

Fax Server Octo | Quarto

Manual

V2.1

VC1578



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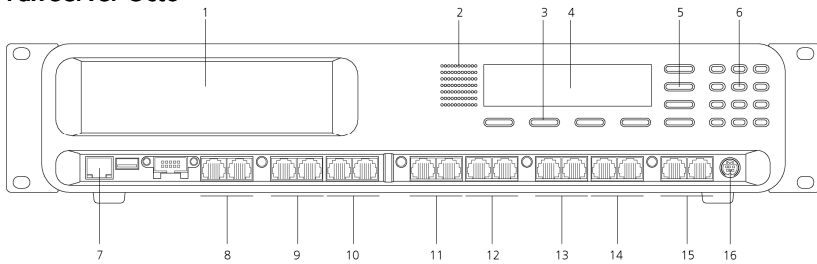
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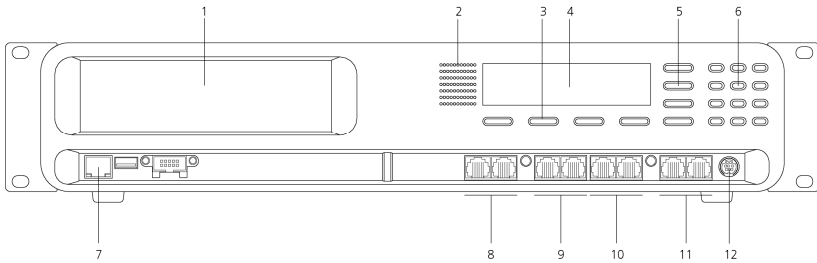
vidicode

Fax Server Octo



1. CD-Drive (old models)
2. Internal Speaker
3. Menu Soft Keys
4. Display with backlight
5. Function Keys
6. Alfa-numerical/Recorder Keys
7. Ethernet/LAN
8. Telephone Line Input #8
9. Telephone Line Input #7
10. Telephone Line Input #6
11. Telephone Line Input #5
12. Telephone Line Input #4
13. Telephone Line Input #3
14. Telephone Line Input #2
15. Telephone Line Input #1
16. RS232 Serial Connection

Fax Server Quarto



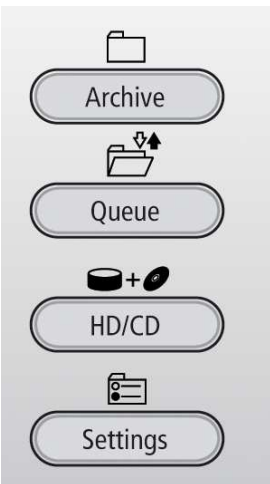
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Numeric Keypad



These keys are used for different purposes depending on various modes in the menu's.





Function keys



Alpha numerical functions

Keys	Numerical Functions Press the relevant key repeatedly or hold down:					Audio Functions	Monitor Functions	Menu Functions
	1x	2x	3x	4x	5x			
	1	.	:	'	;	Volume Down	-	-
	2	A	B	C	!	Mute / Demute	Monitor On	-
	3	D	E	F	%	Volume Up	-	-
	4	G	H	I	^	Backward/ Previous	Previous Line	60 sec. Backward
	5	J	K	L	\$	Record	-	-
	6	M	N	O	@	Forward/Next	Next Line	60 sec. Forward
	7	P	Q	R	S	Backward	Previous Line	7 sec. Backward
	8	T	U	V	&	Play / Pause	Displaylight On	Change
	9	W	X	Y	Z	Forward	Next Line	7 sec. Forward
	@	*	/	<	>	Volume Down	Previous Line	Previous Item
	0	-	+	=		Stop	Cancel, Moni- tor Off, Display light off	Stop
	#	<	>	[]	Volume Down	Next Line	Next Item

Care and Maintenance

	<p>Keep the Fax Server Octo Quarto dry. If it gets wet, wipe it dry immediately with a soft, clean cloth. Liquids might contain minerals that corrode the electronic circuits.</p>
	<p>Use and store the Fax Server Octo Quarto only in temperature conditions between 0 and 40 degrees Celsius. Temperature extremes can shorten the life of electronic devices and distort or melt plastic parts.</p>
	<p>Keep the Fax Server Octo Quarto away from excessive dust and dirt.</p>
	<p>Do not use aggressive chemicals, cleaning solvents or strong detergents to clean the Fax Server Octo Quarto .</p>

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Introduction

The Fax Server is a system with analogue line and Ethernet interfaces. It offers services that can be compared to what the PBX does for voice calls. On top of that it will record and archive all fax communication. The Fax Server has the following functions:

Receiving faxes

Incoming calls on the fax numbers are answered by the Fax Server. Received faxes are stored on the Drive of the Fax Server. PC's have access to the Fax Server via the LAN and can view and print all faxes on the Drive of the Fax Server.

Distribution of faxes via E-mail

The preferred method to receive faxes for most people is as internal e-mail. Depending on the fax number that the Fax Server has answered to it will forward the fax to the e-mail address that belongs to this number.

Receiving faxes on paper

If necessary all received faxes can be printed on a network printer.

Sending faxes

Faxes can be sent from any computer on the network that has SendFax software installed. On the PC the SendFax software behaves like a printer. SendFax software transfers the file over the network to the Fax Server which in turn takes care of the actual fax transmission. All sent faxes remain stored on the Fax Server and can be accessed via the LAN at any time.

Archiving faxes

The most important function of the Fax Server is to give access to all fax correspondence that took place since it was installed. The Fax Server Access System software supplied is the best tool to access the faxes because they are presented as a database.

1 Unpacking and installation

The various models of the Fax Servers Octo | Quarto are:

- Fax Server Octo – 8 lines
- Fax Server Quarto – 4 lines

There are several options available:

- Fax channels
 - ★ 2, 3 or 4 channels on a Fax Server Quarto
 - ★ 4, 5, 6, 7 or 8 channels on a Fax Server Octo

The minimal configuration is a Fax Server with at least 1 channel.

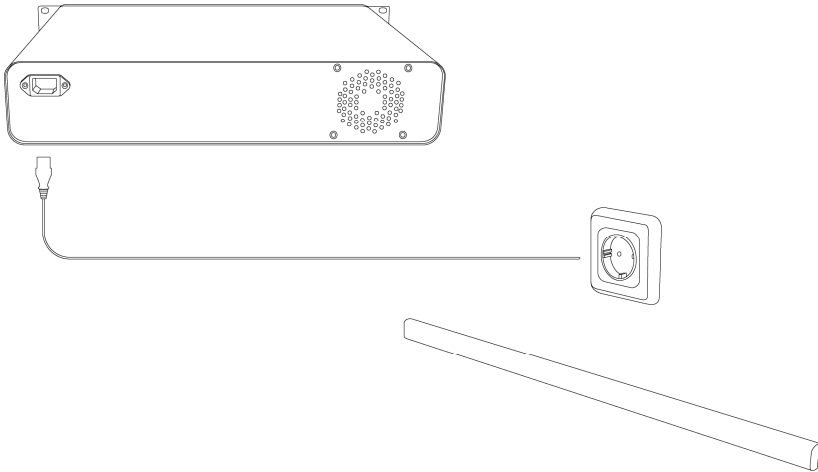
1.1 What is in the box

The Fax Server Octo | Quarto 19" model comes with the following parts:

- Mains cable
- Brackets with screws
- CD with software
- This manual
- The Fax Server Access System and SendFax manual
- The Fax Server Access System and SendFax Licenses
- Set up License

Note: We do not supply a mains cable for Australia and Switzerland because such cables are not available in the country of manufacture.

1.2 Connecting the Power.



The Fax Server is not equipped with an On/Off switch. Use the supplied power cable to connect it to the power supply. The power supply is situated on the back of the Fax Server.

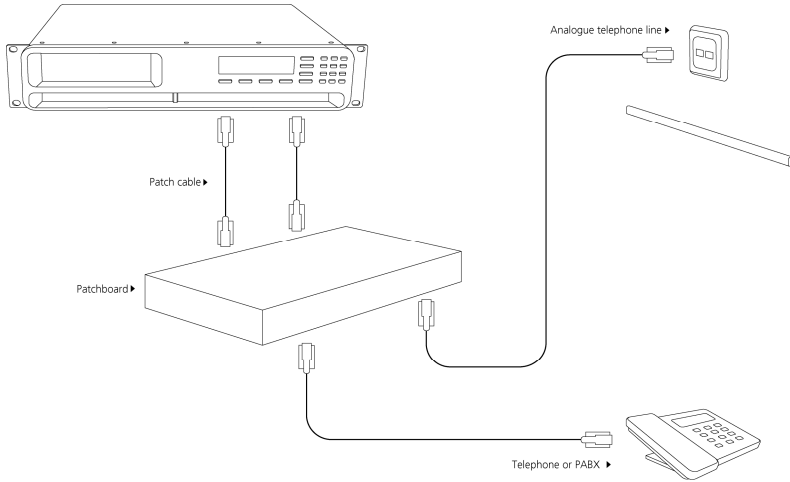
1.3 Connecting the telephone lines

The Fax Server is connected to the telephone lines, as is shown in the figure on the next page.

