

Fax Balancer

Revised 02-17-09

Fax Balancer

Fax Balancer is a utility that monitors a file folder for incoming facsimiles or PDF files and equally distributes them to email addresses or file folders. It can convert Tiff images to a PDF file, email the file as an attachment, or place it in a shared file folder with the user receiving a link to the file for processing. Optionally, it can place a file in a users folder for them to check.

It does not attempt to deliver the files equally by size, in other words, it is not trying to see that each recipient receives the same amount of pages only the same number of facsimiles.

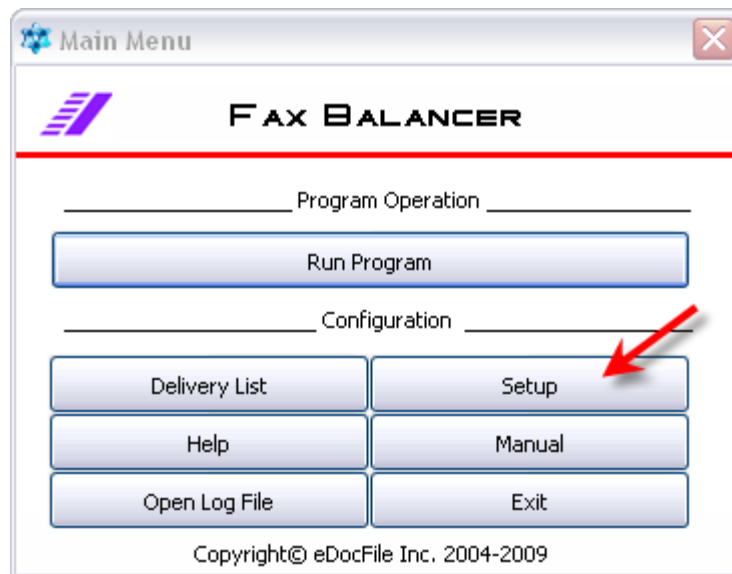
System Requirements

Microsoft XP or Vista

Java

A method of receiving the incoming facsimiles

Program Setup



Begin by Clicking on Setup

1 - Enter the folder to be monitored for tiff images or PDF files

2 - Select the type of output file the options are Tiff or PDF, please note if incoming files are PDFs they will not be converted to Tiff images.

3 - Select an option for when an email address is found in the distribution list. The options are to send the file as an attachment, send a link to the file in the archive folder or send a note with no link.

4 - Place a check mark in this box to archive the original file, This must be checked if a link is being sent to notify the user.

5 - Select an Archive Type the options are Tiff and PDF, please note if incoming files are PDFs they will not be converted to Tiff images.

6 - Enter a path for the Archive Images

7 - Enter the UNC path to the Archive Images if a link is being sent.

