

# EDP GROUP

*Everything Depends on People*

## **ActFax**

**Company Wide Fax & Email Solution  
for EDP Group Applications**



### **Important Information**

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ELECTRONIC DATA PROCESSING PLC

# Contents

|  |           |
|--|-----------|
| <b>INTRODUCTION TO ACTFAX .....</b>                        | <b>3</b>  |
| <b>ACTFAX PRODUCT DETAILS .....</b>                        | <b>4</b>  |
| <i>Purchasing ActFax .....</i>                             | <i>4</i>  |
| <b>USING ACTFAX .....</b>                                  | <b>5</b>  |
| <i>Faxing and emailing from EDP Applications.....</i>      | <i>5</i>  |
| <i>Faxing and emailing from Windows Applications .....</i> | <i>6</i>  |
| <b>FEATURES SUMMARY.....</b>                               | <b>7</b>  |
| <b>SYSTEM REQUIREMENTS .....</b>                           | <b>9</b>  |
| <i>Requirements for ActFax Server.....</i>                 | <i>9</i>  |
| <i>Requirements for ActFax Clients .....</i>               | <i>9</i>  |
| <b>ACTFAX IMPLEMENTATION CONSIDERATIONS .....</b>          | <b>10</b> |
| <b>PROFESSIONAL SERVICES.....</b>                          | <b>11</b> |
| <i>Implementation.....</i>                                 | <i>11</i> |
| <i>Further Information .....</i>                           | <i>11</i> |



## *Introduction to ActFax*

EDP is pleased to announce the integration of the ActFax network fax and email solution with all Group distribution application products; Merchant, Charisma, The Business Program and Esprit.

Regarded as one of the most powerful network fax solutions available today, ActFax is both low-cost and easy-to-use, adding a new dimension to fax communications. Integration with EDP Group applications now allows you to take full advantage of the many features ActFax offers, enabling you to:

- **Professionally present fax documents with embedded logos.**
- **Send fax documents from your EDP Group application.**
- **Send fax documents from your networked PC Windows applications.**
- **Email fax documents as PDF attachments from your EDP Group application and Windows applications.**
- **Simplify fax management without the need for extensive administration effort.**
- **Centralise document storage for improved security.**
- **Improve auditability via automatic message archiving.**
- **Benefit from a low cost fax solution from only 525 Euros for the base licence.**

Designed for company-wide transmission and receipt of fax messages, the sending and forwarding of fax messages by email, ActFax can also create fax messages from Windows operating systems and applications. ActFax software runs on any Windows version, from Windows 95 or higher and also supports terminal servers.

An integrated programming interface enables ActFax to handle and process print documents from your current EDP Group Business Application. The procedure for implementation with your EDP Group Business Application is very straightforward and involves the amendment of some print routines in order to accommodate the graphical requirements such as logos or headings.

## ***ActFax Product Details***

As a leading product for company-wide integration of network fax solutions, ActFax has set the standard for years. Many major companies (such as IBM and BMW) from different business lines all over the world trust in ActFax.

The high scalability of ActFax allows efficient usage of the software for small installations with just a few workstations and a single fax line, to large installations with thousands of users and more than 60 simultaneous fax lines.

A principle concept of the ActFax fax software is to automate as many tasks as possible. With an intuitive user interface, ActFax installation and configuration is simple and straightforward, and as ActFax automatically detects and configures the available hardware, the ActFax server is ready for operation with Windows applications immediately after the installation. Integration with an EDP group application may then be configured.

Due to the client/server architecture of ActFax, all data is stored centralised on the fax server, and this allows easy integration of fax and email with Windows as well as other operating systems, like Unix, Linux, DOS or mainframes.

### **ActFax Server**

The ActFax Server is responsible for the storage of the fax messages and for all communication tasks internally over the network, and to the outside world via modems and ISDN adapters.

### **ActFax Clients**

Installing ActFax fax clients on PC's enables faxing from any standard Windows application.

