

SRFax Printer User Guide 1.0.0.9 Overview

SRFax Printer allows you to send any document from your computer to any fax machine. Simply choose a document, print it via “SRFax” send it to the desired fax number(s). The system then sends it out as a fax to the desired fax machine(s)

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1. Sending a Fax From Your Computer

The SRFax Printer allows you to send any type of document as a fax (providing the document is printable) from your Windows-based PC.

To Upload/Send a Fax From Your Computer:

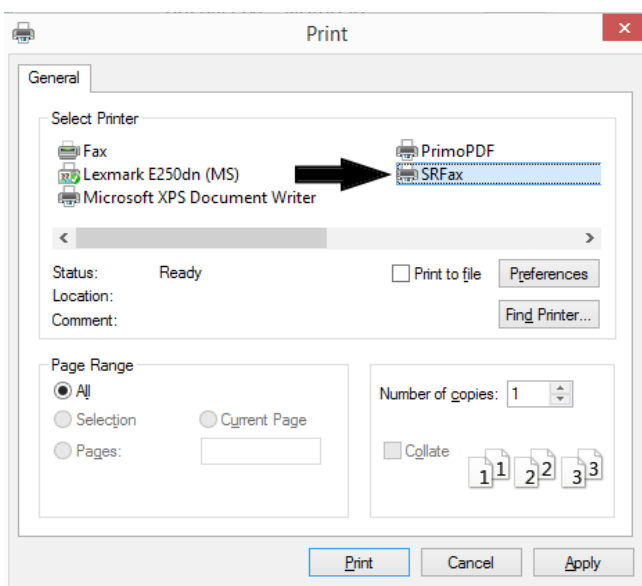
Step 1: Verify your computer's Internet connection.

Step 2: Open the document you wish to send.

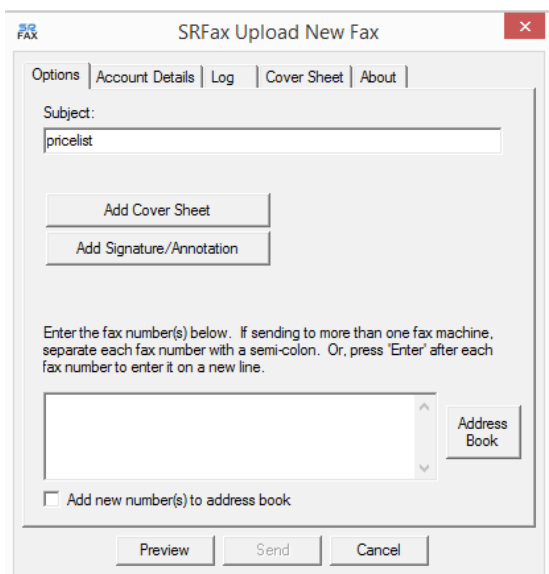
Step 3: Select "File", then "Print".

Step 4: From the Print Dialog box, select "SRFax."

Step 5: Click the "Print" button



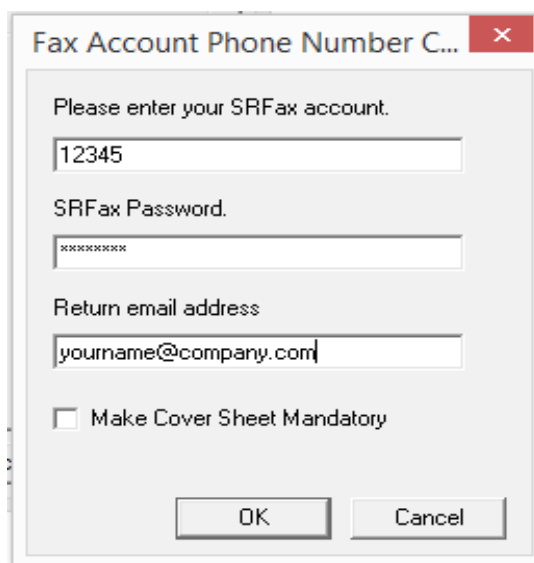
Step 6: Check the appropriate boxes to send the document to one or more fax machines. Documents sent to fax machine(s) will be received in fax format.



