

Version
3.0

VSI-FAX[®] *for* Notes

The Only Pure Notes
Fax Solution for
the Enterprise

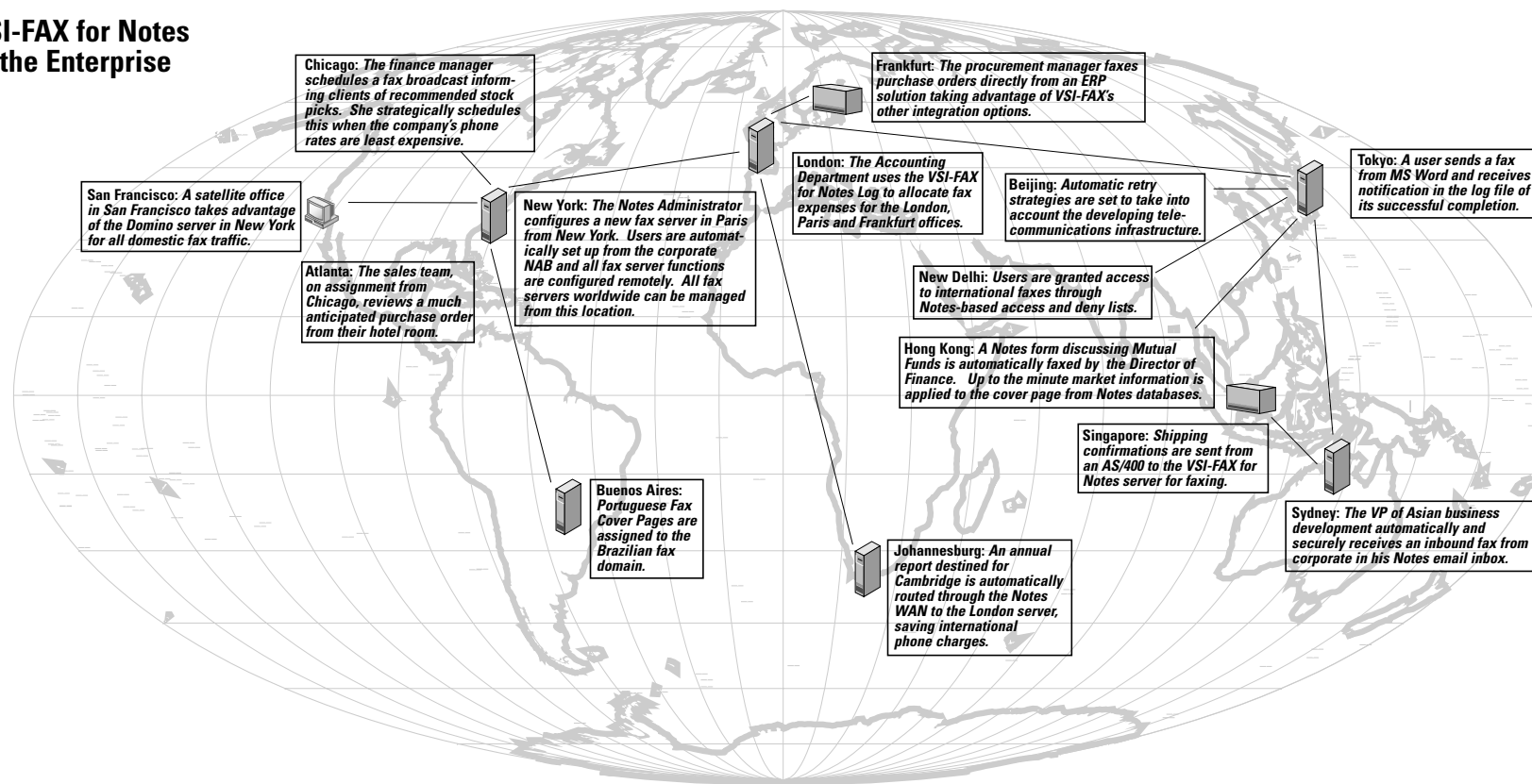


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Installation Guide



VSI-FAX for Notes in the Enterprise



What is VSI-FAX for Notes?