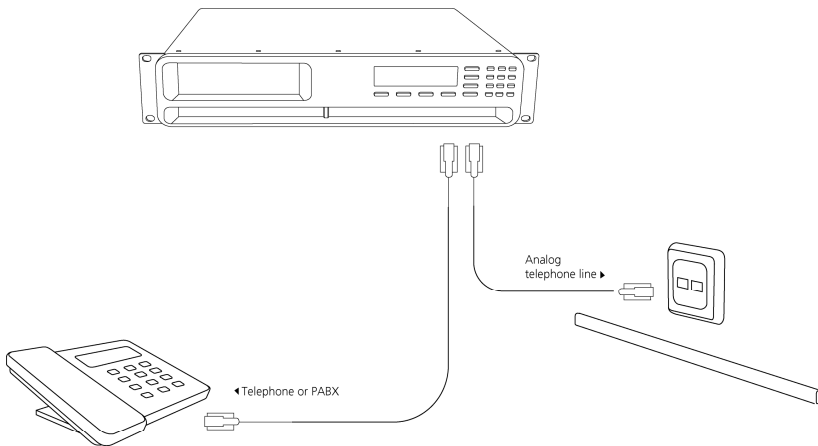
The telephone line is connected to the IN jack. (The connector to the right.)

Possible equipment, such as a traditional fax machine, is connected to the OUT jack. (The connector to the left.) All lines can be connected in the same way.

Traditional RJ-45 based patch cables can be used to connect to a patch board, or you can use telephone cables wired to the inner four (or two) positions of a RJ-45 connector.



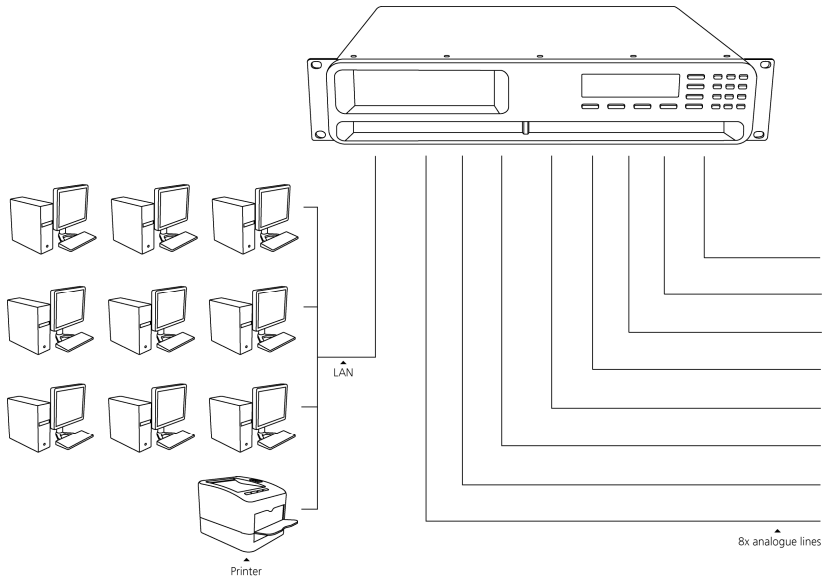
Connection with patch board



Connection with telephone or PBX

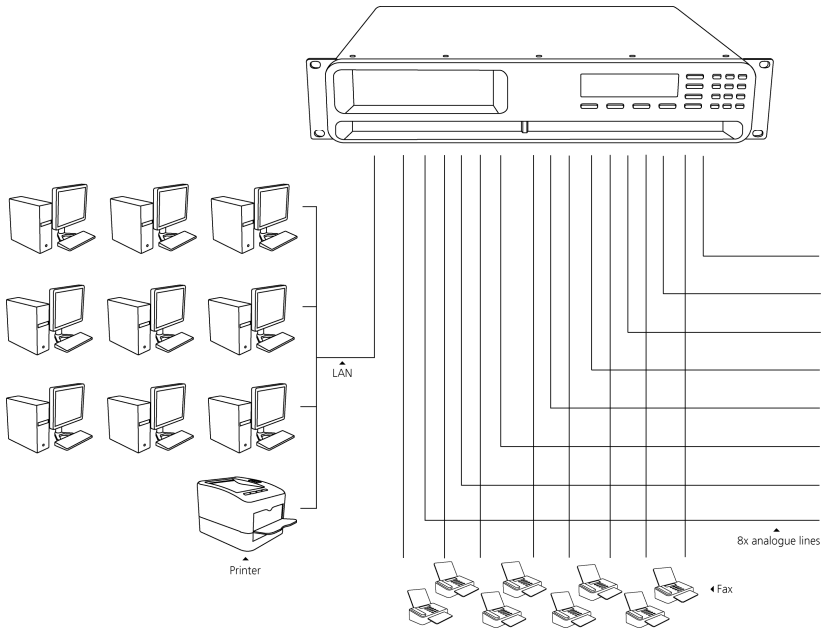
1.4 Octo without other equipment (stand alone)

The figure below is an example of a possible setup of the Fax Server Octo without other equipment behind it. This is the so called stand alone operation. Analogue lines are connected to the INPUT (right) connector.



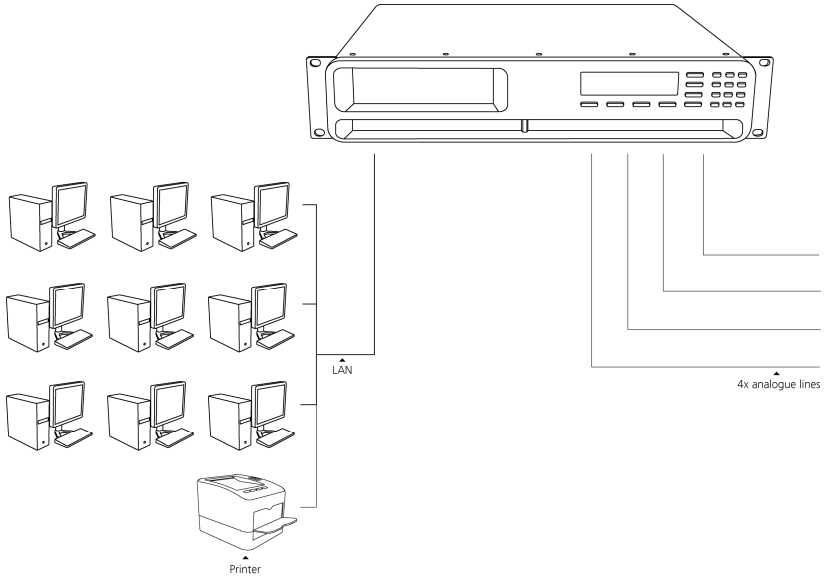
1.5 Octo with other equipment on the line

The figure below is an example of a possible setup of the Fax Server with other equipment behind it. In this case several conventional Fax machines. Analogue lines are connected to the INPUT (right) connector, faxes to the OUTPUT (left) connector.)



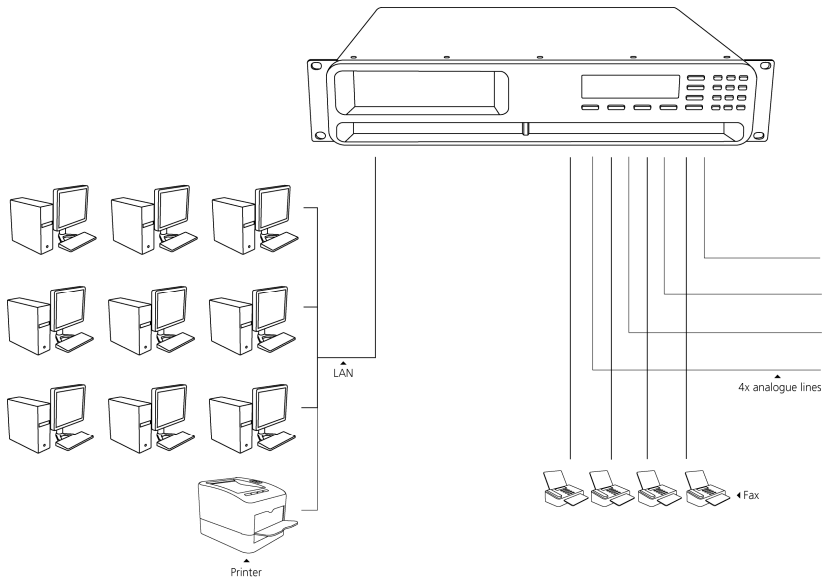
1.6 Quarto without other equipment (stand alone)

The figure below is an example of a possible setup of the Fax Server Quarto without other equipment behind it. This is the so called stand alone operation. Analogue lines are connected to the INPUT (right) connector.



