



## Setting up FaxMate® to use the Windows Fax Service

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## System Requirements

- Supported Operating Systems:  
FaxMate Windows Fax Driver requires one of the following operating systems:
  - Windows Vista (excluding Home edition).
  - Windows XP (excluding Home edition).
  - Windows 2000 (Server and workstation)

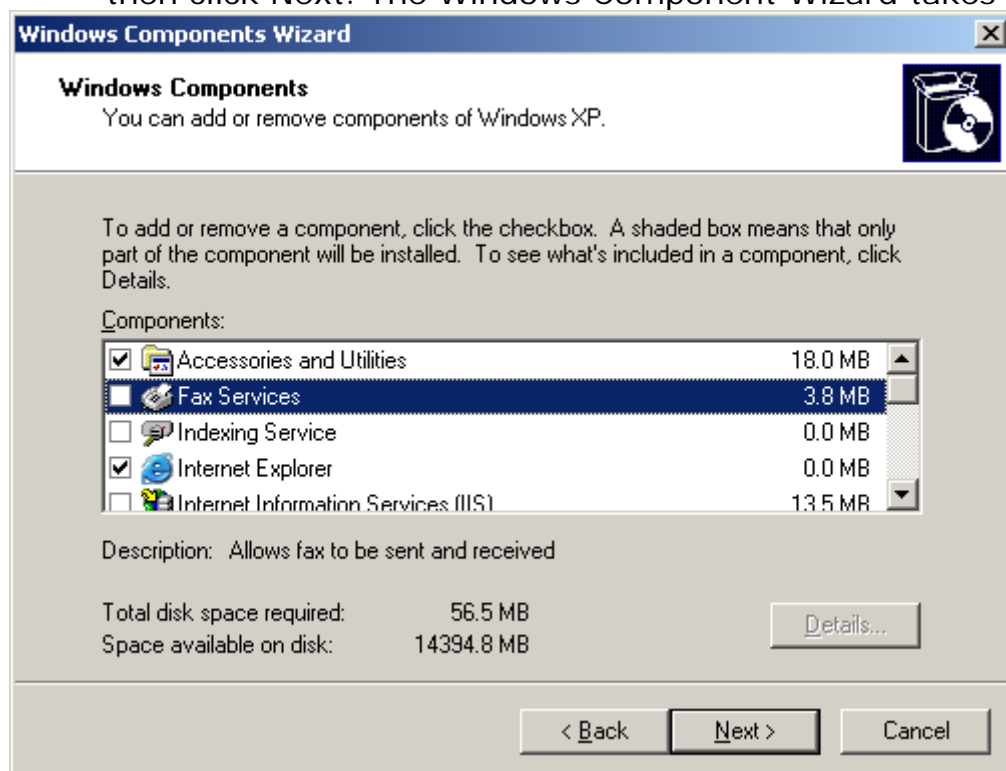
Note: Support for Windows Server 2003 (including SBS 2003) and Windows Server 2008 is available but have a cost of \$495 per server.

- It requires the Windows Fax Service installed. You can check this by checking if the Microsoft Fax Printer driver is installed, if so the Windows Fax Service is already installed. Otherwise refer to *Setting up and Configuring Windows XP Fax Service*
- Ensure that you have access to internet and SMTP email account and that the email address has been setup in the FaxMate.com.au Account Management System:  
<http://my.faxmate.com.au>

## Setting Up and Configuring Windows XP Fax Service

The fax service isn't automatically installed in Windows XP. To install the fax component:

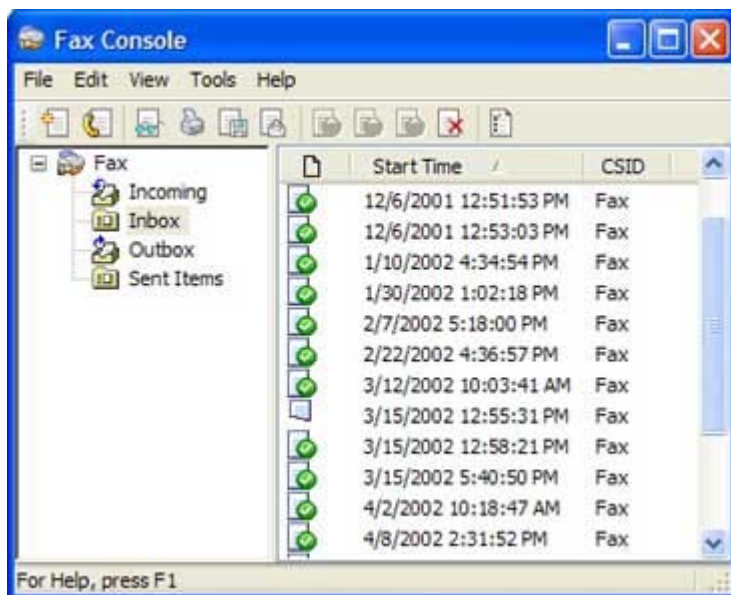
- Open Control Panel, and click Add or Remove Programs.
- Click Add/Remove Windows Components. Select the Fax Services check box, and then click Next. The Windows Component Wizard takes care of the rest.



After the fax component is installed, the next step is configuring it. You configure the Fax service in the Fax Console, the center for faxing tasks.

### To configure the Fax Console:

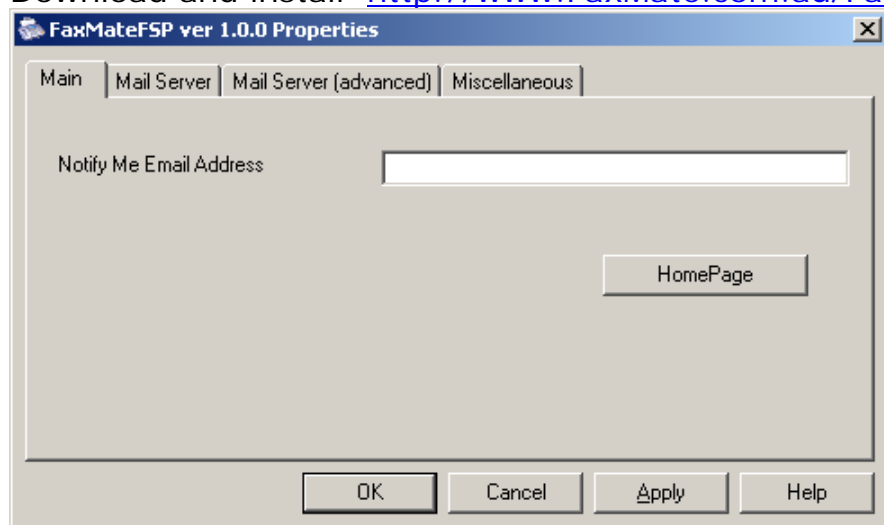
1. Click Start, point to All Programs, point to Accessories, point to Communications, point to Fax, and then click Fax Console.