The image shows a software window titled "SRFax Upload New Fax". It has a tabbed interface with "Options" selected. The "Subject:" field contains the text "pricelist". Below this are two buttons: "Add Cover Sheet" and "Add Signature/Annotation". A text instruction reads: "Enter the fax number(s) below. If sending to more than one fax machine, separate each fax number with a semi-colon. Or, press 'Enter' after each fax number to enter it on a new line." Below this is a large text input field and an "Address Book" button. At the bottom left is a checkbox labeled "Add new number(s) to address book". At the bottom are three buttons: "Preview", "Send", and "Cancel".

Step 6A: If you need to change your SRFax Account Details, click on "Change" under "Account Details" tab. You require your SRFax Account Number, Password, and email address. If you check the "Make Cover Sheet Mandatory" checkbox, you will be required to add a cover sheet to your fax before being able to send.

NOTE: You only need to do this the first time as the details you enter will be saved.



The image shows a software dialog box titled "Fax Account Phone Number C...". It contains the following fields and controls: a text field for "Please enter your SRFax account." with the value "12345"; a password field for "SRFax Password." with masked characters "xxxxxxxx"; a text field for "Return email address" with the value "yourname@company.com"; and a checkbox labeled "Make Cover Sheet Mandatory" which is currently unchecked. At the bottom are "OK" and "Cancel" buttons.

Step 7: To send a document to one or more fax machines, enter the 11 digit fax number(s) (starting with a 1) in the field provided. To send to multiple fax machines, separate each fax number with a semi-colon, or press "Enter" and enter each fax number on a separate line.

Step 8: Click the “Send” button to send your fax.

Note: If you check the “Add new number(s) to the Address Book” checkbox directly below the Fax Numbers box, then all the numbers you have entered will be saved to your SRFax address book under the “General” Group.

Note: Sending a fax may take up to 3 seconds per page, depending on the size and type of document being faxed and the speed of your Internet connection.

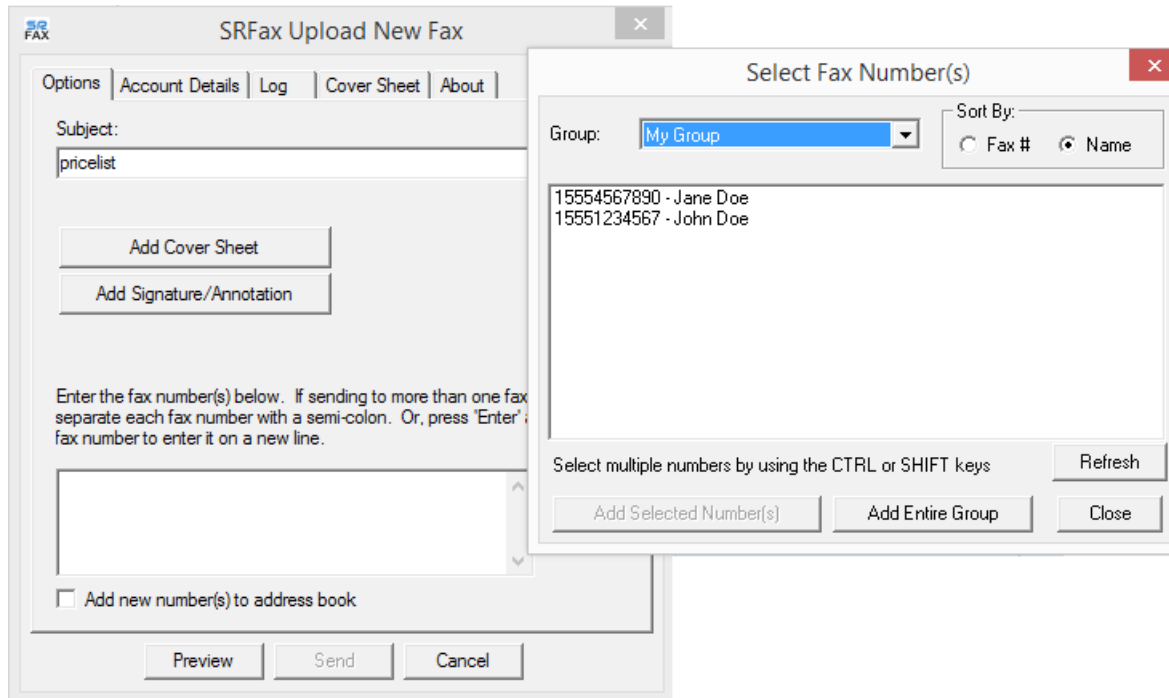
Note: If you are sending a .txt (text) document, you may need to update your page settings in Notepad in order to get the best results:

