LanFax

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I. INTRODUCTION

LanFax is a fax server and software used to send and receive faxes through e-mail accounts. Faxes are sent to a fax number and received from any regular fax or LanFax account. Faxes received through e-mail appear as a .tif image file (tagged image file) attachment.

Note: To send a file created in Office 2013 as an e-mail attachment, the file must be saved in the 97-2003 file format. The new file extension (e.g., docx) for Microsoft Office 2007 is currently incompatible with the Pace fax server.

Please note that this documentation is based on using Microsoft Office 2003.

II. GETTING STARTED

To obtain a LanFax account, have your department head or IMO place a service request at <u>help.pace.edu</u> and include your:

- name
- campus

- department
- e-mail address telephone extension
- network printer (if applicable)

ITS issues a LanFax account such as: **9149891234**. Your LanFax account is the number you provide when asked to supply a fax number.

Note: No new fax machines will be purchased by Pace University. Such requests will be furnished with a LanFax account.

III. USING WINDOWS PICTURE AND FAX VIEWER

A. Windows Picture and Fax Viewer

A fax is sent as a tagged image file (.tif). The software needed to view your fax is the Windows Picture and Fax Viewer which comes with Windows XP.

B. Setting a Default Viewer to View Fax

To select a default viewer:



- click Tools and select Folder Options
- click the Files Types tab

A list of filename extensions and their associated file types displays.

Folder Options									
General View File Types Offline Files									
Registered file types:									
Extensions File Types									
TXT Text Document									
WTX Text Document									
TIF TIF Image									
TIFF TIF Image									
TDF Trace Definition File TTC TrueType Collection Font file									
TTE TrueTupe Font file									
<u>N</u> ew <u>D</u> elete									
Details for 'TIF' extension									
Opens with: 😒 Windows Picture and Fax V Change									
Files with extension 'TIF' are of type 'TIF Image'. To change settings that affect all 'TIF Image' files, click Advanced.									
Advanced									

- select **TIF** from the **Extensions** column in the **Registered file types** pane
- click Change



The Open With box displays.

- scroll down and select Windows Picture and Fax Viewer in the Programs pane
- click **OK**
- click Close

IV. SENDING AND RECEIVING FAXES

LanFax uses e-mail accounts to send and receive a fax. Please note that use of the LanFax must comply with Pace University's <u>Appropriate Use Policy for Information Technology</u>.

A. Sending a Fax

- open Microsoft Outlook
- click 💁№w
 - -or-
- click Actions and select New Mail Message

The Untitled Message window appears.



- type areacode+number@fax.pace.edu in the To field
- type brief LanFax description in the Subject field
- type the *message of the fax cover page* in the bottom pane

Note: the *areacode+number@fax.pace.edu* represents the fax account where the fax is being sent. This is for an internal Pace fax as well as an external fax. For instance, if an external fax number is 914-123-4567, you would address this in the To field as 9141234567@fax.pace.edu. All sent faxes go through the Lan Fax server. Microsoft Office 2007 users must save LanFax attachments in the 97-2003 file format.

• click \blacksquare and select the file to attach

Note: The file path must be known in order to attach it. If a paper document or form needs to be faxed, it can be scanned into a file for attachment.

The information typed in the body of the e-mail appears as the fax coversheet. Then:

• click 🖃 Send

The fax is sent to the intended recipient and is received as a regular fax on their fax machine or as an e-mail message if it was sent to a LanFax account.

Note: A confirmation message from Pace fax server is sent to the sender. Remember, the coversheet contains any text that was in the body of the e-mail. If you have your mail set to attach your business card, the text from the business card appears as a separate sheet after the fax message.

B. Receiving a Fax

- open Microsoft Outlook
- click Send/Receive •
- -or-
- click Tools and select Send/Receive
- click Send and Receive All

An incoming fax is listed under **Sender** as: <u>areacode+phonenumber@fax.pace.edu</u> (i.e. <u>9145551234@fax.pace.edu</u>).

The actual fax appears as an e-mail attachment.

To view fax attachment:

• click the e-mail with the subject Fax Received in your Inbox

This is a FAXSERV Message Delivery which including the date and time the fax was sent, as well as the number of pages. The faxed information is in the form of a .tif file.

Fax received: 914-989-8225 [8225] 3 page(s) - Message (Plain Text)			×
Ele Edit View Insert Format Icols Actions Help			
🗄 🖓 Reply 🆓 Reply to All 🖓 Forward 🎯 🐚 😽 🌹 🏠 🏠 🕹 - 🖈 - A² 🐵 💂			
From: 914-989-8225 [914-989-8225@fax.pace.edu] To: charrls@pace.edu	Sent:	Wed 1/2/2008 2:51 PM	
Cc:			
Subject: Fax received: 914-989-8225 [8225] 3 page(s)			
Attachments: d f9a7f3bf14fc0000.tif (161 KB)			
Fax Message Delivery			~
Date: 2008-01-02 14:51:07			
Job ID: MGQ034093 DID/DTMF: 8225			
Elapsed Transmission Time: 00:01:16 Line: 3			
Pages: 3			
Server: FAXSERV Signal Noise: 0			
Signal Quality: 0 Signal Speed: 26400			
Signal Speed: 20400 Signal Strength: 0			
			Y

To open the fax:

• double-click the attachment

C. Viewing a Fax

An incoming fax has the date, time, originator fax number, and number of pages located in the top portion of the fax cover sheet.

🖬 f9a7f3bfl4fc0000 (2) - Windows Picture and	Fax Viewer				
	1/2/2008 2:49 PM	914-989	-8225 -> FAXSERV	Page 1 of 3	
		Fax	Message		
	To:				
	Fax No.:	19149898225			
	From:	Colin Harris DoIT			
	Fax No.:	914-989-8225			
	Date: Pages:	Wednesday, January 02, 2008 3 (including this page)	2:49 PM		
	Subject:	Test Fax			
	C	0 🖂 💠 🐺 🔎 🔎	🎿 🚓 d 1 • 🖻 🗙 🍇		

To access a specific page:

- click current page drop-down list arrow and select page -or-
- click d or b to navigate to previous or next page

D. Printing a Fax

To print from Windows Picture and Fax Viewer:

- click 🎍
- click Next
- select **I** pages to print in **Picture Selection** box
- click Next
- select a printer in **Printing Option** box
- click Next
- select a print layout in **Layout Selection** box
- click Next
- click Finish

E. Closing a Fax

To exit from Windows Picture and Fax Viewer:

• click 属 and select Close