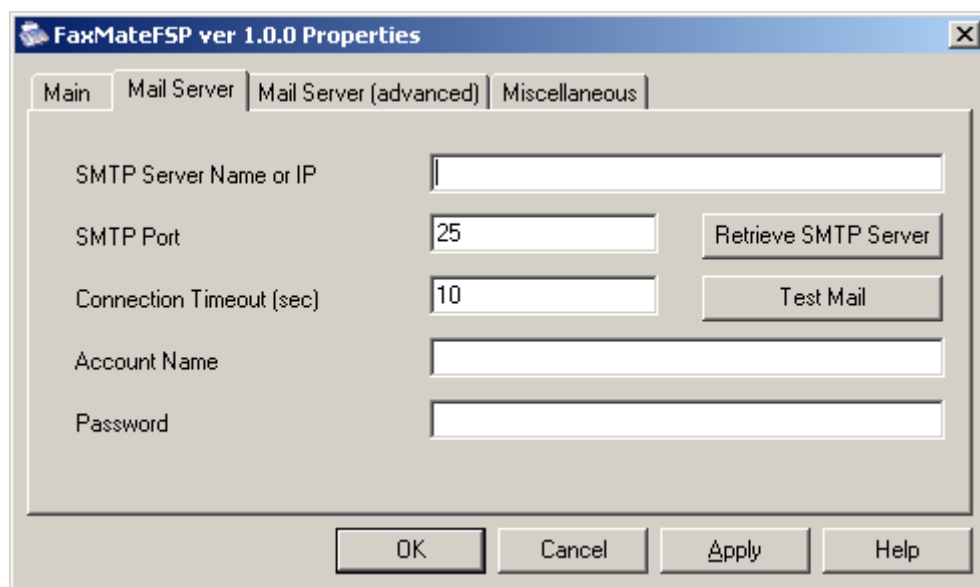
2. On the Tools menu in Fax Console, click Configure Fax, which starts the Fax Configuration Wizard. Click Next to start configuring your fax information.
3. On the Sender Information page, include your name or your business name and your fax number. Everything else on the page is optional.
4. On the Select Device for Sending or Receiving Faxes page, your modem will be selected, unless you have more than one, in which case, select the right one. Specify send and receive options, and whether you'll manually answer incoming faxes or answer automatically when received.
5. On the Transmitting Subscriber Identification (TSID) and Called Subscriber Identification (CSID) pages, enter your business name and fax number. These fields really matter when you're running special fax routing software.

## Downloading and installing the FaxMate Driver

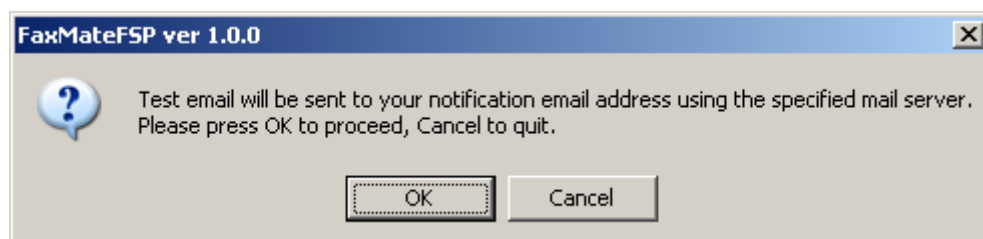
Download and install <http://www.FaxMate.com.au/FaxMateFSPSetup-v2.msi>



