



# **GLOBALCOMSERVER EXCHANGE CONNECTOR USER'S GUIDE**

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## PRESENTATION



This manual is designated to users wishing to use their mail client to send or receive faxes.

### GCS connector for MS-Exchange Server 2000 presentation

The **Exchange GlobalComServer Connector**, developed by AVM Informatique, allows users to send and receive faxes with an MS-Exchange mail client (Outlook 98, 2000 or MS-Exchange client)

#### Sending a fax or SMS by e-mail

Using their mail client (Outlook 98, 2000 or MS-Exchange client), users compose a message, to which one or several documents (Word, Excel...) may be attached, and send it.

The **GlobalComServer** platform processes that e-mail and sends a fax or SMS to each recipient.

The sender may receive an acknowledgment in his inbox if the **GlobalComServer** platform has been configured to do so.

Users can receive faxes in their inbox if the **GlobalComServer** has been configured accordingly.

## PRE-REQUIREMENTS

A mail client must be installed on your machine and the **Exchange GlobalComServer Connector** needs to be in place on your company **GlobalComServer** machine for you to be able to send faxes from your mail client

Ask your network administrator for help concerning your mail client.

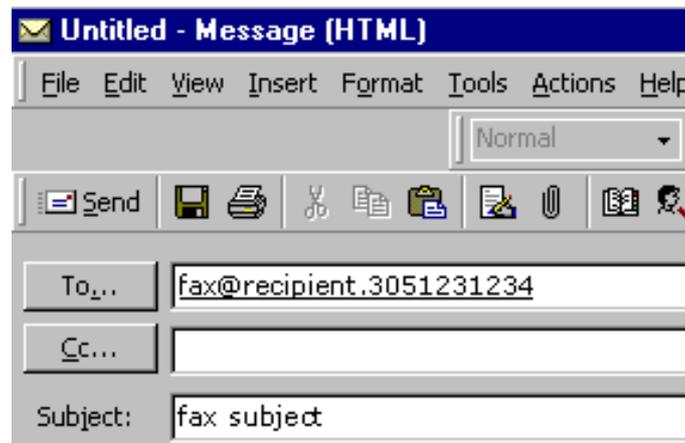
## SENDING A FAX

### Sending a fax using a command line

Compose a new message.

**You must fill in the recipient field as follows:**

`fax@recipient.fax_number`



#### With a cover page

If you are a declared **GlobalComServer** user you can have a cover page (a pcl file in `..\Trafic\logo`) assigned to your account. In that case it will be your default cover page. Otherwise **GlobalComServer** default cover page is sent out.

To precise a cover page, type:

`fax@recipient.fax_number:recipient_compay_name:cover_page_name`

The cover page (.pcl file) must be located in `..\Trafic\Logo`

#### Without a cover page

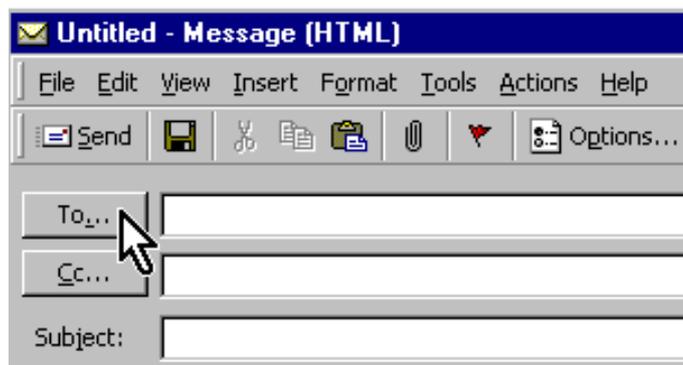
`fax@recipient.fax_number:recipient_compay_name:nologo`

#### Acknowledgement

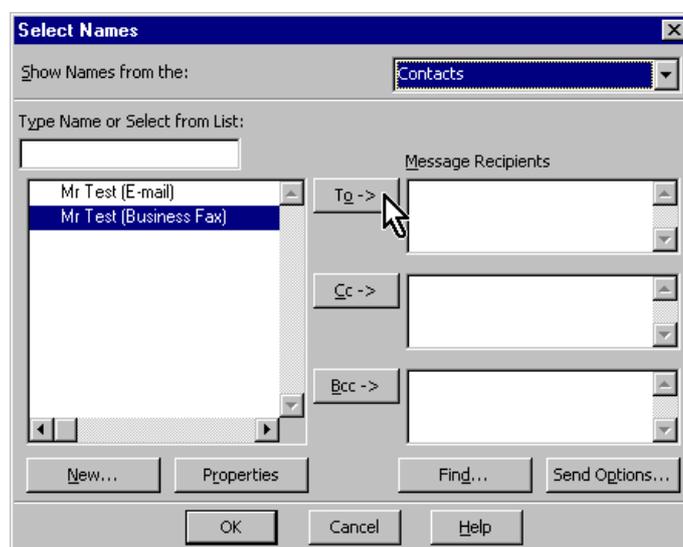
You will receive an acknowledgement for your fax in your mailbox when the fax is sent successfully (status OK) or when it is in error (status ER).

## Sending a fax using contacts

Compose a new message.