VSI-FAX for Notes is far more than an email gateway- it is the convenience of Lotus Notes combined with the power and versatility of an enterprise-wide fax solution.

Designed specifically with both Notes users and administrators in mind, VSI-FAX for Notes uses Notes databases to manage faxing features such as load balancing, least cost routing, email integration, and automatic inbound routing. To a user, sending a fax from Notes is the same as sending any email message.

The seamless integration of Notes and VSI-FAX allows administrators to manage all of their fax servers from the desktop. Fax sending, receiving, status, logging, hardware configuration, and even user preferences are all managed through Notes databases.

In addition, VSI-FAX for Notes can serve as the core fax server for fax requirements throughout the enterprise. Faxes from Mainframe, AS/400, Unix, NT, Web and other email applications can all be sent and reported on through VSI-FAX for Notes.

Why Choose VSI-FAX for Notes?

VSI-FAX for Notes reduces telephony expenditures and automates repetitive procedures. It enables employees to focus on more effective tasks and improves customer communications. VSI-FAX for Notes guarantees confidential, immediate delivery of received faxes to the Notes users email file. High volume production fax from Notes and other applications can be fully automated. Comprehensive reports and information are available on all fax traffic. The total cost of ownership on fax communications is reduced as fax services are streamlined through an existing network.

Endusers are immediately familiar with how to send a fax. Administrators experience a very short learning curve due to their existing Notes knowledge. Installation is simple and when using server based imaging, no client side software is required.

VSI-FAX for Notes is based on a core fax server engine which supports over 25,000 servers world-wide and has a history of 10 years in the fax server marketplace.

For a complete overview of the VSI-FAX for Notes features and benefits, see the VSI-FAX for Notes Product Overview on the CD.

Important Features:

Reduces Overall Fax Costs	Setup
Managed through Notes Databases	Printing of Inbound and Outbound Faxes
Seamlessly Integrates with Public and Private NABs	Notes Based Least Cost Routing
Scales for Future Growth Requirements	Statistics and Alarms
Automatic Inbound Routing via DNIS, DID (DDI), CSID, DTMF	Native File Attachments
Cost Code Reporting for Accounting	Direct Integration with Server-based or Microsoft Windows Applications
Detailed Logs for Tracking	Fax Broadcast
Print to Fax Driver for Faxing from Desktop	Automatic Coversheets
Applications such as Microsoft Office	Configurable Send Options
Domino Clustering for Fault Tolerance	Email Confirmations
Static and Dynamic Load Balancing for Server Efficiency	Status Reporting
Automatic User Profile Creation for Ease of	Priority Scheduling Levels
	Imaging of Notes Forms

Welcome to VSI-FAX for Notes installation and setup. We have designed this guide to assist you in the installation of software. If you need further assistance, please contact VSI in any of the ways listed at the end of this guide.

A Word to Evaluators

Loopback FIM

If you are evaluating VSI-FAX for Notes, you do not have to install a physical fax device (modem or fax board) to do so. You can use the loopback Fax Interface Module (FIM) to perform your evaluation. See the Add the Loopback FIM section for more information.

The VSI-FAX for Notes team is available to answer any questions you may have during your evaluation. Visit the VSI web site at www.vsi.com/notes, email your questions to notes@vsi.com or call the VSI-FAX for Notes sales team if you would like any assistance prior to or during installation.

Operating System and Software Requirements

Ensure that your Domino server has the following software installed:

- Microsoft Windows NT Server (Service Pack 3 or greater)
- TCP/IP Connectivity
- Lotus Notes 4.6.x or 5.0.2 or greater
- Lotus Notes client software

IMPORTANT: The Lotus Notes client software (notes.exe) is used to image faxes. Therefore, it also must be installed on the Domino server along with VSI-FAX for Notes.

Hardware Requirements

Verify your Domino server hardware requirements according to the following table:

SERVERS WITH 8 OR FEWER CHANNELS	SERVERS WITH 8 OR MORE CHANNELS
Pentium II 300 Mhz or higher	Pentium III 450 Mhz or higher
128 MB RAM	512 MB RAM
100 MB free disk space	200 MB free disk space

Verifying Proper Fax Board Operation

VSI recommends and supports TR114, TRNIC and PRI series fax boards manufactured by Brooktrout Technology.