1.7 Quarto with other equipment on the line

The figure below is an example of a possible setup of the Fax Server with other equipment behind it. In this case a several conventional Fax machines. Analogue lines are connected to the INPUT (right) connector, faxes to the OUTPUT (left) connector.)



2 Configuration and operation

After connecting the hardware the Fax Server can be configured. In this chapter you are guided through the user interface. In the following chapters we guide you with the configuration.

- Use the keyboard of the Fax Server to make the required changes in the System Settings
- Use the keyboard of the Fax Server to make the required changes in the Network settings
- Use the keyboard of the Fax Server to edit the number list and attach e-mail addresses to the numbers.
- Use the Supervisors / Administrators PC to arrange the user profiles and limit or extend the access to the Fax Server

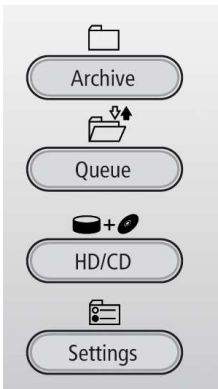
2.1 Operation basics

The Fax Server has a common menu driven user interface. Most functions and operations are initiated by pressing a function key followed by a sequence of menu keys of which the function is determined by the text in the display.

2.1.1 How to use the keys

Function keys

The most frequently used functions of the Fax Server have been grouped in the function keys. Throughout the entire manual, symbols representing the function keys are used to indicate the function key corresponding to the described function.



Menu keys

After pressing a function key the available functions are assigned to the four menu keys. The function assigned to the menu keys is shown in the display, right above the menu key.

Throughout the manual figures representing the display without the menu keys are used to show the required action corresponding to the described feature.

Example with the keys:



When you are instructed to press the **SYSTEM** key in the text it means you are instructed to press the grey key below the text **SYSTEM** in order to open the System setting menu.

2.2 Frequently used key indicators

The following menu key functions are consistently used throughout the manual.

NEXT in the display indicates the presence of more menu items
Press **NEXT** to jump to the following menu item

CHANGE will toggle the item in the display between "On" and "Off"
In some cases **CHANGE** is used to increase or decrease a value.

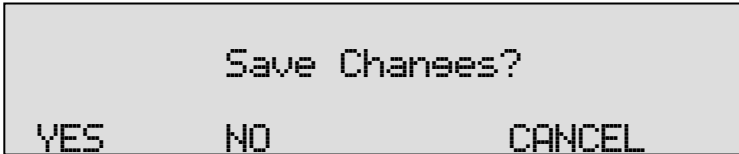
MENU in the display indicates the presence of an underlying menu.
Press **MENU** to open the underlying menu.

BACK in the display indicates the presence of an embracing menu
Press **BACK** to return to the embracing menu

STOP in the display indicates the absence of an embracing menu
Press **STOP** to return to operating mode of the Fax Server

2.3 Save Changes

After changing the settings the user is forced to press **YES** or **NO** before returning to operation mode. Press **STOP** in the menu and the display will show:




YES returns the Fax Server to normal use with changed settings

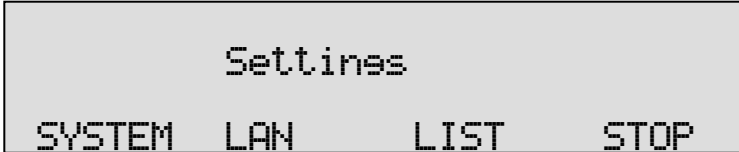
NO returns the Fax Server to normal use without changed settings

CANCEL returns to the settings.

3 System settings

After connecting the Fax Server, it can be configured. This chapter is about the system settings. Enter the system settings as follows.

- Press the  key.
- Press **SYSTEM** to move to the SYSTEM settings menu's.



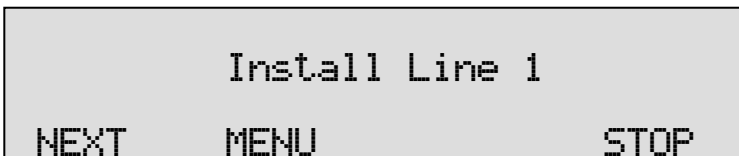
A sequence of system settings will need to be passed. Every item will have at least three options:

- Press **NEXT** to move on to the next menu item.
- Press **CHANGE** to enter the value or property of the menu item.
- Press **STOP** to exit the menu.

Press **NEXT** repeatedly to jump through the menu items. The following sequence of menu items will appear:

3.1 Line menu's

How to configure the line menu's is described in Chapter 6.



3.2 Tx Retries

Tx Retries determines the number of attempts to send a fax.

```
Tx Retries: 3
NEXT      -  CHANGE  +  STOP
```

- Press – or + to change the number of attempts.
- Press **NEXT** to move on to the next menu item.

3.3 Tx Retry Time

The Tx Retry Time determines the interval between the fax transmission attempts.

```
Tx Retry Time: 60s
NEXT      -  CHANGE  +  STOP
```

- Press – or + to change the Retry Time.
- Press **NEXT** to move on to the next menu item.

3.4 Tx Answer Timeout

The Tx Answer Timeout determines the time the Fax Server will wait for the remote fax machine to answer the call.

```
Tx Answer Timeout: 60s
NEXT      -  CHANGE  +  STOP
```

- Press – or + to change the Tx Answer Timeout.
- Press **NEXT** to move on to the next menu item.

3.5 Tx Start Time

With Tx Start Time a time of the day can be set for the Fax Server to start sending the faxes in the Fax queue.

Please note: Priority faxes will always be sent at once and will not wait for the start time.

```
Tx Start Time:  00:00
NEXT      -  CHANGE      +  STOP
```

- Press – or + to change the Tx Start Time or turn **Off**.
- Press **NEXT** to move on to the next menu item.

3.6 Tx Stop Time

In combination with the **Tx Start Time** the Tx Stop Time sets a limit to the time the Fax Server is given to handle the outgoing fax queue.

If Tx Start Time is set to **Off** the Tx Stop Time will not appear.

```
Tx Stop Time:  00:00
NEXT      -  CHANGE      +  STOP
```

- Press – or + to change the Tx Stop Time.
- Press **NEXT** to move on to the next menu item.

3.7 Protect the Fax Server with a Password

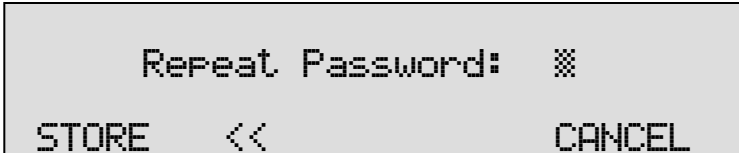
The Fax Server can be protected with a password against unauthorized use. When password protection has been enabled all operations are blocked until the correct password has been entered.

```
Password:                               Off
NEXT              CHANGE              STOP
```

- Press **CHANGE** to enable password protection
The display will then prompt to enter a password:




- Press **STORE** to enter the password after which you will have to repeat it.

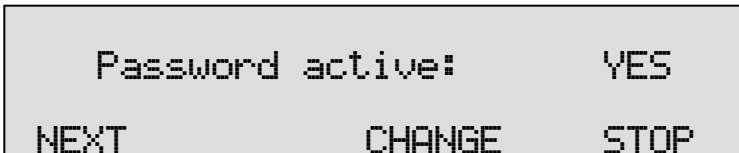


- Press **STORE** again to enable the password.
- Press **STOP** to exit the menu or **NEXT** to move on to the next menu item.

If you have pressed **STOP** you will be prompted for the password the next time you want to enter the menu.

3.8 Remove Password protection

- Press the  key and then press **SYSTEM**.
- Enter the password and press **CONTINUE**.
- Press **NEXT** until:



- Press **CHANGE** to disable the password.
- Press **STOP** to save and exit the menu.

The password protection has now been disabled.

3.9 Set the Clock

The clock can be set manually or, if available on the network, **NTP** can be enabled to retrieve the time from a network server.


```
Clock: Thu 03-04-08 12:03
NEXT          CHANGE  STOP
```

- Press **CHANGE** to change the setting of the clock.

```
Clock: Thu 03-04-08 12:03
STORE  <<      >>  CANCEL
```

- Press key's 1-7 to change the day of the week (1 = Sunday).

The default date and time format is DD-MM-YY and HH:MM (when American has been set as language the format is changed to MM-DD-YY). Use the arrow keys to move the blinking character left and right.

- Press **STORE** to store the changes or press **CANCEL** to return to previous values.

3.10 Set the Language

A number of different languages is available in the Fax Server. You can set the language of your choice as follows:


```
Language:      English
                CHANGE  STOP
```

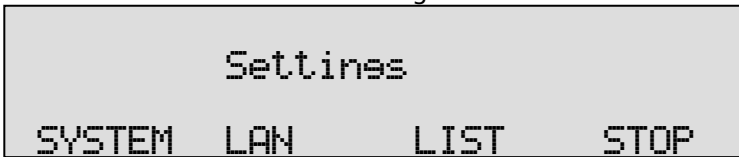
- Press **CHANGE** to select the preferred language.
- Press **STOP** to save and exit the menu.

