GLOBALCOMSERVER
DOMINO NOTES® GATEWAY
USER'S GUIDE

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PRESENTATION

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

GCS Domino Notes® gateway presentation

The GCS Domino Notes® gateway, developed by AVM Informatique, allows users to
send and receive **GCS** messages (fax, SMS, Telex) with a Lotus Notes® client.

GCS messages?

Compose a memo (e-mail) within your Lotus Notes® client.
Attach various documents.
Send it. It will be sent as a **GCS** message (fax, SMS, Telex).

Compared to a normal e-mail, only the recipient syntax differs slightly.

A cover page can be added to this **GCS** message.

You will receive an acknowledgement in your Lotus Notes® mailbox (if your
administrator has configured the **GCS** platform to send acknowledgements).

You can also receive faxes, SMS, or Telex (as attachments) in your mailbox.

PRE-REQUIREMENTS

A Lotus Notes® client must be installed on your PC and the **GCS Domino Notes® gateway** must be installed and configured on the **GCS platform**.

Ask your network administrator for help concerning your mail client.

It is not permitted to use the Lotus Notes® client on the GCS platform to send GCS message (Fax, SMS, or Telex).

SENDING A GCS MESSAGE

Sending GCS message can be done from several clients, the message can be composed by different ways according to the method used.

The consignment can take place from the following customers:

- Lotus Notes Client v4.x, v5, v6.
- Internet browser from the iNotes® interface.
- POP3, SMTP, IMAP clients.

Lotus Notes Client

Memo

Start the Lotus Notes® client (from another computer than the gateway), identify yourself as a Lotus Notes® user (other than "gateway gcs").
Compose a new memo.

The recipient's field must be filled in as follows:

Recipient's_name@gcs_address@gcs   (@gcs=foreign domain name)

Make sure the foreign domain name is 'gcs'. If no change the name accordingly (ask your administrator).

To:	Mr Dupont@33 4 72 67 00 26@GCS
cc:	
bcc:	
Subject:	GCS Domino Notes Gateway Presentation

Add the recipient's company

The recipient's company can also be added to the address as follows:

Recipient's_name/Company@gcs_address@gcs   (@gcs=foreign domain name)

To:	Mr Dupont/AVM Informatique@33 4 72 67 00 26@GCS
cc:	
bcc:	
Subject:	GCS Domino Notes Gateway Presentation

Add a specified cover page

To precise a cover page, type:
Recipient's_name@gcs_address-L:cover_page_name@gcs

To:	Mr Dupont@33 4 72 67 00 26-L:TECHNICAL@GCS
cc:	
bcc:	
Subject:	GCS Domino Notes Gateway Presentation

The cover page (.pcl file) must be located in **..\GlobalComServer\Logo**

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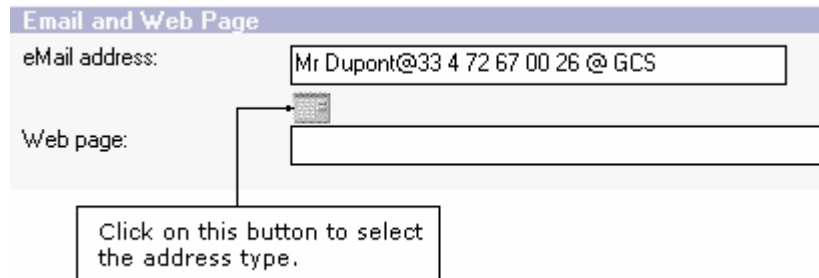Otherwise, **GlobalComServer** default cover page is sent out.

Without a cover page

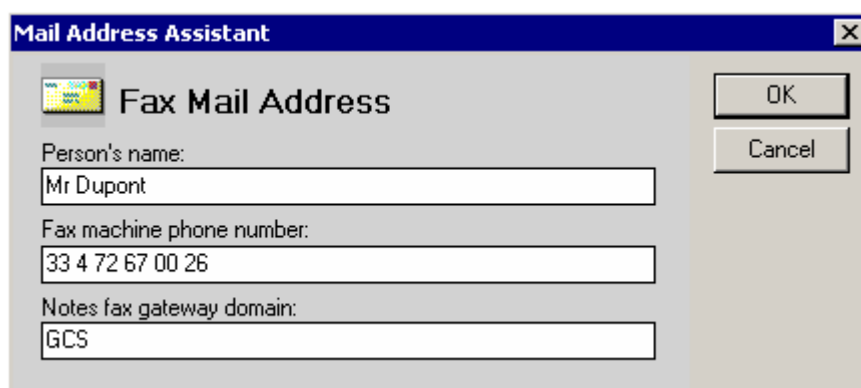**Recipient's_name:gcs_address-L:nologo@gcs**

To:	Mr Dupont@33 4 72 67 00 26-L:NOLOGO@GCS
cc:	
bcc:	
Subject:	GCS Domino Notes Gateway Presentation

Using Contacts

It is possible to select a fax recipient using your personal address book. For this, contact must have a Fax address.