Add a notification email address



Enter your Outgoing mail server email settings then Click on Test mail

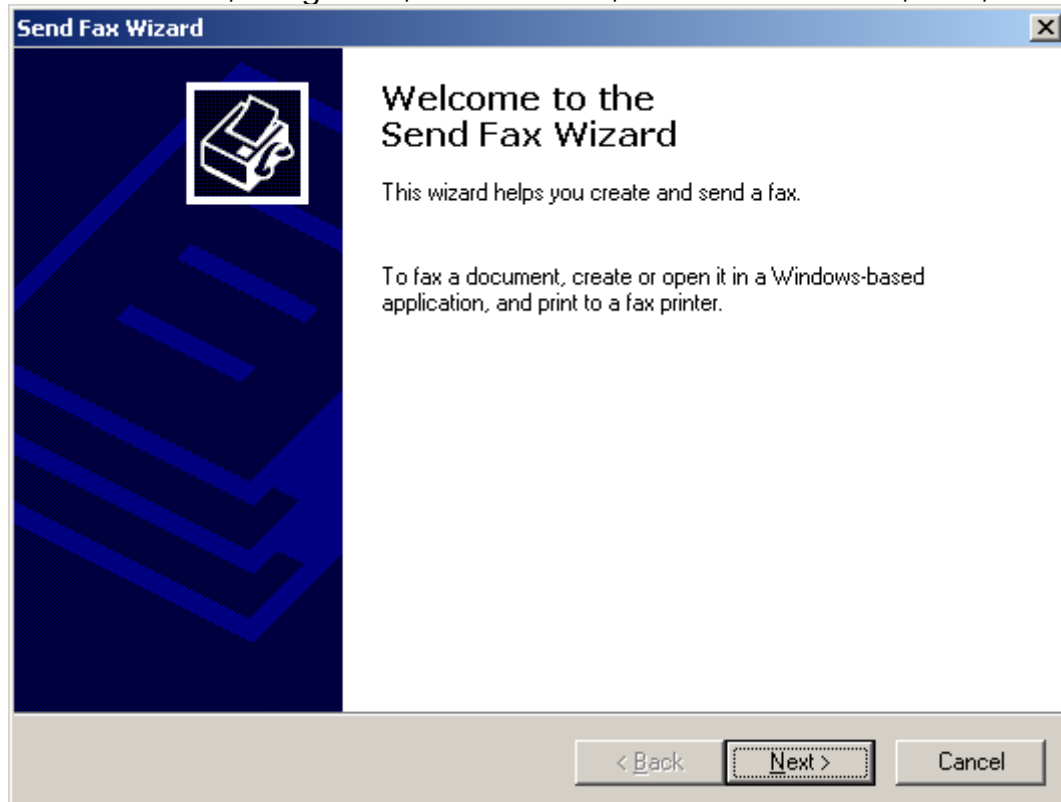


Click OK

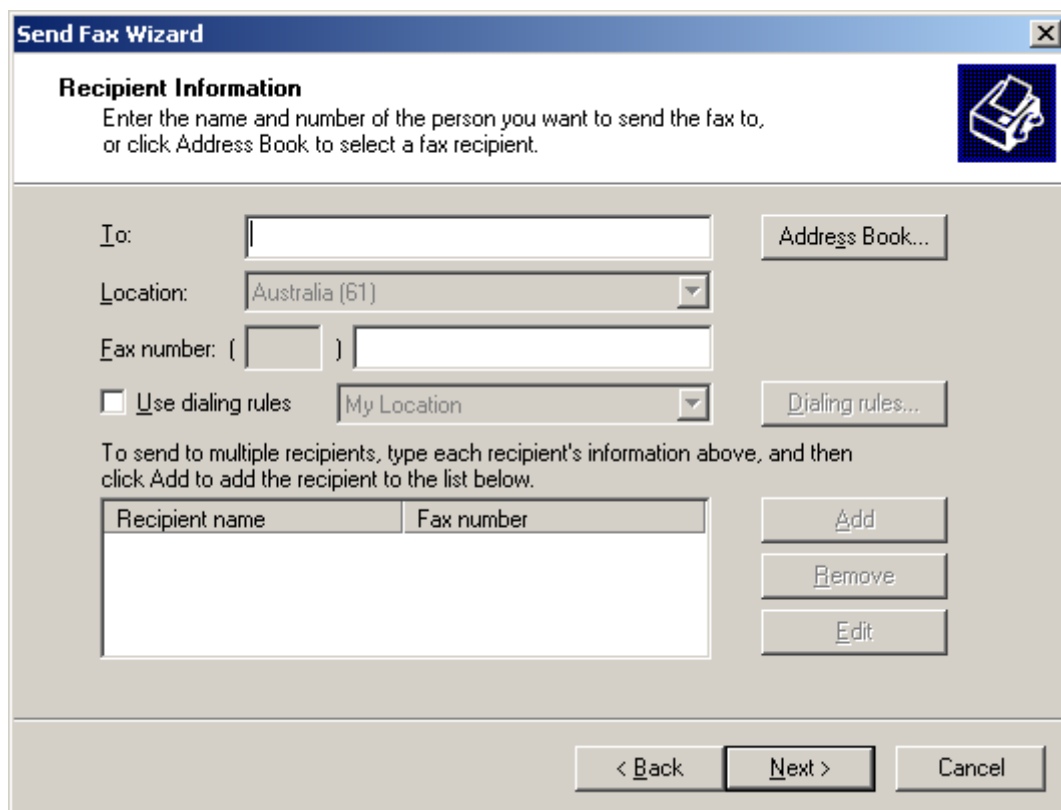
If you have entered your settings correctly, you should get a success message and also a copy of a test email in your mailbox.

