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# RelayFax SMTP Client

## v7.1

# **RelayFax SMTP Client User Manual**

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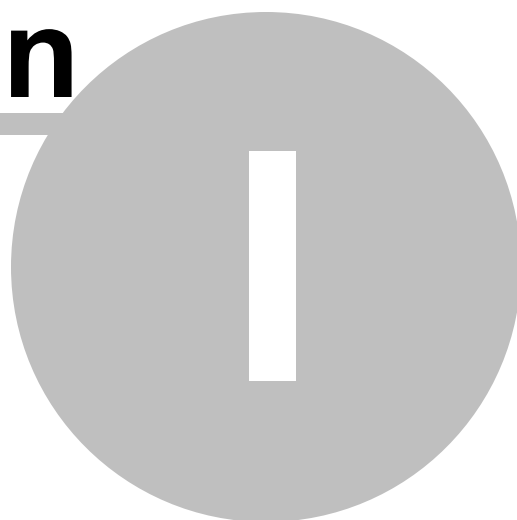
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**Section**

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# 1 Introduction

RelayFax includes a special application called the RelayFax SMTP Client, which can be installed on your network workstation, at home, or at any other remote location. The RelayFax SMTP Client, and the accompanying [RelayFax Printer Driver](#)<sup>[40]</sup> and RelayFax OCR (Optical Character Recognition) Printer Driver, make it possible to fax anything that you can scan or print. The client will attach the relevant document to an email message and then send it to the RelayFax server. Then, based upon the contents of the message or the fax rules configured on the server, RelayFax will route the fax to its appropriate destination. The client also contains a "Cover page only" feature for sending short messages requiring only a cover page. Documents can be faxed by printing to the RelayFax Printer Driver instead of to your normal printer, scanning them using the client's scanner and twain support, or by attaching files using the client's Attached Documents pane.

Whenever you scan a document or print one to the RelayFax Printer Driver, the RelayFax SMTP Client will be opened automatically for completing your fax. You will enter the fax recipient information manually or with the Contact Manager, choose from several other options such as alternate cover pages and scheduling, and then click the Send Fax button. The client will then email the document to your RelayFax server's mailbox (dialing into the Internet if necessary) where it will be collected and faxed to its final destination.

When faxing documents via the RelayFax OCR Printer Driver, the documents will be scanned for specific identifiers to determine the recipient's fax number and name, the subject of the fax, and so on. It will then be sent to your RelayFax server normally, just like when sending manually or printing to the RelayFax Printer Driver. The Fax Client, however, will not be opened because the recipient and other information will be taken from the document itself.

The RelayFax SMTP Client and RelayFax Printer Driver can also be accessed by custom applications in order to automatically fax documents. For more information on using this functionality, see: [Sending Faxes Programmatically](#)<sup>[49]</sup>

## RelayFax SMTP Client Features

- Immediate faxing from within any application by printing a document to the [RelayFax Printer Driver](#)<sup>[40]</sup>.
- A cover page [comment](#)<sup>[25]</sup> feature allows quick and easy faxing of a brief "cover page only" message.
- Full [twain device support](#)<sup>[33]</sup> for faxing from scanners and digital cameras.
- [Quick-Scan](#)<sup>[21]</sup> features make it possible to scan and fax documents by simply clicking a shortcut menu option or pressing the button on your scanner.
- [Contact Manager](#)<sup>[22]</sup> that can be used to share contacts over a network.
- [Confirmation Request](#)<sup>[37]</sup> feature that will cause RelayFax to inform the sender when their fax has been successfully transmitted.
- RAS [Dialup](#)<sup>[17]</sup> controls make it possible for the Client to automatically dial into the Internet when being used remotely.
- Support for including [extra information](#)<sup>[25]</sup> on the cover page such as: recipient's

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name and company, sender's name and contact information, billing codes, and more.

- Client may be used to [email](#)<sup>[25]</sup> messages directly to users instead of to RelayFax for faxing.
- [Scheduling](#)<sup>[32]</sup> feature so that you can designate a specific date and time to send the fax.
- By setting the parameters in the FAXCLNT.INI file, the RelayFax SMTP Client and RelayFax Printer Driver can be accessed [programmatically](#)<sup>[49]</sup> by other applications, which enables them to send faxes automatically.
- Client contains a personal [cover page manager](#)<sup>[28]</sup> and can utilize custom cover pages.
- Client allows [attachment](#)<sup>[36]</sup> of documents to outgoing faxes.

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**See also:**

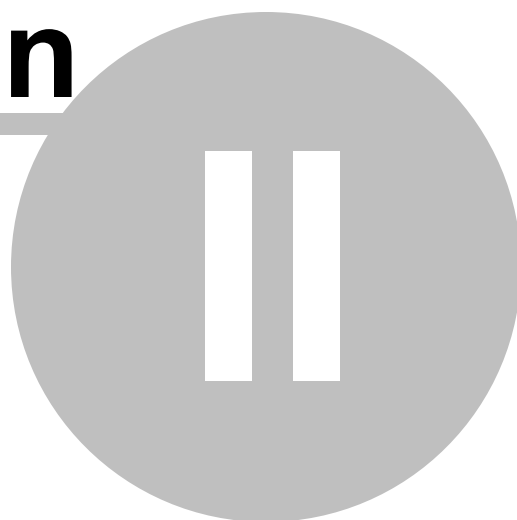
[Using the RelayFax SMTP Client](#)<sup>[10]</sup>





# Section

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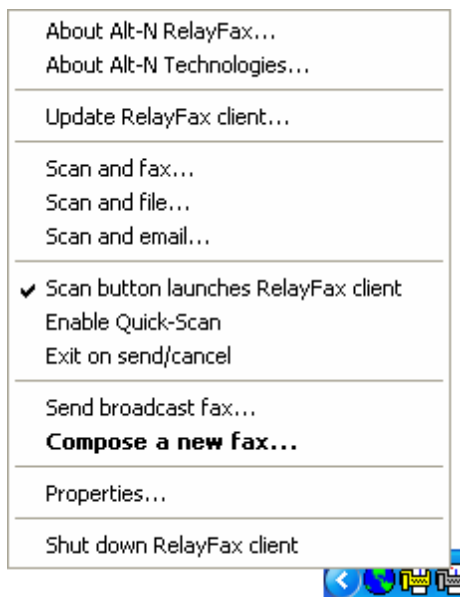
## 2 Using the RelayFax SMTP Client

### Starting the Client

To start the RelayFax SMTP Client click the icon on the desktop, or click the Windows START button and navigate to the client's icon in the RelayFax program group. The client starts automatically when you print to the RelayFax Printer Driver from within a Windows application, or when you click the scan button on your scanner.

### Using the Client

When the client is running, an icon will be displayed in the system tray. Right-click this icon to display a shortcut menu from which you can access various client features.



### The following items are available on the shortcut menu:

**About Alt-N RelayFax** – Click this option to display copyright, developer, and support information about RelayFax.

**About Alt-N Technologies** – Opens your browser to Alt-N Technologies' web site.

**Update RelayFax Client** – Click this option to find out if there is a more recent version of the RelayFax SMTP Client available. This will cause a Client Update Request to be sent to your RelayFax server. Be sure that you have entered your information into the [Server Settings](#)<sup>[16]</sup> and [Dialup Settings](#)<sup>[17]</sup> panes of the Properties dialog before attempting to send an update request. Without this information the client won't be able to send your request correctly. NOTE: Some RelayFax servers might not be configured to accept requests for client update information. Consequently, some users may not receive a response to their update requests.

**Scan and fax** – If your computer has a scanner installed then you can click this option to have the RelayFax SMTP Client scan a document and then open the Compose Fax dialog to fax it.

**Scan and file** – Click this option to scan and save a document to your hard disk. You will be prompted to choose the folder where you wish the file to be saved.

**Scan and email** – Click this option to scan a document and then email it to someone. First, type the recipient's email address into the dialog that will open (or click the Contacts button on it and then choose the recipient). Next, click OK and type a subject for the email on the Compose Fax dialog. Click Send Fax when you are ready to send the email.

**Scan button launches RelayFax client** – Some scanners have a button that can be used for "one-touch" scanning. Enable this shortcut option if you want your scanner button to automatically launch the RelayFax Client in addition to activating your scanner.

**Enable Quick-Scan** – When this option is enabled and you attempt to use your scanner to acquire a document, the RelayFax Client will immediately scan the document using the scanner's current default settings rather than present you with a Scanner Options dialog first. A check mark will appear beside this option when it is enabled.

**Exit on send/cancel** – Activate this option if you want the RelayFax SMTP Client to shut down after a fax is sent or the Cancel button inside the client is clicked – the client will close and the tray icon will disappear. When this control is not enabled, the Compose Fax dialog will close but the tray icon will still be accessible.

**Send broadcast fax** - Opens the [broadcast fax wizard](#)<sup>[50]</sup> that will walk you through the steps of sending a broadcast fax.

**Compose a new fax** – Click this option to open the client's [Compose Fax](#)<sup>[24]</sup> dialog.

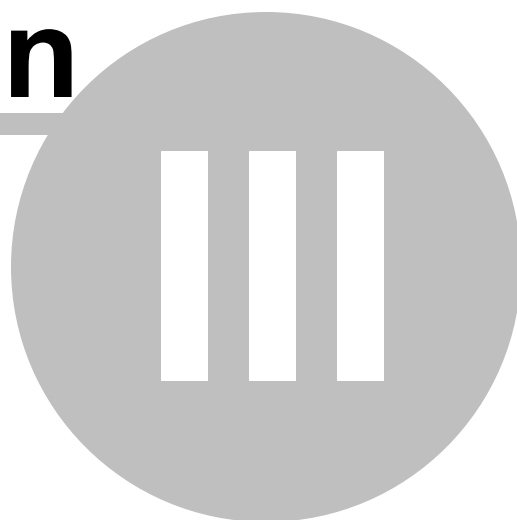
**Shut down RelayFax client** – Click this option to shut down the RelayFax SMTP Client. The tray icon will disappear and all client dialogs will close.

**Properties** – Click this option to open the client's [Properties](#)<sup>[14]</sup> dialog, which is used to configure your personal settings, server settings, dialup options, and more.



# Section

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## 3 Properties Dialog

### 3.1 Personal Settings

RelayFax SMTP Client v7.0.0a

Options

- Personal Settings
- Server Settings
- Dialup Settings
- Client Settings
- Scanner Settings
- Contact List

My personal information

My real name is

My email address is

My street address is

My city   Put ZIP before City

My state or province  My ZIP or postal code

My company name

Home phone  Home fax

Business phone  Bus. fax

Billing code

Fax password

If your RelayFax server requires a fax password, enter it here.

OK Cancel Help

The Personal Settings pane is used to include various bits of personal information on your fax's cover page. This information may also be compared by the RelayFax server to its Outbound Fax Rules. When a message matches one of the rules, the server will perform whatever action the rule was designed to cause. It could, for example, fax the message to a specific destination, print it, email it to someone, and so on.



Filling in the fields on this dialog doesn't necessarily mean they will all appear on the cover page. Cover pages will only display the information that they have been designed to display.

#### My Personal Information

##### My real name is

Enter your name here. This information may appear on the cover page of faxes that you send.

##### My email address is

Place your email address in this text box. RelayFax will send delivery confirmation notices and notifications of problems with your fax to this address.



This address must match a licensed user of the RelayFax system.

**My street address is**

Enter your street address here. Two fields are provided but you can leave the second one blank if it isn't needed.

**My city**

This field is for you city.

**My state or province**

Enter your state or province here.

**My ZIP or postal code**

This field is for your ZIP or postal code.

**Put ZIP before City**

When formatting an address in some regions, the zip or postal code is placed before the city. Click this check box if you want your address to be formatted that way.

**My company name**

Type the name of your company here.

**Home phone**

Your home telephone number.

**Home fax**

Your home fax number.

**Business phone**

Enter the voice telephone number of your business.

**Business fax**

This is your business fax number.

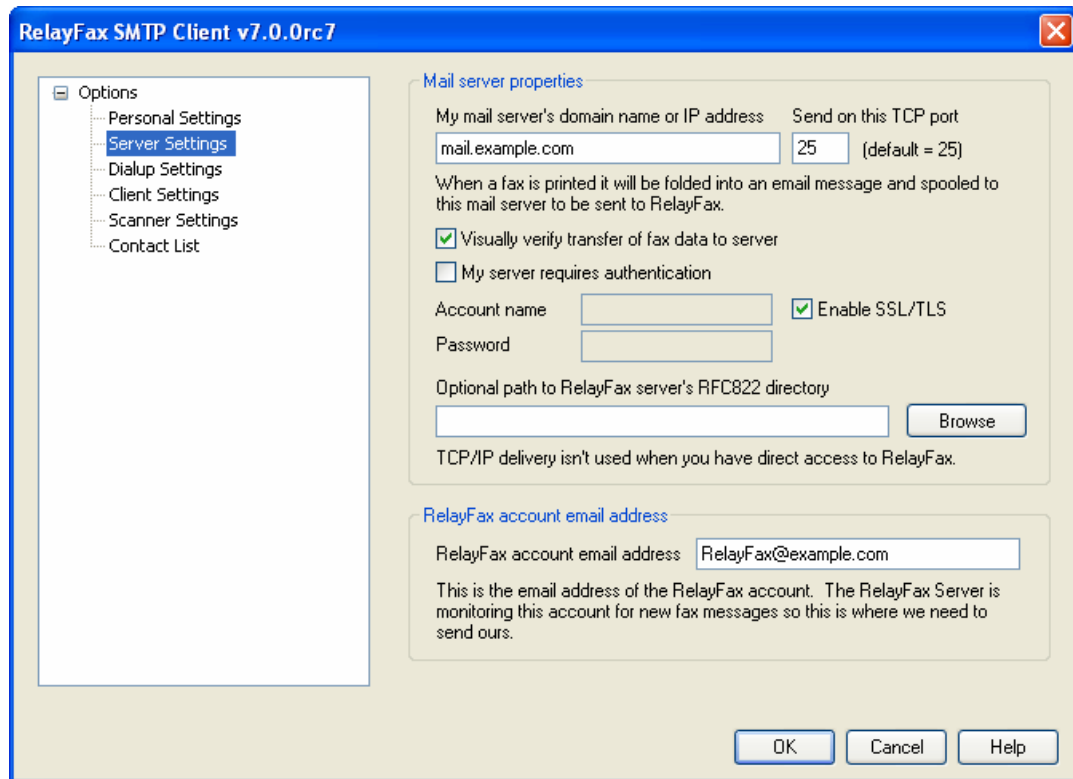
**Billing code**

If you are required to provide a billing code or special identifier with your faxes, enter it into this field.