## ***Purchasing ActFax***

ActFax is available for free download from <http://www.actfax.com> and can be installed for in-depth testing first. A small demo-version watermark is printed at the end of each fax page until a license key is purchased. ActFax is a low cost network fax solution and can be purchased from just 525 Euros for a 1-5 user Base license. Please see their website for further pricing details.

## *Using ActFax*

### *Faxing and emailing from EDP Applications*

Within EDP Group applications, the faxing function permits both the faxing of a document and emailing of the fax document as a PDF attachment.

When sending a fax or email through the ActFax server, header details such as Recipient, Fax number, Subject / Recipient, email address, Subject etc., are specified from within the EDP business application. This enables fax transmissions to be fully automated without any user interaction and a sophisticated user and security concept ensures protection from unauthorized access.

ActFax used with EDP Group applications permits you to send automated faxes and emails such as:

- Quotations
- Acknowledgements
- Copy Invoices
- Statements
- Purchase Orders
- Remittances

The fax document is transferred to the fax server, which automatically stores the fax and transmits as soon as possible, depending on priority and the availability of fax lines. For failed transmissions, the call is automatically repeated using sophisticated redialling techniques. The owner of the document can be informed about the result of a transmission with automatically printed sending reports, email notifications or through a popup window on the fax client.

**NOTE:**

When sending an email, the fax document is sent as an email attachment in PDF file format. This Actfax product feature is not a substitute for the Quantum VS XML Highway electronic document exchange product set. Businesses who wish to achieve data integration should consider the options within the Quantum VS XML Highway. Further information can be found at [www.xmlhighway.com](http://www.xmlhighway.com).

## ***Faxing and emailing from Windows Applications***

Faxing or emailing a document created within a Windows application (i.e. a Word doc, Excel spreadsheet etc.), is as quick and as simple as printing the document on paper. To fax or email a document simply choose the printing function in the application and select the 'ActiveFax' printer as the destination printer. ActFax displays a dialog window asking for the recipient or a list of recipients. Central and private phone books assist the user in that case.

Due to the client/server architecture of ActFax, all faxed documents are available for all users on any workstation in the network. Of course, this depends on the permission and group membership of a user, as access will only be granted to permitted documents.

Extension numbers can be used to automatically route incoming faxes directly to the users in-box. Automatic printing on a particular workplace printer and automatic forwarding of received faxes by email can be individually configured for each user.

## *Features Summary*

- Data access from every workplace on the network.
- Faxing and emailing from any Windows applications through native printer drivers.
- Central and private phone books.
- Direct access to Outlook and Exchange address books.
- Sophisticated user, group and security concept.
- Cover pages and overlays.
- Context sensitive online help system.
- Free technical support and software updates available for free download.
- Automatic archiving of fax messages.
- Data exchange with external database tables through ODBC.
- Least Cost Routing and automatic delayed fax transmissions.
- Automatic forwarding of fax messages by email, also to multiple email addresses.
- Automatic export of fax messages.
- Complete client/server architecture.
- Centralized data storage on the fax server.
- Terminal Server and Citrix support.
- Runs on Windows 95 / 98 / ME / NT / 2000 / XP / 2003.
- Support of all common fax modems (fax class 1, 2 and 2.0), ISDN adapters and Brooktrout and Intel/Dialogic fax boards.
- Unlimited number of fax lines (modems).
- Automatic hardware detection and configuration by the Setup program.
- Automatic definition of fax parameters (fax number, subject, priority, etc.) for fully automated fax messages from own applications through data fields.
- Supports PDF for email attachments and document export.
- Formatting of fax messages from non-Windows operating systems with printer commands of HP-LaserJet (PCL), Epson-LQ, Postscript and PDF.
- Faxing and emailing from UNIX and Linux through LPD/LPR, FTP, TFTP and RAW-TCP-Port connections as well as import from the file system.
- Email transmission through SMTP with direct Internet connections or RAS dialup connections.
- Support of HP Digital Sender 9100C.
- Economical utilization of available resources for low hardware requirements.
- Fax on Demand server and client (fax polling).