4 LAN settings

The Fax Server has mature Ethernet capabilities. When the network configurations have been made the Fax Server can be accessed over the network using the archive software or any other PC application that is specially made to communicate with a Fax server.

Enter the LAN settings as follows.

- Press the  key.
- Press **LAN** to enter the LAN settings menu's.



A sequence of LAN settings will appear. Every item will have at least three options:

- Press **NEXT** to move on to the next menu item.
- Press **CHANGE** to enter or change the value of the menu item.
- Press **STOP** to exit the menu.
- Press **NEXT** repeatedly to scroll through the menu items.

The following sequence of menu items will appear:

4.1 FTP user

The FTP user is the administrator user name of the Fax Server. It can be used in the Fax Server Access System and Send Fax to log on to the Fax Server. The administrator with this username and password has all the available authorities.



- Press **CHANGE** to change the FTP user name.

```
FTP User:  *
STORE                                CANCEL
```

Use the numerical keys to enter the FTP user name.

- Press **STORE** to save the FTP user name.
- Press **NEXT** to move on to the next menu item.

4.2 FTP password

The FTP password of the Fax Server is the password that goes with the FTP administrator user name of the Fax Server.

```
FTP Pwd:  0000
NEXT      CHANGE  STOP
```

- Press **CHANGE** to change the FTP password.

```
FTP Pwd:  *
STORE                                CANCEL
```

Use the numerical keys to enter the FTP password.

- Press **STORE** to save the FTP password.
- Press **NEXT** to move on to the next menu item.

4.3 FTP port

FTP port is the port number through which the Fax Server Access System and Send Fax log on to the Fax Server. The FTP server port is default set to 21, as is the setting of the port number in the Fax Server Access System and Send Fax. If there is no direct reason to change the FTP server port it is best left unchanged.

```
FTP Port:    21
NEXT                CHANGE  STOP
```

- Press **CHANGE** to change the FTP server port number.

```
FTP Port:    ✖
STORE                CANCEL
```

Use the numerical keys to enter the FTP server port number.

- Press **STORE** to save the FTP server port number.
- Press **NEXT** to move on to the next menu item.

4.4 DHCP server

If a DHCP server is used on the network the use of the DHCP server must be enabled. If it is not used it must be disabled.

```
DHCP Server:      No
NEXT                CHANGE  STOP
```

- Press **CHANGE** to enable/disable DHCP server.

```
DHCP Server:      Yes
NEXT                CHANGE  STOP
```

- Press **NEXT** to save and move on to the next menu item.

4.5 IP address

As part of the network the Fax Server requires an IP address. Should a DHCP server be used (see previous item) the DHCP server will assign an IP address to the Fax Server. If the DHCP server is not used a static IP address must be given to the Fax Server.

```
IP Address:  0.0.0.0
NEXT          CHANGE  STOP
```

- Press **CHANGE** to enter the IP address of the Fax Server.

```
IP Address:  ※00.000.000.000
STORE          CANCEL
```

Use the numerical keys to enter the IP address of the Fax Server.

- Press **STORE** to save the IP address of the Fax Server.
- Press **NEXT** to move on to the next menu item.

4.6 IP subnet mask

The Fax Server uses the IP subnet if access outside the network is required. In this case the gateway has to be entered as well. If the SMTP server is not on the local network the IP mask and gateway must be entered.

```
IP Mask:    255.255.255.000
NEXT          CHANGE  STOP
```

- Press **CHANGE** to change the IP subnet mask of the Fax Server.

```
IP Mask:    ※55.255.255.000
STORE          CANCEL
```

Use the numerical keys to enter the IP subnet mask of the Fax Server.

- Press **STORE** to save the IP subnet mask of the Fax Server.
- Press **NEXT** to move on to the next menu item.

4.7 Gateway

The Fax Server uses the Gateway if access from outside the network is required. For instance, if the used SMTP server is not on the local network the IP mask and gateway are required.

```
Gateway:  0.0.0.0
NEXT          CHANGE  STOP
```

- Press **CHANGE** to enter the Gateway of the Fax Server.

```
IP Mask:  XXX.XXX.XXX.XXX
STORE    <<      >>  CANCEL
```

Use the numerical keys to enter the Gateway of the Fax Server.

- Press **STORE** to save the Gateway of the Fax Server.
- Press **NEXT** to move on to the next menu item.

4.8 IP name

Aside from the IP address the Fax Server can also be addressed by an IP name if this function is supported by your DNS server.

```
IP name:  OFAX-OCOCOC
NEXT          CHANGE  STOP
```

- Press **CHANGE** to enter an IP name for the Fax Server.

```
IP name:  OFAX-OCOCOX
STORE    <<      CLEAR CANCEL
```

Use the numerical keys to enter an IP name for the Fax Server.

- Press **STORE** to save the IP name of the Fax Server.
- Press **NEXT** to move on to the next menu item.

4.9 E-mail address

The Fax Server has extensive E-mail capabilities. Received faxes are forwarded to the e-mail address of the owner of the fax number. Sent faxes will be confirmed by e-mail to the sender. See § 0

There is a default e-mail address to use when no other E-mail address is known. This might be the e-mail address of the person who is responsible for the Fax Server. The e-mail address to be filled in here is this default e-mail address.

```
E-mail:  Vidicode@vidicode.nl
NEXT          CHANGE  STOP
```

- Press **CHANGE** to enter an E-mail address.

```
E-mail:  ✖
STORE          CANCEL
```

Use the numerical keys to enter the E-mail address.

- Press **STORE** to save the E-mail address.
- Press **NEXT** to move on to the next menu item.

Selection of faxes for distribution via E-mail can also take place according to remote Fax ID. See § 0

4.10 Reply address

The Fax Server cannot receive E-mail. The E-mails sent by the Fax Server require another reply address.

```
Reply:  Vidicode@vidicode.nl
NEXT          CHANGE  STOP
```

- Press **CHANGE** to enter the E-mail reply address.

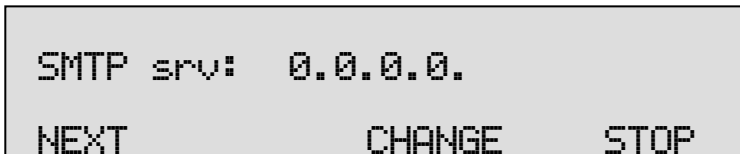


Use the numerical keys to enter the E-mail reply address.

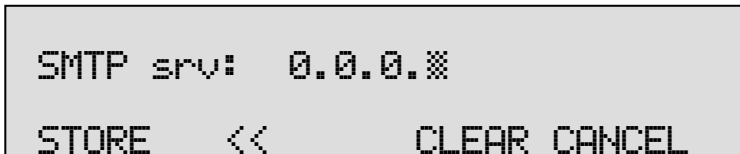
- Press **STORE** to save the E-mail reply address.
- Press **NEXT** to move on to the next menu item.

4.11 SMTP server IP address

The Fax Server uses the IP address of the SMTP server to send E-mail. In case a local SMTP server is used the IP number can be entered directly. In case of an SMTP server outside the network both the **Gateway** and the **Subnet Mask** must be set as well.



- Press **CHANGE** to enter the IP address of the SMTP server.



Use the numerical keys to enter the IP address of the SMTP server. Both an IP number and IP name are allowed. In case an IP name is used the DNS server needs to be configured.

- Press **STORE** to save the IP address of the SMTP server.
- Press **NEXT** to move on to the next menu item.

4.12 SMTP server port

SMTP server port is the port number through which the Fax Server connection is to be made with the SMTP server. The SMTP-server port of the Fax Server is default set to 25. Do not change the SMTP-server port number when this value is not explicitly changed in the SMTP-server.


```
SMTP Port: 25
NEXT          CHANGE          STOP
```

- Press **CHANGE** to change the SMTP-server port number.

```
SMTP Port: ✖
STORE                          CANCEL
```

Use the numerical keys to enter the SMTP-server port number.

- Press **STORE** to save the SMTP-server port number.
- Press **NEXT** to move on to the next menu item.

4.13 SMTP Login

Sometimes SMTP-servers are set up to require a login. If so SMTP Login should be enabled.

Note: When SMTP Login is enabled the next questions in the menu will prompt for SMTP User name and Password.

```
SMTP Login: Yes
NEXT          CHANGE          STOP
```

- Press **CHANGE** to enable SMTP Login.

```
SMTP Login: ✖
NEXT          CHANGE          STOP
```

- Press **NEXT** to save and move on to the next menu item.

4.14 Domain name

This is the domain name of the SMTP-server. If the SMTP-server is on the network the network domain is required. If the SMTP-server is outside

the network the domain name of the SMTP-server is required. Contact your provider for more information. Usually the IP-address of the SMTP-server is enough and the domain name is left empty.

```
Domain:
NEXT          CHANGE          STOP
```

- Press **CHANGE** to enter the domain of the SMTP-server.

```
Domain:  ☒
STORE          CANCEL
```

Use the numerical keys to enter the domain of the SMTP-server.

