



Stream Print

Stream Print: Jump Start

This sheet provides you with an overview to sending faxes securely, right from your desktop via your Stream Print solution. For more information, please visit http://www.cleo.com/products/ps_streemfax.php.

Prepare: Ready. Set. Fax.

If you are a new Stream Print user, you will need to set up your account. Click on the *Stream Print* icon on your desktop. Choose *File>Preferences>Stream Center Connection*. Enter your name as you would like it to appear on your fax. Enter your email address. Choose *OK*.

Automate: Your Administrator's Got You Covered.

Prior to sending your first fax, your system administrator has already provided you with the basics in Stream Print, including a standard cover page that meets your company's requirements and the contacts you send to most frequently.

Send: Two Ways to Send Your Fax, Both Right From Your Desk.

Option 1: *Send Your Fax from a Document You Are Working On.*

- Step 1:** When your document is complete and ready to be faxed, choose *Print* from your application. A *Print* dialogue box will appear.
- Step 2:** In the *Name* section of the *Print* dialogue box, choose *Stream Print* from the drop-down menu. Choose *OK*. A *Stream Print* dialogue box will appear with your name and email address in the *From* field.
- Step 3:** Choose your recipients. You can type your recipient fax numbers manually, each separated by a semi-colon (;). You can also choose the *To* button if you would like to select fax numbers from an existing address book. To add a contact to this list, choose *New*, and then type your contact's name and fax number. Choose *Save*. To edit a contact's information, click on a contact's name in your address book and choose *Properties*. After you make changes, choose *Save*.
- Step 4:** If you would like to include attachments, choose *Attach*, browse, and select one document at a time. Choose *Remove* to take a document you attached off of your list. Choose *Open* to view the attachment. Click on an attachment and choose *Move Up* or *Move Down* to change the order in which they are faxed.
- Step 5:** Enter your *Subject* as you would like it to appear as the subject on your cover page.
- Step 6:** Your default cover page will be selected. To use a different one, choose it from the drop-down menu.
- Step 7:** Enter any *Cover Notes* that you would like to appear on your cover page.
- Step 8:** Choose the day and time you would like to send the fax. Need to send this fax later? Click on the *Save on Close* box to have Stream Print remember what you typed and attached the next time you open it.
- Step 9:** Press *Send*. Your recipient will receive the cover page first, followed by your main document and then any attachments you include, in the order you attached them. Once you choose *Send*, a *pre-confirmation* box will appear that confirms your fax has been accepted by Stream for processing. Once your recipients receive your fax, you will receive a confirmation email.

Option 2: *Fax Attachments By Clicking on the Stream Print Shortcut Icon on Your Desktop.*

- Step 1:** Choose the *Stream Print* shortcut icon on your desktop. A *Print* dialogue box will appear with your name and email address in the *From* field.
- Step 2:** Follow steps 3-9 above. Your recipients will receive the cover page first, followed by your main document and then any attachments you include, in the order you attached them.

Manage Your Stream Print Jobs: View and Export Results.

On your *Stream Print* toolbar, choose *History* and you will see your most recent fax jobs listed. Select a fax job and it will open the complete fax, including any attachments. Choose *Template* to see any *Stream Print* templates you saved. Choose *View>Outbox* to automatically be taken to your *Stream Print* Reports page. Select a fax *Job Number* to open the *Status* page for that fax job. Choose *Export Details* or *Export Recipients* and save your *Fax Job Report* to a spreadsheet, such as Excel.