It is extremely important that you install your fax board and verify that it works at the hardware level before installing the VSI-FAX Server software. A good way to ensure basic fax board operation is to use the Brooktrout diagnostics software to send a test fax before VSI-FAX for Notes is installed.

Refer to the documentation included with your fax board for additional information about installing and using Brooktrout diagnostic software.

IMPORTANT: After verifying proper fax board operation, you must uninstall the Brooktrout diagnostics software and the associated virtual test devices before you can proceed with the fax server installation.

Uninstalling Brooktrout Diagnostic Software

Uninstalling the Brooktrout diagnostics software is somewhat complicated by the fact that the Brooktrout uninstall program will remove an important configuration file (*faxinit.cfg*) from your system. Therefore, VSI strongly recommends that you uninstall your Brooktrout diagnostics software using this procedure:

1. Start Windows Explorer and browse to the Brooktrout driver directory.
The default location is *C:\WINNT\bFax*.
2. Copy *faxinit.cfg* to a safe location (e.g., your Desktop).
3. Open an MS-DOS window and enter:
ntinstal -r
The Brooktrout diagnostic software and virtual test devices are removed from your system.
4. Close the MS-DOS Window.
5. Switch to NT Explorer and move *faxinit.cfg* from your Desktop to the Brooktrout driver directory (default location is *C:\WINNT\bFax*).
6. Complete.

Fax Modems

The VSI web site always provides the most current fax device compatibility information. Point your browser to www.vsi.com/support, then follow the "supported fax modems" hyperlink for additional information.

Obtain Serial Numbers and Activation Keys

The serial number and activation key is required to install the software. Please see the VSI-FAX Autolicense sheet or the card that accompanied this CD.

Annotated Information Form

The following information is required during an installation.

INFORMATION	DESCRIPTION
Domino Server Name	
Is This Also Your Mail Server?	
Serial Number	
Activation Key	
Device Type (Board or Modem)	
ISA or PCI?Dialing Properties	
Model Number	
Interrupt LineDevice	
DMA Channel	
I/O Address	

INSTALLING VSI-FAX FOR NOTES

IMPORTANT: You must install VSI-FAX for Notes on the Domino server.

IMPORTANT: If you will be using a Brooktrout fax board, you must install your fax board, verify proper fax board and uninstall the Brooktrout diagnostic software prior to installing the VSI-FAX for Notes.

Make sure that you have received your VSI-FAX for Notes Serial Number and Activation Keys.

Verify System Configuration

1. Ensure that your Domino server has the following software installed:
 - (a) Microsoft Windows NT Server (Service Pack 3 or greater).
 - (b) TCP/IP Connectivity.
 - (c) Lotus Notes 4.6.x or 5.0.2 or greater.
 - (d) Lotus Notes client software (notes.exe).

IMPORTANT: The Lotus Notes client software (notes.exe) is used to image faxes. Therefore, it also must be installed on the Domino server along with VSI-FAX for Notes.

2. Verify your Domino server hardware requirements according to the following table:

SERVERS WITH 8 OR FEWER CHANNELS	SERVERS WITH 8 OR MORE CHANNELS
Pentium II 300 Mhz or higher	Pentium III 450 Mhz or higher
128 MB RAM	512 MB RAM
100 MB hard disk space	200 MB hard disk space

Begin VSI-FAX for Notes Installation

3. Ensure that the Domino server is stopped.
4. Load the VSI-FAX for Notes CD-ROM into your CD-ROM drive.
5. Run setup.exe located in the \Server directory of the CD-ROM.
For example, if your CD-ROM drive is mapped to drive E, choose Start > Run... and enter the following:
E:\Server\setup.exe
The VSI-FAX for Notes Welcome screen appears.
6. Click **Next** to continue with the installation.
The Software License Agreement appears.
7. Click **Yes** to agree to the conditions in the license agreement and continue with VSI-FAX for Notes installation or click **No** to exit the installation.