- Automatic printing of received fax messages and sending reports on different printers per user.
- Automatic routing of received fax messages with extension numbers (DDI, MSN, DID), station id (CSID) and line routing.

# System Requirements

## Requirements for ActFax Server

For the ActFax Server you will need to comply with the following minimum requirements:

The ActFax Server needs to be network connected, and have one or more fax devices attached, (either fax modems, ISDN adapters, or fax boards from Brooktrout or Intel/Diallogic). The required number of phone lines needs to be arranged.

| Resource                    | Minimum Requirement | Suggested Requirement                       |
|-----------------------------|---------------------|---|
| <b>Operating System</b>     | Windows 95          | Windows 95/98/ME<br>Windows NT/2000/XP/2003 |
| <b>Processor (CPU)</b>      | 80486 / 66 MHz      | Pentium / 75 MHz                            |
| <b>Working Memory (RAM)</b> | 32 MB               | 64 MB                                       |
| <b>Available Disk Space</b> | 20 MB               | 100 MB                                      |
| <b>Display Adapter</b>      | 640x480, 16 colours | 800x600, 256 colours                        |
| <b>Network</b>              | TCP/IP or NetBeui   | TCP/IP                                      |

## Requirements for ActFax Clients

An optional number of ActFax Client PC's can be configured, subject to the number of ActFax licences purchased. Each ActFax Client PC should comply with the following minimum requirements:

They will also need to be network connected, but do not require fax modems or phone lines, as all fax transmissions will be handled by the modem devices on the ActFax Server

| Resource                    | Minimum Requirement | Suggested Requirement                       |
|-----------------------------|---------------------|---|
| <b>Operating System</b>     | Windows 95          | Windows 95/98/ME<br>Windows NT/2000/XP/2003 |
| <b>Processor (CPU)</b>      | 80486 / 33 MHz      | 80486 / 66 MHz                              |
| <b>Working Memory (RAM)</b> | 32 MB               | 64 MB                                       |
| <b>Available Disk Space</b> | 10 MB               | 20 MB                                       |
| <b>Display Adapter</b>      | 640x480, 16 colours | 800x600, 256 colours                        |
| <b>Network</b>              | TCP/IP or NetBeui   | TCP/IP                                      |

## ***ActFax Implementation Considerations***

A pro-active approach by your system/network administrator will enable the full benefits of integrating the EDP Group application with your network to be realised.

The standard configuration, for either single or multi-branch EDP Group implementations, requires a single ActFax Server located at the customer's main site.

The ActFax Server software is installed on a Windows server (XP Professional is recommended), with TCP/IP network access to the EDP Group server. The ActFax server receives output from any EDP Group application user regardless of location.

The implementation requirements for ActFax will depend on your current situation and on proposed future requirements.

### **ActFax Considerations. Are you...**

- A new customer, ordering the EDP Group application together with the ActFax fax system?
- Adding the ActFax fax system to your existing system?
- Replacing the existing fax facility with ActFax on your existing system?
- Changing your EDP Group application server, and ordering the ActFax fax system?
- Changing your EDP Group application server, and replacing the existing fax facility with ActFax?
- A single company, or a multi-company/multi-location user?

## *Professional Services*

### *Implementation*

To successfully implement ActFax on a customer's system will require a degree of discussion in order to reach agreement on the work to be carried out. You will need to:

- Discuss and agree the scope of the ActFax implementation with the EDP Group.
- Obtain a quote for EDP Group Professional Services charges.

This work will typically include the configuration of the EDP Group application server, the design of cover pages and overlay files, and supply of fax document files. Additional designs and layouts may be requested for multiple location and multiple company systems.

### *Further Information*

If you would like to know more about ActFax for your EDP Group application, or if you would like to discuss further, please contact Allan Thompson on the number below.

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