**Fax password**

If you are required to include a password with your faxes then enter it here.

## 3.2 Server Settings



This dialog is used to configure various settings that the RelayFax SMTP Client needs in order to process your faxes.

### Mail Server Properties

#### My mail server's domain name or IP address

Enter the domain name or IP address of your mail server, where your email account is located. This could be a mail host provided by your Internet service provider, a mail service provider, or a server located at your company. When sending a fax the RelayFax SMTP Client will fold it into an email message and then send that message to this mail server for delivery to the RelayFax Server mailbox.

#### Send on this TCP port

The client will send your messages on this port.

#### Visually verify transfer of fax data to server

Normally the client transfers fax data in the background. Click this switch to interactively monitor transactions as they occur.

#### My server requires authentication

Click this check box and enter your login credentials below if you are required to log in to your mail server when sending email.



**Account name**

Enter the account name or login used for logging into your mail server.

**Password**

Enter the password corresponding to the *Account name* specified above.

**Enable SSL/TLS**

Check this box if you wish to use SSL/TLS when sending faxes to the mail server.

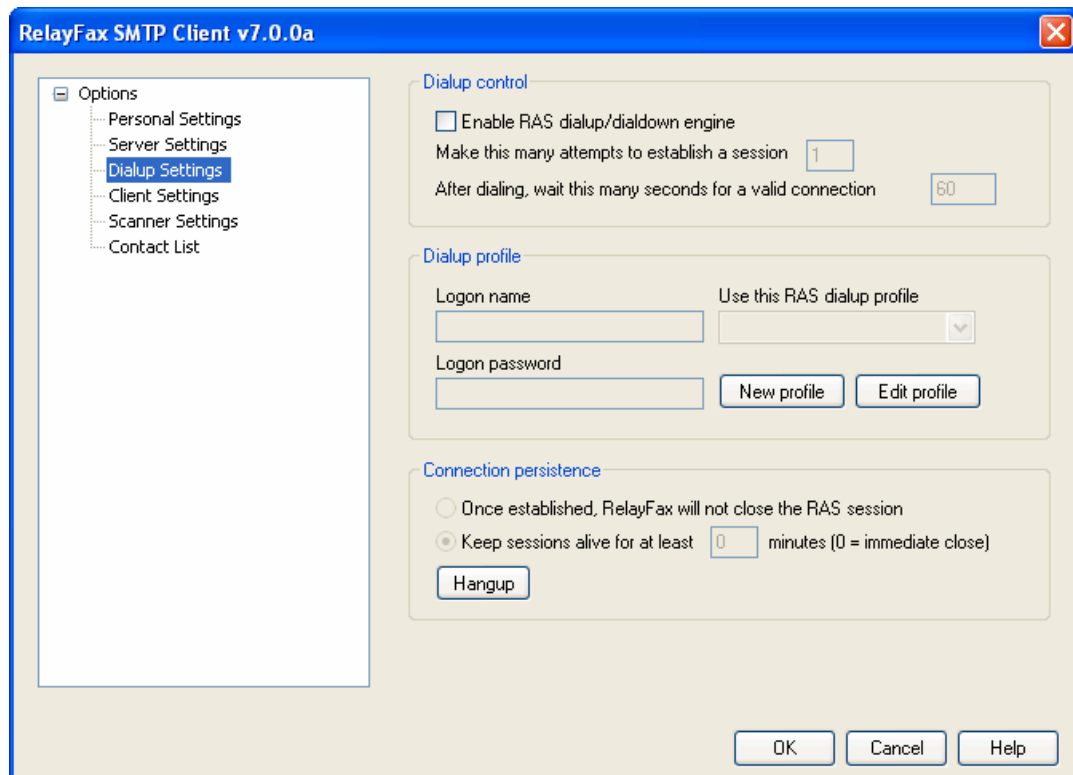
**Optional path to RelayFax server's RFC822 directory**

If your RelayFax SMTP Client is installed on the same machine as your RelayFax server, or one that is accessible via your local area network, then you can specify the path to its RFC822 directory here (e.g. "C:\Program Files\RelayFax\Rfc822"). This will deliver your outbound faxes directly to RelayFax instead of having to go through your mail server.

**RelayFax Account Email Address****RelayFax account email address**

This is the email address that the RelayFax server will check for messages waiting to be faxed. All of your outbound fax messages should be sent here so that they can be processed by RelayFax.

### 3.3 Dialup Settings



Use the options on this pane if you need to configure your client to dial in to the Internet in order to pass a fax to the RelayFax server for faxing. If your computer resides on a network or you have some other direct connection to the Internet such as DSL, then this feature will not be necessary.

### Dialup Control

**Enable RAS dialup/dialdown engine**

Click this checkbox to enable/disable the dialup feature.

**Make this many attempts to establish a session**

RelayFax will attempt to connect to the remote host this many times before giving up.

**After dialing, wait this many seconds for a valid connection**

This value determines how long the client will wait for the remote computer to answer and complete the dialup connection.

### Dialup Profile

**Logon name**

The value specified here will be passed to the remote host during the authentication process.

**Logon password**

The value specified here will be passed to the remote host during the authentication process.

**Use this RAS dialup profile**

This drop-down list allows you to select the session profile that has been previously defined through windows Dialup Networking or Remote Access Services Setup.

**New profile**

Click this button to create a new Dialup Networking or Remote Access Services profile.

**Edit profile**

Click this button to edit the currently selected Dialup Networking or Remote Access Services profile.

### Connection Persistence

**Once established, RelayFax will not close the RAS session**

By default, RelayFax will shut down a created connection immediately after all mail transactions have been completed and the session is no longer in use. Selecting this option will allow the session to remain active even after all mail has been sent.

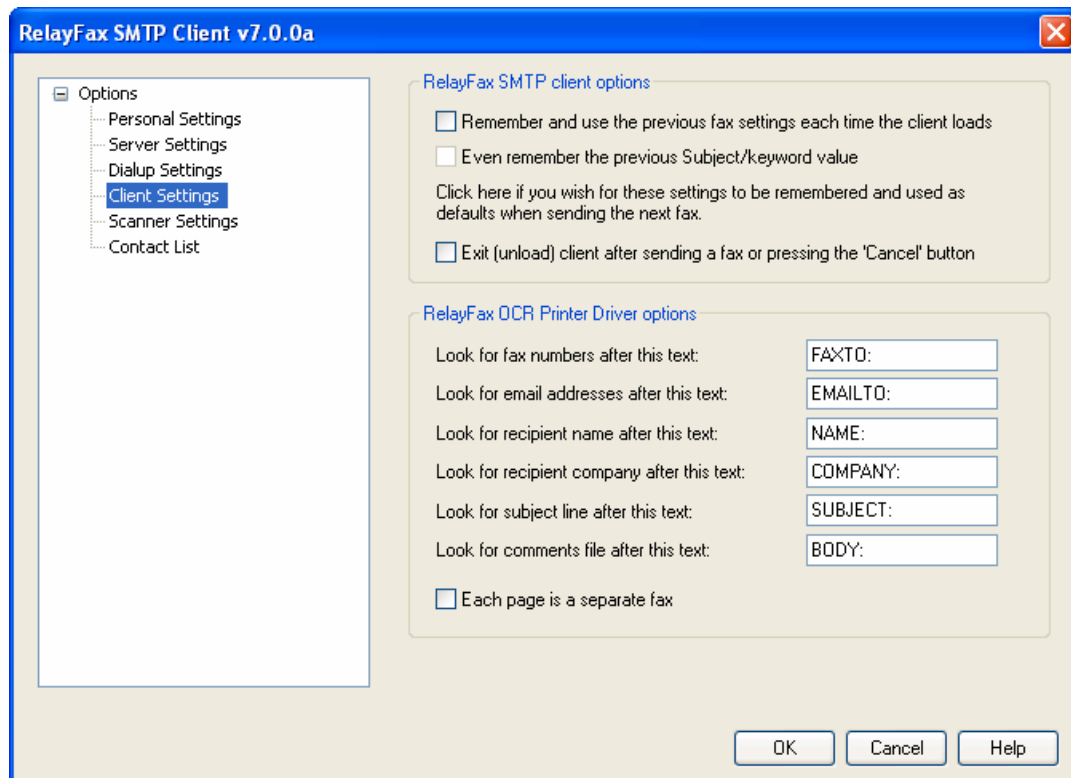
**Keep sessions alive for at least XX minutes**

If enabled, this option will allow a RelayFax created RAS session to survive for at least the number of minutes specified. Placing a zero in this entry will cause the connection to be immediately closed after all transactions have been completed.

### Hangup

This button will break the connection to the ISP. This button is active only if RelayFax has initiated the dialup session.

## 3.4 Client Settings



### RelayFax SMTP Client options

#### Remember and use the previous fax settings each time the client loads

Click this checkbox if you want RelayFax to save the client's current settings for the next time the client is opened. This will also save any recipient information that you have filled in on the Compose Fax dialog's [Properties](#) pane. However, the Recipient list will not be saved.

#### Even remember the previous Subject/keyword value

If you have enabled the "Remember and use the previous fax settings..." checkbox then click this control if you want the content of the "Subject/Keyword" field on the [Properties](#) pane of the Compose Fax dialog to be saved as well.

#### Exit (unload) client after sending a fax or pressing the 'Cancel' button

Check this box if you want the Client to exit and the tray icon to disappear after

sending a fax or clicking the 'Cancel' button on the dialog. If this control is not enabled then the tray icon will remain active but the dialog will still close.

### **RelayFax OCR Printer Driver Options**

When sending a fax by printing a document to the RelayFax OCR Printer Driver, the settings in this section will be used during the Optical Character Recognition scan to determine the various parameters associated with the fax. Place these identifiers in your documents in order to designate the fax number, the recipient's name, the subject of the fax, and so on.

#### **Look for fax numbers after this text**

When the RelayFax OCR Printer Driver encounters this text while scanning a document, the set of numbers immediately following this identifier will be treated as a fax number.

#### **Look for email addresses after this text**

When the RelayFax OCR Printer Driver scans a document, it will look for an email address immediately following this designated text. RelayFax will then email a copy of the fax to the address.

#### **Look for recipient name after this text**

This text denotes that there is a recipient name following.

#### **Look for recipient company after this text**

The fax client will treat text following this identifier as the recipient's company name.

#### **Look for subject line after this text**

This text identifies the subject line of the fax.

#### **Look for comments file after this text**

After this text, the fax client will look for a reference to a text file; the contents of the file will be included in the comment section of the cover page. The text file must be contained in the \RelayFax\App\ subfolder.

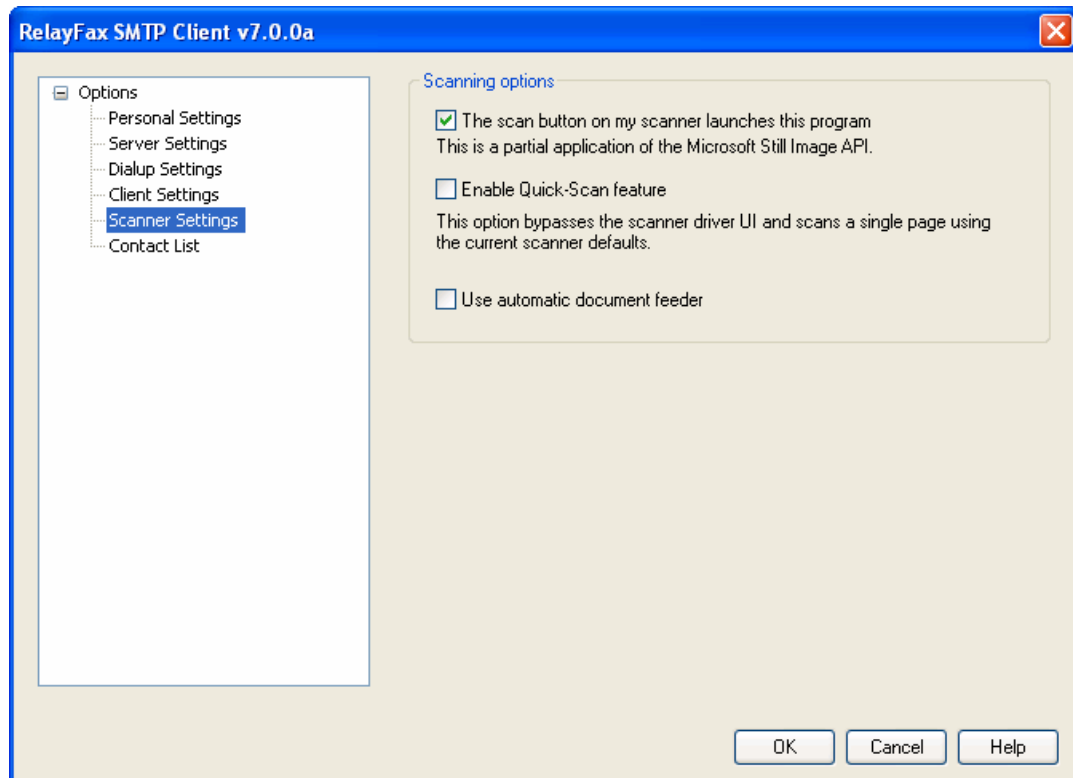
#### **Each page is a separate fax**

Click this check box if you wish to treat each page of a document printed to the OCR Printer Driver as a separate fax. If using this option, be sure to include an identifier listed above such as FAXTO: or EMAILTO: on each page of the document.



