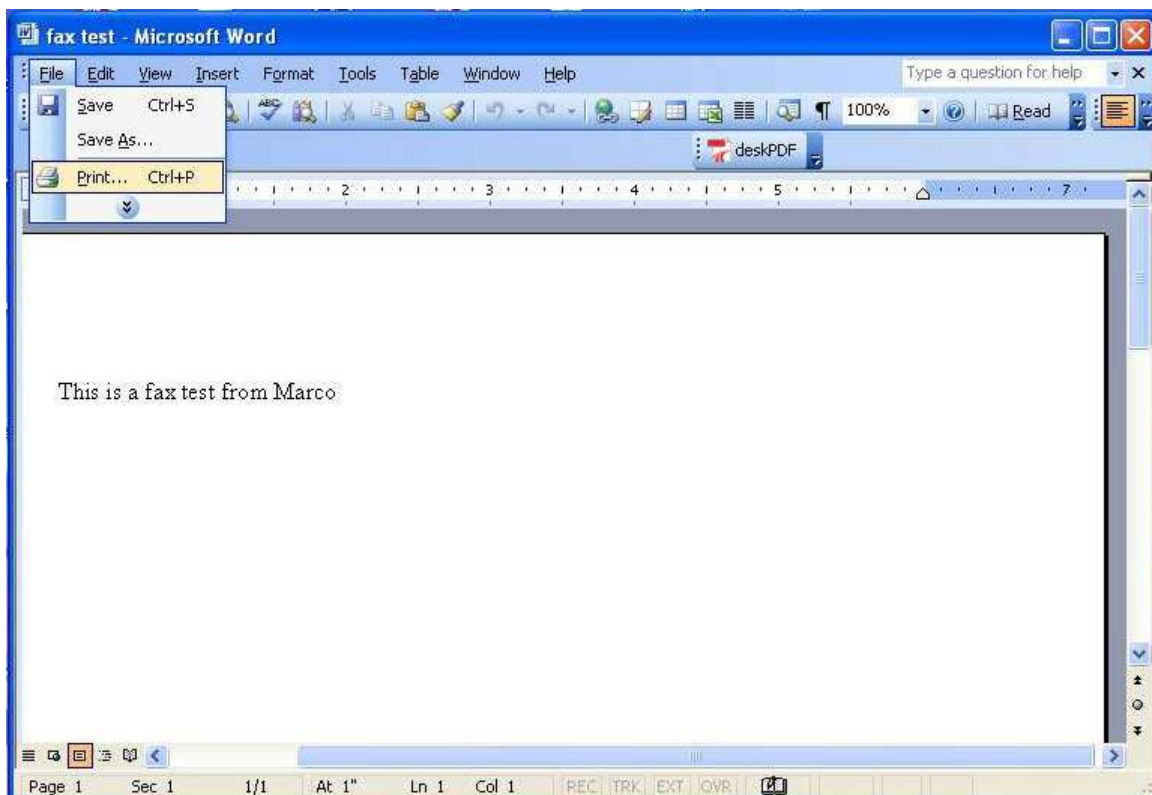




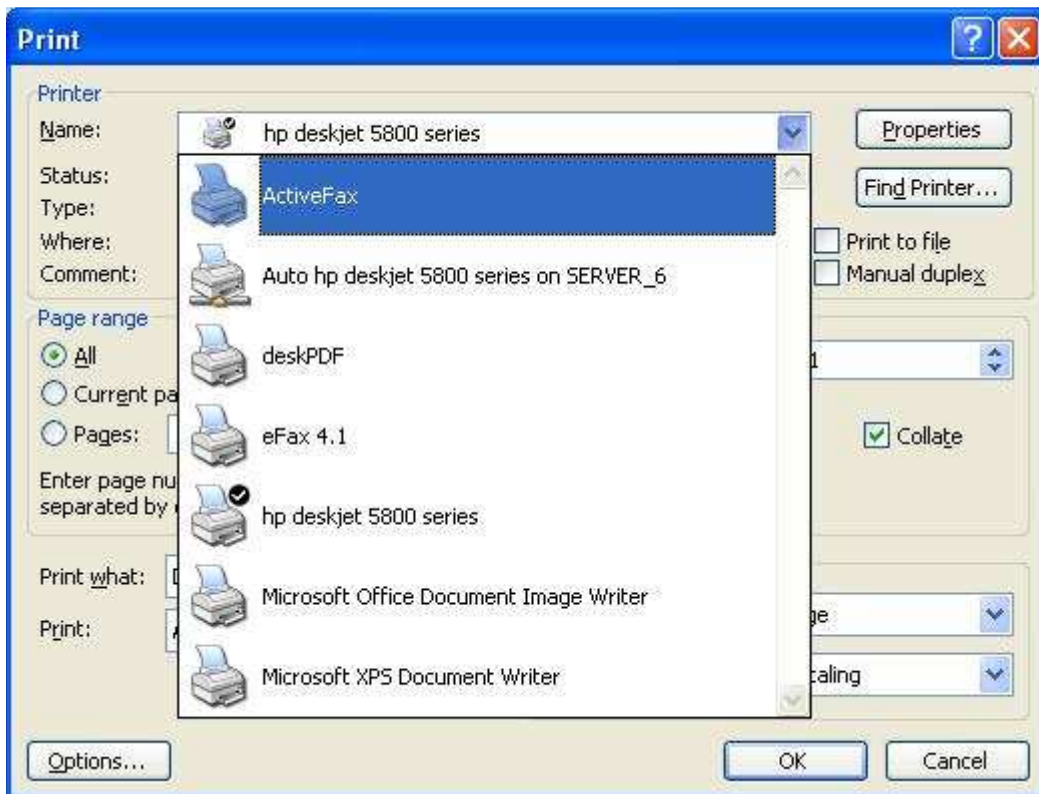
TaylorNetWeb Desktop Fax Quick Help Guide