## ***Sending a Test Fax***

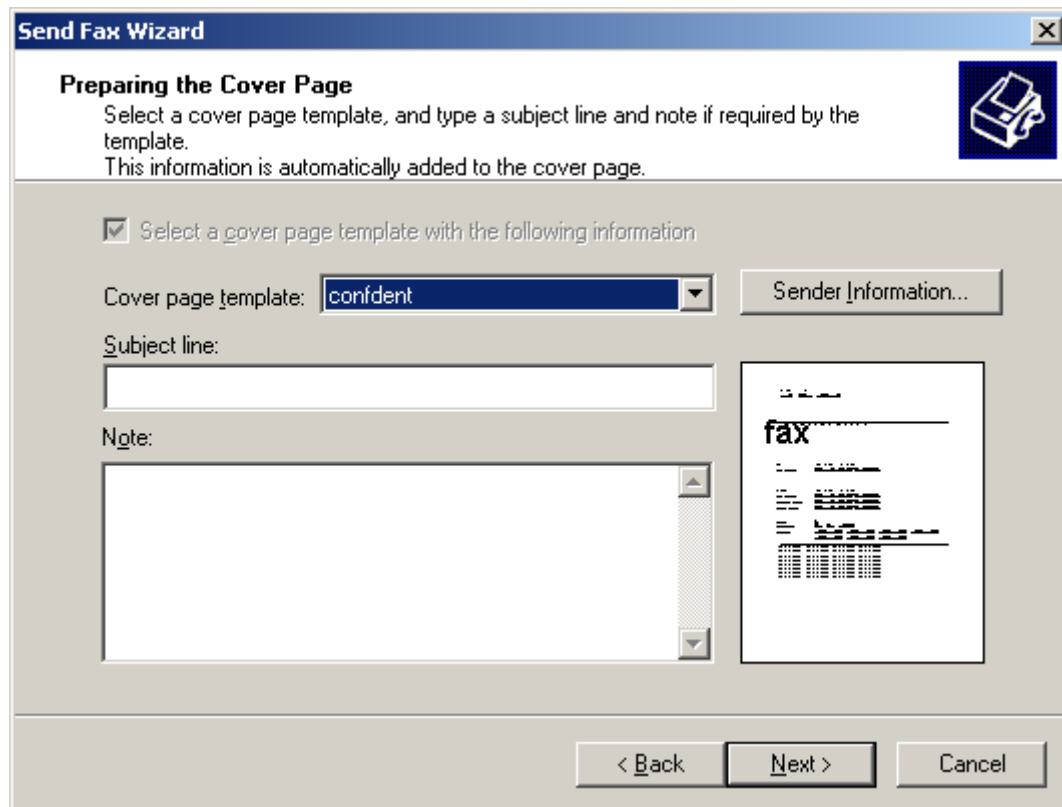
Click on Start, Programs, Accessories, Communications, Fax, Send a Fax...



Click Next



Add a recipient name and fax number or select them from your address book.



**Send Fax Wizard**

**Preparing the Cover Page**


Select a cover page template, and type a subject line and note if required by the template.  
This information is automatically added to the cover page.

Select a cover page template with the following information

Cover page template: **confident** Sender Information...