You can also use this feature to include multiple, consecutive pages of a document in a single fax. Any pages that do not include either a FAXTO: or EMAILTO: identifier will be appended to the fax delimited by the last page that did include one of those identifiers. For example, if page one and page six of a document included a FAXTO: identifier, then pages one through five would be included with the first fax, and pages six and subsequent pages would be included with the second fax.

## 3.5 Scanner Settings



### Scanning Options

#### **The Scan button on my scanner launches this program**

Click here if you want the RelayFax Client to respond when you press the scan button on your scanner.

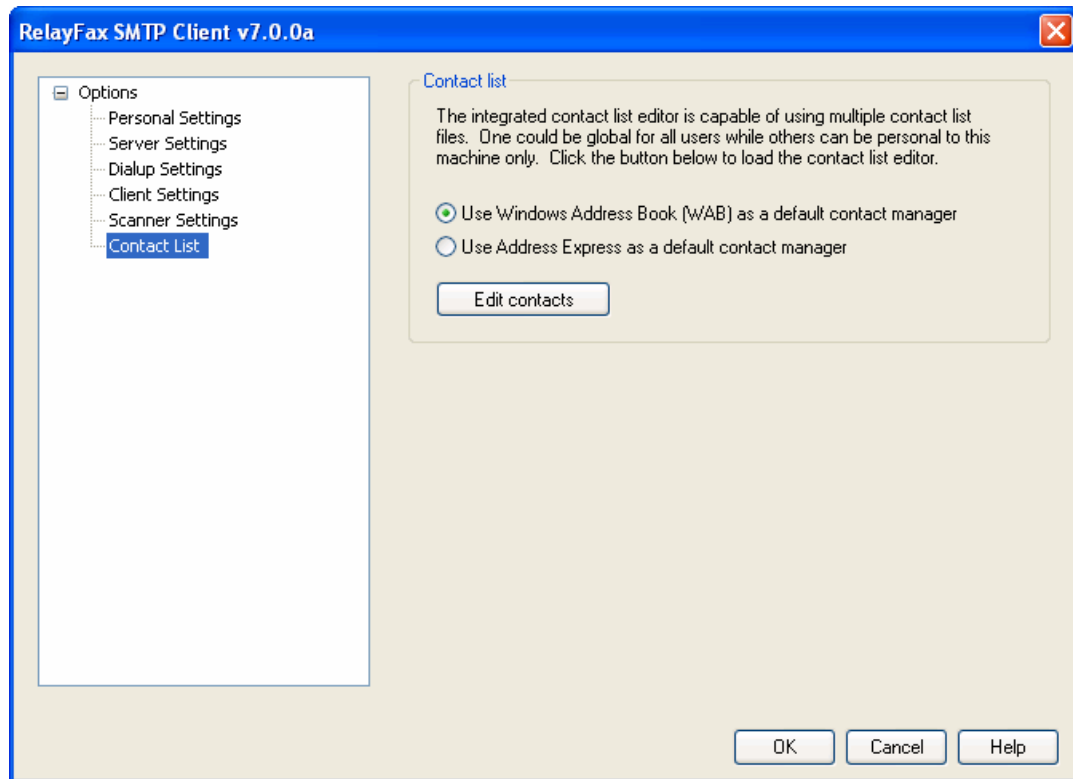
#### **Enable Quick-Scan feature**

Click this control if you want the [Scanning Options](#)<sup>[34]</sup> dialog and your scanner's user interface to be bypassed whenever you scan a document. Scanning will begin immediately using the scanner's current default settings. Clear this control if you want Scanning Options and your user interface to open before scanning.

#### **Use automatic document feeder**

If your scanner is equipped with an automatic document feeder, then click this check box if you wish to use it with RelayFax.

## 3.6 Contact List



The RelayFax SMTP Client is equipped with integrated support for two contact management systems. You can choose to use either Windows Address Book (WAB) or the included Address Express (Address Ex) as your default contact manager. WAB is enabled by default, but if you wish to use Address Ex then you can change the default setting on this pane.

Address Express can be used to manage all of your contacts, and supports storing a large amount of information for each one. You can add up to 50 fields for each contact, assign contacts to groups, add notes for them, sort by any field, launch your web browser, phone dialer, or email program, and a host of other features.

For more information regarding the various features and options available within either WAB or Address Ex, see their respective online Help systems.

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**See also:**

[Compose Fax Dialog » Properties](#) <sup>25</sup>

# **Section**

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**IV**

## 4 Compose Fax Dialog

### 4.1 Compose Fax Dialog

The Compose Fax dialog is used to enter information relevant to individual faxes. This dialog appears when you click "Compose a new fax..." or one of the scanning options on the RelayFax Client's [shortcut menu](#)<sup>[10]</sup>. It will appear automatically each time that you print to the RelayFax Printer Driver.

This dialog contains six panes:

#### [Properties](#)<sup>[25]</sup>

On this pane you will specify the fax number, the subject of the fax, the recipient's name and company, and any comments that you want to appear on the cover page.

#### [Cover Pages](#)<sup>[28]</sup>

This pane allows you to specify what cover page (if any) will be included with an outbound fax.

#### [Send Schedule](#)<sup>[32]</sup>

Used for scheduling a specific date and time that the fax should be sent.

#### [Scan Image](#)<sup>[33]</sup>

Used to acquire a document from a scanner or twain device for faxing. For other options see the [Scanner Settings](#)<sup>[27]</sup> pane on the client's Properties dialog.

#### [Attached Documents](#)<sup>[36]</sup>

Use the settings on this pane to attach documents to your fax. If the RelayFax Server has Attachment Faxing support enabled, each attached document will be converted to a faxable image format and sent as additional pages. Attachments will also be listed here when you use the RelayFax Printer Driver.

#### [Advanced Options](#)<sup>[37]</sup>

Used for designating a priority setting for your fax. This pane also contains a control that governs whether or not a confirmation will be returned to you when your fax is delivered.



## 4.2 Properties

RelayFax SMTP Client v7.0.0a

Compose Fax

- Properties
- Cover Pages
- Send Schedule
- Scan Image
- Attached Documents
- Advanced Options

Fax specifics

Fax number: 000-555-5678 [Add]

Recipient's name: Bernie Bernbaum [Contacts]

Recipient's company: Schmatta, Ltd.

Fax subject / keyword: The Dane is looking for you!

Billing code: FrankT001 [Email recipients]

Recipient list: 000-555-5678, "Bernie Bernbaum", "Schmatta, Ltd."

Comments for cover page (up to 1000 characters). This field is required when sending cover page only faxes. [Remove]

I suggest get out of there. I hear the Dane is looking for you.

[Send Fax] [Cancel] [Help]

On this pane you will specify the number to which you want the fax to be sent, the subject of the fax, the recipient's name and company, and any comments that you want to appear on the fax's cover page.

### Fax Specifics

#### Fax number

Enter the fax number to which you want your fax to be sent and then click the Add button to add it to the recipient list. This will also add the contents of the other recipient information fields.

#### Recipient's Name

Place the name of the fax recipient here.

#### Recipient's Company

Place the name of the fax recipient's company here.

#### Fax subject/keyword

Enter the subject of the fax into this field. This field can also be used for entering keywords that the RelayFax server's fax rules system may be configured to search for.

#### Billing code

This control will display the default billing code value that you have designated on

the Personal Settings pane of the Client Properties dialog. You may enter an alternate value into this text field if you wish to override it for the current fax.

**Add**

Click this button to add the contents of Fax number, Recipient name, and Recipient company to the recipient list.

**Contacts**

Entries can also be added to the Recipient list by using the [Contact Manager](#)<sup>[22]</sup> or the MDAemon/Outlook Contacts dialog. Click Contacts and then choose either the RelayFax Contacts or MDAemon/Outlook Contacts option to open the desired dialog. If using the Contact Manager, click any entry that you wish to add to the list, and then click OK. If using the MDAemon/Outlook Contacts dialog, click the desired entry and then click either the Send Email or Send Fax icon. In both dialogs you can select multiple entries by holding down the CTRL key as you click them.

When using the MDAemon/Outlook option you can access either your WorldClient contacts stored online in your MDAemon/WorldClient email account, or you can access your Outlook contacts stored locally under an Outlook profile, when Outlook is your default email client.

**Email Recipients**

If you wish to email a copy of the fax to someone, click this button to specify the address.

**Recipient List**

This is the list of all the recipients that will receive a copy of this fax. This list must contain at least one recipient.

**Remove**

Click this button to remove selected entries from the Recipient List.

**Comments for cover page**

Use this box to enter any text that you wish to appear in the comments section of the cover page. If there is more text than will fit in the space provided, a separate page will be created for the comments. Comments are limited to 3000 characters. Any text beyond 3000 characters is ignored.

**Send Fax**

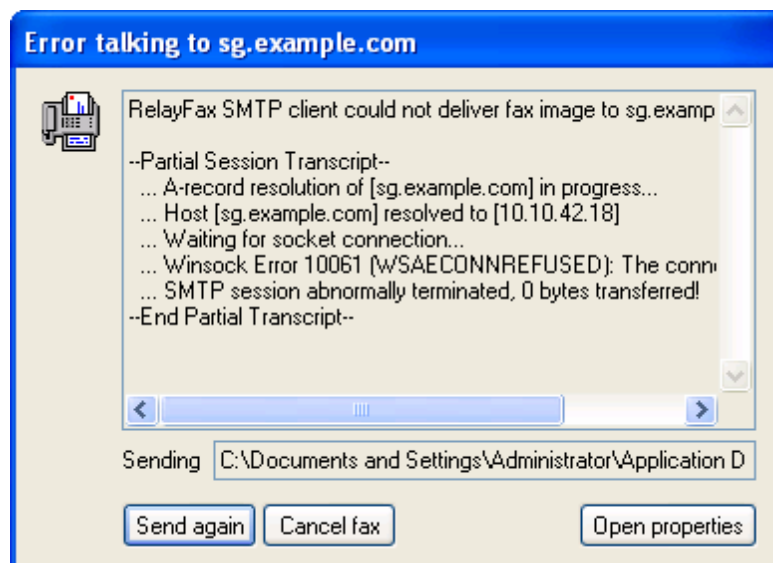
After you have filled in all areas relevant to your fax, click this button to send it. The RelayFax SMTP Client will fold the fax into an email message and dispatch it to the RelayFax Server. The Recipient List must contain at least one entry for this button to be enabled.



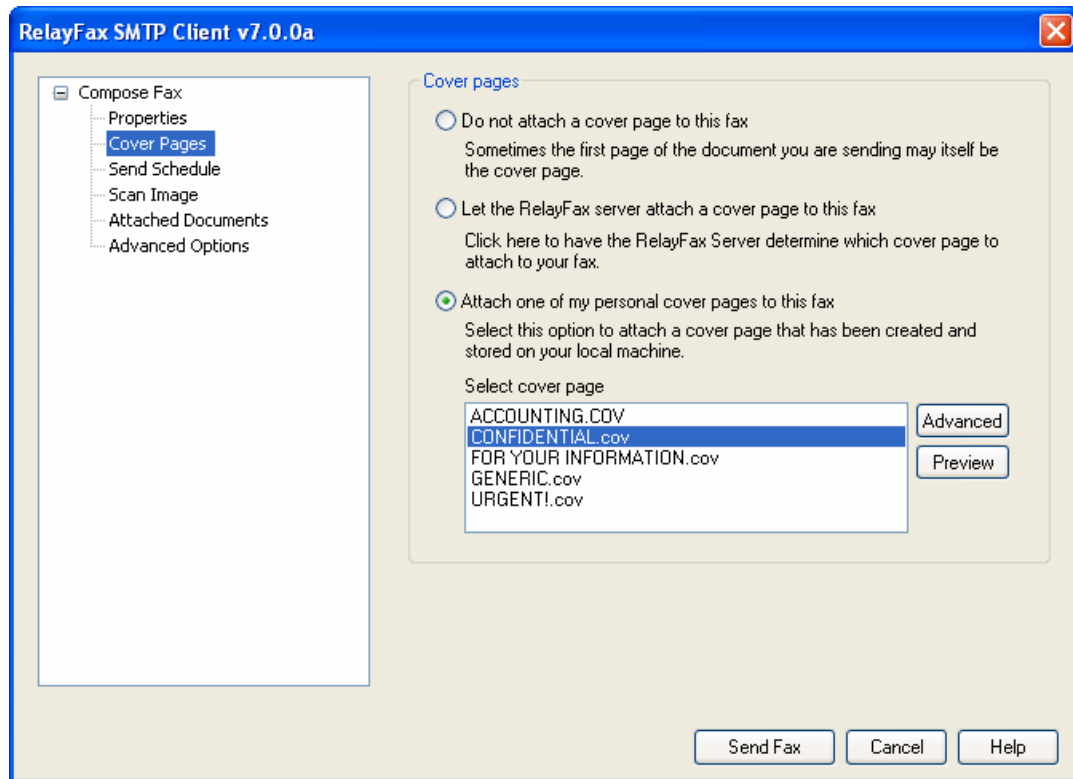
To send a "cover page only" fax, simply use this pane to enter the recipients and your comments and then click *Send Fax*. As long as you have not included any [Attached Documents](#)<sup>[36]</sup>, the cover page with your included comments is all that will be sent.

## Error Message

After clicking *Send Fax* on the Compose Fax dialog, a warning message may appear informing you that the client encountered an error while attempting to deliver the fax. This is usually due to an error in your Client Properties configuration — a partial transcript of the delivery attempt will be displayed to help you diagnose the problem. Click *Open Properties* to open the Client Properties dialog so that you can check your settings. The mail server and dialup settings information on this dialog must be entered properly in order for the client to be able to deliver messages. Make sure that the correct IP address or domain name of your mail server has been entered on the [Server Settings](#)<sup>[16]</sup> pane and that correct ISP account information has been entered on the [Dialup Settings](#)<sup>[17]</sup> pane (if using the dialup features). You can also click *Send again* if you wish to try to send the fax again or *Cancel fax* to cancel it.