Choose Install Directory

8. Accept the default installation directory (folder) by clicking **Next** or select another folder from the Existing Folder list, then click **Next** to continue with the installation.

Start Copying Files

The Start Copying Files screen shows which entries and selections you have made up to this point.

9. Accept all the current selections and continue with the installation by clicking **Next**, or click **Back** to change your previous selections.

The installation program begins copying the VSI-FAX for Notes files to the Domino server. This may take a few minutes.

Load the Brooktrout Drivers (Brooktrout Installations Only)

You will be asked whether or not you want to install the Brooktrout drivers. Clicking No will continue with the VSI-FAX for Notes installation without installing the Brooktrout drivers. Clicking **Yes** will start the installation of the Brooktrout drivers.

The Brooktrout driver installation procedure is a separate DOS-based installation program called from within the overall VSI-FAX for Notes installation procedure. Follow the on-screen instructions. The information you will be asked to input is the same information you supplied when you installed and tested your fax board with the Brooktrout diagnostic software (page 11).

TIP: In most cases, we strongly recommend that you accept the default settings shown in square brackets.

Near the end of the Brooktrout installation program, this message appears:

Enter cmd line args for faxinit. Be sure to use full pathnames for any files not residing in C:\WINNT\bfax [none]:

IMPORTANT: If you are installing a PCI Brooktrout fax board, you must enter **-n** at this "cmd line args" prompt.

10. Click **Yes** if you have the Brooktrout Board installed; otherwise click **No** and proceed to *Emphasisparatextefault ¶ Font(page 23)*.

Enter VSI-FAX for Notes License Information

The installation procedure cannot continue until you correctly input your serial number and activation key. If you do not have this information, refer to the VSI-FAX Auto License sheet or Evaluation card included in the VSI-FAX for Notes packaging.

11. Enter your serial number and activation key in the appropriate input fields.

12. Click **Next**.

The installation procedure displays the Licensee Information dialog box. Here you will enter your name and your company's name. This information is required by the VSI-FAX for Notes application package.

13. Enter your name and your company's name.

14. Click **Next**.

Set Dialing Properties

The Dialing Properties screen is used to enter dialing and station identification information. The following information is used in accurately interpreting and delivering faxes based on fax numbers.

NOTE: If you have already configured a default location for your system via the Telephony utility in the Windows NT Control Panel, that information appears in the corresponding fields of the Dialing Properties screen.

15. Enter the following as requested:

FIELD	DESCRIPTION
Country Code	This is the number required to reach you from overseas (e.g., '1' for the USA and Canada, '44' for the United Kingdom, etc.).
Long Distance Access Code	Enter the number that you dial to connect to a long distance carrier (e.g., '1' in the USA and Canada, '0' in the United Kingdom, etc.).
Area Code	Enter your local area/city code.
Local # Length	Enter the number of digits in a local telephone number in your area. This allows the system to determine whether the number being dialed is a local number or a long distance number. Do not include dashes when entering this number. For example, a U.S. number such as 489-1234 would be a total of 7 digits.
Dial Prefix	Enter any prefix you need to access an outside telephone line. For example, on some phone systems you must dial a '9' to get a dial tone.
Dial Suffix	Enter a suffix such as an accounting code.
CSI String	Enter your company name or Fax number including area code. This identifies your organization to a fax machine or fax modem that is sending to you. It is required in the USA by the Federal Communications Commission. (20 characters maximum)
TSI String	Enter your company name or Fax number including area code. This identifies your organization to a fax machine or fax modem to which your system is sending a fax. It is required in the USA by the Federal Communications Commission. (20 characters maximum)

Add a Fax Device

The Add a Fax Device screen enables you to set up your first device and the port it is connected to.

TIP: If you will be evaluating the software with the loopback FIM you can skip this section. Each device connected to the system is assigned a name. Additional fax devices can be set up through the VSI-FAX for Notes Administration databases after the installation is completed.

16. Enter a name for the fax device (default is FAX1).
Brooktrout Boards use ports starting with CH0. Modems use ports starting with COM1.
17. Enter the port this device is connected to.
18. Click Next.

You will be asked whether or not you want to set up another device.

