



*brightfax*



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*brightfax broadcast  
installation guide*

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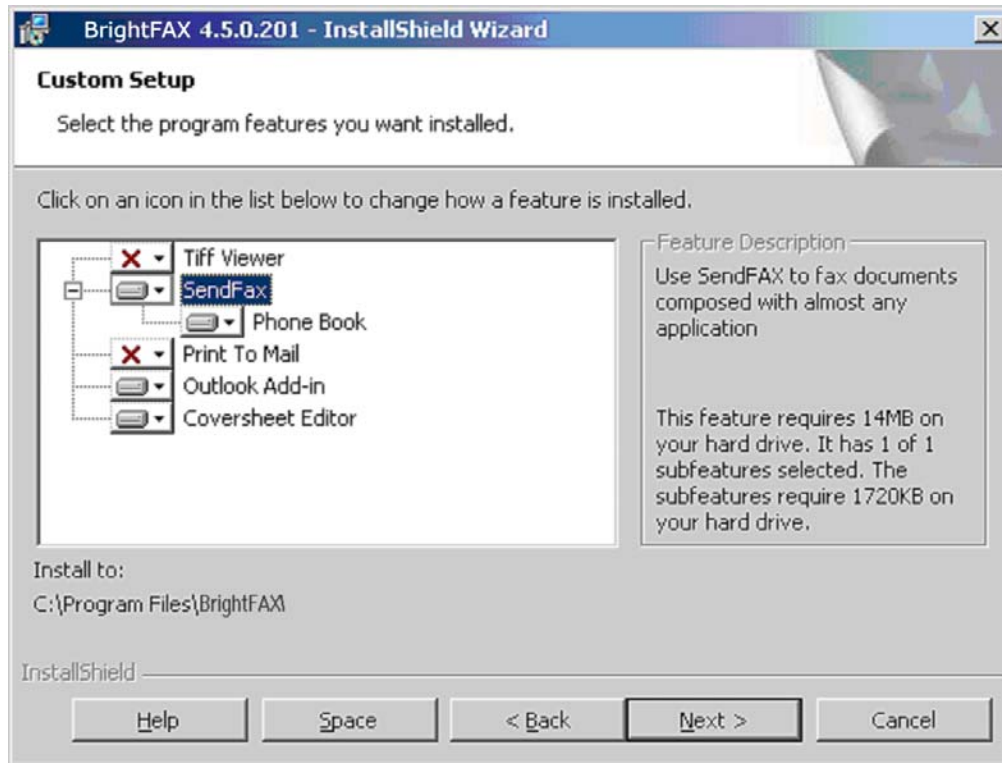
## Installing brightfax Client Applications

This guide is designed to provide users with a basic understanding of how to install the **brightfax** software on their PC. This Installation Guide describes how to...

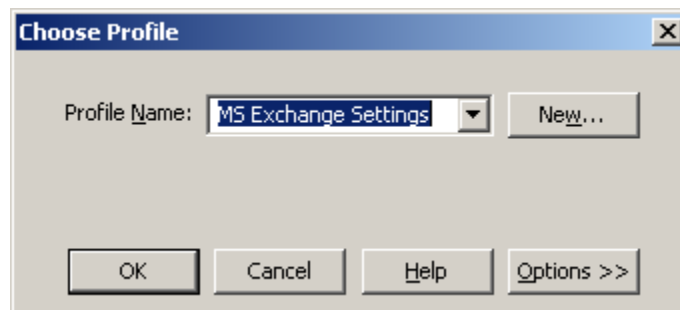
- Run the executable
- Configure **brightfax broadcast** on first use
- Access the Web Status Page

CRC has provided a package named **brightfax.exe**. To start the Installer Program, simply run this file.

- On the Welcome screen, click Next.
- On the License Agreement screen, read the license, accept it and click Next.
- Choose the Installation Directory (default is <Program Files>\**brightfax**).
- Select which components to install (for your particular installation, we recommend **brightfax broadcast**, Phone Book, Outlook Add-in and Coversheet Editor)



- Click **Next**.
- On the last screen, click **Install**.
- You may see the following screen:



- Make sure **MS Exchange Settings** is selected, then click **OK**.
- When you see the **Installation Completed** message, click **Finish**.