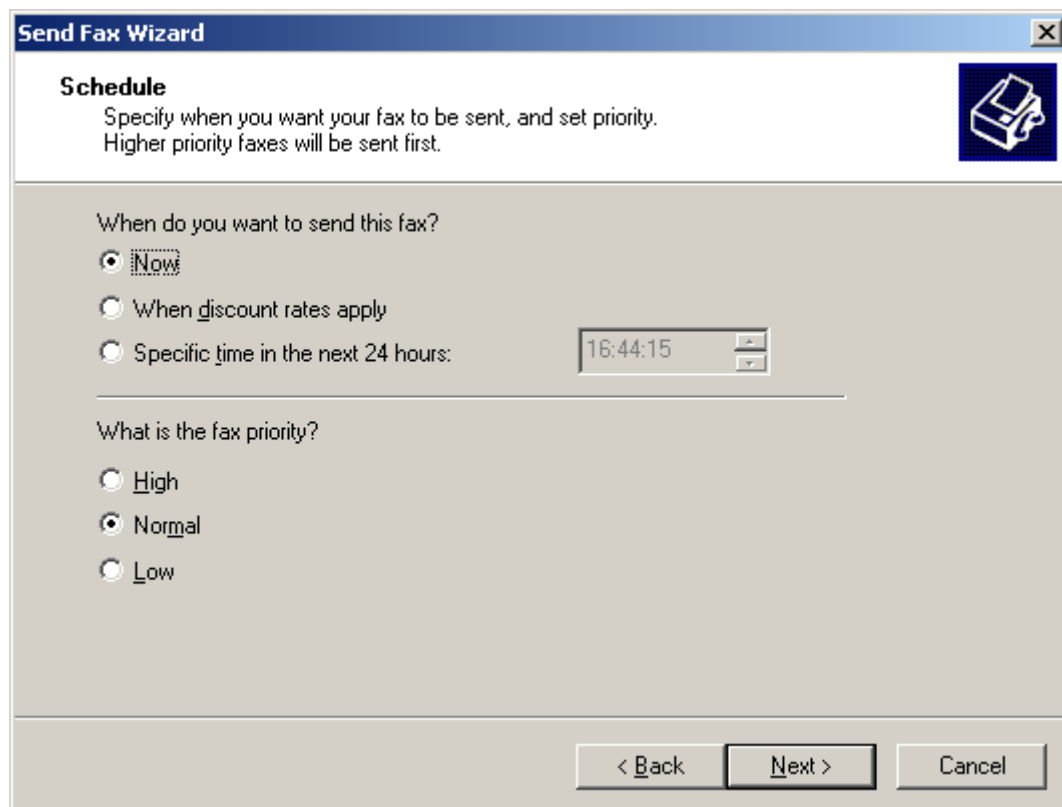
Subject line:

Note:



< Back   Next >   Cancel

Select/enter a cover page information (if required)



**Send Fax Wizard**

**Schedule**

Specify when you want your fax to be sent, and set priority.  
Higher priority faxes will be sent first.

When do you want to send this fax?

Now

When discount rates apply

Specific time in the next 24 hours:

What is the fax priority?

