![FormTrap logo]

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SBE Manual V7.5

Queue Setup

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Queue Properties

Select the queue to change by highlighting it. Update the queue settings in the Properties Bar on the right side of the FTSpooler Window.

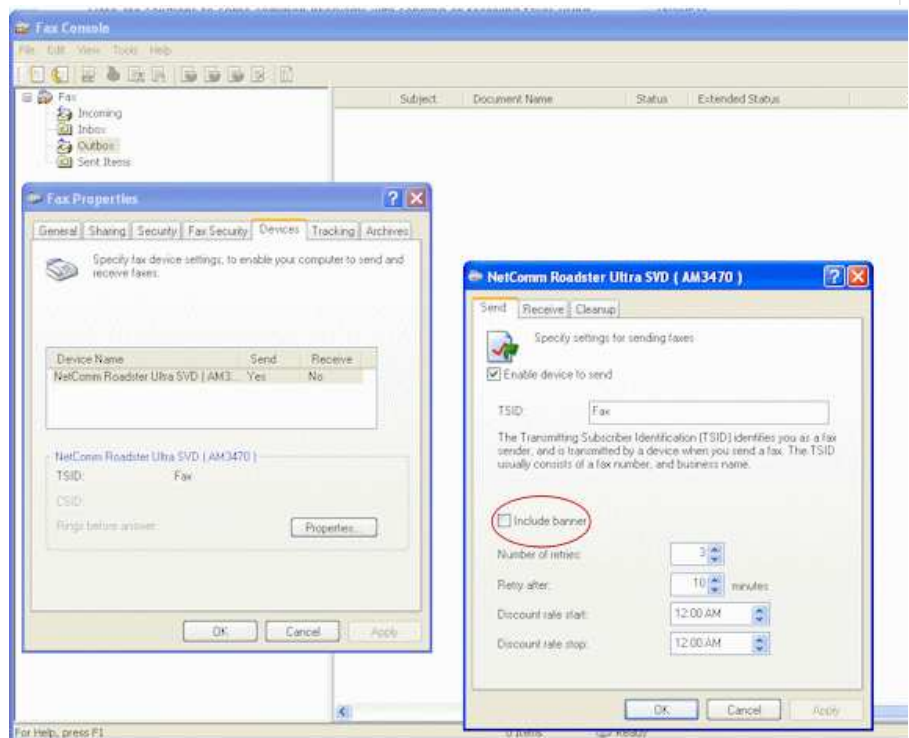<div align="right">Top</div>

Fax Tab

This option sends FormTrap documents as faxes using Windows Fax Service.

Windows Fax Service requires the fax configuration in **Microsoft® Fax Console**. Instead of a fax machine, you can use a modem and scanner to send or receive faxes from your computer. The modem and scanner have no specific requirements. FormTrap does not use the scanner and deals with outgoing faxes only.

More Information on Configuring Windows Faxes in Windows XP or, alternately you can go to **Start** menu - **Help and Support** - search for fax to see relevant articles.

Note: You must change Windows Fax and untick **Include banner**, this is the screen for XP-Pro and is similar for later operating systems. Please see the Knowledge Base if you have problems with your initial fax tests.

Windows Fax Service is normally activated using Associated File entries with any default option overridden by the Associated File. Like any of the "special delivery" methods, the **Properties** tab, **Associated file entries** prompt must be set correctly.

More information on Windows Fax Service and Associated Files see Reserved Names.

To set the properties of faxing:

- Click **Define document type** to specify the document type. Fax requires TIFF for faxing so select the filter that converts from your document type (as indicated in Processing tab, Data Folder) to Tiff; i.e. one of :

    PCL to Tiff where Data Folder is marked as PCL *pcl*

    PCLXL to Tiff where Data folder is marked as PCLXL *pcl_x*

    PostScript to Tiff where Data folder is marked as PostScript **Ps**

    More information on Define Document Type

save your cover page. In FTSpooler fill in the **Cover page name** i.e. the full path of the cover page, **Subject line**, and **Body**. You can use associated file variables for **Subject line** and **Body**.

- Use an associated file *variable* by quoting the associated file *name* in square brackets "[" and "]". For Example, quoting **Your Order [PO Num]** would deliver "**PO22344**" from the associated file line **PO Num=PO22344** to give **Your Order PO22344**.

  More information on Using Associated Files in FTSpooler Queues Properties

- Select one of the three **Schedule** options: **Immediately**, **Off peak** and **At specified time** (**Time** required).
- Select one of the three **Notify** options:
    - **Do not notify**
    - **Email to sender -** requires a special email SMTP notification process (mailnfy.exe to run in the background).
    - **Email to inbox -** only works with **Microsoft® Exchange**.
- Click the **Sender, Recipients** button to manage the details of the fax sender and recipients. This is the default and is normally overwritten by the Associated File field W2KFax from the document.

  More information on Managing Sender, Recipients Details

- Click the **Apply** button to save the changes.

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Manage the sender and recipients information

To manage the sender and recipients information:

- Enter sender information sender's **Name**, **Department** and **Company**.

- Click the **Add new**, **Edit or Delete** button to change the recipient lists.

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