This guide is a quick start help guide to get you faxing fast!

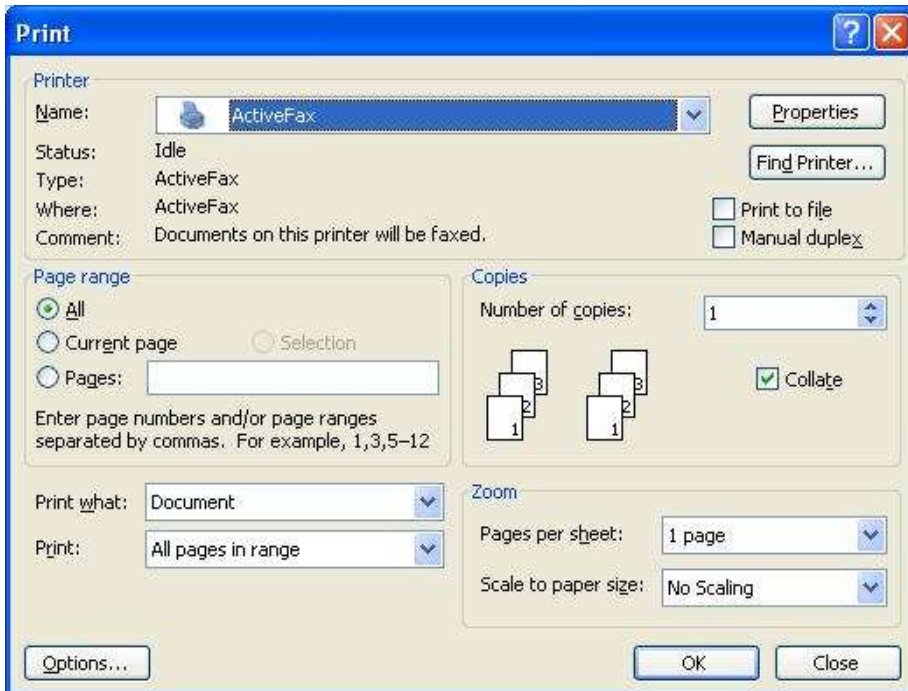
How to fax a document.



Once you have your document, click FILE and PRINT.



Your computers installed printers will display, select ActiveFax as your printer to send this document as a fax. Click OK.