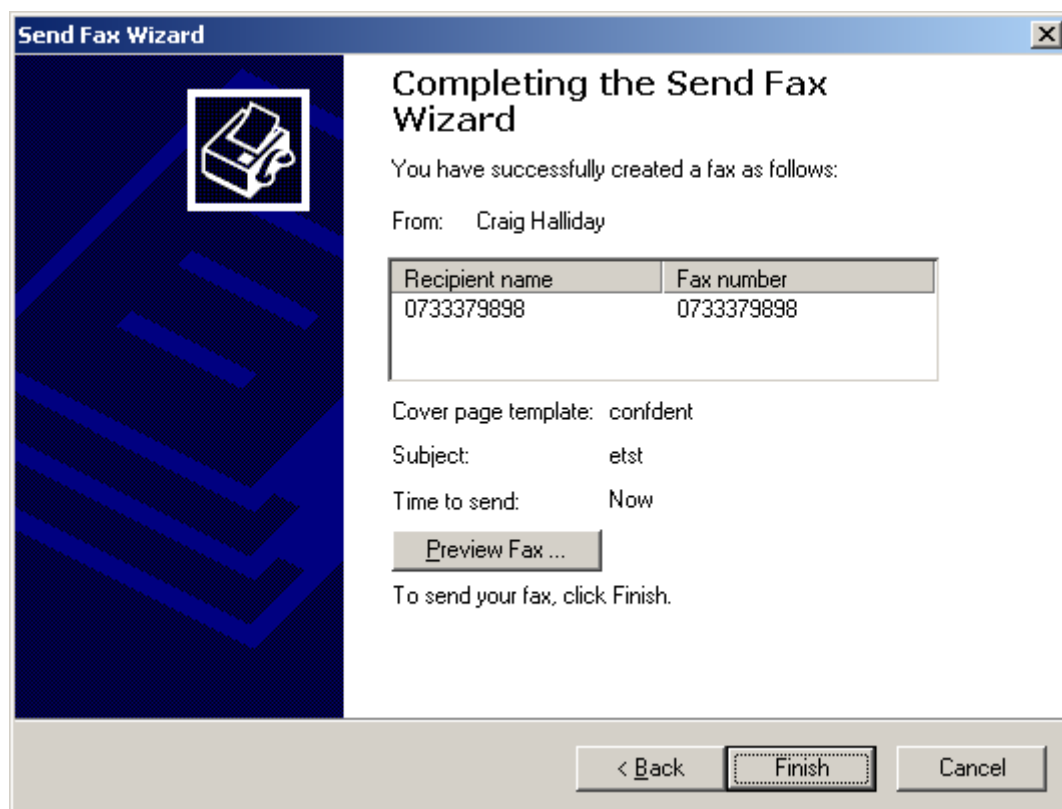
High

Normal

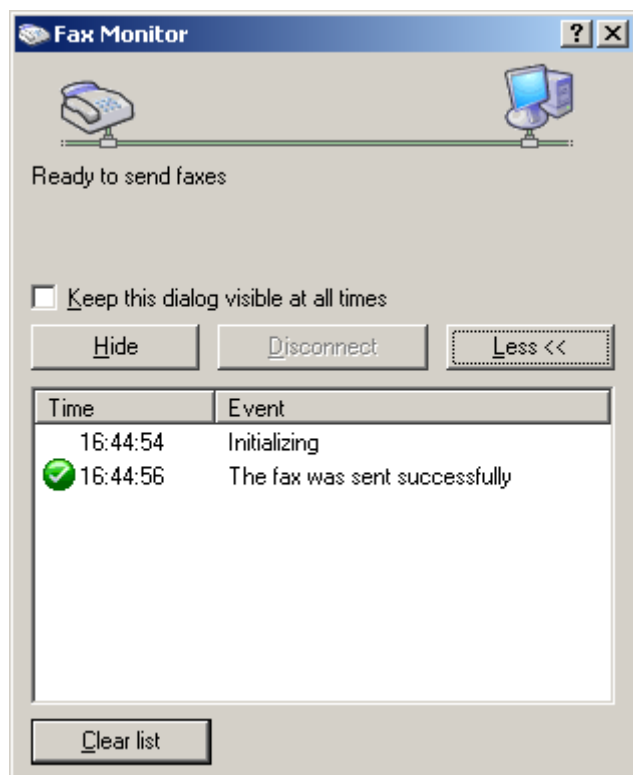
Low

< Back   Next >   Cancel

Click Next



Click Finish



Then you'll see the fax monitor which should show "The fax was sent successfully"

Note: That does not mean the fax was received by the recipients fax, that just means it was received by the Fax Server. A confirmation email or receipt will indicate whether it was successfully sent by the fax server and received by the recipients fax.