By clicking on the [icon] button, you can select the address type you want to affect for this contact. Select type 'Fax' to open the following window:

Acknowledgement

You will receive an acknowledgement for your **GCS** message in your mailbox when the **GCS** message is sent (status OK) or when it is in error.
Following the **GlobalComServer** configuration, the message can contain a joined file representing the sent document, and is presented as follows:
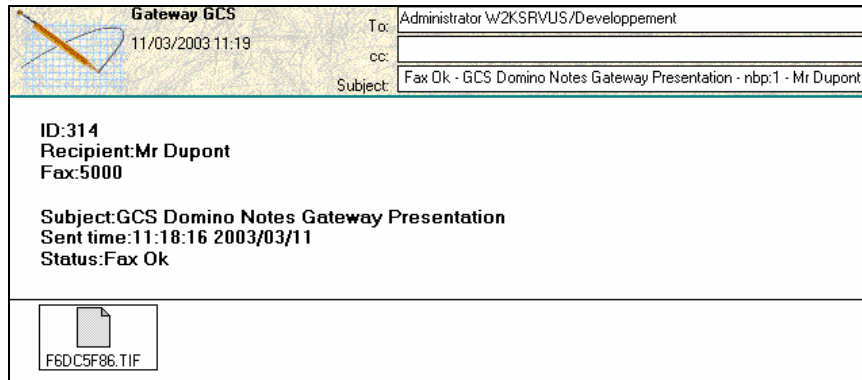
Click on the joined file to visualize the document as it has been sent.

Fax Memo

The Fax memo is only available if it has been integrated to your mail template. Contact your administrator to know if this memo is at your service.
The memo contains a 'Fax Address' button that permits to select the recipients directly in the different address books that are at your service.

Create a new Fax memo by clicking on **'Fax Memo'** in the menu **'Create**'

In a first time, click on the **'GCS Options'** button, then **'Configuration'** to configure the Fax options.
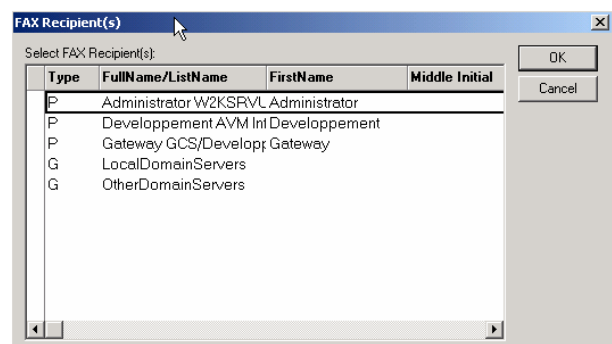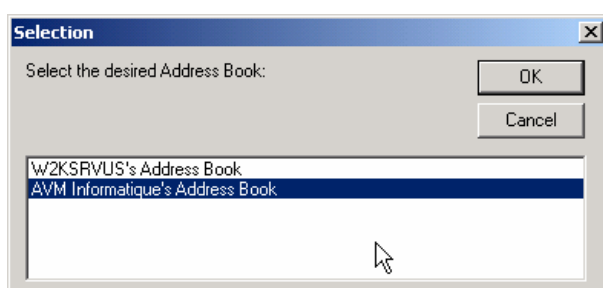
Specify the GCS domain that will be used and the search order of the fax number.
1.   Professional fax then personal
2.   Personal fax then professional

Fields **'Office Fax'** and **'Home Fax'** appear in the Phones properties of the contact.