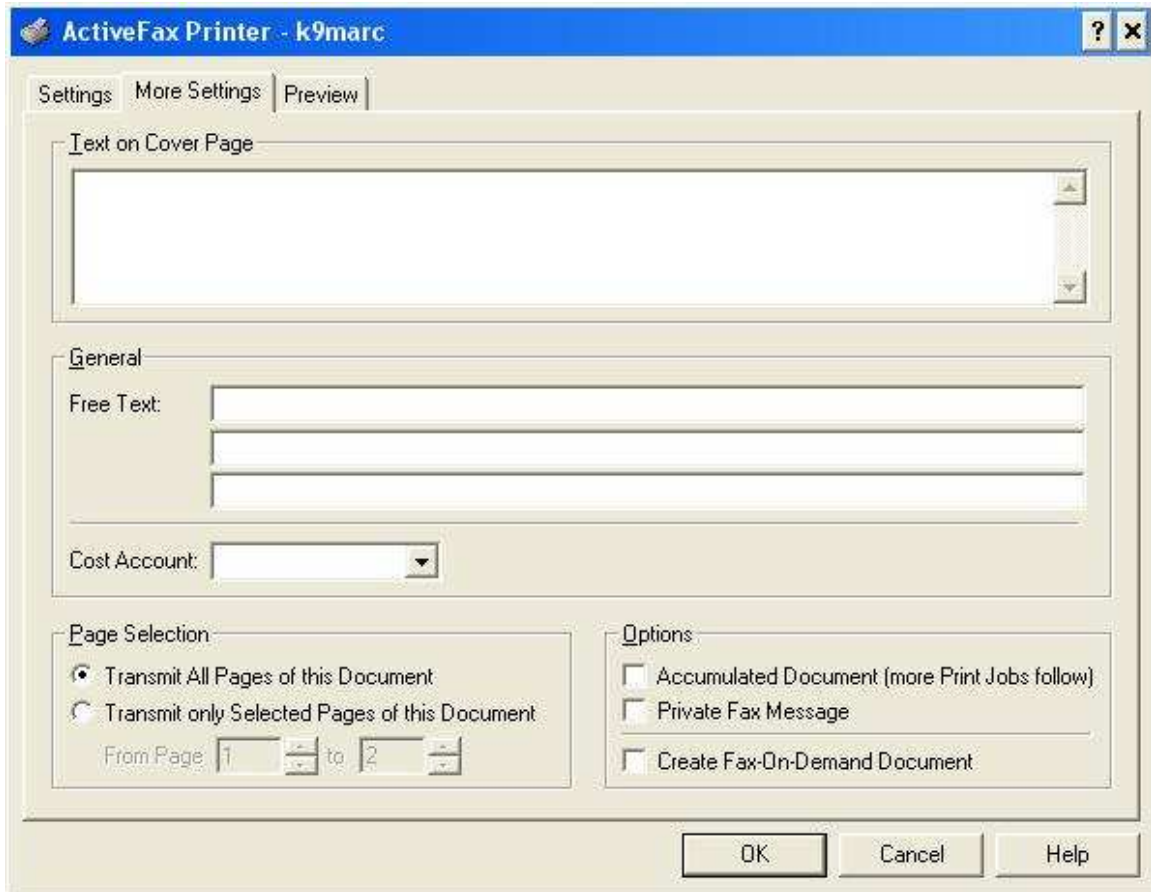
This Fax dialog box will pop up next.

The screenshot shows the 'ActiveFax Printer - k9marc' dialog box. It has three tabs: 'Settings', 'More Settings', and 'Preview'. The 'Settings' tab is active. The dialog is divided into several sections:

- Recipient - 1 entry:** Contains text boxes for 'Name' (placeholder: 'enter recipients name here'), 'Fax' (placeholder: 'enter fax number your sending to'), and 'E-Mail'. There are icons for phone and email. Below is a table with columns 'Name 1 Recipient', 'Fax Number Recipient', and 'E-Mail'. The first row contains the same placeholder text. Below the table are 'New', 'Delete', 'Phone Book...', and 'Modify...' buttons.
- Sender:** Contains text boxes for 'Name' (filled with 'Marc Taylor'), 'Fax' (filled with '530-685-5625'), and 'E-Mail' (filled with 'Marco@TaylorNetWeb.com'). There are 'Phone Book...' and 'Modify...' buttons.
- General:** Contains a 'User' dropdown (filled with 'k9marc'), a 'Subject' text box (placeholder: 'enter your subject here'), and two dropdowns for 'Cover Page' and 'Overlay'.
- Transmission Parameters:** Contains 'Date' (08/25/2007), 'Time' (14:33), 'Modem' (dropdown: '<Next Available Modem>'), 'Priority' (checkbox 'Normal' is checked), and 'Resolution' (dropdown: 'Default'). There is a 'Send Now' button.

At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Enter the recipients name and fax number. If you want to send an email, fill that out and click the email icon. You can enter both information, but make sure you select which you wish to send. Enter the other information as you see fit. Overlays are not used in Windows Desktop Faxing.



