defaults* section displays the e-mail addresses where to send messages when a fax has been sent successfully; retried; has failed; received by the recipient; and the broadcast is complete. The e-mail address in the fields is usually the sender's e-mail address.

The *Email Authentication (Email to Fax)* section displays the e-mail address(es) verified by VillageEDOCS to confirm the account is a legitimate one of the company's services. Up to three addresses may be entered in this section. It is *extremely* important the addresses be entered correctly. Otherwise, broadcasts will not be sent.

The *Time Displays* section displays how to display time in the browser's setting and in what time zone.

Broadcasting a fax

The steps involved in broadcasting a fax are:

1. Preparation of documents involved in the broadcast.
2. Uploading the documents.
3. Testing.
4. Broadcasting the documents to the recipients.

1. Preparation

Before sending any broadcasts, make sure all the documents are in the correct file formats.

Phone lists

A phone list can be created two different ways. The first (and most common) is importing the list and the second is to create one.

Importing

Importing phone lists into the browser uses an already created list of faxes and uploads the list into the browser.

1. Verify the phone list file format. It should be in *CSV-comma delimited format (*.csv)*. If not, save it as a *.csv file. In Microsoft Excel, perform the following:
 - a. Click **File**→**Save As...**
 - b. At the *Save as type* list, select **CSV (Comma delimited) (*.csv)**.
 - c. Save the phone list. At the error messages, click **Save** or **OK** to bypass them.
2. Open the phone list. Verify the header strip (the first row) is labeled correctly (i.e., fax, name, etc.)
3. Save the phone list. At any error messages, click **Save** or **OK** to bypass them.

Creating

The browser allows the creation of a new phone list instead of importing it. Perform the the following:

1. Click the **Phonebook** tab.
2. In the *Enter Name of New Phonebook* field, enter the name of the new phonelist.
3. Click **Create New**. A new, empty phonelist will be in the browser.
4. Click the **Record Maintenance** tab.
5. Select the new phonelist from the *Select PhoneBook to Modify* list.
6. Enter desired information in the fields (e.g., Last Name, etc.) **Note:** The *Facsimile* field *must* be filled.
7. Click **Add** to upload address to the phonelist.

Formatting and uploading Cover pages and fax merges

1. Find the keywords placeholders. Enter the keywords in the placeholders. Make sure the keyword are in either the font Arial or Times New Roman.
2. Create a *postscript* (*.prn or *.ps) document. A brief process is below:
 - a. Click **File**→**Print...**
 - b. Click **Print to File**, then click **OK**.
 - c. Select a location to place the postscript file.
 - d. Enter the name of the file. Click **OK**.

Attachments

There are no special formats for documents that will be simply broadcasted.

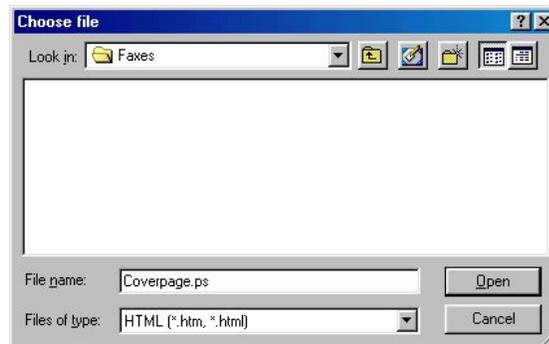
2. Upload

After verify all the documents are in the correct format, upload each to the browser.

Upload Cover Page/Fax Merge postscript

1. Click the **Cover Page** or **Fax Merge** tab.

2. Enter the name of the postscript page in the IMPORT section in the field, *Enter the new Fax Coverpage (or Fax Merge) Name:*
3. Click **Browse...** to find and select the new postscript document.



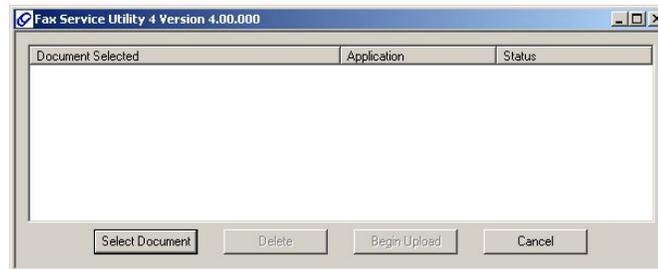
4. Select the postscript document, then click **Open**.
5. Click **Execute Import** to upload the selected postscript document.
6. Click **OK** when the Coverpage (or Fax Merge) Import window states the import was successful.
7. If the cover page/fax merge is the only document, precede to testing. See **Test fax** in the following pages.

Upload Attachments

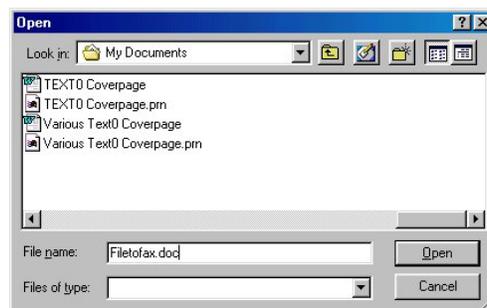
Attachments are in a VillageEDOC-supported format.

1. Click the **Compose** tab.

2. Click **Upload Document**.
3. Click **Select Document**.



4. Find the document. Select the document to upload. If there are multiple documents, use the Shift or Ctrl key to select the additional documents.