Click on the button to select Fax recipient(s):

- The first window presents a list of address books. Select the desired address book then click on the **'OK'** button.
- The second window presents the list of present entries in the address book. Select the desired entry/entries then click on the **'OK'** button. The first column defines the type of entry:

'P': People
'G': Group of people

If the selected person doesn't have any fax number, a window appears to fill manually the fax number.
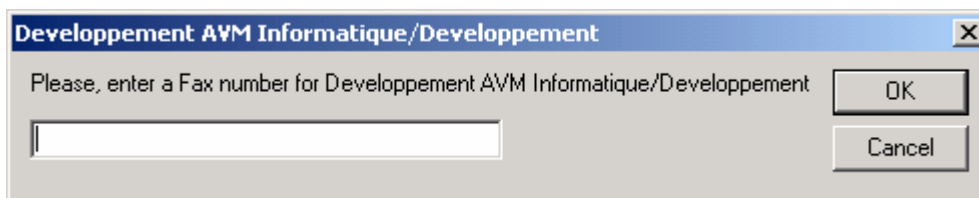

If you select you a group of persons, every people contained in this group will be added to the list of the recipients of the message. If one person of this group doesn't have any fax number, a window appears to fill manually the fax number.

Note: The fax number filled manually is not saved in the address book and the window will appear while the contact doesn't have a fax number.

Sending options

These options allow to set the sending date and the sending time of the message. A specific cover page can also be specified. These options affect the current document.
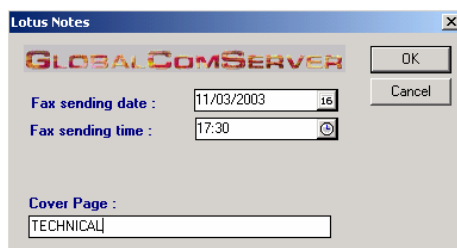
Fax form

The Fax form is only available if it has been integrated to your mail template. Contact your administrator to know if this memo is at your service.
The Fax form is a generic fax model that contains an **'Address'** button permitting to select the recipients directly in the different address books that are at your service.

Create a new Fax by clicking on **'Fax - Standard'** in the menu **'Create'**

Note :
- The design of the fax form can differ according to the integration in your messaging. In the samples, we will use a standard fax form.
- The name of the form that appears in the 'Create' menu can differ according to the integration in your messaging.
- It also can happen that there are several Fax forms.

Task Bar
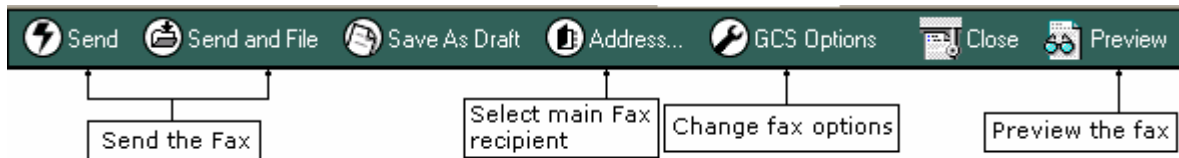
Send : Save and send the fax
Send and File : Save and archive fax
Save As Draft : Save the document in the Draft folder.
Address... : Select the main fax recipient in an address book.
GCS Options : Set the Fax options.
Close : Close document.
Preview : preview the document before sending it. This function shows the document as
it will be sent, without including joined files.

Sending options

These options allow to set the sending date, the sending time and the priority of the message.
These options affect the current document.

Fax form overview

Language

FAX MESSAGE

From :	Developpement AVM Informatique	Ref.:

Recipient(s) :

Clear

Mail Copy :	
Hide Copy :	

Fax Copy :

Add   Delete   Clear   New

Date :	March 18, 2003	Page(s) : 1

Subject :

Add a File :

iNotes® client

Start iNotes® client, identify yourself as a Lotus Notes® user (other than "gateway gcs").

Compose a new memo.

The recipient's field must be filled in as follows:

Recipient's_name@gcs_address@gcs   (@gcs=foreign domain name)

Make sure the foreign domain name is 'gcs'. If no change the name accordingly (ask your administrator)

Add the recipient's company

The recipient's company can also be added to the address as follows:

Recipient's_name/Company@gcs_address@gcs   (@gcs=foreign domain name)

Add a specified cover page

To precise a cover page, type:
Recipient's_name@gcs_address-L:cover_page_name@gcs

The cover page (.pcl file) must be located in **..\GlobalComServer\Logo**.

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

Without a cover page

Recipient's_name:gcs_address-L:nologo@gcs

Using Contacts

It is possible to select a fax recipient using your personal address book. For this, contact must have a Fax address.

POP3, SMTP, IMAP clients

Start your SMTP client, identify yourself as a Lotus Notes® user (other than "gateway gcs").
Compose a new message.

The recipient's field must be filled in as follows:

Recipient's_name%gcs_address@gcs   (@gcs=foreign domain name)

Use the sign '%' instead of the sign '@ ' to separate the name of the recipient and the fax number.

Note: No space character is permited in the address.

Add the recipient company

The recipient company can also be added to the address as follows:

Recipient's_name/Company%gcs_address@gcs   (@gcs=foreign domain name)

Note: No space character is permited in the address.