## 4.3 Cover Pages



This pane allows you to specify what cover page (if any) will be included with an outbound fax.

### **Do not attach a cover page to this fax**

Click this checkbox if you do not want RelayFax to append a cover page. In such cases only the printed document will be faxed. The information that the RelayFax Server automatically includes on regular cover pages will not be included. However, each page will still contain a banner at the top.

When this option is selected, the Comments area located on the [Properties](#) pane will be unavailable, since there will be no cover page on which to list any comments.



If you want to create a custom cover page and include it with your document (instead of the RelayFax formatted cover pages) you can use this feature to do so. Simply create your cover page (using whatever method you wish) and then make it the first page of your document. Then, after printing the document to the RelayFax Printer Driver make sure that the "Do not attach a cover page to this fax" checkbox is enabled before sending the fax.

### **Let the RelayFax server attach a cover page to this fax**

Click here to have the RelayFax Server attach a default cover page to this fax.

**Attach one of my personal cover pages to this fax**

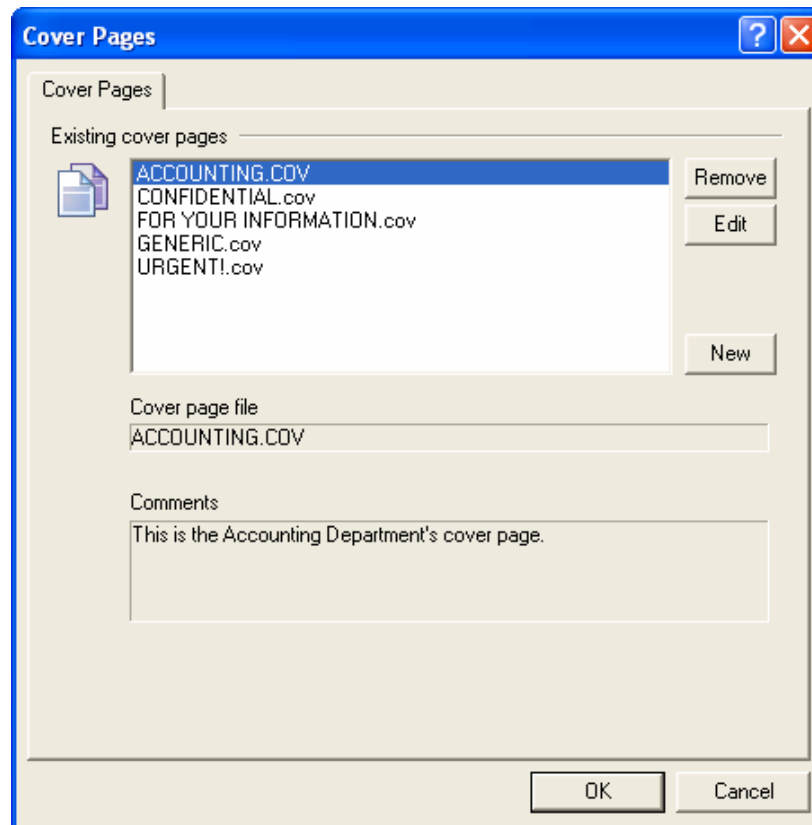
Click here and select a cover page from the list and it will be used when the fax is sent.

**Preview**

Click this button to preview the cover page, as it will appear in the fax.

**Advanced**

Click this button to open the Cover Pages dialog. This can be used to manage your custom cover pages.



The RelayFax SMTP Client integrates with the Microsoft Cover Page Editor included with Windows. This application provides a very high level of custom cover page design and creation capability. The Microsoft Cover Page Editor allows you to create and edit richly formatted cover pages which are supported directly by RelayFax.



The RelayFax SMTP Client uses the Microsoft Cover Page Editor included with Microsoft Windows XP, 2000, 2003, Vista, and 2008, excluding XP Home and Vista Home. If the cover page editor is not installed or associated with these files then you may need to go to Add/Remove Programs in the control panel and install the Fax Services (also known as "Windows Fax and Scan") under Add/Remove Windows

### Components.

Although the RelayFax SMTP Client can be installed and used on the Home editions of Windows XP and Vista, the cover page editor options will not work because those versions of the operating system do not include the fax services.

## Existing Cover Pages

This box displays all available cover pages that you have created.

### Remove

You may delete a cover page by selecting it from the Existing Cover Pages list and then clicking the Remove button. You will be asked to confirm your decision to delete the cover page before proceeding.

### Edit

To edit a previously created cover page select it from the Existing Cover Pages list and then click the Edit button. The cover page will be loaded into the Microsoft Cover Page Editor (not available in XP Home or Vista Home editions). For more information on using the Cover Page Editor, click "Help»Help Topics" within the editor.

### New

To create a new cover page, click the *New*. This will open the Cover Page Properties dialog, on which you will assign a name for your cover page, and include any desired comments or notes about this page for your reference.

## Cover Page Properties

**New Cover Page**

Cover Page

Cover page properties

Cover page name Accounting

What do you want to call this cover page? For example, "My cover page".

Descriptive comments

This is the Accounting Department's cover page.

Here you may enter up to 255 characters of descriptive text describing your new cover page. For example, "This is the cover page I use when sending faxes to the Dallas office."

OK Cancel

**Cover page name**

Type a name for your cover page into this text box. This may be a descriptive name such as "The Frank Thomas cover page".

**Descriptive Comments**

Here you may enter up to 255 characters of descriptive text or comments regarding this cover page. This can be used for reference to easily identify a specific cover page. This is helpful when creating Outbound Fax Rules to assign alternate cover pages. For example, "This is the cover page that Frank Thomas uses when sending faxes about his many heroic exploits." When this particular cover page is selected from the Existing Cover Pages list this text will appear in the Comments section of the Cover Pages dialog.



These comments are saved in your cover page folder as the file "<Cover Page Name>.cmt".

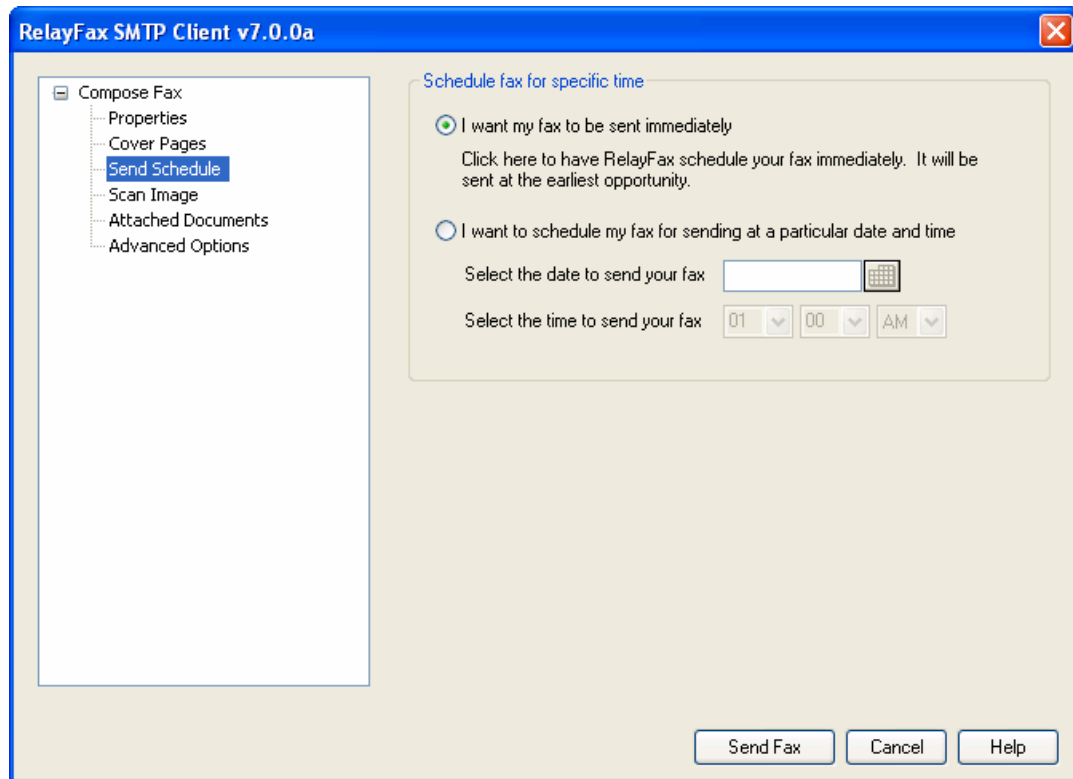
**Cover page file:**

This is the filename of the cover page. Cover pages are stored in the ... \RelayFax\Covers subfolder.

**Comments:**

When you create a cover page you will have the opportunity to include some comments or a description of the page for your personal reference. These comments will appear in this area when a cover page is selected from the Existing Cover Pages list. This text will not appear on the cover page itself.

## 4.4 Send Schedule



This pane makes it possible for you to designate a specific date and time for RelayFax to send your fax.

### Schedule fax for specific time


#### I want my fax to be sent immediately

Click this option if you want the RelayFax server to send your fax at the earliest opportunity and on the first available fax modem.

#### I want to schedule my fax for sending at a particular date and time

Choose this option to cause the RelayFax server to send your fax at a specific date and time.

#### Select the date to send your fax

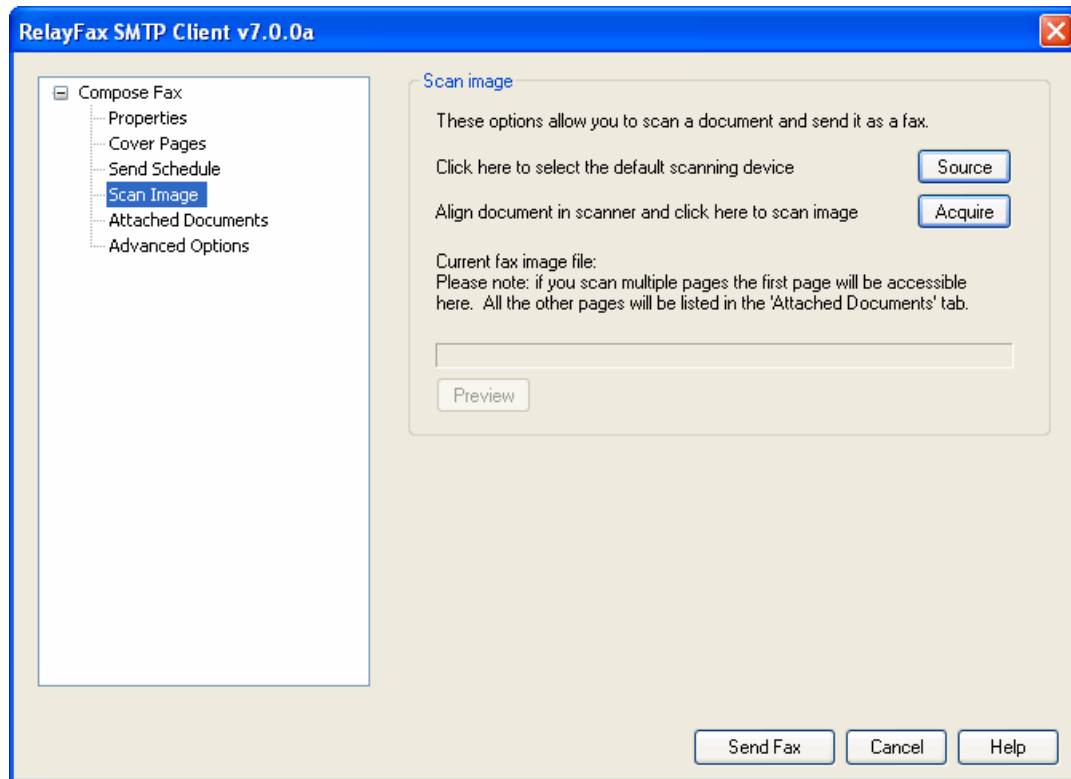
Type the date that you want your fax to be sent. The date must be in the format: mm/dd/yyyy. You can also click  to open a calendar from which you can choose the date instead.

#### Select the time to send your fax

Use the drop-down list boxes to choose the hour, AM or PM, and minute to send the fax.



## 4.5 Scan Image



The RelayFax SMTP Client supports TWAIN compatible devices such as scanners and digital cameras. Direct scanner support makes it possible for you to use the client in the same manner that you would use a typical fax machine. You can scan a document at the touch of a button, type-in a fax number, and then click "Send Fax" to send it.

### Scan Image

#### Source

Click the "Source" button to open the Select Source dialog, which lists all available TWAIN devices that it finds on your machine. Next, select the device that you want the client to use and then click the "Select" button. The selected device will then become the default source from which documents will be acquired.

#### Acquire

Click this button to acquire a document from the selected source. Before acquiring the document, the [Scanning Options](#)<sup>[34]</sup> dialog will be opened unless you are using the Quick-Scan feature located on the [Scanner Settings](#)<sup>[21]</sup> pane.

#### Current fax image file

When you acquire a document from a TWAIN device the path to the file will be displayed in this field.



Only a single file can be displayed in this field. When scanning multiple pages the first one will be listed here and the remainder will be listed on the [Attached Documents](#)<sup>[36]</sup> pane.

#### View

Click *View* to open the file listed in the Current fax image file control.