- Open Notepad
- Click on “File”, then “Page Setup”
- Make sure the “Header” and “Footer” values are empty
- Set all margins to 0.5mm

2. Using the Address Book

The SRFax Printer Driver gives you access to your SRFax Address Book.

Step 1: To access your address book, click the “Address Book” button located to the right of the fax numbers box.



You can switch between your different address groups by, selecting them from the “Group” drop down located at the top.

Step 2: You can select 1 or more numbers from the list and click on “Add Selected Number(s)”. This will add them to the Fax Number box on the main screen. You can also click “Add Entire Group” to add all the numbers in the currently selected address group to the Fax Number box.

Note: By default, your address book list is only loaded once per day and saved on your computer. If you need to get a fresh copy of your address book, click the “Refresh” button located directly above the “Close” button.

Note: The Address Book dialog will stay open until you click the “Close” button.

3. Adding a Cover Sheet

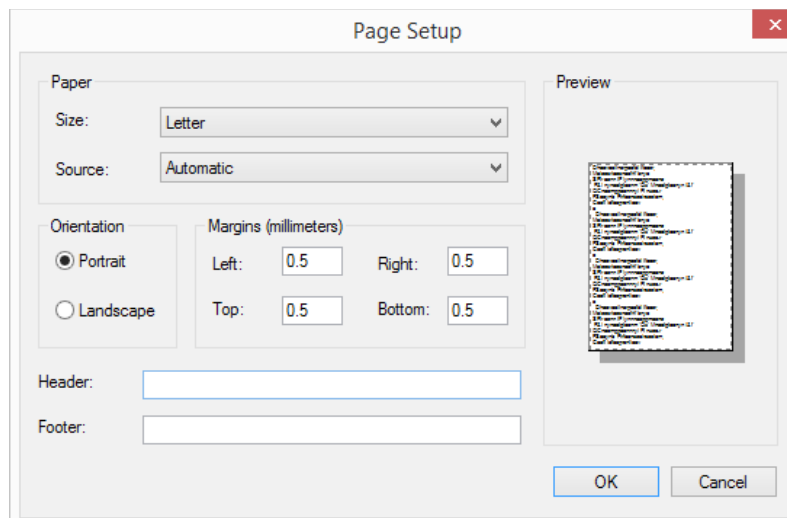
Before sending your document, you may want to add a cover sheet.

Setting up Your Cover Sheet For the First Time:

Step 1: Click on the “Add Cover Sheet Tab” at the top of the window

Step 2: Fill in your name, company name, phone number and any disclaimer information you wish to add (such as confidentiality wording).

Step 3: All information added will be automatically saved, and will auto-populate into any cover sheet you begin

The image shows a 'Page Setup' dialog box with a title bar containing a close button. The dialog is divided into several sections. On the left, under 'Paper', there are dropdown menus for 'Size' (set to 'Letter') and 'Source' (set to 'Automatic'). Below this is the 'Orientation' section with radio buttons for 'Portrait' (selected) and 'Landscape'. To the right of orientation is the 'Margins (millimeters)' section with input fields for 'Left', 'Right', 'Top', and 'Bottom', all set to '0.5'. At the bottom left are text input fields for 'Header' and 'Footer'. On the right side of the dialog is a 'Preview' window showing a document page with a header, footer, and a list of items. At the bottom right are 'OK' and 'Cancel' buttons.

