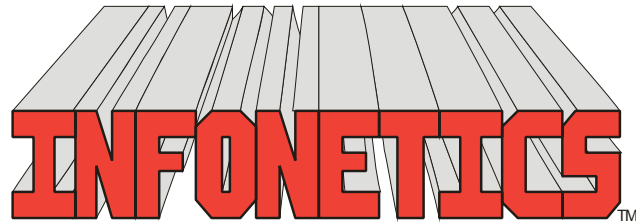# INFOFAX/INFOMAIL

INFOFAX/
INFOMAIL

The INFONETICS computer facsimile software/modem and integrated email server allows the transmission of computer generated information directly from the operator's terminal. Coupled with personalized forms they present an identical copy of the printer generated forms produced by the software packages.

1729 Gateway Circle, OH 43123 • Grove City, OH 43123 • Phone 614-875-2006
www.infonetx.com • e-mail: info@infonetx.com • Fax 614-875-7761

INFOFAX MENU

All computer generated output can be sent to via **INFOFAX/INFOMAIL** by specifying an "F" or an "E" in the Output prompt. The FAX/Email Transmittal screen is then displayed to permit **confirmation of the receiver's name**, **fax number and/or email address** along with a **six line message** for the **cover sheet or body of the email**.

INFOFAX MENU SCREEN

- **Eliminates time-consuming manual feeding** of facsimile machine.

- **All automatic** thereby improving productivity.

- **Eliminates paper waste and time** caused by printing a document and then faxing or scanning and then emailing. Instead, send document directly to fax or email without printing/scanning beforehand.

- An INFOFAX document which is received is **substantially more readable** since it is computer generated rather than scanned.

- **Customized cover sheet** and **background forms** (invoice, purchase order, & statement) designed with your company logo.

- INFOFAX **automatically redials**/**retransmits** in case recipient's phone line is busy or doesn't answer.

- Complete **fax queue/email transmission log** showing status and final disposition of each request queued for transmission.

TRANSMITTING

- SEND FAX/EMAIL: CUSTOMER prepares and sends a fax cover sheet or a text email to a customer. This program is integrated to the Customer file making lookup of the customer's name, fax number and/or email address simple and quick.

- SEND FAX/EMAIL: VENDOR prepares and sends a fax cover sheet or a text email to a vendor and is likewise integrated to the Vendor file.

FAX QUEUE

- VIEW FAX QUEUE STATUS lists the status of all faxes in the queue awaiting transmission. It also shows the overall status of the Fax Server.

- CANCEL FAX QUEUE REQUESTS cancels faxes prepared for sending but waiting their turn for transmission in the fax queue.

FAX SERVER

- ENABLE FAX SERVER initializes the modem as an outbound fax modem (thereby disabling it as an inbound data modem) and starts the Fax Server process to permit fax transmissions.

- DISABLE FAX SERVER terminates the Fax Server process (if it was running) and re-initializes the modem as an inbound data modem.
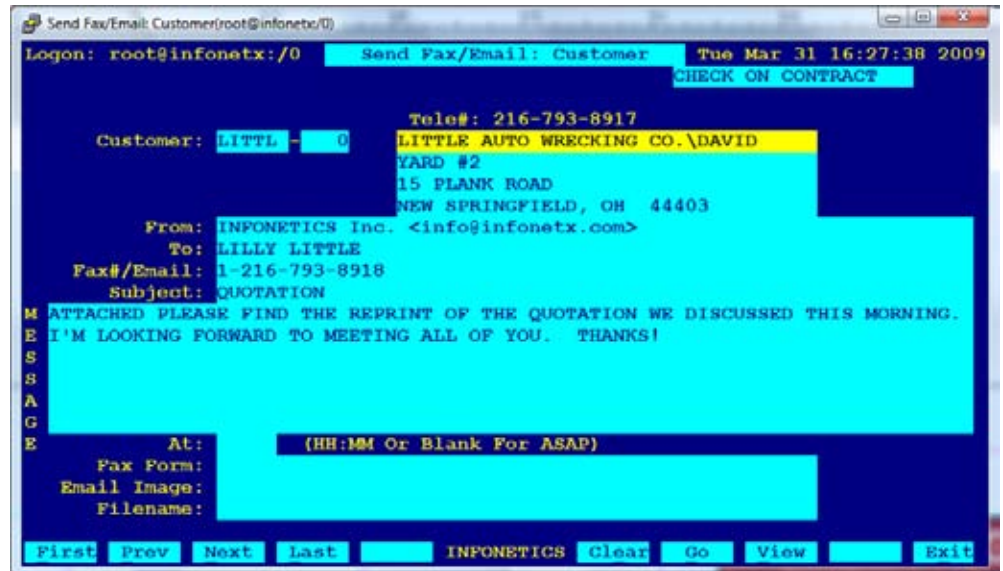
FAX/EMAIL LOG

- VIEW FAX/EMAIL HISTORY permits review or printing of previously faxed/emailed documents.

- PRINT FAX/EMAIL LOGS prints a listing of the fax and email transmission history.

- CLEAR FAX/EMAIL LOGS removes all entries from the Fax/Email Transmission Log.

