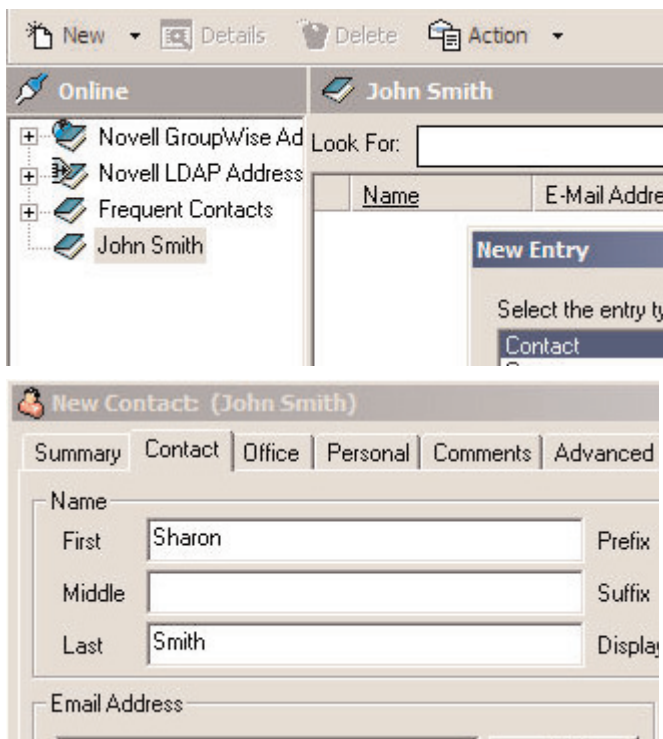


## Network Fax

### Novell GroupWise Quick Reference Guide

Cleo's Stream Fax allows faxes to be sent and received through Novell Groupwise. This Quick Reference Guide outlines the procedures for performing Stream Fax-Novell Groupwise activities.

**Address Book Destinations** can be set up in the Groupwise address book for fax numbers as easily as for email addresses. Click on the contacts folder in the Groupwise Folders List and select the 'New' icon to enter the information. Select 'Add' and 'OK'.



Once a fax address has been created in the address book, it can be selected as the destination for sending a fax via Groupwise.

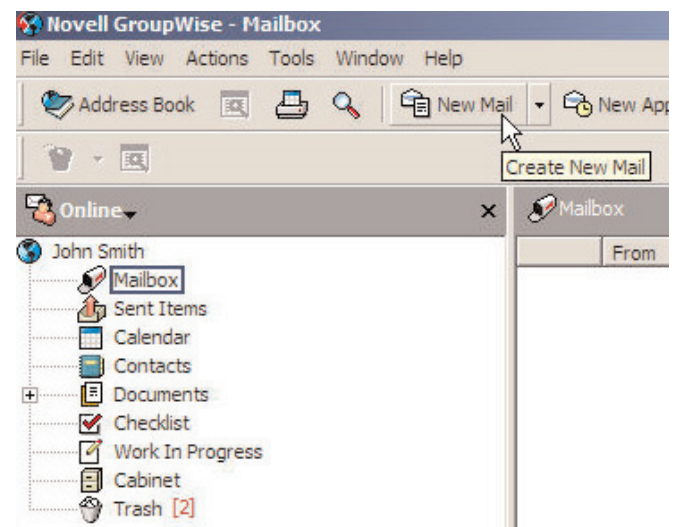
**Cover Pages** are sent in a default format with each fax. Stream v6.3.4 or higher also allows each user to have a custom cover page. If such a file does not exist for a specific user, the system will look for a company specific cover page, and then the default cover page.

Information can be manually entered on the cover sheet, or, the Attn, From, Date, Time, for Subject can be automatically filled in on the cover page by using tags. A sample cover page, including tags are available in the 'Stream.rtf' document also stored on the Stream Fax server.

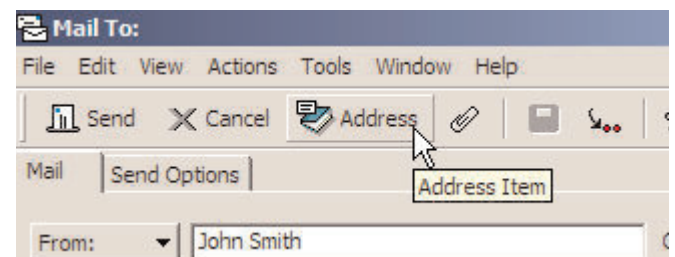
Each user cover page will be saved as a separate file as <username>.rtf where the username is the individual's e-mail username, or company cover pages as <companyname>.rtf. The cover page must be saved as an .RTF file in the cover page folder on the Stream Fax server. In addition, any RTF file can be used as an ad-hoc cover page by giving it a special name, a prefix of "\_sccp\_" and attaching it to the mail message. For assistance in creating and saving your cover page, please contact the Administrator within your organization.