- Press **STORE** to save the domain of the SMTP-server.
- Press **NEXT** to move on to the next menu item.

4.15 DNS server

In case an IP name has been configured for your SMTP-server you must also give the IP number of the Domain Name Server.

```
DNS srv:    0.0.0.0
NEXT          CHANGE          STOP
```

- Press **CHANGE** to enter the DNS server.

```
DNS srv:  ☒00.000.000.000
STORE  <<      >>  CANCEL
```

Use the numerical keys to enter the DNS server.

- Press **STORE** to save the DNS server.
- Press **NEXT** to save and move on to the next menu item.

4.16 Printer address

If automatic printing is enabled a printer address has to be specified.

```
Printer:      0.0.0.0
NEXT          CHANGE          STOP
```

- Press **CHANGE** to enter the Printer address.

```
Printer: 0.0.0.0⌘
STORE  <<  CLEAR  CANCEL
```

Use the numerical keys to enter the Printer address.

- Press **STORE** to save the Printer address.
- Press **NEXT** to save and move on to the next menu item.

4.17 Printer port

The Printer port is the port number through which the Fax Server connection is to be made with the printer.

```
Printer port:  515
NEXT          CHANGE          STOP
```

- Press **CHANGE** to enter the Printer port.

```
Printer port:  ⌘
STORE          CANCEL
```

Use the numerical keys to enter the Printer port.

- Press **STORE** to save the Printer port number.
- Press **NEXT** to save and move on to the next menu item.

4.18 Printer queue

If automatic printing is enabled a network printer queue name has to be specified.

```
Pr. Queue:  FaxOCTO
NEXT          CHANGE          STOP
```

- Press **CHANGE** to enter the Printer queue.

```
Pr Queue:  FaxOCTO⌘
STORE  <<  CLEAR  CANCEL
```

Use the numerical keys to enter the Printer queue.

- Press **STORE** to save the Printer queue.
- Press **NEXT** to save and move on to the next menu item.

4.19 NTP Server

Network Time Server refers to the IP address of the Network Time Server. Network Time Server is used to synchronize the time of the Fax Server with the time on the Network Time Server.

```
NTP srv:  0.0.0.0
NEXT          CHANGE          STOP
```

- Press **CHANGE** to enter the IP address of the NTP server.

```
NTP srv:  0.0.0.0⌘
STORE  <<  CLEAR  CANCEL
```

Use the numerical keys to enter the IP address of the NTP server.

- Press **STORE** to save the IP address of the NTP server.
- Press **NEXT** to save and to move on to the next menu item.

4.20 NTP Server Port

NTP server port is the port number through which the Fax Server connects to the Network Time Server. The NTP server port is set to 123 by default, as is the setting of the port number in most NTP servers. If there is no direct reason to change the NTP server port it is best left unchanged.

```
NTP Port: 123
NEXT          CHANGE          STOP
```

- Press **CHANGE** to change the NTP server port number.

```
NTP Port:  ❖
                                CANCEL
```

Use the numerical keys to enter the NTP server port number.

- Press **STORE** to save the NTP server port number.
- Press **NEXT** to save and to move on to the next menu item.

4.21 GMT correction

GMT correction property is used to identify the time zone. NTP servers normally issue GMT. GMT correction can be set in 30 minute timeframes from -15:00 to +15:00.

```
GMT correction: 00:00
NEXT -          CHANGE +          STOP
```

- Press – or + to set GMT correction. Keep pressing + to increase the correction. It will start with +00:30, keep pressing + to increase with 30 minutes. Press the – to decrease with 30 minutes.

- Press **NEXT** to save and move on to the next menu item.

GMT correction refers to Winter time. Summer time and Winter time are corrected automatically.

4.22 TelNet

TelNet can be used to log on to the Fax Server and configure the Fax Server from your PC. If required contact your supplier for more details.

```
TelNet active:  Yes
NEXT          CHANGE          STOP
```

- Press **CHANGE** to enable TelNet.

```
TelNet active:  No
NEXT          CHANGE          STOP
```

- Press **NEXT** to save and move on to the next menu item.

4.23 Service Timer



The Service timer determines the performance of the network connection. The Service timer is set to Automatic by default. Changing the setting should only be done when advised by a service engineer to solve problems.

```
Service Timer:  Auto
                CHANGE          STOP
```

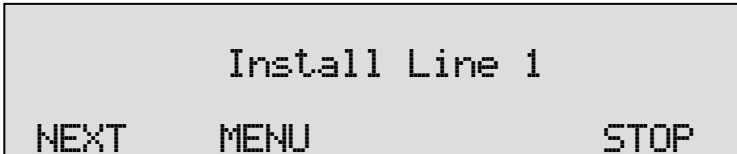
- Press **CHANGE** to change the Service timer.
The following settings are available:
S1-S5, F1-F3 and U1-U3. Where S stands for Slow, F for Fast and U for Ultra fast.
The Service Timer is the last item in the LAN settings menu.

5 Line settings

The Fax Server features line options to be set for each line individually.

Press the  **Settings** to enter the Settings menu, then soft key  **System**

The display will show:



- Press **NEXT** to select the line that needs to be configured.
- Press **MENU** to start configuring Line 1.

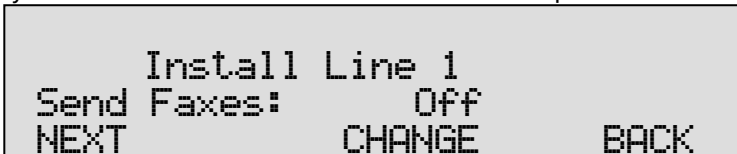
Another possibility is pressing 1 till 8 on the numeric keypad to jump directly to the desired line number.

After entering a line menu it is possible to press 1 till 8 on the numeric keypad to jump directly into another line menu.

The following sequence of menu items will appear:

5.1 Send Faxes

Each line can be configured separately to send faxes. If set to 'Off' this line number is not used by the system to send faxes. If set to 'On' the system will take this line and dial out in an attempt to send a fax.



- Press **CHANGE** to enable/disable this setting.
- Press **NEXT** to move on to the next menu item.

5.2 Receive Faxes

Each line can also be configured to receive faxes. If set to 'Off' this line number will not take the line on incoming calls. If set to 'On' the call is answered automatically by the system and an attempt is made to receive a fax. Answering to calls also depends on Rings to Answer below.

```
          Install Line 1
Receive Faxes:   On
NEXT             CHANGE      BACK
```

- Press **CHANGE** to enable/disable this setting.
- Press **NEXT** to move on to the next menu item.

5.3 E-mail Faxes

Sent and received faxes can be attached to an e-mail and forwarded to the appropriate e-mail address. This can be managed separately per line for received and sent faxes. The relationship between numbers and user addresses depend on the e-mail list created with the PC software (SendFax and FS Setup). This list can also be read or edited on the Fax Server itself. This is the Internal Number list.

A much used feature is to have different e-mail addresses for each line separate. So, faxes received on line1 are sent to email1, faxes received on line2 are sent to email2 and so on. To define a line number in the e-mail list, just enter a "1" (or "2") as the number in the list.

Network settings for e-mail are described in § 4.16.

```
          Install Line 1
E-mail Faxes:   Off
NEXT             CHANGE      BACK
```

- Press **CHANGE** to select RX only, TX only, All or Off.
- Press **NEXT** to move on to the next menu item.

5.4 Print Faxes

This allows for automatic printing of faxes. Received and/or sent faxes can be send to a network printer directly by the Fax Server.

Printer network settings are described in § 4.16.

```
          Install Line 1
Print Faxes:    Off
NEXT             CHANGE      BACK
```

- Press **CHANGE** to select RX only, TX only, All or OFF.

- Press **NEXT** to move on to the next menu item.

5.5 Rings to Answer

If this parameter is set to any value between 1 and 25, the server will answer the telephone line by itself on incoming calls. For example; a traditional fax machine takes the line after 1 ring and the Fax Server after 3 rings. In that case the Fax Server is used as a backup in case the other fax stops working.

```
Install Line 1
Rings to Answer: 3
NEXT - CHANGE + BACK
```

- Press - or + to change this setting.
- Press **NEXT** to move on to the next menu item.

5.6 Mail Protocol

The Fax Server can e-mail the received fax to addresses related to the extension number the fax has been sent to. The internal fax number list is used to define the relationship between numbers and e-mail addresses. A PC software tool, called Fax Server Setup, can be used for that.

This e-mail service will only be possible if the PBX is able to forward the extension number after the extension has been picked up (also called Voice-mail or Mail protocol).

The voice-mail protocol on PBX's must work as follows:

- The Fax Server must be connected to an internal line of the PBX.
- A call comes in from on an outside line.
- The PBX forwards the call to the Fax Server.
- The Fax Server takes the line (goes off-hook).
- The PBX transmits the information using DTMF tones.
- The call is connected by the PBX and a fax is received.