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The SEND FAX/EMAIL: CUSTOMER program is used to prepare and send a fax cover sheet or text email to a customer. This program is integrated to the Customer file making lookup of the customers name, fax number and/or email address simple and quick.

The similar program SEND FAX/EMAIL: VENDOR is used to prepare and send a fax cover sheet or text email to a vendor and is likewise integrated to the Vendor file.

EDIT SCREEN: SEND A FAX: CUSTOMER

INTEGRATED FAXING

The INFONETICS computer facsimile system allows the transmission of computer generated information directly from the operator's terminal. Coupled with personalized forms, it presents copies similar to the printer generated forms produced by the software packages.

The benefits of the integrated faxing system include:

- Eliminates time consuming manual feeding of facsimile machine.

- All automatic thereby improving productivity.

- Eliminate paper waste caused by printing document and then faxing. Instead, send document directly to Fax Modem without printing beforehand.

- Document which is received is substantially more readable since it is computer generated rather than scanned.

- Customized cover sheet and background forms (invoice, purchase order, and statement) designed with your company logo.

- Automatic redial and retransmit in case recipient's phone line is busy or doesn't answer.

- Complete fax queue and transmission log showing status and final disposition of each request queued for transmission.

AN INTEGRATED FAXING OVERVIEW
All computer generated output can be sent to the integrated INFOFAX System by specifying 'F' in the Output prompt. This is done from within the actual program being used to prepare the output (for example, "Post Orders", "Edit Purchase Order", "Receivables Statement", "Memo/Message Manager", or any other report program). The Facsimile Transmittal screen is then displayed to permit confirmation of the receiver's name and fax telephone number along with a three line message for the cover sheet.

Once the fax transmittal screen has been edited/verified, the fax is placed in the Fax Queue for transmission by the fax server process. The fax server process then takes over in the background and attempts to transmit the fax. Up to ten attempts will be made, according to a predetermined redial schedule.

Once the fax has been transmitted (or failed for the tenth time) a one line message will be sent back to the user who queued the fax confirming its final disposition. Furthermore, an entry will be made in the Fax Transmission log showing its final disposition and transmission statistics.

FAX COVER SHEET

**Your Company Name
& Logo Goes Here**

1234 Somewhere Street • Some City, OH 43123
Phone (123) 123-1234 • Fax (123) 123-1235

From: YourName@yourdomain.com
To: Bob Johnson
Subject: P.O.# 1169-1

If You Do Not Receive All Pages, Or Find Them Illegible, Please Call Us At 614/875-7761

PURCHASE ORDER

**Your Company Name
& Logo Goes Here**

1234 Somewhere Street • Some City, OH 43123
Phone (123) 123-1234 • Fax (123) 123-1235

P.O. NO.	DATE	PAGE
1169-1	01/17/09	1

VENDOR
O.K.I. BERING CO.
5118 RANDY ROAD
CAROL STREAM IL 60188

SHIP TO
ST. JOE'S MANUFACTURING CO
516 1ST STREET
COLUMBUS OH 46123

VENDOR I.D.	DESCRIPTION	WHS	RECEIVED	INVOICED	CUSTOMER	TYPE		WANTED
OKIBE		1	03/25/09	99/99/99	STJOE	0		01/17/09

PART NO.	DESCRIPTION	ORDR'D	RECV'D	UNIT PRICE	U/M	AMOUNT
ADV00584	BRUSH, WIRE ADVANCE	5	5	6.50	EACH	32.50
ADV00209	BRUSH, WIRE ADVANCE	10	10	15.8700	EACH	158.70
ADVP108	BRUSH, WIRE ADVANCE	12		17.0600	EACH	
ANT-38	CYLINDER CART, SOLID	1	1	19.4400	EACH	19.44
ELLRR1000	GLOVE, ELLIOT RED	30	30	7.9500	EACH	238.50
ELLJB1000A	GLOVES, JOHN BULL	10	10	9.4500	EACH	94.50
GER1501	RESPIRATOR DUST MASK	10	5	7.6300	EACH	38.15
HOSE1234-100	HOSE 100' ROLL	2.00	2.00	150.0000	ROLL	300.00
RULAPRON	BIB LEATHER, RULISON	3	3	9.0000	EACH	27.00
SOAP-FLT-P	FLAT SOAPSTONE GROSS	1	1	4.7800	/GRS	4.78
TWE11-35	CONTACT TIP .035	25		0.33	EACH	
TWE11-45	TIP	25		0.3100	EACH	

VENDOR CONTACT: BOB JOHNSON
      FACSIMILE: 708260-0078
      TELEPHONE: 708-260-0077
VENDOR ACCT ID: 78235623

TOTAL 913.57

GOODS ARE SUBJECT TO OUR INSPECTION AND APPROVAL.

☐ MAIL   ☐ FAX   ☐ PHONE

IF SHIPMENT WILL BE DELAYED FOR ANY REASON, ADVISE US IMMEDIATELY STATING ALL NECESSARY FACTS.

PLACED BY:

TO AVOID ERRORS, NOTE SPECIFICATIONS CAREFULLY AND IF UNABLE TO COMPLETE ORDERS AS WRITTEN, NOTIFY US PROMPTLY.

WITH WHOM:

SAMPLE OUTPUT: FAX COVER SHEET AND FAXED DOCUMENT