19. If you want to set up another device click Yes; otherwise click No to continue with the installation.

Modify the notes.ini File

We strongly recommend that you choose the "Let setup modify the notes.ini file" option. This option automatically starts the VSI-FAX for Notes server add-in when the Domino server starts.

20. Choose one of the modification options and click **Next**.

Setup Complete/Acrobat Reader Installation

The installation procedure displays the VSI-FAX for Notes Setup Complete screen. This screen provides an option for installing Adobe Acrobat.

21. Set this option if you want to fax Adobe PDF files.
If selected the system will install Adobe Acrobat.
22. Click **Finish**.
23. Reboot your system.
24. Complete.

CONFIGURING YOUR NOTES ENVIRONMENT

After installing VSI-FAX for Notes, you must configure your Notes environment before you can send or receive faxes.

Create VSI-FAX for Notes Databases

1. Restart the Domino server.
2. If you did not allow the installation program to modify your notes.ini, you must manually load the VSI-FAX for Notes server add-in.
3. At the Domino console command prompt, enter:
`load vsifax`
 The VSI-FAX for Notes add-in should now start. You will see status messages indicating that the `VFXAdmin.nsf`, `VFXLog.nsf`, `VFXForms.nsf` and `VFXQueue.nsf` files cannot be found and that the system is creating them. Once these databases have been created, you will see the following status message:
 Unable to find a System Configuration document for this sever. Ensure there is a System Configuration document in the administration database `VFXAdmin.nsf` then restart this add-in.
 The VSI-FAX add-in is stopped.
4. Complete.

Add a Foreign Domain Entry to the Domino NAB

1. Go to the Domino Directory (R5) or Name and Address Book (R4.6) and select the Server/ Domains view.
2. Click **Add Domain**.
3. Select the Domain type to be Foreign Domain.
4. Enter a name in the Foreign domain name field (e.g., FAX, FAX1, FAX_WEST).
 This name will be used in the fax process (e.g., Bob Smith@714-489-2486@FAX1). We strongly suggest that this name be kept short as it will be appended to the address.
5. Enter a description for the Foreign Domain in the Domain description (e.g., VSI-FAX or Notes).
6. Click the Mail Information tab.
7. In the Gateway server name field, enter the fully qualified Domino server name on which you just installed VSI-FAX for Notes (e.g., Exec1/V-Systems).
8. In the Gateway mail file name field, enter:
`VFXQueue.nsf`
9. Click Save, then Close.
10. Close the database.
11. Complete.

Add the VSI-FAX for Notes Databases to Your Workspace

Add the newly created VSI-FAX Administration (`VFXAdmin.nsf`), VSI-FAX Log (`VFXLog.nsf`), VSI-FAX Forms & Covers (`VFXForms.nsf`), VSI-FAX Queue (`VFXQueue.nsf`) and VSI-FAX Help (`VFXHelp.nsf`) databases to your Notes workspace. This can be done by choosing **File > Database > Open** from the Notes workspace.

Add the System Configuration Document

1. Open the VSI-FAX Administration database and select the System Configuration view.
2. Click **Add Configuration**.
3. In the Fax domain field, enter the Foreign domain name you just added to the Domino Name and Address Book (page 28).
4. In the Administrator's email field, select a recipient or group of recipients to receive system-critical email notifications.
5. Open the Imaging Options Section.
6. Set the Max imaging retries field to 2.
7. Set the Imaging timeout field to 120 seconds.
IMPORTANT: It is very important that you set the Hide viewer splash screens field to No during initial testing of the product.
8. Set the Hide viewer splash screens field to No.
9. Click **Save**, then **Close**.
 You will be asked if you want the server to be restarted.
10. Click Yes.
11. Close the VSI-FAX Administration database.
12. Complete.
 Restart the VSI-FAX Server Add-In
1. At the Domino console command prompt, enter:
`load vsifax`
 The VSI-FAX add-in is started.
2. Complete.

Make VSI-FAX for Notes Cover Pages Accessible

You now need to make the existing cover pages available to users of this fax domain.