Click **To...**



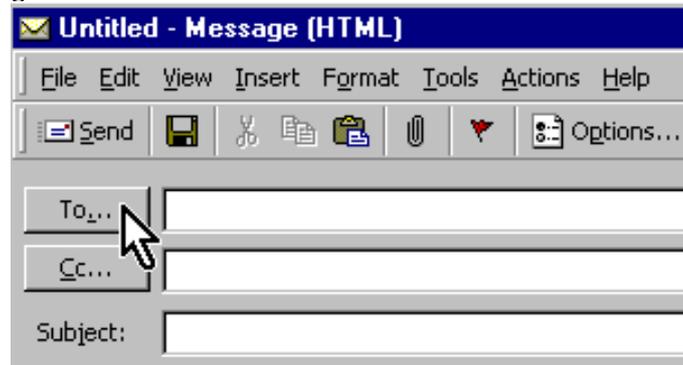
Choose **Contacts** (in "show names from the") and select a recipient.

You can have a choice between two types of contact (e-mail or fax, if those fields have been previously filled in of course).

You can choose your personal address book and select a recipient.

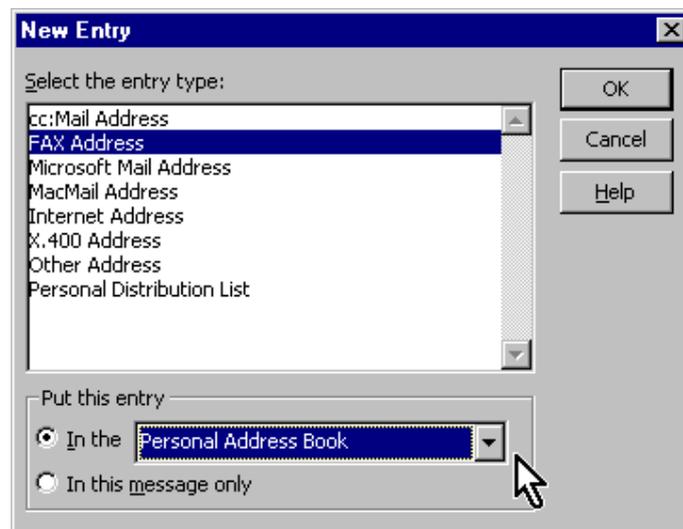
## About the personal address book

Adding recipients in your personal address book may be useful.  
Compose a new message and click **To...**

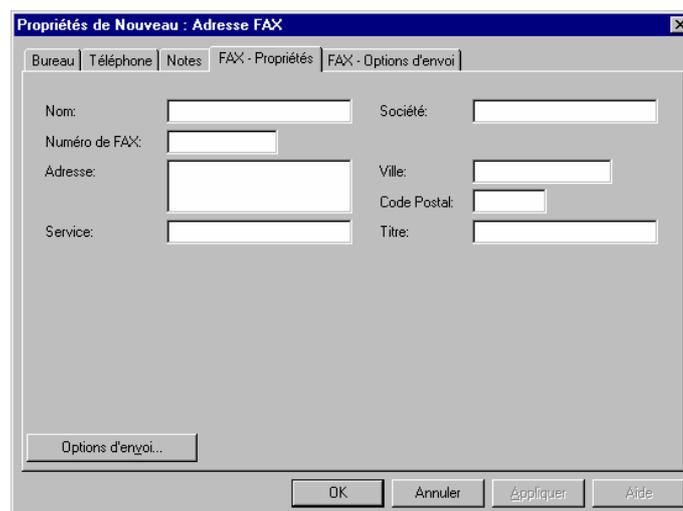


Click **New** entry

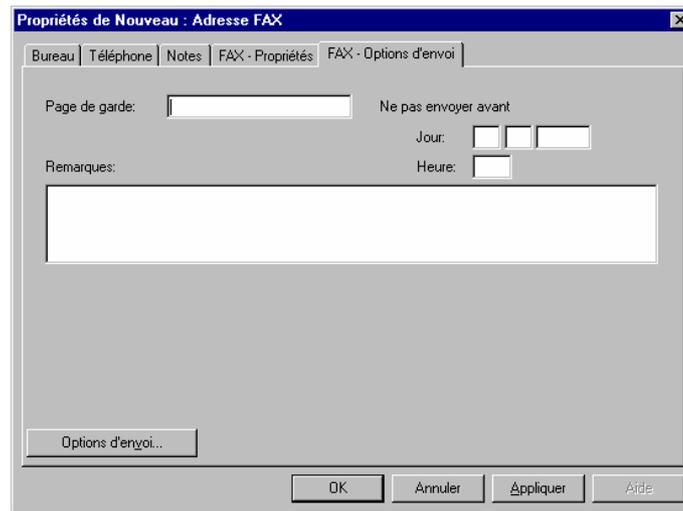
At the bottom of the window choose **personal address book** and select **Fax address**



Click **OK**. Fill in the fields in the next screen.



You can personalize the sending of a fax to this recipient by clicking on the **fax sending options** tab. You can assign a cover page to this recipient.



Cover page : write its name without the pcl extension. The file must exist in the folder ..\Trafic\Logo (ask your administrator which page you can use)

Example:

Cover page : **my\_page**

The file `my_page.pcl` must be in ..\Trafic\Logo on the fax server machine.

## RECEIVING FAXES

Your administrator can configure the **GlobalComServer** platform so as to route incoming faxes to your mailbox.

In that case you will receive an e-mail with an attachment named `fax.tif`.

Windows Imaging or AVM **Topview** (for example) is necessary to open `.tif` files.