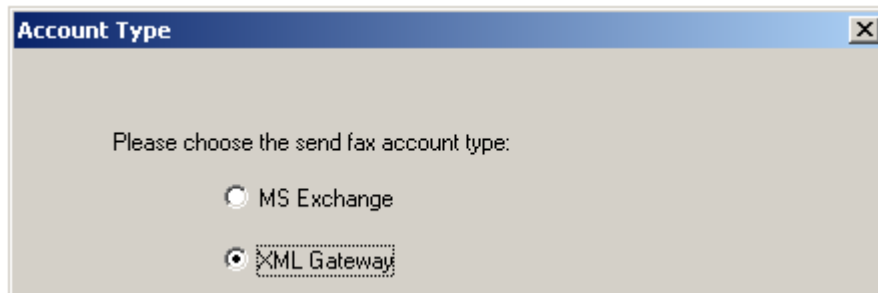
## Configuring brightfax broadcast on first use

The first time you start **brightfax broadcast**, you will be prompted with a configuration wizard. Here's how you should configure it:

- From your Start menu, launch the **brightfax broadcast** utility:

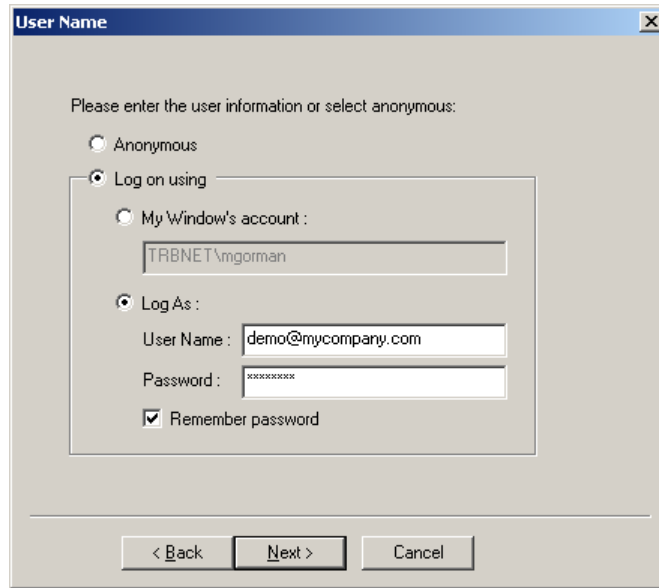


- On the Account Type screen, choose to use a connection through the XML Gateway.



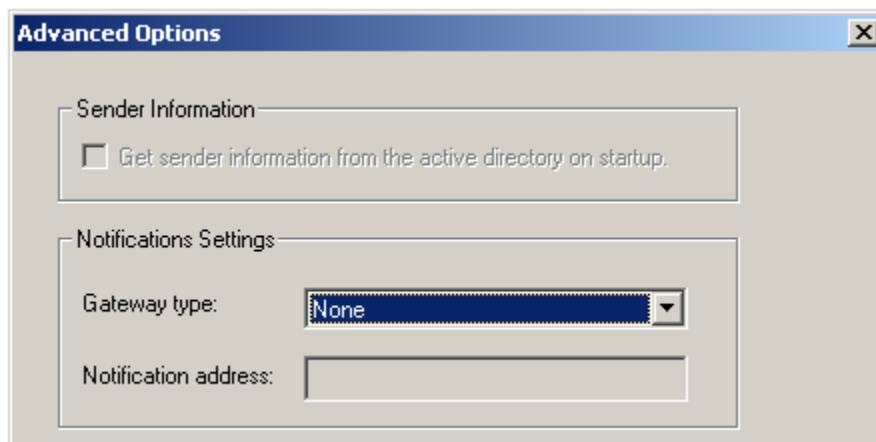
*Note that you can access the **Account Type** screen at any time by selecting **Connection Settings** from the **File** menu.*

- Click **Next**.
- On the **User Name** screen, select to **logon with a specific account**. Your administrator can provide you with a username and password. You can select **“Remember password”** so the **login dialog** does not prompt every time you start **brightfax broadcast**.

