

Using Network Fax with Windows Small Business Server 2003

Provided By:



Network Faxing

Microsoft Small Business Server 2003 (SBS2003) provides built-in network faxing for all user workstations. This guide will show you the basics of using network faxing.

Send a Test Fax

Assuming that the fax client has already been installed on your workstation, you can send a fax from a client computer by using any of the following methods:

- Send a fax as e-mail.
- Send a fax using the Send Fax Wizard.
- Send a fax from a Windows-based program.

Send a Fax as E-mail

You can send a fax from Outlook 2003. To send faxes more easily from Outlook 2003, see "Optional Step 1: Create a Fax Contact in Outlook 2003" later in this document.

To send a fax from Outlook 2003

1. On the client computer, start Outlook 2003.
2. On the **File** menu, point to **New**, and then click **Mail Message**. A new message form appears.
3. In the **To** line, do one of the following:
 - Type a fax number, using the following format: `[fax:FaxNumber]`
 - Or,
 - Enter a fax recipient from your personal contacts list, public folder contacts, or the company's global address list.
4. Type the subject and message, and then click **Send**.

Send a Fax Using the Send Fax Wizard

By using the Send Fax Wizard, you can do the following:

- Define the recipient either by entering a fax number directly or by choosing a recipient from an address book.
- Use Dialing Rules.
- Use a specific cover page.
- Define when you want to send the fax.
- Select the priority of the fax.
- Select how you want to be notified that the fax was delivered.

To send a fax using the Send Fax Wizard

1. On the client computer, click **Start**, point to **Accessories**, point to **Communications**, point to **Fax**, and then click **Send a Fax**. If you get prompted about installing a fax modem, just click cancel to ignore.
2. Click **Next**.

3. Enter a fax recipient in the **To** text box, or click the **Address Book** button and select a recipient from an address list (see "Optional Step 1: Create a Fax Contact in Outlook 2003" later in this document).
4. If you do not select a recipient from an address list, enter a fax number for the recipient.
5. If you have set up dialing rules (see "Define a Dialing Rule" earlier in this document), select **Use dialing rules**, and then click **Next**.
6. If your organization has set up cover page templates, click **Select a cover page template with the following information**, and then select a cover-page template from the **Cover page template** list. Type the **Subject line**, **Note**, and **Sender Information**.
7. Click **Next**.
8. Choose when you want to send the fax. You can send the fax **Now, When discount rates apply** (see "Configure Fax (Local) Properties" earlier in this document), or at a **Specific time in the next 24 hours**.
9. Choose the fax priority of **High, Normal**, or **Low**, and then click **Next**.
10. Choose how you want to be notified of whether the fax was delivered successfully. If you choose to be notified by e-mail, you can choose an e-mail address by clicking **Address Book**.
11. Choose whether you want to attach a copy of the sent fax to the notification, and then click **Next**.
12. Click **Finish**.

Send a Fax from a Windows-based Program

You can send a fax from any Windows-based program, such as Microsoft Office Word 2003, the same way that you would print a document. When you print to a fax printer from a Windows-based program, the Send Fax Wizard is used to send a fax.

▶ To send a fax from a Windows-based program

1. On a client computer, open or create a document in a Windows-based program, such as Microsoft Office Word 2003.
2. On the **File** menu, click **Print**. The **Print** dialog box appears.
3. Select the `\\ServerName\` fax printer, and then click **OK**. (*ServerName* refers to the name of the computer running Windows Small Business Server 2003.) The Send Fax Wizard starts (see "To send a fax using the Send Fax Wizard" earlier in this document).

Optional Steps

You can enhance the Fax process by completing the following optional steps:

1. **Create a fax contact in Outlook 2003.** In Outlook 2003, you can create contacts to send faxes to.

Optional Step 1: Create a Fax Contact in Outlook 2003

▶ To create a fax contact in Outlook 2003

1. On the client computer, open Outlook 2003.
2. On the Quick Launch bar, click **Contacts**.
3. On the **File** menu, point to **New**, and then click **Contact**.
4. On the **General** tab, type the contact's **Full Name**, **Job Title**, and **Company**, and type the

format to use for filing the contact's information.

 **Note**

You can click the **Full Name** button for assistance in defining the contact's name.

5. In the **Phone numbers** section, enter the contact's business fax number. The format for the phone number is **(###) ###-####**.

 **Note**

Some phone numbers might require a country/region code for correct dialing. The format for a number with a country/region code is **+# (###) ###-####**. The country/region code can be entered through a dialing rule (see "Defining Dialing Rules" earlier in this document).

6. You can add optional information for the contact, such as the contact's mailing address, e-mail address, Web page address, messenger services address, and name that will be displayed.
7. On the top navigation bar, click **Save and Close**.