The Fax Server extracts the extension/user number from the info-string and finds the related e-mail address in the fax number list.

The received fax will then be mailed to the right person.

```
Install Line 1
Mail Protocol: Off
NEXT          CHANGE      BACK
```

- Press **CHANGE** to enable/disable this setting.
- Press **NEXT** to move on to the next menu item.

Setting this to On will enable the next two parameters; Mail-number Length and Mail-number Right.

5.7 Mail-number Length and Right

```
Install Line 1
Mail-number Length: 20
NEXT      -   CHANGE  +   BACK
```

- Press - or + to change this setting.
- Press **NEXT** to move on to the next menu item.

The voice-mail protocol on PBX's is used for very diverse features and usually contains much more information than the extension number. It sends a much larger string than the required extension number. The Mail-number Length and Mail-number Right parameters below are used to extract the required extension number.

The Mail-number Length defines the maximum number of received DTMF digits used for number recognition. It can also be seen as the left-most used part of the received string.

The Mail-number Right defines the right-most used part.

For example: The Fax Server receives string "455771236698".

The extension digits "123" are located on position 6,7, and 8 of the received string. The following needs to be set:

Mail-number Length: 8 and Mail-number Right : 3

```

                Install Line 1
Mail-number Right: 8
NEXT      -   CHANGE  +   BACK
```

- Press – or + to change this setting.
- Press **NEXT** to move on to the next menu item.

5.8 Caller ID

Caller ID will show the telephone number of the remote telephone. Caller ID has two basic methods; DTMF and FSK. Caller ID must be supported by your service provider or PBX.

```

                Install Line 1
Caller ID:      Off
NEXT           CHANGE  BACK
```

- Press **CHANGE** to select Off, DTMF or FSK.
- Press **NEXT** to move on to the next menu item.

5.9 Fax ID:

The Fax ID is the identification of the fax machine. When a fax is transmitted between two fax machines, they both negotiate their Fax ID's. The Fax ID is also displayed in the top line of the fax. The Fax ID you enter here is just the default Fax ID that applies when if there are no matching user configurations. When the Fax Server is sending or receiving on behalf of one of the users, it will use the Fax ID for that user. Users can be configured with the Setup software on a PC.

```

                Install Line 1
Fax ID:
NEXT           CHANGE  BACK
```

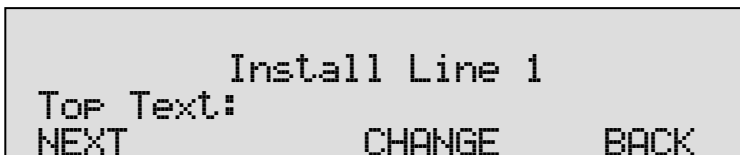
- Press **CHANGE** to enter an ID or
- Press **NEXT** to move on to the next menu item.



- Press **STORE** to save the entry or **CANCEL** to exit this menu.
- Press **NEXT** to move on to the next menu item.

5.10 Top Text

The top text is the text printed as the top line of the fax. Usually this will be the name of the company.



- Press **CHANGE** to enter a text or
- Press **NEXT** to move on to the next menu item.



- Press **STORE** to save the entry or **CANCEL** to exit this menu.
- Press **NEXT** to move on to the next menu item.

5.11 Dial Prefix

The dial prefix is a standard number sequence to be dialed before an external number can be reached. When a Fax Server is connected to an internal extension of a digital PBX a common prefix would be "0". It can also be used to route faxes to the most economical network provider, which sometimes is not the same provider as for telephone traffic because fax transmissions tend to be shorter than telephone calls.

```
Install Line 1
Dial Prefix:    Off
```

- Press **CHANGE** to enter a prefix or
- Press **NEXT** to move on to the next menu item.

```
Dial Prefix:    ✖
STORE                                CANCEL
```

- Press **STORE** to save the entry or **CANCEL** to exit this menu.

6 In service operation

Once the settings have been made the sending and receiving of faxes is automatic. The Fax Server does not need much attention. Operation is through the Fax Server Access System, SendFax and Fax Server Setup applications.

Three of the four function keys on the keyboard give access to the functions of the Fax Server in operation. Their function is described in the following paragraphs.

To access the Archives:



is the fax archive of sent and received faxes.

To access the queues:



to go to the Queue menu. Then choose with soft keys between the E-MAIL, FAX and PRINT queues

To Access the Drive or CD menu:



function key opens the Drive menu (CD for old models)

6.1 Fax Archive

Press  to open the Fax Archive.

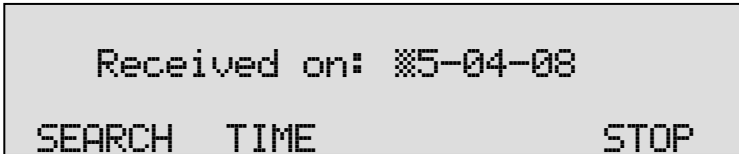
There are two separate archives for Received and Sent faxes. Both archives are operated in the same manner. Operation is described in paragraphs; § 6.1.1 and § 6.1.2 Faxes in the archive can be sent again as fax (see § 6.3) or e-mail (see §6.2.2).

6.1.1 Received faxes

Open the Fax Archive and press RECEIVED to open the received faxes archive.



Received faxes can be searched on **Date, Time, Fax-ID** and **User-ID**.




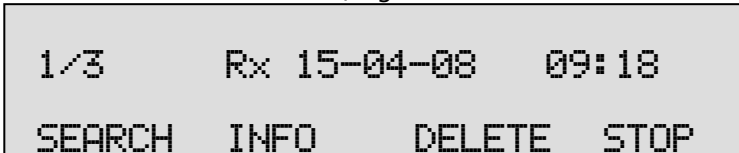
In the search the date, time and Fax ID is always incorporated. First you are prompted to enter the date.




- Enter the date you want to search and press **SEARCH** to perform the search.

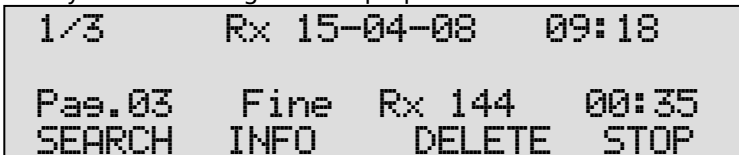
If you want to search on date only the Fax Server uses wildcards in the search strings for the time and Fax ID.

If you want to search according to date only you can enter

wildcards  for the date, e.g. ****:**:****.




- Use the double arrowed keys   to scroll through the faxes and select a fax. Use the **INFO** (soft key) and play/pause  key to scroll through the fax properties of the selected fax.



It is possible to further refine your search according to Time.

- Press **SEARCH** and then the **TIME** key.

```
Received on: @*:*  
SEARCH FAX-ID STOP
```

- Enter a time to search for. Use wildcards  (star key) to expand your search criteria, e.g. enter **13:**** to search for faxes received between **13:00** and **13:59** h for the specified date or date range.

It is possible to further refine your search according to Fax ID.

```
ID: @-----  
SEARCH USER-ID STOP
```

- Enter a **Fax ID** to search for and press **SEARCH** to start searching.

It is possible to further refine your search according to User ID.

```
User-ID = @?  
SEARCH DATE STOP
```

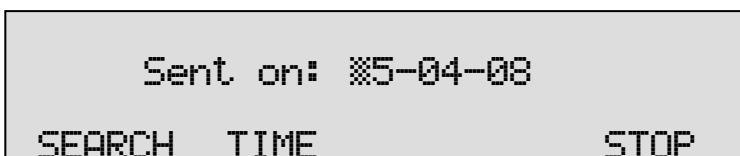
- Enter a **User ID** to search for and press **SEARCH** to search for the entered ID (person that received the fax).

6.1.2 Sent faxes

Open the Fax Archive and press **SENT** to open the received faxes archive.



Sent faxes can be searched on **Date, Time, Fax-NUM** and **User-ID**.

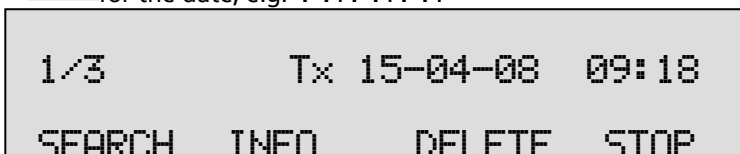


In the search the date, time and Fax NUM is always incorporated. You are first prompted to enter the date.

- Enter the date you want to search and press **SEARCH** to perform the search. If you want to search on date only the Fax Server uses wildcards in the search strings for the time and Fax NUM.

If you want to search according to date only you can enter wildcards

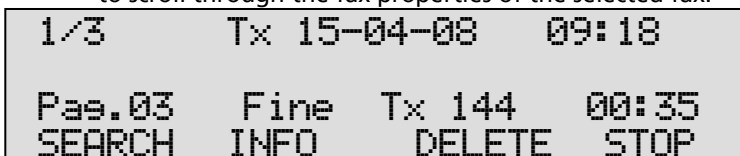
@* for the date, e.g. **:**:**.