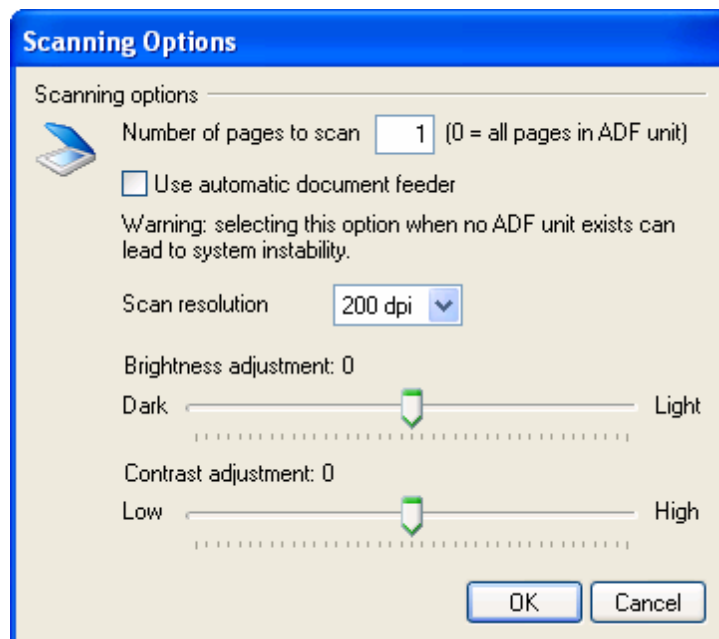
#### See also:

[Scanning Options](#)<sup>[34]</sup>

[Scanner Settings](#)<sup>[27]</sup>

[Attached Documents](#)<sup>[36]</sup>

## 4.5.1 Scanning Options



### Scanning Options

#### Number of pages to scan [xx]

If you are sending a multi-page fax, use this control to enter the number of pages that it contains (including cover page). You will be prompted to ready each page before it is scanned. Depending upon your scanner, a product-specific user interface may or may not appear. If you are using an automatic document feeder (ADF) with your scanner then you may enter "0" to cause it to scan all loaded pages. Be sure to enable the *Use automatic document feeder* control if you are using one.

#### Use automatic document feeder

Click this check box if your scanner is equipped with an ADF unit.



Do not enable this control if your scanner isn't equipped with an automatic document feeder. Configuring the client to use an ADF unit when there isn't one could lead to errors or system instability.

**Scan resolution**

Click the drop-down list box and choose the resolution setting that you want to be used when scanning the documents.

**Brightness adjustment**

Use This slider to adjust the brightness setting that will be used when scanning.

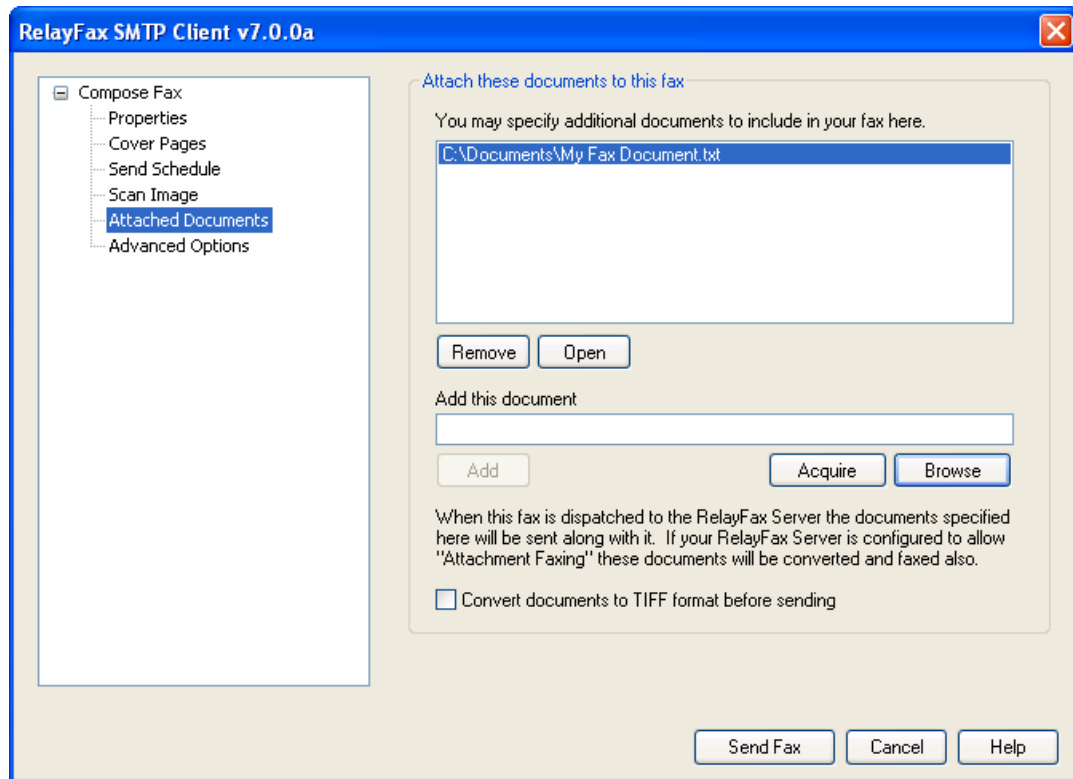
**Contrast adjustment**

Use this slider to adjust the contrast setting that will be used when scanning.



Not all scanner device drivers will accept the Resolution, Brightness, and Contrast settings from RelayFax. You may have to replicate these settings once the scanner driver user interface has loaded.

## 4.6 Attached Documents



Use the settings on this pane to attach documents to your fax. If the RelayFax Server has Attachment Faxing support enabled, each attached document will be converted to a faxable image format and sent as additional pages.

### Attach These Documents To This Fax

This list shows the currently attached documents.

#### Remove

Click this button to remove the selected documents from the list.

#### Open

Select a file from the list and then click this button to open it.

#### Add This Document

Type in the path to the document you wish to include with this fax.

#### Add

Click here to add the specified document to the list.

#### Acquire

Click this button to acquire a document from your default TWAIN device.

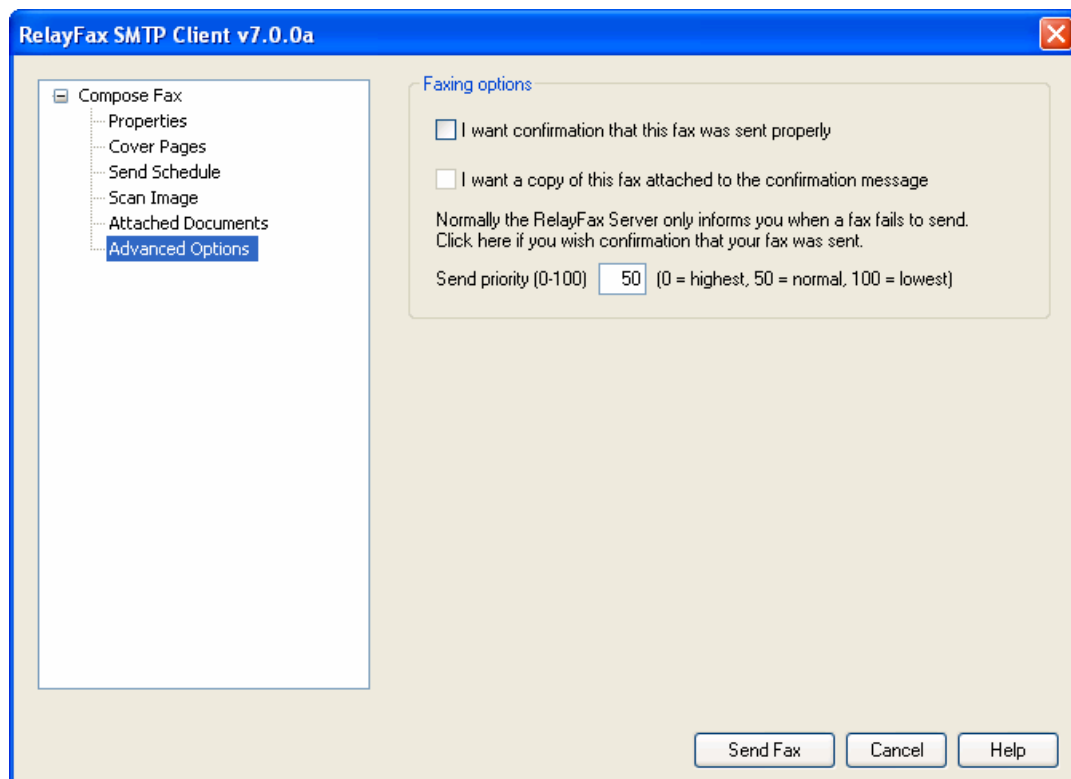
#### Browse

Click here to select a document to include with this fax.

**Convert documents to TIFF format before sending**

Click this option if you want the client to convert the documents for you before sending rather than letting the fax server convert them.

## 4.7 Advanced Options



This pane is used to specify the email address to which fax images will be mailed and other properties associated with sending the fax.

### Faxing Options

**I want confirmation that this fax was sent properly**

Click this checkbox to request that RelayFax send you a confirmation notice when it has successfully transmitted your fax. Ordinarily RelayFax would only send a message to you if it could not send your fax.



This feature will only work if the RelayFax Server has been configured to honor these requests.

**I want a copy of this fax attached to the confirmation message**

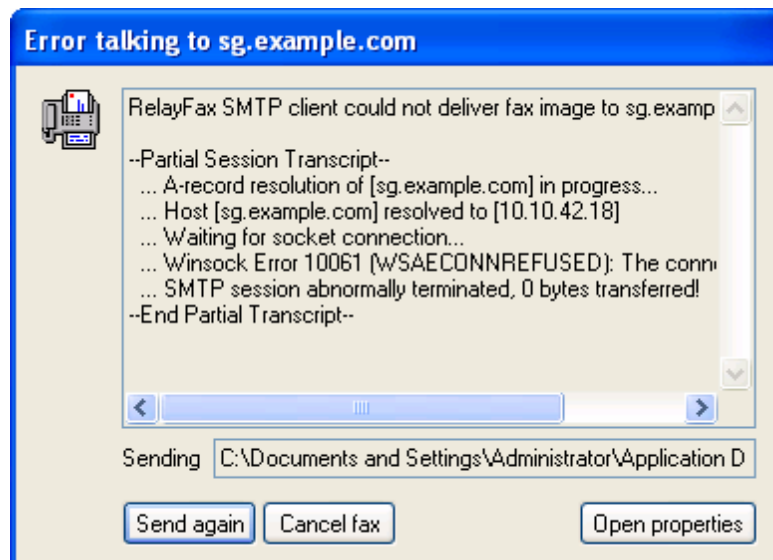
Click this option if you want the confirmation message to have a copy of your sent fax attached to it. This control will not be available when the "I want confirmation that this fax was sent properly" control is cleared.

### Send Priority

This control is for designating a priority value for your fax. The order in which RelayFax will send faxes is determined by each fax's priority value – 0 is the highest priority and 100 is the lowest. Higher priority faxes will always be sent first. If this control is left blank then RelayFax will assign the "normal" priority value of 50.

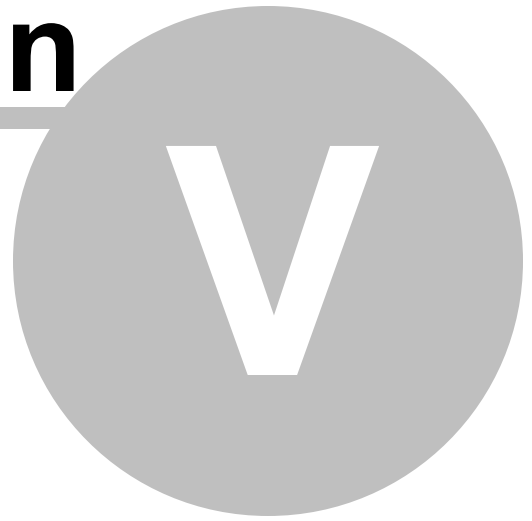
## 4.8 Error Message

After clicking *Send Fax* on the Compose Fax dialog, a warning message may appear informing you that the client encountered an error while attempting to deliver the fax. This is usually due to an error in your Client Properties configuration — a partial transcript of the delivery attempt will be displayed to help you diagnose the problem. Click *Open Properties* to open the Client Properties dialog so that you can check your settings. The mail server and dialup settings information on this dialog must be entered properly in order for the client to be able to deliver messages. Make sure that the correct IP address or domain name of your mail server has been entered on the [Server Settings](#) pane and that correct ISP account information has been entered on the [Dialup Settings](#) pane (if using the dialup features). You can also click *Send again* if you wish to try to send the fax again or *Cancel fax* to cancel it.



