



**T3fax
User Guide**

**Release V1.2
Sep03**

Overview

The T3fax is a client side fax interface to the T3 system. It allows users to send documents as faxes from any Microsoft Windows application. The actual fax hardware is installed on the T3 messaging server, and the PC client does not require any specialized fax hardware or modem.

The T3fax is comprised of a fax printer driver and a user interface. The fax printer driver component converts documents from any Windows application into TIFF (Tagged image file format) files, and then relays the TIFF file to the T3 messaging server over the network, along with the sending information (recipient name and number, time and cover page) specified using the user interface.

System Requirements

The T3fax driver can be installed on Microsoft Windows 98 (second edition), NT, 2000 or XP.

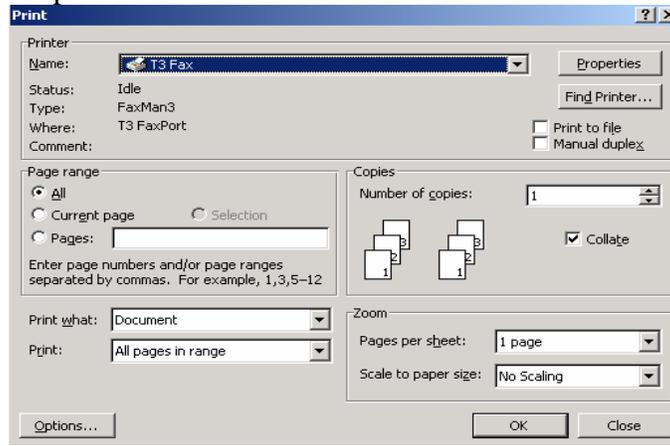
Software Installation

1. You can download the T3fax driver from www.myt3.com – It is located under **Technical Support /Software Downloads**. Select the T3fax driver link and save the file “t3faxdsk.exe” to a local folder.
2. Using Explorer, open the folder where the t3faxdsk.exe file was saved. Double click the file t3faxdsk.exe. This is a self extracting zip file. When prompted “Unzip to folder” select the folder to open the file into and click “Unzip”. The file will be unzipped and a new folder called “t3faxdsk” will be created under the specified folder.
3. Double click the t3faxdsk folder. Double click “setup.exe”. You will be prompted to install T3fax. Choose “Yes” to continue installation. You will see a terminal window running the procedure, at the end of which a message will appear “Printer installation complete.” Press any key to continue. The terminal window will close.
4. To verify installation, open the “Printers and Faxes” folder under the windows control panel. You will see the T3Fax driver.

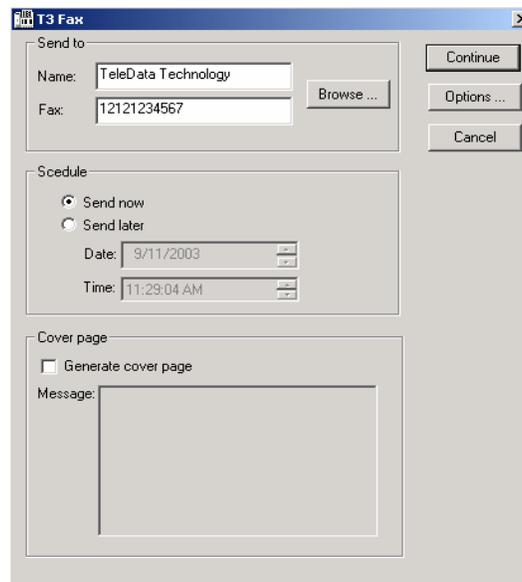
Before using the driver for the first time, please verify with your system administrator that the fax option is enabled on your mailbox.

Sending a fax

1. From any windows application, print the document as if you would print to printer.
2. From the Print dialog window, select to use the T3Fax as your default printer and click “OK” to print.



3. A new dialog box will open, with the T3Fax information details.



4. In the “Send to:” frame, type the recipient name and fax number. To choose recipients from the address book, click the “Browse” button. Mark the desired

- recipient(s) and click the “Add->” button. Fax numbers should be entered without a dial out prefix (for example: 9).
5. To enter your (sender) information, click the “Options” button. In the “General” frame enter your information. Click “OK” when done. You only need to set this information the first time you are using the T3Fax. It will be saved for all future use, unless otherwise specified.
 6. To Schedule the fax to be sent at a later time, under the “Schedule” frame choose “Send later” and specify date and time.
 7. To add cover page to your document, under the “Cover page” frame click “Generate cover page” and type your message.
 8. When ready to send, click the “Continue” button.
 9. In the “Send fax” dialog box, put your T3 messaging server information:
 - a. T3 Server – put the IP address or the resolved name of the T3 server.
 - b. Username – put your mailbox number.
 - c. Password – put the password you use to login to your mailbox through the phone.
 - d. You can click the “Save settings” box to avoid entering this information in the future.
 10. Click the “Send” button. The information will be relayed to the T3 server and the fax will be sent.

Monitoring the progress of a fax

To view the progress of recently sent faxes, double click the “T3 Fax Monitor” icon  in your icon tray. You will see all faxes in progress or failed faxes. You can right click each line to cancel or retry a specific fax.

Note: If for any reason the recipient’s fax doesn’t respond, the T3 Fax will attempt to resend the fax two additional times. Please consult your system administrator for specific information.

Sent faxes activity log

To view the activity log of your sent faxes, right click the “T3 Fax Monitor” icon  in your icon tray and select the “Options” button. A pop-up window will appear on which you can select the “View logs” option.

Address Book

The T3fax has an internal address book that stores your recipients. If you prefer to use Microsoft’s Outlook contact list, you need to select the “Options” button and then choose the “Use default Profile” option from the “Address book” frame.

Note: If using Microsoft Outlook 2000 Internet Mail Version, you will need to create a new entry in your contact list for each fax recipient, and put the fax number in the email address field.