**Faxing Directly** from the Groupwise Mailbox is done through the following steps:

1. From the Groupwise main window, select 'New' from the menu bar options. The New Message dialog appears.

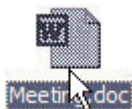


2. Click on the 'Address' button to display the Address Items. Select the contact fax destinations.



- A note can be placed on the cover page by typing a text message in the body of the email.
- Documents to be faxed can be attached by 'Insert>File' menu bar option or the 'Attach' icon. Choose the document to be attached from the Explorer tree, or drag and drop the attachments. 

Attached documents are represented by icons in the message area or an attachment listing. Most printable documents may be faxed as attachments.



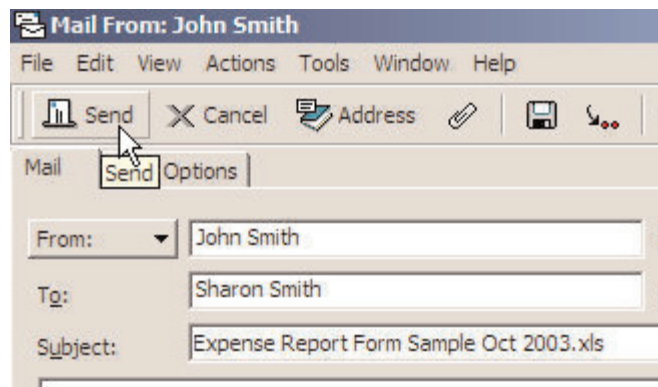
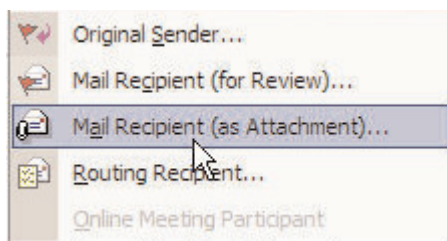
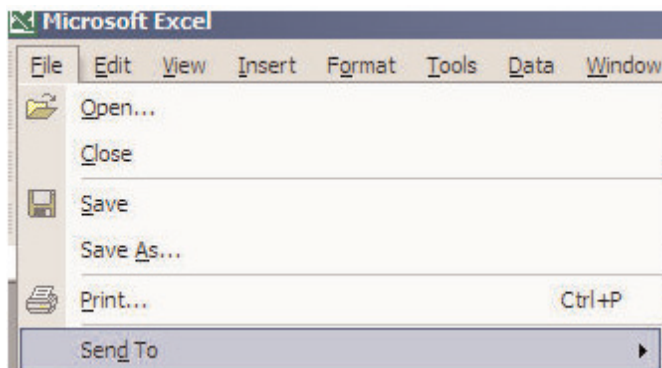
The Stream Fax server handles the process of changing attached documents into a faxable format automatically, "behind the scenes."

- Click the 'Send' Button.



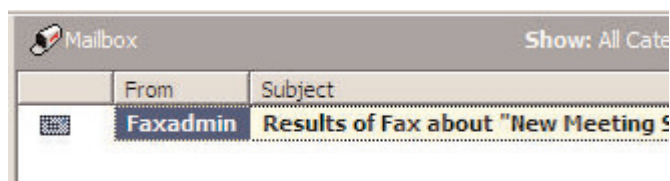
**Sending Faxes From An Application** is possible with Groupwise Integration. To fax from within an application, follow these steps.

- Save the document and from the document window, select 'File>Send To>Mail' Recipient (as attachment). Send will only be available if the application is "e-mail enabled." The New Message dialog appears, with the document displayed as an attachment. Additional documents can be attached by selecting the 'Insert>File' menu bar option or the 'Attach' icon as explained above.



- Choose fax destinations from the Address Book or enter the fax address in the 'To:' section as follows: 555-555-1212@fax.stream.net
- If desired, type a text message into the body of the email (to appear on the cover page).
- Click the 'Send' button.

**Delivery Confirmations** are sent to the Groupwise Inbox via Stream Fax server. Confirmations report the delivery status of the faxes sent.



**Received Faxes** trigger a notification message to appear in the Groupwise Inbox. A received fax will be an attachment to an email message from Stream with an attached TIF file. To read a received fax, click on the entry for the new fax message and then open the attached document icon to launch the fax viewer and display the document.



Cleo Communications, 4203 Galleria Drive, Loves Park, IL 61111  
 P 800-325-7732, F 888-435-2348, StreamInSales@cleo.com, www.cleo.com