1. Open the VSI-FAX Forms & Covers database and select the Cover Pages view.
2. Select the cover page Default, open it and switch to edit mode.
TIP: It is easy to switch to edit mode by double clicking on the form.
3. In the For use by users in fax domain field, select the fax domain you just created.
4. Close and save the document.
5. Select the cover page Default with User Fields, open it and switch in to edit mode.
6. In the For use by users in fax domain field, select the fax domain you just created.
7. Close and save the document.
8. Close the VSI-FAX Forms & Covers database.
9. Complete.

Add the Loopback FIM (Optional)

Installation of the Loopback FIM is highly recommended but not required. It enables the full simulation of faxes being sent and received without a Brooktrout board or modem. This allows you to test and evaluate the software without a physical fax device (e.g., modem or fax board) being installed.

The Loopback FIM simulates the sending and receiving of faxes based on the configuration settings of the VSI-FAX for Notes databases. The fax number is irrelevant as the fax is never sent through outside lines. As the name implies, the server mimics sending the fax, waits for 15 seconds, then routes the fax back into the VSI-FAX for Notes server. VSI-FAX for Notes will route the fax based on the parameters which you have set in your VSI-FAX for Notes databases.

To use the loopback FIM, add the device as described below and then select the Loopback FIM as the default device in the user profiles prior to sending a fax.

The Loopback FIM can be added by modifying the notes.ini or by adding a device configuration document in the Administration database.

To Add the Loopback FIM by Modifying the notes.ini File

1. Open the Domino server `notes.ini` file.
2. Add this entry to the `notes.ini` file and save your changes:
`VSIFAXINCLOOPBACKFIM=1`
3. Reboot the Domino server.
4. Open the VSI-FAX administration database and select the Device Configuration view.
5. Confirm that the lb device was added.
6. Complete.

To Add the Loopback FIM by Adding a Device Configuration Document

1. Open the VSI-FAX Administration database and select the Device Configuration view.
2. Select the Fax domain in the Fax domain field.
3. Press **F9** to refresh the Server name.
4. Enter lb1 in the Device name field.
5. Select NUL in the Device port field.
6. Select loopback in the Fax Interface Module field.
7. Expand the Fax Number Modifiers section.
8. Enter the Area Name in the Area name field.
9. Close and save the document.
10. Complete.

Add the Master Default User Profile Document

1. Open the VSI-FAX Administration database and select the User Profiles view.
2. Click **Add Profile**.
NOTE: Refer to the Notes on-line help for additional information about working with User Profiles.
3. In the Default fax domain field, select from the list the name of the Foreign Domain that you previously created.
4. In the Default class/device field, select the device you would like to set up as the default device.
NOTE: If you are evaluating the product, we recommend that you choose the Loopback FIM during the first several fax tests. If multiple fax devices are installed, we further recommend that you create a class containing these devices and that you make this class the default device.
5. Expand the Cover Page information section.
6. Select a cover page to be used as the master default in the Cover page name field.
NOTE: This cover page will be sent with a fax unless another cover page name is set in the User Profile or when a user specifies a separate cover page at the time of submission.
7. Add any desired information in the cover page information section. For example, use the Address 2 and Address 3 fields to include City, State and Zip Code information.
8. Expand the Inbound Fax Handling section.
9. Choose a recipient to receive all faxes that the system was unable to deliver in the Delivery Address field.
10. In the remaining fields, it is recommended that you choose the default values to complete the installation.
11. Click **Save**, then **Close**.
12. Close the Administration database.
13. Complete.

Add the Fax Request Form (Optional)

The VSI-FAX Fax Request Form provides the end user various options for sending a fax. These include using the Name and Address book for fax addressing, priority scheduling, configuring send date and time and cover page selection. This form can be made accessible by adding it to the mail template. However, this form is optional as faxes can be sent directly from the New Memo form.