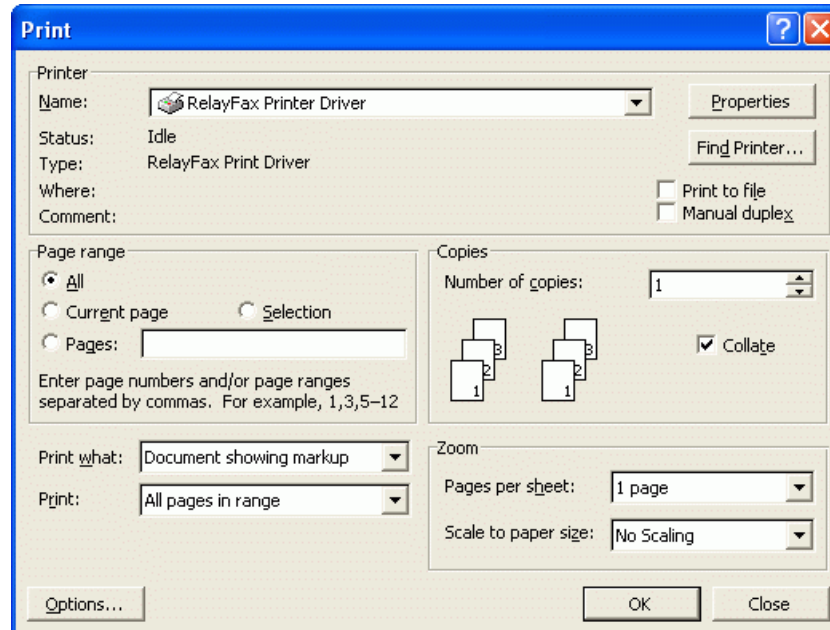
# **Section**

---



## 5 Working with Faxes

### 5.1 RelayFax Printer Driver

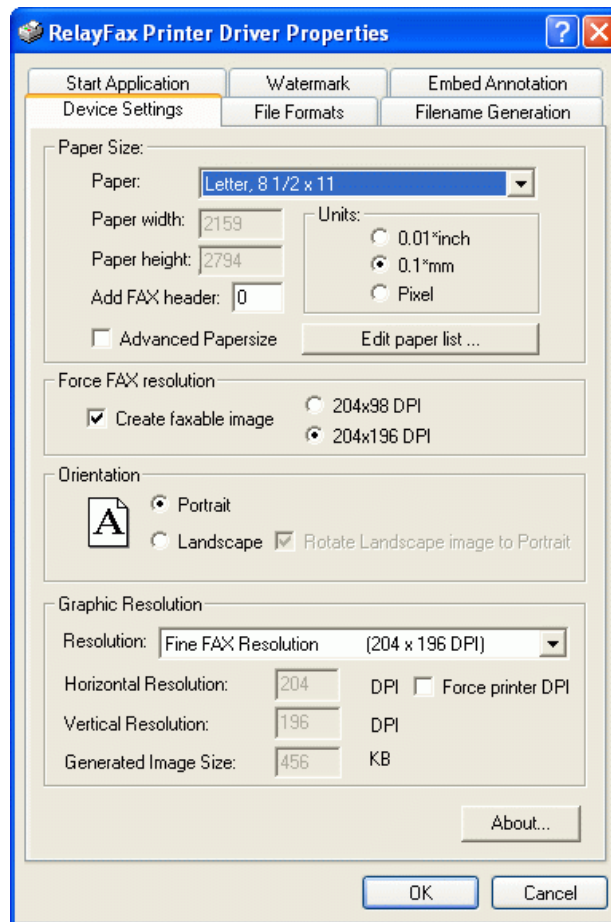


With the RelayFax Printer Driver you can fax documents directly from within the applications that you use to create them. You can do this by printing the document to the RelayFax Printer Driver instead of to your usual printer. After setting the desired parameters, click OK and then the client's Compose Fax dialog will be opened automatically for completing the fax.



During installation, the RelayFax Printer Driver's default settings will be set to the proper resolution. Exercise caution in changing these settings. Failure to properly configure the printer driver will result in improperly formatted fax images that appear out of scale or otherwise deformed.

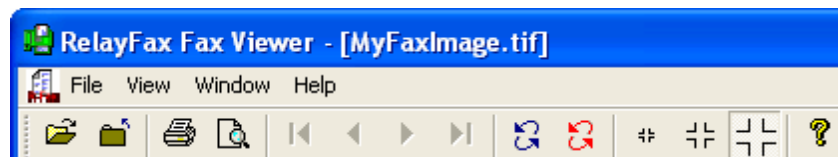




See also:

[Compose Fax Dialog](#) <sup>[24]</sup>

## 5.2 Viewing, Printing, and Editing Faxes



Installing the RelayFax SMTP Client on a workstation will also install the RelayFax Fax Viewer - a simple utility for viewing and printing fax images. This utility will be associated with the proper extensions for opening and printing TIF documents. If an existing software package is found associated with the TIF extension, that registry entry will be saved under the "edit" shell command. Use the arrow keys to move from page to page in a multi-page fax.

## 5.3 Sending a Fax via an Email Client

### 5.3.1 Sending a Fax via an Email Client

Most of the time a fax will be created by printing to the RelayFax Printer Driver from within a Windows application. However, it is possible and sometimes most effective to simply load up your email client and directly generate a message to be faxed. This is done by composing your email message and addressing it to one of the email accounts that you know RelayFax is monitoring. For example, if RelayFax is collecting all the email messages sent to FaxServer@example.com then sending your message to that address will get it faxed. Several special considerations must be observed in order to use this method of faxing.

#### Including a Fax Number in the TO: Header

When you address your email message you can specify just a fax number on the TO: line like this:

```
"555-1212" <FaxServer@example.com>
```

You can also specify the recipient's name, company information, and fax number like this:

```
"555-1212, Jeff Boyd, Forest Park Lanes" <FaxServer@example.com>
```

Note how each part within the quotations is separated by a comma. The format is like this:

```
[Open Quote]FAX NUMBER[Comma]PERSONAL NAME[Comma]COMPANY NAME[Close  
Quote]
```

Because the various sections are separated by a comma, you will need to enclose in quotation marks any field value that contains a comma. For example:

```
"555-1212, "Boyd, Jeff", "Alt-N Technologies, Ltd.""  
<FaxServer@example.com>
```

Finally, you can specify just the recipient's fax number and company name like this:

```
"555-1212, , "Alt-N Technologies, Ltd."" <FaxServer@example.com>
```

#### Using a Fax Number in the Email Address

Your fax server/mail server configuration may have an entire domain (e.g. "fax.example.com") dedicated to fax messages, allowing a fax number to be used as the mailbox portion of the email address itself. If that is the case then you would format the email address like this:

```
"Frank Thomas, Example Co." <5551212@fax.example.com>
```

---

**See:**[Email Macros](#)<sup>[43]</sup>[Attaching Documents to Fax Messages](#)<sup>[43]</sup>

### 5.3.2 Attaching Documents to Fax Messages

The RelayFax Server has the ability to extract attachments and fax them automatically. For example, it is possible for you to send an email message to the RelayFax Server which contains an Excel or Word document as an attachment. The RelayFax Server will extract the document, invoke the associated application to print it and then fax the resulting image. Any number of separate attachments can be attached and faxed in this manner. Page breaks within any given document will be honored and cause multiple pages to be faxed.



When you send a fax through an email message and not through the printer driver, the text of your mail will be placed in the comments section of the cover page if the cover page exists and the length of the text of your message is less than 1000 characters. However, page breaks within the body of the email message will be honored and cause RelayFax to generate multiple faxed pages rather than just a cover page.

---

**See Also:**[Attached Documents](#)<sup>[36]</sup>

### 5.3.3 Email Macros

When RelayFax processes an email message in preparation for faxing, it examines the message to determine where and to whom the fax should be sent. Most of the time this information will be specified on the TO: line, however it is possible to specify several key items within the email message itself. The following special macros can be placed within the body of an email message to achieve specific results. Each macro must appear on its own line and at the top of the message body:

AUTOEXTRACT: true

This macro tells the RelayFax Server to perform OCR on the attached TIF file and search for faxnumbers.

---

AUTOEXTRACTKEY: true

If AUTOEXTRACT is true, then this macro contains the string to search for when looking for recipient fax numbers.

AUTOEXTRACTNAME: true	If AUTOEXTRACT is true, then this macro contains the string to search for when looking for the recipient name.
AUTOEXTRACTCOMPANY: true	If AUTOEXTRACT is true, then this macro contains the string to search for when looking for the recipient company name.
AUTOEXTRACTFILE: true	If AUTOEXTRACT is true, then this macro contains the string to search for when looking for the name of a comment file to include on the cover page.
AUTOEXTRACTSUBJECT: true	If AUTOEXTRACT is true, then this macro contains the string to search for when looking for the fax subject.
AUTOEXTRACTEACHPAGESEPARATE: true	If AUTOEXTRACT is true, this macro processes each page of the attached TIF separately. This option is used when each page of a single printout should be sent to a separate user.
EMAILTO: user@example.com	This macro specifies an email address to which to send a copy of the fax. You can include any number of these macros. Each email recipient receives a customized cover page, and the fax document will be attached in the image format designated by the RelayFax server.
FAXPASSWORD: Password	Used for including your fax password within the message. If RelayFax is configured to require a password then you must use this macro to include it, when sending a fax via an email client.
FAXID: Text	This macro specifies the fax ID used when RelayFax sends a fax. This information is transmitted to the receiving fax machine.
FAXSUBJECT: Text	This macro specifies the subject of the fax to "Text". This information appears on the cover page.

---

FROMNAME: Text	This macro specifies real name of the sender of the fax to "Text".
FROMLINE: Text -or- FROMADDRESS: Text	Either of these macros specifies the email address of the sender of the fax. The value must be an email address.
FAXNUMBER: Parns	This macro specifies the one fax recipient. 'Parns' can specify a fax number only or a fax number + recipient name + recipient company name.  Ex: 555-1212  Or 555-1212, Jerry Donald, Alt-N Tech  Or 555-1212, "Hathcock, Arvel", "Alt-N Tech, LTD."
STREET1:Text	The sender's street address.
STREET2:Text	The sender's secondary address, or second line of their street address.
CITY:Text	The sender's city.
STATE:Text	The sender's state or province.
ZIP:Text	Sender's zip or postal code.
ZIPCITY: true	This macro specifies the order used in the sender's address. If "true," then the order is zip, city, and state.  The default is "false": city, state, and zip.
HOMEPHONE:Text	This is the sender's home telephone number.
HOMEFAX:Text	This is the sender's home fax number.

BUSPHONE:Text	The sender's business phone number.
BUSFAX:Text	Sender's business fax number.
BILLINGCODE:Text	The billing code of the sender.
CCNUMBER: Parns	Use this macro to specify additional fax recipients. You can use as many of these macros as you need. Specify a single recipient per macro. 'Parns' can specify a fax number only or a fax number + recipient name + recipient company name.  Ex: 555-1212  Or 555-1212, Jerry Donald, Alt-N Tech  Or 555-1212, "Hathcock, Arvel", "Alt-N Tech, LTD."
PORT: Number	This macro specifies the port that the fax should be sent on. Use care to ensure that you specify a valid port.
FROMCOMPANY: Text	This macro specifies the company name of the sender of the fax.
FROMPHONE: Text	This macro specifies the voice telephone number of the sender of the fax. This is the voice number value that is used in RelayFax's template files.
FROMFAX: Text	This macro specifies the fax number of the sender of the fax (typically the RelayFax Server's fax number).
CONFIRMSSEND: true	This macro specifies that the sender of the fax wishes to receive a confirmation message when the fax has been successfully sent. The value of this macro should be the word "true".

---

ATTACHMENT: Path	Causes the attachment specified in the path to be included in the fax message. The file path must be accessible to the RelayFax server for it to be attached.
COVERPAGE: Path	This macro specifies the cover page that will be used for this fax. "Path" must specify a valid .COV file accessible to the RelayFax Server.
PREFIX: Text	This macro specifies a prefix to the fax number such as "*70" or "9,".
IGNOREBODY:	This macro prevents RelayFax from including the email body in the comments field. The body is still scanned for macros.
COMMENTS: Text	This macro specifies the text that will appear in the NOTES or COMMENTS section of the cover page. You can specify more than one line of comment text by placing "%e" into the text where a line break should appear.
SCHEDULE: mm/dd/yyyy ##:## am/pm	Designates a specific date and time to send the fax.  Example: SCHEDULE: 01/01/2001 05:30 PM  NOTE: The day and date parameters must be two characters: 01, 02, etc. The year must be four. The hour must be 01-12 with AM or PM following the minutes.
PRIORITY: 00-100	Sets a priority value for the fax. 00 is the highest priority and 100 is the lowest. Messages will always be faxed in the order of their priority setting. When no priority setting is present, they will be treated as "normal" with a setting of 50.
WAITFORANSWER: Number	This macro specifies how long RelayFax will wait for the receiving fax machine to answer. This is a value in seconds.

---

RETRYATTEMPTS: Number	This macro specifies how many times RelayFax will retry a failed fax attempt.
RETRYDELAY: Number	This macro specifies the number of seconds RelayFax will wait between subsequent fax attempts.
NOCOVERPAGE: true	This macro will prevent RelayFax from generating a dynamic cover page and sending it along with your fax. This is useful for situations in which you either do not want a cover page or the first printed page of your document is the cover page for the fax.
BANNERTEXT: Text	This macro specifies the text that appears at the top of each faxed page. You can use the special banner characters here. See the <a href="#">Banner Text &amp; Formatting Characters</a> for more information.

---Example Start---

```
From: Frank.Thomas@example.com
To: "555-1212, Eddie Filewood, "Forest Park Lanes, Front Desk""
<RelayFax@example.com>
Subject: My time.

FROMNAME: Frank Thomas
FROMCOMPANY: Forest Park Lanes, Inc.
PRIORITY: 00
COMMENTS: Say, hit me in! I be in ina minute. %e Tell me I'm a lyin'. %
e Frank
```

---Example End---

### 5.3.4 Banner Text & Formatting Characters

RelayFax will insert a line of text at the top of each faxed page. This line is called a banner. With RelayFax it is possible to custom format your banner to automatically include various kinds of information such as the date and time, total pages, recipient's or sender's name, your fax device's identifier (CSID), and various other options.

By inserting special formatting characters into the banner, you may automatically include some information concerning the fax. See the list below for descriptions of these characters.

Although the banner may be any length, only one line will appear at the top of a fax.



This line may consist of up to three parts. These parts are a left-justified portion, a center-justified portion, and a right-justified portion. Each part is separated by the vertical bar character ("|"). Since none of these areas are limited in size, there is the potential that they may at times overwrite one another.



If the banner option is left blank no fax banner will be sent. However, it is common practice to include a banner on outgoing faxes, and in some regions it is even required.

## RelayFax Banner Formatting Characters

The following is a glossary of all valid formatting characters that may be used in the RelayFax Banner:

- **%d** = date in short format
- **%D** = date in long format
- **%t** = send time (24 hour format, e.g. 1:00pm = 13:00:00)
- **%p** = total number of pages in the fax
- **%c** = current page
  
- **%r** = Recipient's Name
- **%y** = Recipient's Company
- **%s** = Sender's Name
- **%m** = Sender's Company
- **%i** = Sender's Fax ID
- **%u** = Subject of Fax
- **%f** = Recipient's Fax Number
- **%o** = Comments
- **%x** = Sender's Fax Number
- **%h** = Sender's Voice Number
- **%T** = Tracking Number

## 5.4 Advanced Features

### 5.4.1 Sending Faxes Programmatically

Your custom application can use the RelayFax system to send a fax by observing the following steps:

Set the following parameters in the FAXCLNT.INI file under the [FAXPARMS] section.