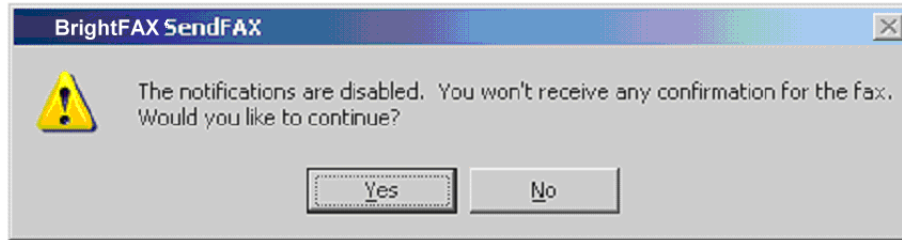


*Note that although this Account ID looks like an SMTP address, it does not need to exist as a valid mailbox in your e-mail system.*

- On the **Advanced Options** dialog, if you want to, you can select to **receive delivery notification** (by email) for each fax you submitted. This is **not** suggested for a broadcast user. If you still wish to use mail notifications, select **SMTP gateway** and provide an appropriate email **notification address**. Note that **CRC** has disabled mail notifications for the *broadcast* user. Therefore, unless you override the options in **brightfax broadcast (Edit → Faxing Properties)**, you will not receive any email confirmation.



- **brightfax broadcast** will warn you that notifications are disabled. Simply click **“Yes”**.



*Note that you have to close and restart **brightfax broadcast** after configuring it to effect these changes.*

## Accessing the Web Status page

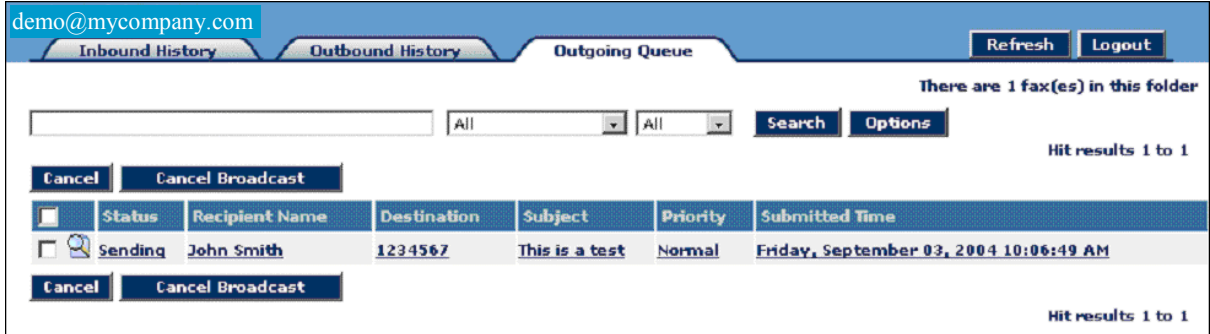
CRC has also configured a web site to allow you to view your faxes.

- From a **web browser**, go to [http://\[Your Company\].brightfax.com](http://[Your Company].brightfax.com). You will be prompted with the following screen:



- The “**Email Address**” and “**Web Password**” are the same that were used to identify the user in **brightfax broadcast**.
- Once you have been authenticated, you can have access the three following folders:
  - **Inbound History**: The faxes you received
  - **Outbound History**: The faxes you sent and that are completed

- **Outgoing Queue:** The faxes that are currently sending or waiting to be sent




demo@mycompany.com

Inbound History Outbound History **Outgoing Queue** Refresh Logout


There are 1 fax(es) in this folder

Search Options

Hit results 1 to 1

Status	Recipient Name	Destination	Subject	Priority	Submitted Time
<input type="checkbox"/>  Sending	John Smith	1234567	This is a test	Normal	Friday, September 03, 2004 10:06:49 AM

Hit results 1 to 1

- Clicking the  icon next to a fax entry will give you more the details about this fax. Clicking any other link of the fax entry will let you download the fax image (you can open it in your favorite tiff viewer).

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