1. Open the VSI-FAX Forms and Covers database.
2. Open the Domino Designer.
3. Open the Forms and Covers Database within the Domino Designer.
NOTE: 4.6 users can open the Design Forms view.
4. Copy the Fax Request form to the clipboard.
NOTE: The Fax Request form can be added to any standard Notes mail database. This could be mail50.ntf, mail46.ntf or your own standard Notes mail database.
5. Backup your existing mail50.ntf template.
6. Open the mail50.ntf template within the Domino Designer.
NOTE: 4.6 users can load the standard Notes mail template (mail46.ntf) onto the desktop.
7. Open the Forms View.
NOTE: 4.6 users should open the template and select the Design Forms view.
8. Paste the Fax Request form from the clipboard into the view.
NOTE: You may be advised that this operation will invalidate the Lotus Notes mail template. If prompted, choose **Yes**.
9. Click **Yes** when asked if you want the Fax Request form to be automatically updated when it changes in the VFXForms and Covers database.
10. Close the Lotus Domino designer and Forms and Covers database.
The following command will force a re-design of all the mail files with the modified mail template.
11. At the Domino console command prompt, enter:
`load design`
12. Complete.

Add the Fax ID (R5 Only)

With the new directory structure that R5 has introduced, VSI-FAX will require a special user ID that will be used for imaging. Previous releases of Domino did not require an imaging ID, since the server ID could be used.

1. Open the Domino Administrator and select the People & Groups view.
2. Choose **Tools > People > Register**.
3. Set the Advanced option.
4. Ensure that the server listed above is correct.
5. In the Basics section, add a user called "fax" as the last name.
IMPORTANT: Do not create a password for this user.
6. Click on the "ID Info" section and unset the "In Domino directory" option; set the "In File:" option instead.
7. Click **Add Person**.
8. After it adds the "fax" person, click **Register**.
9. Open the Lotus Notes client software on the Server.
10. Open the ACL for each VSI-FAX for Notes database (VFXAdmin.nsf, VFXQueue.nsf, VFXLog.nsf and VFXForms.nsf) and add the "fax" user as a Manager and Administrator for each database.
11. Switch to the new "fax" ID and then open each of the VSI-FAX databases, so that the "fax" user can be cross certified for each of the VSI-FAX databases.
Now, when VSI-FAX is imaging, it will use the "fax" user to open and image the mail file.
12. Complete.

Replicate VFXAdmin and VFXForms Databases to the Mail Server

If the VSI-FAX for Notes server is different than the mail server, you must replicate the VSI-FAX for Notes Administration and Forms & Covers databases to the mail server.

The fax request form in your mail file lacks information about the fax domains in your organization. The only thing the fax request does know is your default mail server. When the VFXAdmin and Forms & Covers databases are placed on the mail server, the Fax Request Form can now access the required information.

Create a Cross Certificate and Trust Signer When Sending a Test Fax

The following steps should be completed prior to sending your first test fax. It is expected this first fax will not go through automatically due to the need to create a cross certificate and to execute a trust signer on 2 actions. Faxes sent thereafter should go through automatically.

1. Switch user IDs on the fax server to fax.id.
2. Ensure that you can see the screen activity on the fax server where imaging will take place.
3. Ensure that you can see activity on the Domino Server console.
4. Go to another Notes workstation and Open a mail database.
5. Choose **Create > Memo**.
6. Enter a name, fax number and fax domain that you want to send a fax to in the following format:
Fred Smith@714-555-2341@FAX
NOTE: The Fax Domain is the foreign domain you previously set up (page 28).
7. Enter the subject text of your fax.
8. Enter the text for the body of your fax.
9. Click **Send**, then **File**.

10. Go to the Domino server and watch for the following activity that confirms your email system and VSI-FAX for Notes is configured properly:

Router: Transferring mail to Your Mail Server via Notes

Router: Transferred 1 messages to Your Mail Server via Notes

Router: Message xxxx transferred to Your Mail Server for Name@Fax
Number@FAX

VSI-FAX: Received outbound fax, beginning processing

If all this occurred your email and foreign domain are set up correctly. If this did not occur, check your foreign domain and email routing system.

You should now see the following messages on your server.

VSI-FAX: Imaging main body of fax

You may see the following Create Cross Certificate dialog box with the following message:

Your Name and Address Book does not contain a cross certificate for this organization.

Would you like to suppress this warning in the future by creating a cross certificate for this organization in your Name and Address Book?