To: Jacques.Dupont/AVM.Informatique%33472670026@GCS
Cc:
Bcc:
Subject: GCS Domino Notes Presentation

The recipient's field can be filled as follows:

"Recipient's_name%gcs_address"@gcs   (@gcs=foreign domain name)

This syntax permits to use some spaces in the address:

To: "Jacques DUPONT%33472670026"@GCS
Cc:
Bcc:
Subject: GCS Domino Notes Presentation

The recipient's name can also contain the company by adding the sign '/ ' between the name and the company as follows:

To: "Jacques DUPONT/AVM Informatique%33472670026"@GCS
Cc:
Bcc:
Subject: GCS Domino Notes Presentation
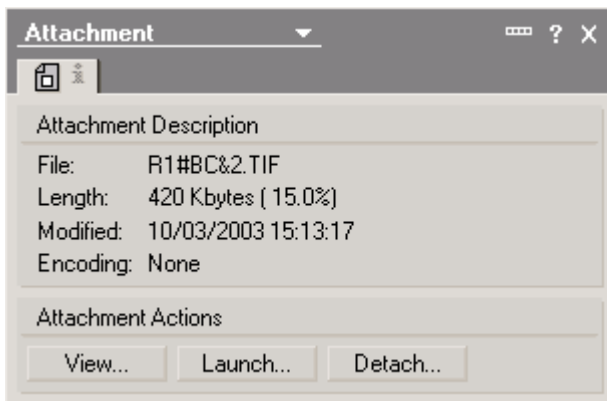
MESSAGE RECEPTION

Your administrator can configure **GobalComServer** in order to route some messages on your Lotus Notes mailbox.
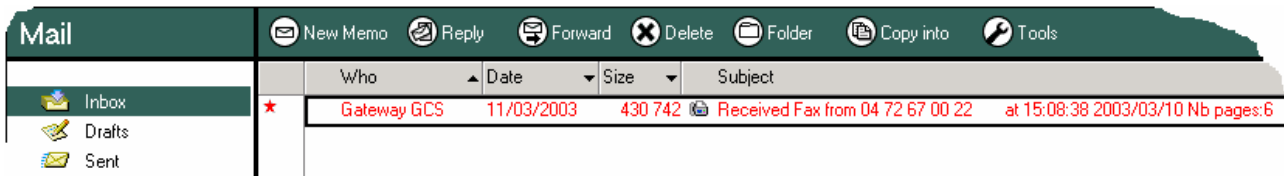
In this case, you receive a mail with a file attachment. The TIF file format is readable with the Lotus Notes integrated viewer or with Imaging for Windows (default viewer of the system).
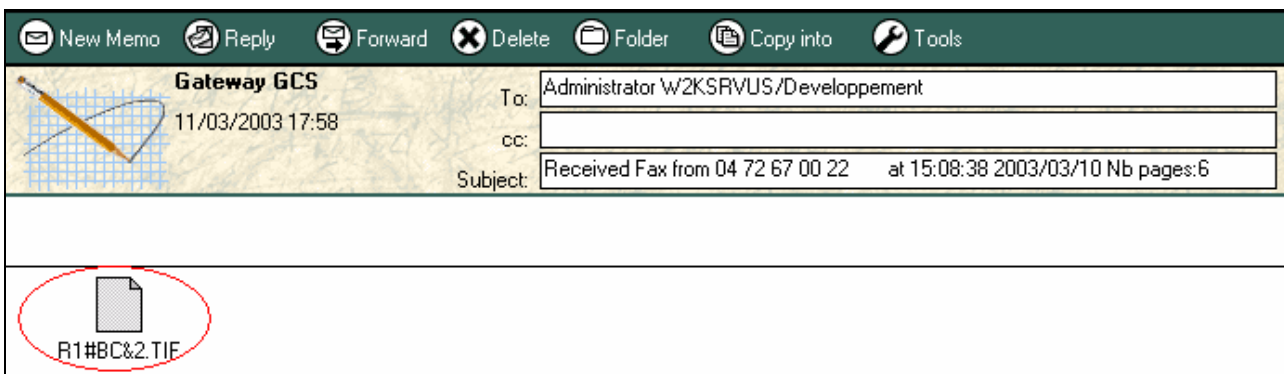
Double-click on the joined file icon.

Click on « **View** » to use the Lotus Notes integrated viewer
Click on « **Launch…** » to use the system viewer (default: Imaging)
Click on « **Detach** » to save the file on the local machine.