Adding a Cover Sheet Before Sending a Document:

Step 1: Click the “Add Cover” Sheet button

Step 2: Fill the recipient's name, company name, and the document subject. Add additional comments in the “Comments” box.

Step 3: Click the “OK” button to return to the main options page.

You may remove/edit the cover sheet at any time before sending the fax.

NOTE: If you are sending the document to more than one fax number, the fax numbers will NOT show up in the Fax Number field.

Cover Sheet

To:

Name

Sue White

Company

White Mortgage

Fax Number

From:

Name

Joe Parker

Company

ACE Properties

Phone Number

206-555-5555

Number of pages, including cover:

18

Date

01/06/2015

Subject

Price List

Comments

Here are the updated prices

Disclaimer

IMPORTANT NOTICE: The following material is intended for user only.

Preview Cover Sheet

Cancel

OK

4. Signature and Annotation

You may add your signature or any text annotation to a document you want to send as a fax. To do this, first you must load your signature.

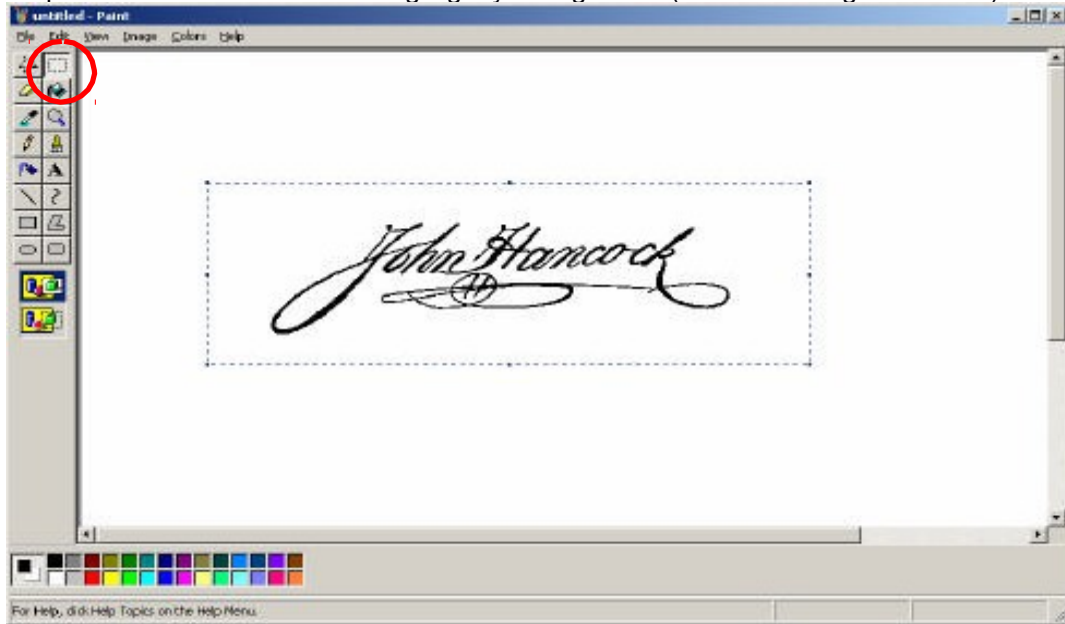
Loading your signature:

Step 1. Write your signature on a blank piece of paper

Step 2. Scan your signature into your computer

Step 3. Use Microsoft Paint to open the file that contains your signature

Step 4. Use the selector tool to highlight your signature (draw a rectangle around it)