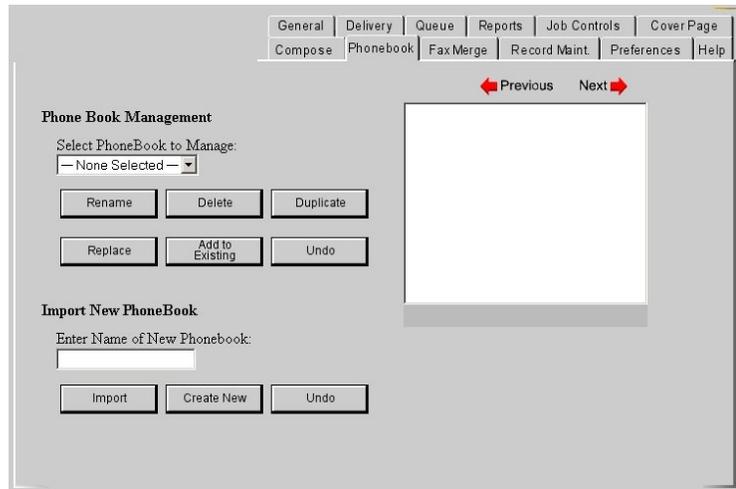
5. Click **Open**.
6. Click **OK** once the DirectFax window shows the upload is successful.



Upload Phone lists

Phone lists *must* be in CSV-comma delimited format.

1. Click the **Phone List** tab.

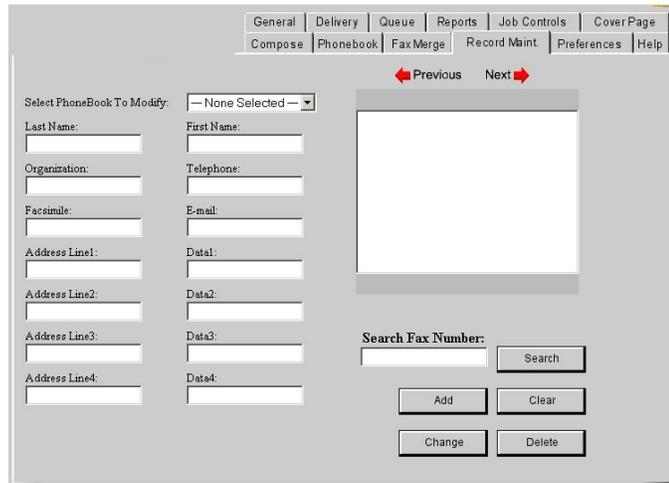


2. Enter the new phone list's name.
3. Click **Import**.
4. Click **Browse**. Find the phone list.
5. Select the list, then click **Open**.
6. Click **Proceed** to upload the phone list.
7. Match the service phonebook fields with the fields in the Phonebook Import window.



WARNING: The *Your Fields: Fax* and the *Service Phonebook Fields: Facsimile* **must** be matched.

8. Click **Proceed**.
9. Click **OK** when the Phonebook Import window states it is done.
10. Click the **Record Maint.** tab.

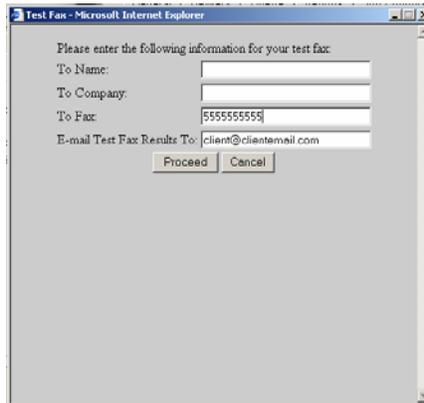


11. In the *Select PhoneBook To Modify* list, select the desired phone list. The information within the list will populate the window on the right. These are fax numbers.
12. Select any of the fax numbers. Information should populate the fields on the left (e.g., *Last Name, First Name, Facsimile*, etc.)
13. Verify the *Facsimile* field is populated.

3. Test fax

It is **strongly** advised to generate a test fax from a local fax machine before sending a broadcast.

1. Click the **Compose** tab.
2. Confirm attachment and any cover page/fax merge has been uploaded.
3. Click **Test Fax**.
4. Enter Name (optional), Company (optional), and fax number. For fax number, use any local machine.



The screenshot shows a web browser window titled "Test Fax - Microsoft Internet Explorer". The page content is a form with the following fields and values:

- To Name: [Empty text box]
- To Company: [Empty text box]
- To Fax: 5555555555
- E-mail Test Fax Results To: client@clientmail.com

At the bottom of the form are two buttons: "Proceed" and "Cancel".

Note: The e-mail address in the *E-mail Test Fax Results To* field will be used to send confirmation messages. It is *strongly* advised not to change the address.

5. Click **Proceed**. The program will generate a fax printout for to review. Also, messages indicating if the fax was successfully transmitted will be sent to via e-mail.

4. Broadcast

Once Steps 1 through 3 have been completed, the broadcast is quite simple:

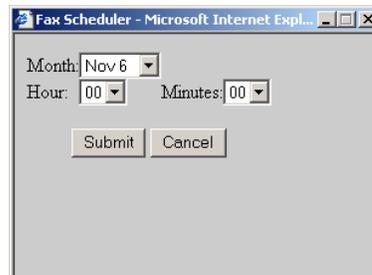
1. Select the phone list.
2. Confirm attachment and any cover page/fax merge has been uploaded. If not, select or uploaded them again.
3. Enter any reference information in the *Reference No:* field.
4. Click **Send Fax** to submit the broadcast *immediately*. The following message will be generated indicating the broadcast has been successful:



However, if want to send the broadcast on a different date and time, see Schedule fax below.

Schedule fax

1. Click **Schedule Fax**.



2. Select the Month, Hour, and Minutes the broadcast is to be sent. Click **Submit** when finished.
3. Click **Send Fax**.