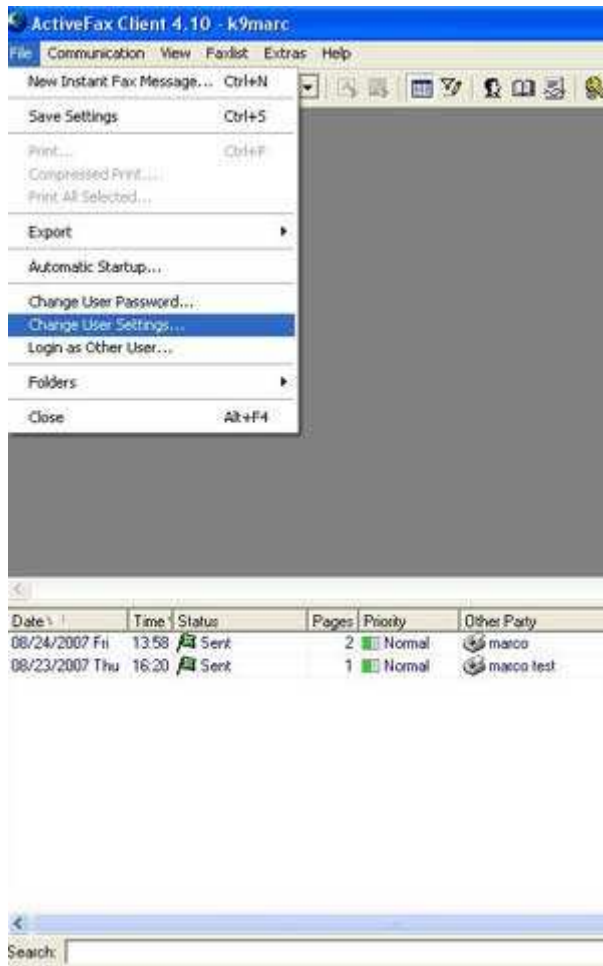
Selecting the “More Settings” tab will allow you to fill in text on the cover sheet if you selected to send one. You can have custom cover sheets on request.

Once you are happy with your settings, click OK and your fax will be sent.

Modify Your User Settings

Some of your settings will be added for you when you login. However, you can change how your fax will look and other settings.

From File, select “Change User Settings”.



The user setting box will display,

The screenshot shows the 'Modify User k9marc' dialog box with the 'User Information' tab selected. The 'User Data' section contains the following fields: 'User Name' (k9marc), 'Entire User Name' (Marc Taylor), 'Direct Dial (MSN)', 'Cost Account', 'Absence Substitution' (None), 'Password', and 'Password Verification'. The 'Permissions' section is a list box with the following checked items: Administrator Permission, Access to Users of the Own Group, Access to All Users, Access to Central Phone Book, Write Permission to Central Phone Book, Access to Transmission Protocol, Automatic Sending Clearance, Grant Sending Clearance to other Users, Permission for International Calls, Execute Polling (Fax-On-Demand), and Administer Fax-On-Demand Documents. A 'Comments' text area is located below the permissions list. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

The screenshot shows the 'Modify User k9marc' dialog box with the 'Predefined Settings' tab selected. At the top, there are two radio buttons: 'Use Default Settings for New Fax Messages' (unselected) and 'Use User Settings for New Fax Messages' (selected). The 'Senders Data' section contains the following fields: 'Name 1' (Marc Taylor), 'Name 2' (TaylorNetWeb.com), 'Name 3', 'Name 4', 'Name 5', 'Department', 'CC', 'Phone 1' (503-508-3429), 'Phone 2', 'E-Mail' (Marco@TaylorNetWeb.com), and 'Fax Number'. The 'Windows Fax Messages' section has 'Cover Page' and 'Overlay' dropdown menus. The 'Non-Windows Fax Messages' section also has 'Cover Page' and 'Overlay' dropdown menus. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

The above information will display on your sent faxes, enter YOUR fax number if you have one. If not, you can leave it blank. I do not suggest to use the default setting as it will not have your information on it.

The screenshot shows a Windows-style dialog box titled "Modify User k9marc". It has four tabs: "User Information", "Predefined Settings", "Printing", and "Notification". The "Notification" tab is selected. Inside the dialog, there is a section titled "E-Mail" with a dashed border. It contains four checkboxes and two text input fields. The first checkbox, "Notify User after the Transmission of a Fax Message", is checked. Below it is a text field containing "Marco@TaylorNetWeb.com". The second checkbox, "Notify User upon receipt of a new Fax Message", is unchecked. Below it is an empty text field. The third checkbox, "Attach the Original Fax Message to the E-Mail", is checked. The fourth checkbox, "Automatically Mark Original Fax Message as Read", is unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Set email notification if you wish to receive a conformation that your email has been sent. The system does not receive incoming faxes, so you can leave that boxed unchecked.

Use the help files to gather more information, or you can contact us at:
Tech.Support@TaylorNetWeb.com

Fax Long and Prosper