Step 5. Right click on your signature and select Copy

Step 6. Click Edit

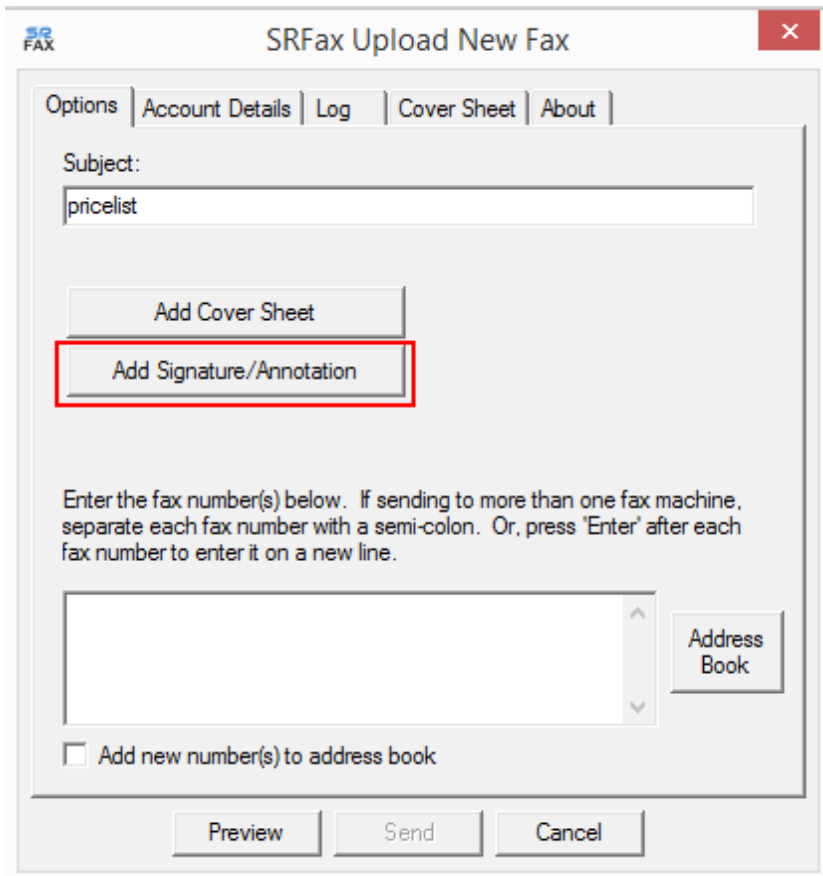
Step 7. Select Copy To

Step 8. In the Save In drop down box, navigate to Program Files/SRFax

Step 9. Save your signature and name it SIGNATURE.BMP

Adding a Signature or Annotation

To add your signature or any type of text annotation to a document you wish to send as a fax, click the Add Signature/ Annotation button.



The image shows a software window titled "SRFax Upload New Fax" with a close button (X) in the top right corner. The window has a tabbed interface with tabs for "Options", "Account Details", "Log", "Cover Sheet", and "About". The "Options" tab is currently selected. Inside the "Options" tab, there is a "Subject:" label followed by a text input field containing the word "pricelist". Below this, there are two buttons: "Add Cover Sheet" and "Add Signature/Annotation". The "Add Signature/Annotation" button is highlighted with a red rectangular border. Below these buttons, there is instructional text: "Enter the fax number(s) below. If sending to more than one fax machine, separate each fax number with a semi-colon. Or, press 'Enter' after each fax number to enter it on a new line." This text is followed by a large, empty text input area with vertical scrollbars. To the right of this input area is a button labeled "Address Book". Below the input area, there is a checkbox labeled "Add new number(s) to address book", which is currently unchecked. At the bottom of the window, there are three buttons: "Preview", "Send", and "Cancel".

To place your signature on the document, click the Signature button then move the signature icon to where you want your signature to appear.

thereof, the Buyer shall pay to the Sellers the total amount of the invoice in cash and the payment shall be accepted in full payment for the property.