11. Click **Yes**.
You may now see a Execution Security Alert dialog box.
12. Click **Trust Signer**.
You may now receive another Execution Security Alert dialog box.

13. Click **Trust Signer**.

The Notes client launches.

IMPORTANT: If the Notes client did not launch, ensure that the Hide viewer splash screens field is set to No (page 30).

You will now see the following text on your server:

VSI-FAX: Imaged main body of fax OK
 VSI-FAX: Imaging cover page
 VSI-FAX: Imaged cover page OK
 VSI-FAX: Submitting fax

Your fax should now be successfully submitted and routed inbound using the loopback FIM.

14. Send another fax using this same procedure. This time the fax should go through automatically.

TIP: This would be a good time to verify your VSI-FAX for Notes installation by sending a simple test fax. Refer to Emphasisparatextefault ¶ Font(page Error! Bookmark not defined.) for additional information.

15. Complete.

Install Microsoft Word (Optional)

If you will be faxing complex Microsoft Word 97 or any Microsoft Word 2000 documents, Microsoft Word 2000 must be loaded on the Domino server so that these documents can be imaged using the native application instead of the file viewer. This provides the maximum compatibility and reliability.

1. Install MS Word 2000 on the VSI-FAX for Notes Server.
2. Open the VSI-FAX for Notes Administration database.
3. Open the System Configuration document for edit.
4. Go to the Imaging Options section and change "Hide Viewer Splash Screens" field to "No".

This will be used for testing on the first several faxes and can be reset to "Yes" once faxes are being sent correctly.

5. Set the "Leave Imaging Applications Running" field to "No".
6. Unset the ".DOC (MS Word)" option.

This ensures that MS Word 2000 is used to image Word documents rather than the MS Viewer.

7. Save and close this configuration.

An Update Server Dialog Box appears with the following message:

You have made changes to this configuration. Some of the changes may not take effect until the VSI-FAX server is restarted. If needed, do you want the server to be restarted.

8. Click **Yes**.
9. Send a test fax with a MS Word document watching activity on the VSI-FAX for Notes server. You should see Notes open, then close.
 The first time that MS Word 2000 is used, you may need to give input in several dialog box boxes. Thereafter, faxes should be transmitted without problems.
 Once MS Word documents are being sent correctly, you can go back into the Administration database and set the "Hide Viewer Splash Screens" to "Yes".
10. Complete.

Evaluating VSI-FAX for Notes

VSI-FAX for Notes provides numerous capabilities and features. The following resources are suggestions for furthering your knowledge of the product.

VSI-FAX for Notes Product Overview - This 32 page overview provides an excellent overview to the features and capabilities of the product. We would recommend going through this document while having access to the VSI-FAX for Notes server. See the file VSIFAX Product Overview.pdf located on the VSI-FAX for Notes CD.

VSI-FAX for Notes Installation and Reference Manual - In addition to installation, the VSI-FAX for Notes Reference Manual gives detailed descriptions of the VSI-FAX for Notes databases and their associated features.

VSI Education- See the vsi web site www.vsi.com/notes for a schedule of live product demonstrations and introductory trainings via the web.

VSI Service - Contact your reseller or VSI with any questions you may have at +1 949-462-2205 or notes@vsi.com.

Installing Print To Fax Client Software (Optional)

The Print To Fax client software installs in one of two modes:

- Typical
- Custom

A typical mode performs an express installation, finding the executable and data directories of your Lotus Notes Client installation. These settings cannot be changed.

A custom installation allows you to change the install directory for the VSI Fax Client executable and data files. It also allows you to choose whether to use the Print Driver Fax Dialog box or the Lotus Notes Client. If the Fax dialog box is used, the user can select the Lotus Notes client when faxing, by clicking an **Advanced** button in the Fax dialog box.

For Details on installing the print to fax driver, see the section Installing Print to Fax Client Software in the VSI-FAX for Notes Installation and Reference Manual on the VSI-FAX for Notes CD.

UPDATES, MAINTENANCE AND CUSTOMIZATION

For Details on installing the print to fax driver, see the section Installing Print to Fax Client Software in the VSI-FAX for Notes Installation and Reference Manual on the VSI-FAX for Notes CD.

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