This file can be found in the \Application Data\RelayFax\ subdirectory of the user's profile (e.g. Documents and Settings in Windows 2000/XP).

- LastFaxNumber=555-1212 ; set the fax number here
- LastRecipientName=Arvel Hathcock ; set the recipient's name here
- LastRecipientCompany=Alt-N Tech ; set the recipient's company here
- LastFaxSubject=Sample Subject ; set the subject of the fax message here
- LastComments=This is%ea comment ; comments for cover page (%e = line break)
- LastEmailAddress=FaxServer@mycompany.com ; address of RelayFax Server's email account.
- ConfirmSend=Yes (or No) ; request a send confirmation
- NoCoverPage=Yes (or No) ; use a cover page?
- DefaultCoverPage=Yes (or No) ; user server assigned cover page
- SpecificCoverPage=Yes (or No) ; use a specific cover page
- LastCoverPage=FILENAME ; filename of specific cover page to use
- VerifyTransfer=Yes (or No) ; view mail sessions in progress

Once the above parameters are set to your liking, set the following key to activate automatic faxing: AutoFax=Yes (or No)

If the AutoFax key is set to Yes the RelayFax SMTP Client will create and spool the next printed document sent to the RelayFax Printer Driver automatically without prompting the user for any information. After doing so the RelayFax SMTP Client will reset the AutoFax key to No.

When specifying the LastCoverPage key use only the name of the cover page file – not the complete path to the file itself. The Client will assume the file is located in the Cover Page Directory.

Also, the NoCoverPage, DefaultCoverPage, and SpecificCoverPage keys work together. Only one can be set to Yes. The others must be set to No. An error will result if more than one of these keys are set to Yes at the same time.

## 5.4.2 Using the Broadcast Fax Wizard

The RelayFax SMTP Client's broadcasting wizard makes sending a fax to multiple recipients or a distribution list simple. By stepping through the wizard one screen at a time and providing a few pieces of information, you can send a fax to any number of recipients — listed either in a text file or by acquiring them directly from an ODBC accessible database.

In the wizard you will choose: The text file containing the fax recipients, whether or not you want the fax to be "cover page only", the fax image to send, the cover page to use, the template to use, and some sender information. If you want to build the

recipient list from an ODBC accessible database instead of a text file, you can step through an [additional wizard](#)<sup>[56]</sup> in the middle of this process that will enable you to do so.



This feature may not be available to all users. The administrator must grant your account permission before you will be able to use the client to send broadcast faxes.

## Broadcast Fax Wizard Step-by-Step

[Step 1—Prepare the recipient list](#)<sup>[51]</sup>

[Step 2—Open the Broadcast Fax Wizard](#)<sup>[52]</sup>

[Step 3—Choose the recipient list or build it from a database](#)<sup>[52]</sup>

[Step 4—Choose the fax image or document that will be sent](#)<sup>[52]</sup>

[Step 5—Choose the cover page](#)<sup>[53]</sup>

[Step 6—Enter the sender information](#)<sup>[54]</sup>

[Step 7—Begin the broadcast](#)<sup>[55]</sup>

### Step 1—Prepare the recipient list

Prepare a text file or database that contains the fax numbers and names to which you wish to send the fax. Remember where this file or database is located. The format of the text file must be as follows:

The file must contain no more than one fax number per line but each line can also contain the recipient's name and company information. Lines beginning with "#" or ";" are ignored to allow you to put comments throughout the file as necessary. Here are some examples:

555-1212	Only the fax number is specified
555-1212, Arvel Hathcock	Fax number and recipient name specified
555-1212, Arvel Hathcock, Alt-N Technologies	Fax number, name, and company specified
555-1212, Arvel Hathcock, "Alt-N Tech, LTD."	Fax parameters may contain commas if quoted
555-1212, , Alt-N Technologies	Only fax number and company specified

If you want to build the list automatically from a database then the database must first be included in your Windows ODBC Data Source Administrator. This is located in either the Control Panel or Administrative Tools under the Control Panel, depending upon which version of Windows you are using.

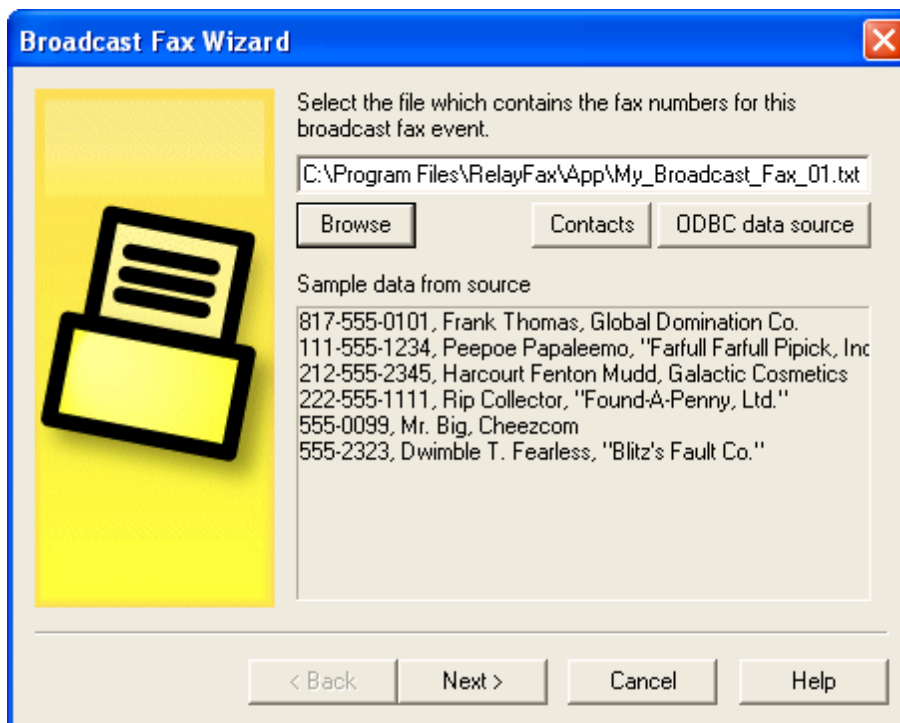
If building the list from your fax contacts or address book, you will choose the list of recipients in [Step 3](#)<sup>[52]</sup> below.

## Step 2—Open the Broadcast Fax Wizard

Right-click the RelayFax SMTP Client tray icon, and choose "Send broadcast fax...".

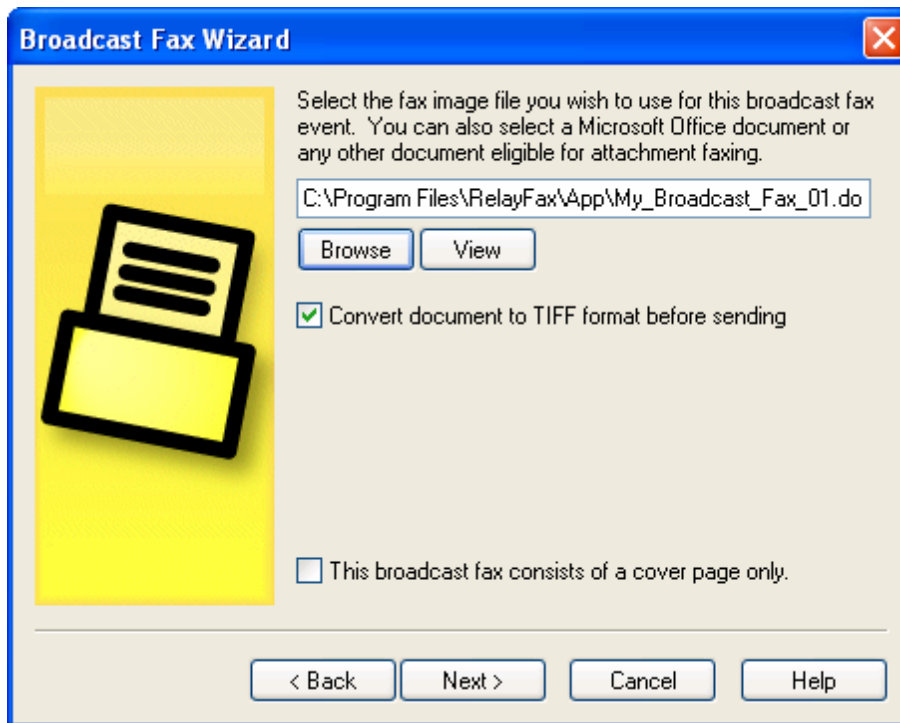
## Step 3—Choose the recipient list or build it from a database

Click *Browse* and navigate to the text file containing the fax numbers, or click *Contacts* to choose the recipients from the contact manager or address book. If you want to build the list from a database then click *ODBC data source*, which will launch the [ODBC Selector Wizard](#)<sup>[56]</sup>. After this step is completed, the wizard will display the first several entries to which the broadcast fax will be sent. Click *Next*.



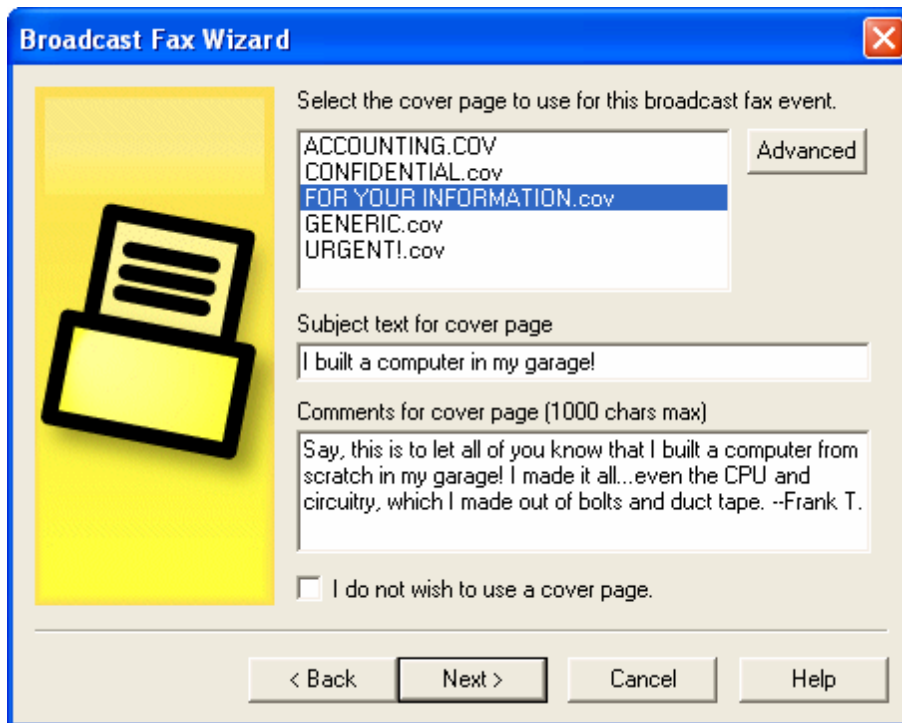
## Step 4—Choose the fax image or document that will be sent

Click *Browse* and navigate to the fax image or document that you wish to send, or click the checkbox next to "This broadcast fax consists of a cover page only" if want to send only a cover page (the cover page will be chosen in the next step). If you have selected a file to send and you want the client to convert the document for you before sending it (rather than letting the fax server convert it for you), click "Convert document to TIFF format before sending." Click *Next*.



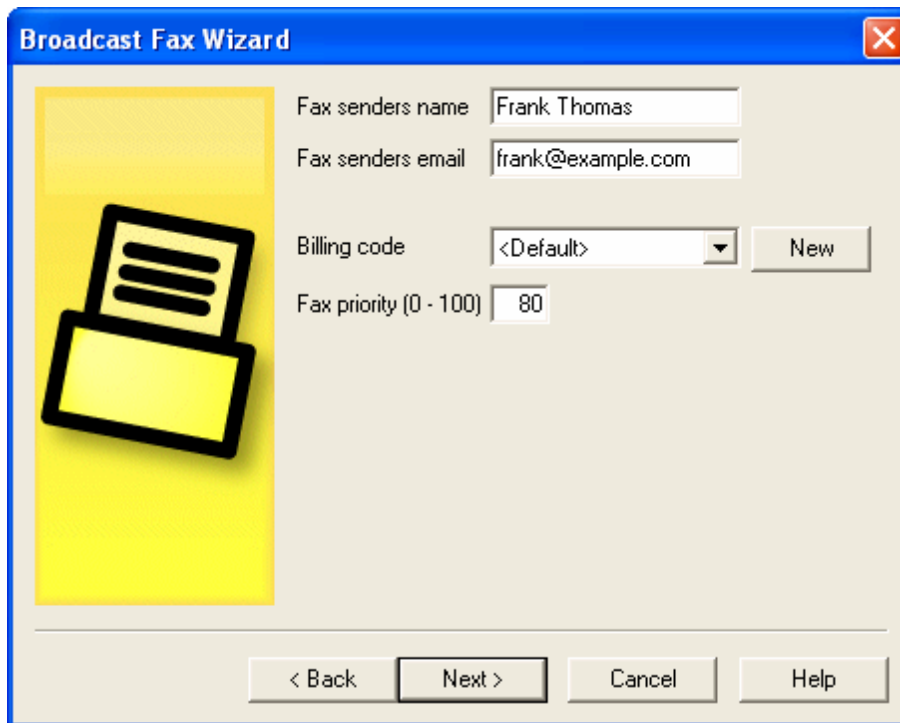
### Step 5—Choose the cover page

Choose the cover page for the fax. If you need to create a new cover page or edit an existing one, click *Advanced* to open the [Cover Page](#) dialog. If you don't want to include a cover page with the broadcast fax then click the checkbox next to "I do not wish to use a cover page". Click *Next*.