7. LIQUIDATED DAMAGES. All the stipulations, agreements and conditions contained in this contract are to apply to and to bind the heirs, executors and administrators of the respective parties hereto, and, in case of failure, the parties bind themselves each to the other in the sum of \$ _____ Dollars, as fixed and settled damages to be paid by the failing party.

Buyer

Seller

Date

To **Resize** the signature- Place your mouse pointer on the boarder, click and drag outward.

To **Move** the signature- Right click on the signature, select Move, then move the signature to the desired location.

To **Delete** the signature- Right click on the signature then select Delete.

To add an annotation to your document, click the Annotation button then move the annotation icon to where you want the annotation to appear. Begin typing in the field provided.

To **Change Font** in the annotation- Highlight the text within the annotation box you wish to change, then right click. Choose Font and make your changes.

To **Move** the Annotation- Right click on the annotation, select Move then move the signature to the desired location.

To **Delete** the Annotation- Right click on the annotation then select Delete.

To **Preview** how your document will look with the signature and/or annotations, click the Preview button

Once you have added your signature and annotations, click the Accept Changes button

5. Previewing a Fax

Before sending your document, you may preview how it will appear when printed from a fax machine.

To Preview a Fax:

Step 1: Click the “Preview” button. Your document will open in a separate window, allowing you to preview how it will look when printed from a fax machine.

Note: Attached cover sheets can also be previewed.

6. Changing Your SRFax Account Number and Password

Your SRFax Account Number and Password allows you to send faxes. To change this number, simply update SRFax Printer with the new number (there is no need to reinstall).

To Change your SRFax Account Number:

Step 1: Click the “Start” button.

Step 2: Select “Programs”.

Step 3: Select “SRFax”.

Step 4: From the “Option” Tab, click the “Change” button below your current Fax Account Details and enter you new SRFax Account Number and Password in the boxes provided

Step 5: Click the “OK” button to save the change.

7. SRFaxLog

The SRFaxLog allows you to view a list of all the documents you have uploaded, as well as all documents you have sent to fax machines. The SRFaxLog contains:

- Date and Time Sent
- Document Name
- Total #of Pages
- List of Fax Number(s) Sent To
- Sent to Fax Mailbox (Yes or No)
- Status (Upload Successful/Upload Unsuccessful/Error Message)

To View the SRFaxLog:

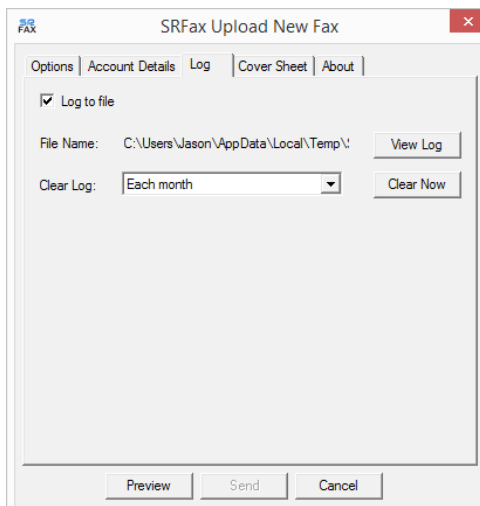
Step 1: Click the “Start” button.

Step 2: Select “Programs”.

Step 3: Select “Fax Upload”.

Step 4: Select “Fax Upload”.

Step 5: Click the “Log” tab at the top of the window.



Step 6: Click the “View Log” button.

To Clear the SRFaxLog:

Click “Clear Log Now” button on “Log” tab.

To Automatically Clear SRFaxLog:

Choose a time frame for automatic clearing of your Fax Upload Log on the “Log” tab.

Your choices are:

- Never
- Before Each Upload
- Every Day
- Every Week
- Every Month

8. Uninstalling SRFax Printer

SRFax Printer comes with a built-in uninstall utility.

To Uninstall the Fax Upload Program:

Step 1: Click the “Start” button.

Step 2: Select “Programs”.

Step 3: Select “SRFax”.

Step 4: Select “Uninstall”.