PAGE 1 / 10





GLOBALCOMSERVER EXCHANGE CONNECTOR USER'S GUIDE

© OCTOBER 2002 AVM INFORMATIQUE (UPDATED: AUGUST 22, 2006))

LICENSE

Information in this document is subject to change without notice.

This document cannot be reproduced in any ways without AVM Informatique written authorization.

GlobalComServer is an AVM Informatique product.

GlobalComServer is protected by copyrights.

All products mentioned in this manual are trademarks of their respective owners.

TABLE OF CONTENTS

Check our web site for updates: http://www.avm-informatique.com/

LICENSE	2
TABLE OF CONTENTS	3
PRESENTATION	4
Sending a fax or SMS by e-mail	4 4
PRE-REQUIREMENTS	5
SENDING A FAX	6
Sending a fax using a command line	6
With a cover page	6
Without a cover page	6
Acknowledgement	6
Sending a fax using contacts	7
About the personal address book	8
RECEIVING FAXES	10

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

🔀 Untitled - Message (HTML)					
<u> </u>	$\underline{V} iew \underline{I} nsert \underline{F} \underline{o} rmat \underline{I} ools \underline{A} ctions \underline{H} elp$				
	Normal 👻				
] : 2 <u>S</u> end	🖵 🍜 🕺 🖻 🛍 🔽 🛛 🕮 🎭				
То <u>.</u>	fax@recipient.3051231234				
<u>C</u> c					
Subject:	fax subject				

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

T

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.

🖂 Untitled - Message (HTML)							
<u> </u>	<u>E</u> dit	⊻iew	<u>I</u> nsert	F <u>o</u> rmat	<u>T</u> ools	<u>A</u> ctions	<u>H</u> elp
	<u>5</u> end		X 🖻		0 🔻	: 🗈 o	ptions
То							
	R						
<u></u> c	··· ``	í					
Subj	ect:						

Click To...

Select Names	×
Show Names from the:	Contacts
Type Name or Select from List:	
	Message Recipients
Mr Test (E-mail) Mr Test (Business Fax)	
	<u>C</u> c->
V V	<u>B</u> cc ->
New Properties	Find Send Options
ОК	Cancel <u>H</u> elp

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**...

🔀 Untitled - Message (HTML)							
<u> </u>	<u>E</u> dit	⊻iew	Insert	F <u>o</u> rmat	<u>T</u> ools	<u>A</u> ctions	<u>H</u> elp
	<u>i</u> end		X 🖻		0 🔻	r 📰 o	ptions
To							
<u></u> c	`	'I					
Subje	ect:	L					

Click New entry

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

New Entry	×
Select the entry type:	ОК
cc:Mail Address	<u> </u>
FAX Address	Cancel
Microsoft Mail Address MacMail Address Internet Address X.400 Address Other Address	Help
Personal Distribution List	T
Put this entry	
In the Personal Address Book	
C In this message only	2
• In this message only	43

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

Propriétés de Nouveau : Adre	sse FAX	×
Bureau Téléphone Notes F	AX - Propriétés FAX - Options d'envoi	
Nom:	Société:	
Numéro de FAX:		
Adresse:	Ville:	
	Code Postal:	
Service:	Titre:	
Options d'en <u>v</u> oi		
		imuer Aide
	ON Annuler App	iquei Alde

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.

Denniški de Neumenn	· A design FAV			
Proprietes de Nouveau	: Adresse FAX			×
Bureau Téléphone N	otes FAX - Propriétés	FAX - Options d'envoi		
Page de garde:		Ne pas envoye	r avant	
		Jour:		
Remarques:		Heure:		
Options d'en <u>v</u> oi				
		OK Annuler	Appliquer	Aide

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

<u>Example:</u>

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.