Use the double arrowed keys   to scroll through the found faxes and select a fax. Use the **INFO** (soft key) and play/pause key

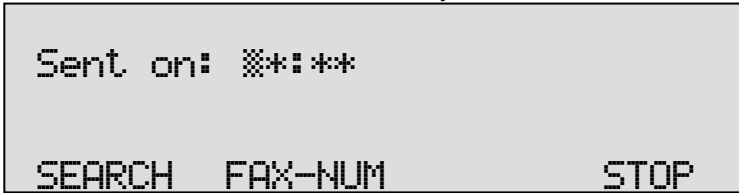


to scroll through the fax properties of the selected fax.




It is possible to further refine your search according to Time.

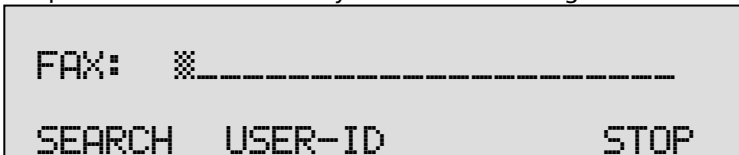
- Press **SEARCH** and then the TIME key.



```
Sent on: **:**
SEARCH  FAX-NUM  STOP
```

Enter a time to search for. Use wildcards  (star key) to expand your search criteria, e.g. enter **13:**** to search for faxes received between **13:00** and **13:59** h for the specified date or date range.

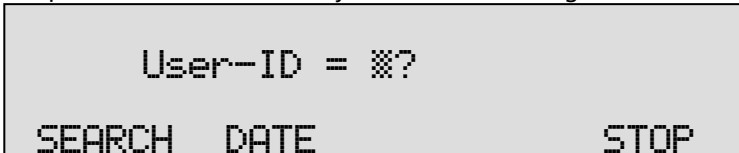
It is possible to further refine your search according to **Fax Number**.



```
FAX: #_____
SEARCH  USER-ID  STOP
```

- Enter a **fax number** to search for and press **SEARCH** to search for the entered number.

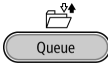
It is possible to further refine your search according to User ID.

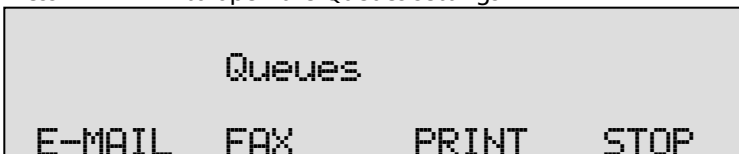


```
User-ID = #?
SEARCH  DATE    STOP
```

- Enter a **User ID** to search for and press **SEARCH** to search for the entered id (person that sent the fax).

6.2 Queues

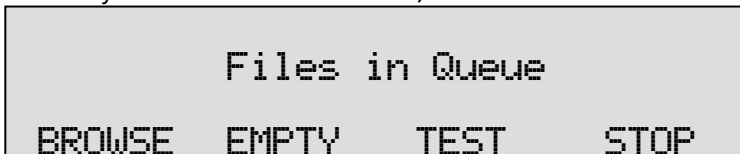
Press  to open the Queues settings.



```
Queues
E-MAIL  FAX    PRINT  STOP
```

6.2.1 E-mail Queue

The e-mail queue holds e-mails that have yet to be sent. (This may be caused by an error in the mail server.)



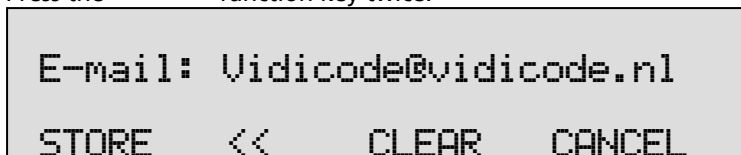
- Press **EMPTY** to empty the e-mail queue, all e-mails in the queue will be lost.
- Press **TEST** to place a test e-mail in the queue. Normally a test e-mail is sent in a matter of seconds.

6.2.2 Send an E-mail again

E-mails in the archive can be sent again.

Select an e-mail in the **Received** or **Sent** archive.

Press the  function key twice.

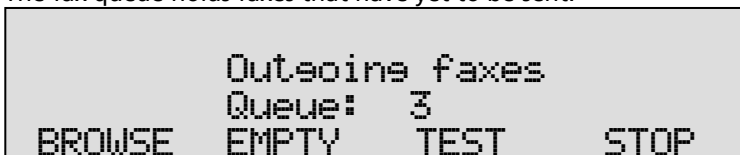


- Enter the e-mail address.
- Press **STORE** to place the fax in the queue.

The queue is automatically processed every 5 seconds.

6.3 Fax Queue

The fax queue holds faxes that have yet to be sent.




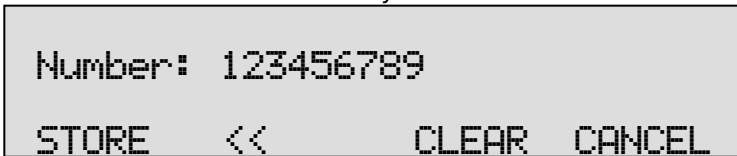
- Press **EMPTY** to empty the fax queue; all faxes in the queue are lost!

- Press **BROWSE** to browse through the faxes in the queue. The browse menu is the same as the Archive menu as in § 6.1.1 and § 6.1.2.
- Press **TEST** to place a test fax in the queue. Normally a test fax is sent in a matter of seconds.

6.3.1 Send a fax again

Faxes present in the archive can be faxed again. The fax can be sent to any fax number.

- Select a fax in the **Received** or **Sent** archive.
- Press the  function key 1x.

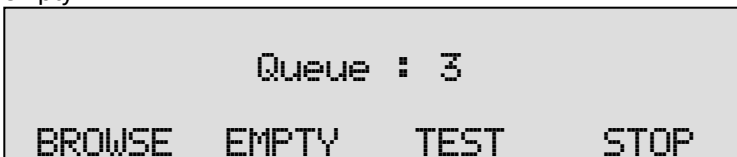


- Enter the fax number.
- Press **STORE** to place the fax in the queue.

The fax queue is automatically processed every 5 minutes.

6.4 Print Queue


The print queue holds prints that have yet to be sent. (This may be caused by an error at your service provider) Normally the Print queue is empty.

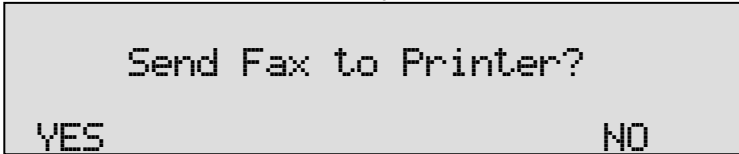


- Press **EMPTY** to empty the print queue, all prints in the queue are lost.
- Press **BROWSE** to browse through the prints in the queue. The browse menu is the same as the Archive menu as in § 6.1.1 and § 6.1.2.
- Press **TEST** to place a test print in the queue. Normally a test print is sent in a matter of seconds.

6.4.1 Send a print again

Prints that are present in the archive can be sent again.

- Select a print in the **Received** or **Sent** archive.
- Press the  function key 3 times

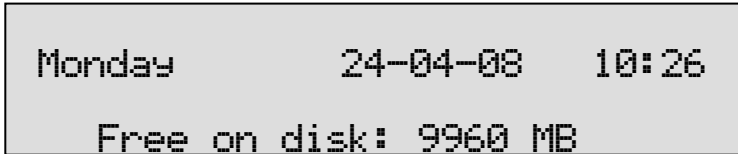


- Enter **YES** to send the fax to the printer.

6.5 Disk info

To show the free disk space of the Fax Servers Drive on the bottom line of the display.

- Press the soft key on the right. The display will show:



Monday 24-04-08 10:26
Free on disk: 9960 MB

7 Managing Users

7.1 Introduction

Users on the network may have access in three different ways:

- ✦ To receive faxes via e-mail. A fax number must be created and a link must be made between the fax number and an e-mail address.
- ✦ To send faxes. The users must be identified, to maintain the database and to prevent unwanted use.
- ✦ To access the database. Users must only be able to see those faxes they are allowed to see.

The access is controlled in the Fax Server as a list of FTP accounts and as the internal number list.

The FTP user accounts are not only used to control access, but also to maintain and personalize the Fax Servers archive.

- ✦ The Fax Server will keep track of who has sent or received a specific fax.
- ✦ The Fax Server will allow a user to view sent faxes by specific users and to view faxes received on specific telephone extension numbers only.

The Fax Server Setup application for MS Windows is the tool for the network manager to create the internal number list via the LAN and to manage the FTP accounts. There is no keyboard access on the Fax Server itself to manage user access..

The Fax Server Setup program on the PC does not keep any records by itself. Every time the application is started a connection to the Fax Server is required to retrieve the user information. This information may then be edited and uploaded to the Fax Server.