### Step 6—Enter the sender information

1. Enter the sender's name.
2. Enter the sender's email address. RelayFax will send any system or error messages regarding the broadcast to this address.
3. Enter a billing code for the broadcast, or leave it set to <Default>.
4. Specify a priority value from "0" to "100" for this broadcast. The order in which faxes are sent is determined by their priority value—"0" being the highest priority and "100" being the lowest. The default value for normal faxes is "50". The default value for broadcast faxes is "80". If you want normal faxes to be sent before the broadcast fax then specify a number greater than 50 in this control. Further, if you do not want broadcast faxes to count against the "MaxPendingFaxCount=" value in the `RelayFax.ini` file, then you must designate a priority value between "80" and "100".
5. Click *Next*.



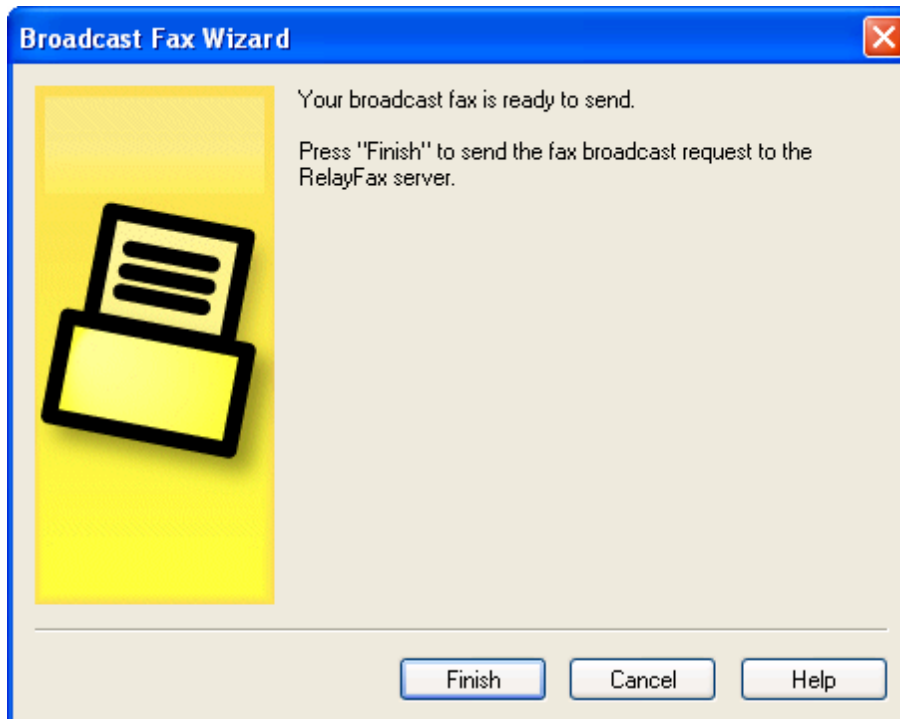
The "Broadcast Fax Wizard" dialog box is shown. It features a yellow background on the left with a black icon of a fax machine. The right side contains the following fields and controls:

- Fax senders name:
- Fax senders email:
- Billing code:  with a dropdown arrow and a "New" button.
- Fax priority (0 - 100):

At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

### Step 7—Begin the broadcast

Click *Finish* to start broadcasting your fax.



The "Broadcast Fax Wizard" dialog box is shown in its final step. It features a yellow background on the left with a black icon of a fax machine. The right side contains the following text:

Your broadcast fax is ready to send.  
Press "Finish" to send the fax broadcast request to the RelayFax server.

At the bottom, there are three buttons: "Finish", "Cancel", and "Help".

**See also:**

[ODBC Selector Wizard](#) 

### 5.4.3 ODBC Selector Wizard

If you choose to build the Broadcast Fax recipient list from a database instead of a previously prepared text file, use the following steps to do so:

#### **Step 1—Prepare your database**

Prepare your database making sure that the table from which you wish to build the list contains fields for each recipient's fax number, name, and company. Add the database to your Windows ODBC Data Source Administrator. ODBC Data Source is located in either the Control Panel or Administrative Tools under the Control Panel, depending upon which version of Windows you are using.

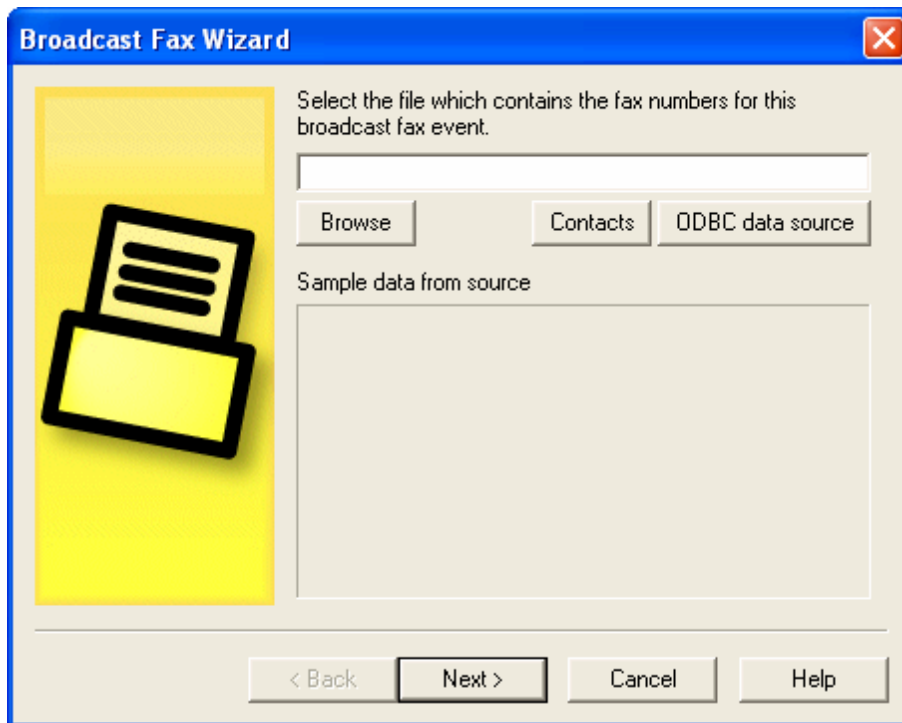
#### **Step 2—Open the Broadcast Fax Wizard**

Right-click the RelayFax SMTP Client tray icon and click "*Send broadcast fax...*". This will open the Broadcast Fax Wizard.

#### **Step 3—Open the ODBC Selector Wizard**

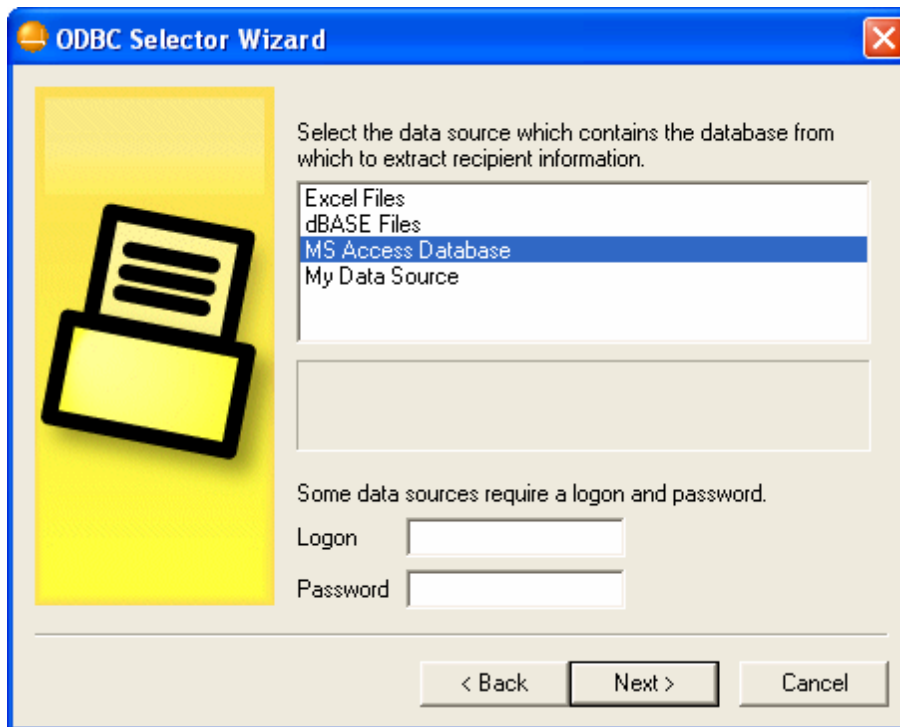
In the Broadcast Fax Wizard, click "*ODBC data source*" to open the ODBC Selector Wizard.





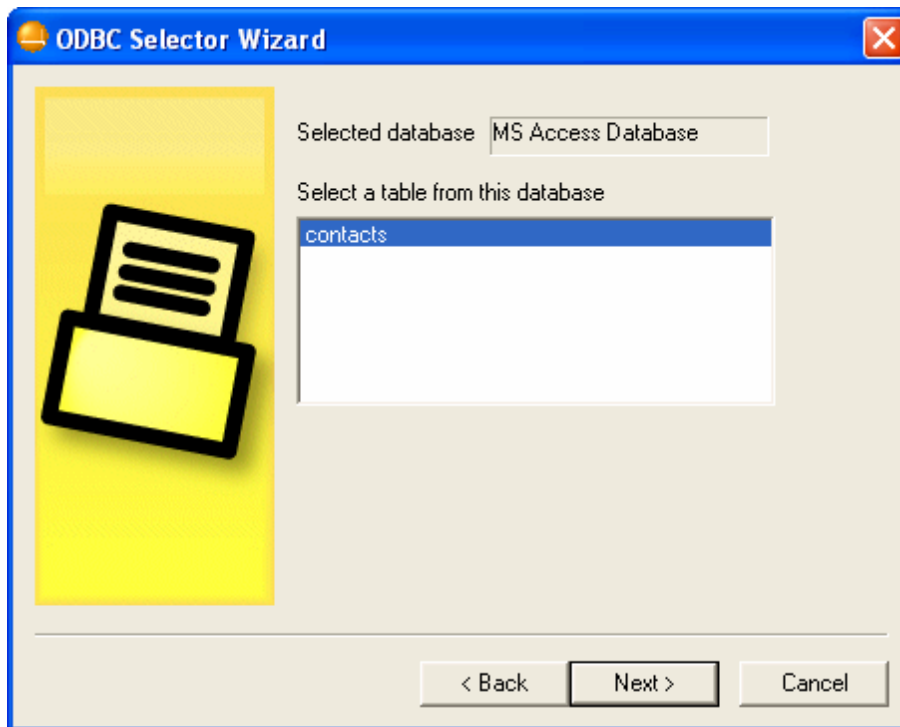
#### **Step 4—Choose the data source**

This dialog lists all data sources currently included in the ODBC Data Source Administrator. Click the data source that contains the table that will be used to build your list. If a logon and password is required to gain access to the data source then include that information on this dialog as well. Click "Next".



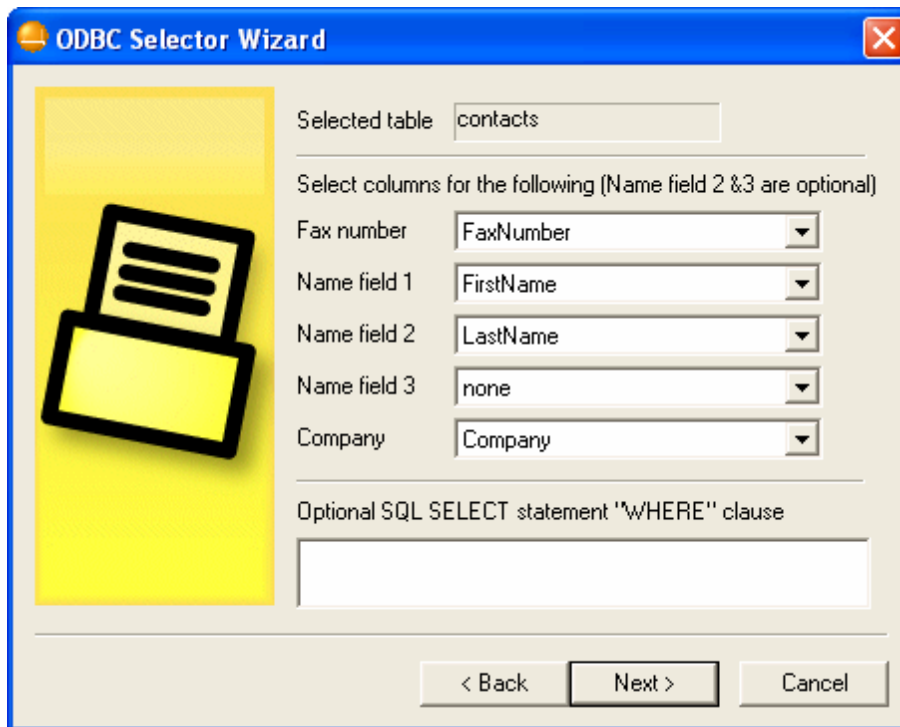
### Step 5—Select the table containing the recipient information

This dialog lists the tables contained in the chosen database. Click the table that contains the fields that you wish to use to build your recipient list. Click "Next".



### Step 6—Select the columns to use

Use the drop-down list boxes to select the database columns that you wish to use to build your list of recipients. Select columns that correspond to the recipient fax number, name, and company. Name fields 2 and 3 are optional. If your database contains a single column for Name, then you can assign it to Name field 1 and leave the others blank. This dialog also contains an optional control that can be used to enter an SQL SELECT statement "WHERE" clause if necessary. Click "Next". The recipient list will be built and you will be returned to the Broadcast Fax Wizard.



### Step 7—Continue in the Broadcast Fax Wizard

Go to step 3 in the [Broadcast Fax Wizard](#)<sup>[52]</sup> and continue normally from that point forward.

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#### See also:

[Using the Broadcast Fax Wizard](#)<sup>[50]</sup>

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