

How To Setup Symantec WinFax Basic Edition And Send A Fax? PCV E314DS E518DS L400 L600 PCG 505TS/TX 838 F150 F160 F180 F190

This solution is broken down into the following sections:

I. Setup Symantec WinFax Basic Edition

II. Send a Fax Using WinFax

Please scroll to the appropriate section and follow the procedure.

I. Setup Symantec WinFax Basic Edition

1. Click Start, point to Programs, point to Symantec WinFax Basic Edition, and then click Configure WinFax Basic Edition.

2. Enter the CSID number (any alphanumeric number), fax phone number, voice phone number, and click Next.

NOTE: A CSID number is an identifier that distinguishes the computer as a fax device when sending faxes.

3. At the modem properties screen, click to highlight the appropriate modem name to use and then click Next.

NOTE: The modems that shipped with the system are named as follows:

PCV E314DS E518DS	LT Win Modem
PCV L400 L600	LT Win Modem
PCG 505TS/TX	Sony Internal Modem (k56Flex+V.90)
PCG 838	Sony Internal Modem (k56Flex+V.90)
PCG F150	Rockwell HCF 56K Speakerphone PCI Modem
PCG F160	Rockwell HCF 56K Speakerphone PCI Modem
PCG F180	Rockwell HCF 56K Speakerphone PCI Modem
PCG F190	Rockwell HCF 56K Speakerphone PCI Modem

4. An error may or may not appear stating "Warning! Setup is unable to automatically configure dialing options for your fax device...."

If this error occurs, it means that the modem dialing properties need to be configured. This can be done after this procedure, so click OK to continue.

5. Click Next to test the modem.

6. Once the testing is completed, click Next.

7. Click Finish.

8. When prompted to view the README file, click No. WinFax Basic Edition is now set up.

LICENSE NOTE: If the license agreement appears, click Yes to accept it. If the license agreement does not appear, it will when the Controller is started the first time.

ERROR NOTE: If the error appeared as mentioned in step 4, please follow this subprocedure to reconfigure the dialing properties.

- A. Click Start, point to Programs, point to Symantec WinFax Basic Edition, and then click Program Setup.
- B. At the WinFax PRO Program Setup screen, double-click the Dialing and Location entry.
- C. Click the Location tab.
- D. Type your area code and click OK.
- E. Click Close.

II. Send a Fax Using Symantec WinFax Basic Starter Edition

There are several methods of starting the FAX Wizard or FAX send screen (non-wizard). The procedure below will describe one of the many ways to start the Setup Wizard or FAX setup screen.

1. Click Start, point to Programs, point to Symantec WinFax Basic Edition, and then click Send New Fax.

NOTE: If nothing happens when 'Send a Fax is clicked' do the following:

- A. Click Start, point to Programs, point to Symantec WinFax Basic Edition, and then click Controller. The Controller icon (looks like a yellow fax machine) will appear on the taskbar.
- B. Right-click on the Controller icon.
- C. From the menu, click Send New Fax....

2. The Fax Wizard will start unless it has been disabled. To send a fax using the FAX Wizard, follow the steps in SECTION A. If the Fax Wizard does not appear, follow the steps in SECTION B. to send a Fax using the WinFax Pro send screen. Please scroll to the appropriate section below:

SECTION A. Sending a FAX using the FAX Wizard:

- (1) Click Next to start the Wizard.
- (2) Type the Recipient Name, Fax Number, and Company (optional) and then click Next.

NOTE: Click to check whether or not to add this recipient to the phonebook.

- (3) Next to Cover Page, click the down arrow to select whether or not to have a cover page.
- (4) Type a subject, type the fax message and click Next.

- (5) Click Add Document to add files to the FAX (Optional). Otherwise, just click Next.
- (6) At the summary screen, click Finish to send the FAX.
- (7) If you chose to fax the recipient to the phonebook, a message will appear confirming the entry. Click OK.
- (8) The Symantec Message Manager Line Status Window will now appear and send the FAX. The window will disappear when the FAX transmission is complete.

SECTION B. Sending a FAX using the WinFax PRO Send screen:

- (1) In the TO box, type the recipient name.
- (2) In the Number box, type the fax number.

NOTE: Company information is optional. To add this recipient to the phonebook, click the book with the yellow arrow icon that is to the right of the Company box. Fill in the new recipient information and click OK.

- (3) In the Subject box, type a heading.
- (4) Click the drop down arrow next to Quick cover page, to select the type of cover page or not to use one.

NO COVER PAGE NOTE: If a cover page is not used, there is no way to type a quick note as a message. The message must be created and saved as a file and then inserted. To insert a file, do the following:

- (a) Click the yellow paper clip icon.*
- (b) Select the file you want and click OK. The file text will be inserted into the WinPro Send Box.*
- (c) Click Send.*

- (5) If you choose to use a cover page, type the cover page message and click Send.

COVER PAGE NOTE: If a message is not typed directly on the cover page, the Cover Page filler will appear. The message typed here will be faxed as a separate sheet. Type the message and click Send.

- (6) The Symantec Message Manager Line Status Window will now appear and send the FAX. The window will disappear when the FAX transmission is complete.