Important: It is possible to create user accounts without an FTP account. When only the Internal Number List is used and no user accounts are managed, you get a somewhat simplified installation of the Fax Server.

Everyone would use the same access code to send faxes or access the database.

This might be perfectly acceptable for smaller organizations.

7.2 Installation of Fax Server Setup

Placing the CD-ROM in your computer gives you a choice of Vidicode software.

- Choose to install the Fax Server Setup software.
- Follow the instructions on the screen.
- The software will ask for the registration key you will find packed with the software.



7.3 Software updates

It is always recommended to update your software to the latest revision. The Fax Server Setup application can be updated via internet.

- Choose **Help** in the main menu and select "Check for update"

A new dialog opens in which the current version is displayed.

- Click on the "**Check update**" button to check for updates. The program will check on the Vidicode website for updates of the program.

If there are updates they will be displayed.

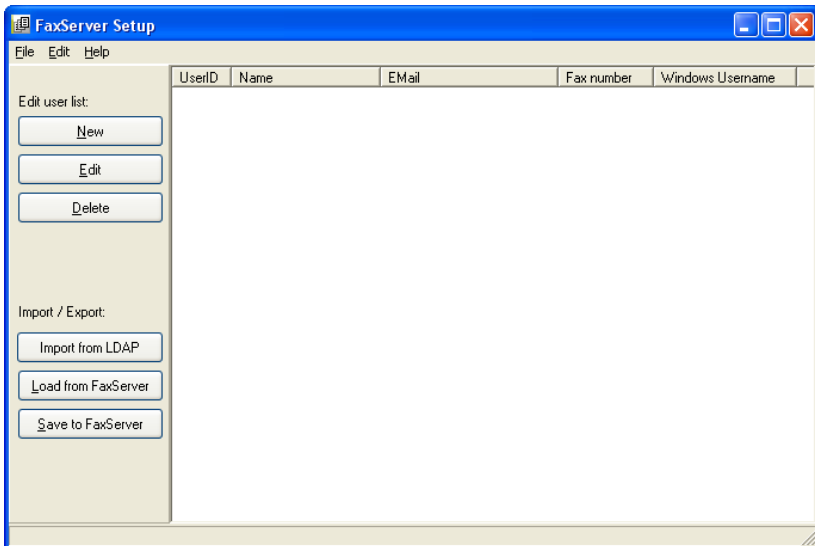
- Click “do update” to execute the update.

Note: The downloaded file is a zip file that will automatically unpack. Update files are approximately 1 Mb in size.

Updates can not be executed while the program is performing other tasks. An open internet connection is required for this operation

7.4 Setting up a Fax Server

When the program is started the following window appears:



7.4.1 Automatic configuration

To quickly create accounts for all users, use the option "Import from LDAP". The software connects to your LDAP (Active Directory) server and retrieves a list of names and e-mail addresses and fax numbers of the users.

7.5 The user list

The user list displays the User ID, the Username, the E-mail address and Fax number.

- The User ID consists of two characters; the user ID is used throughout the Fax Server applications to identify a user.

- Name: The name identifies the user to the reader, it is optionally displayed in the top-line of a fax.
- E-mail address: The email address is used for reporting information to the user about sent or received faxes.
- Fax number: The fax-number on which the user receives faxes.
- Windows login name: The name the user uses to login when Windows starts.
- FTP account: A user can have a private FTP login account for retrieving his own faxes

Important: When entering Fax numbers you have to be aware of the different ways in which your Fax Server can be configured;

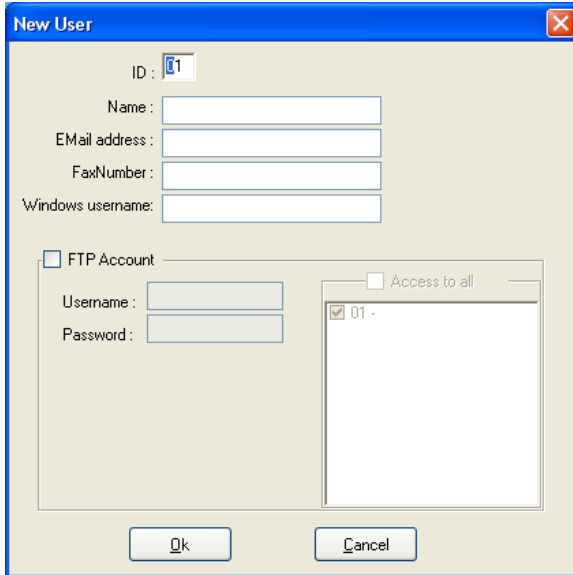
- Stand alone, in which case the telephone number is the same as the line number.
- Connected to a PBX, in which case you have to enter the internal number that the PBX assigned to the user.

You can choose to include or exclude the area code. Do not use leading zero's. Try to maintain the same format for all users (include or exclude area codes). This will make it easier for the Fax Server to match the numbers with the numbers used on the telephone network. All numbers should be the same length.

If you have a PBX connected and it asks for a "0" before an outgoing call (or fax) this should be programmed in Dial Prefix (see chapter 5.11)

7.6 Create a new user

- Click **NEW** to create a new user.
The following dialog appears:



- Enter the Name, E-mail address, Fax number and Windows user name.

There is an option to create an FTP account for every user. With the FTP account a user can setup a connection to the Fax Server to view his or her faxes on the Fax Server. Access to existing user accounts can be set for every user.

- Check the checkboxes of existing users in the list to enable access to the faxes of these users.
- Click **OK** to finish.

The new profile has to be up loaded to the Fax Server.

- Click on Save to FaxServer.

The following screen will appear.

Save to FaxServer: Login

Host name or IP address:

FTP Port number:

FTP Username:

FTP Password:

Ok Cancel

- Fill in the Host name or IP address of the fax Server
- Fill in your own FTP User name and FTP Password.

7.7 Edit a user profile

- To edit a User profile select a user in the list and the list of users and click “**Edit**”

A new dialog appears with the selected users properties. The dialog looks the same as the dialog in which you create a new User.

- Change the User information.
- Click **OK** to save the changes.

NOTE: At this point the user profile has changed in the user list as displayed on your screen. To save the list on the Fax Server the list needs to be transferred to the Fax Server

- Click on Save to FaxServer.
- Fill in the Host name or IP address of the fax Server
- Fill in your own FTP User name and FTP Password.

8 Technical specifications

Power supply

Mains 90~264VAC 47~63Hz max 20W


Working environment

Temperature : 0 to 40 degrees centigrade.

Relative Humidity : 10% - 90% No condensation must.

Connections

 Ethernet : 10/100-BASE-T with RJ-45 connector.

 Telephone line : 8x/16x RJ-45 connectors,


Dimensions


(L/W/H) : 440x315x95mm

Weight

6,5 Kg

Technical Standards

 EU telecommunications CTR21

 EU Emission EN55022 classB

 EU Immunity EN55024 classB

Special functions of line inputs (each line)

Reception and decoding of DTMF and FSK for Caller ID and dialing information, including all detectors needed for all variations of caller id.

Parallel voltage controlled Off-Hook detector (or serial line current detector when using "loop through" wiring) with two voltage settings (10Volt/20 Volt, software controlled) for starting/stopping recordings.

Ring detector to discriminate between outgoing and incoming faxes.

Line interface can go into "sniff mode" (9pin up mode) or go online

Over-voltage protection using tranzorbs protects each input channel against lightning etc.

Mass storage and backup storage

Internal Drive (Hard Disk or SSD).

A thermal overheating protection circuit protects the Drive against overheating.

Other Features

Battery backed Real Time Clock.

Graphical LCD with back-lighting.

Keyboard with 20 keys.

Extensive PC software is available to create a database of recordings using the 10/100 Mb Ethernet interface.

9 Acknowledgements

9.1 Warranty

Your Fax Server has a 12-month factory warranty. The warranty is effective for normal use only. We would like to emphasize that the warranty is not valid under exceptional environmental conditions, such as extreme temperatures or humidity levels, nor in the unlikely event of a lightning strike. The warranty is not valid if the machine has not been handled properly, for example when it has been dropped, or bumped into. In order to qualify for warranty, you should contact your supplier, and show the invoice. If your supplier cannot help you, you should contact the manufacturer. The manufacturer reserves the right to determine the final date of the warranty period on the basis of the date of production. Costs of transport to and from the supplier or the manufacturer are for the buyer's account. Warranty is for parts only and does not cover any costs resulting from the breakdown of the Fax Server.

The Fax Server has various extra features that have not been described in this manual. Additional information about this is given in a technical information bulletin. Subjects discussed in this technical documentation are further configuration options, remote configuring, and how to update the firmware in the Fax Server. The further configuration options concern all aspects of operation. In our experience most people are interested in configurations related to user's access.

9.2 Liability

Correct functioning of the Fax Server cannot be guaranteed under all conditions and thus we do not accept any liability for loss of information or other damages due to the use of the Fax Server.

Vidicode is not a source of official interpretation of laws of any country or state and shall not be construed as a source for making decisions.

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