8 - SMTP Mail Server Name

9 - From Address that will appear on eMail

10 - From Name

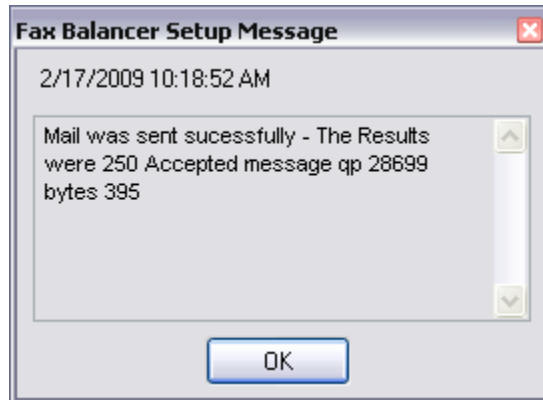
11 - SMTP User ID

12 - SMTP Password

13 - The Port to Access your mail

14 - Place a check mark if SMTP Authentication is Required

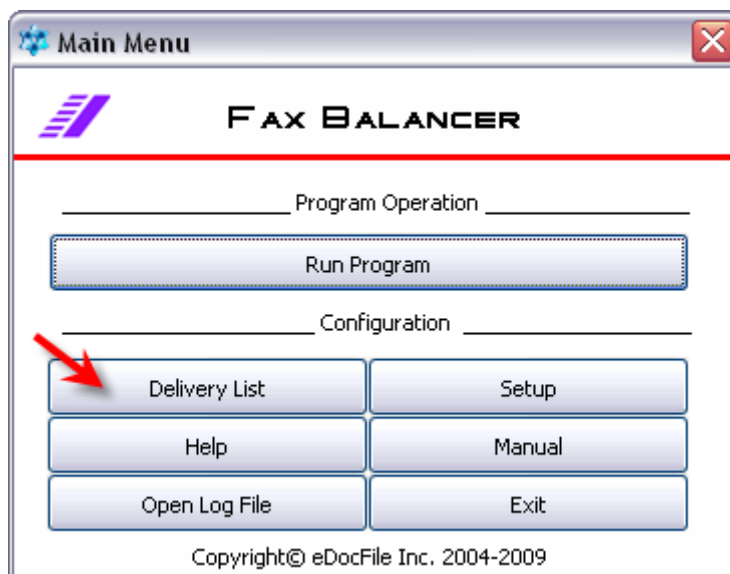
Once the information has been entered click on Test Mail



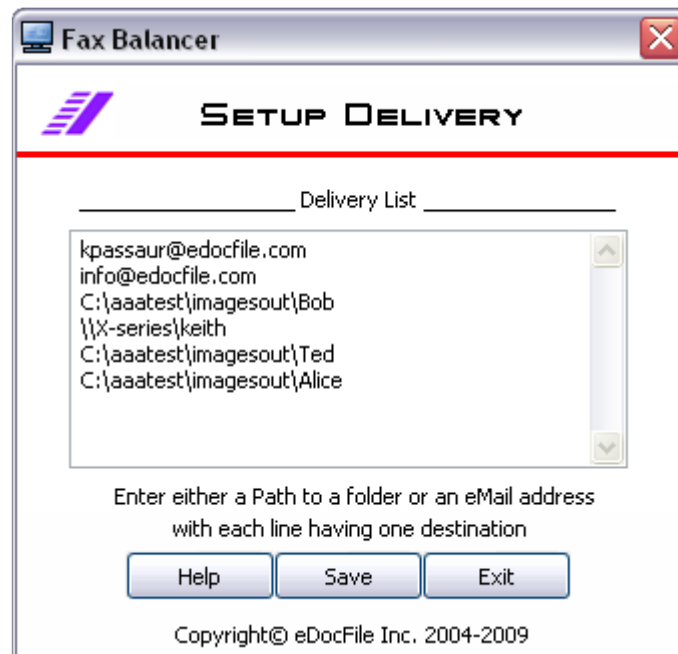
If the mail information was entered correctly the message will confirm it (the message maybe different depending upon your mail server)

Click on Save to return to the Main Menu

Setting up the Delivery List



Click on Delivery List



Enter a list of addresses to deliver the facsimiles to. The address can be either a path or an email address as shown above.

Click on Save when finished or Exit to return to the Main Menu without saving.

This settings file can also be edited in Notepad if it is easier for the user. It is stored in C:\Documents and Settings\ the users account \Application Data\edocfile\Fax Balancer

Mail Message Text

The text in the Mail Messages can be changed if desired. They are stored in the folder:

C:\Documents and Settings\ the users account \Application Data\edocfile\Fax Balancer\Messages

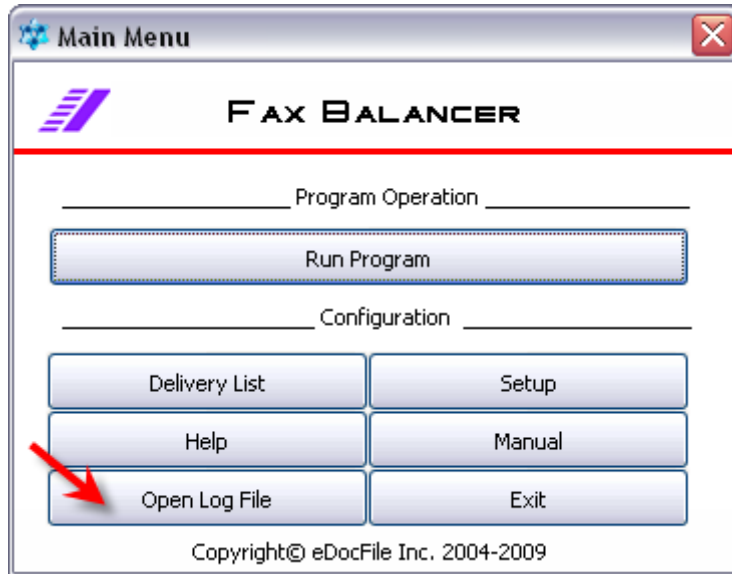
The files are:

Note.txt - this will be the email body text if the note function is being used

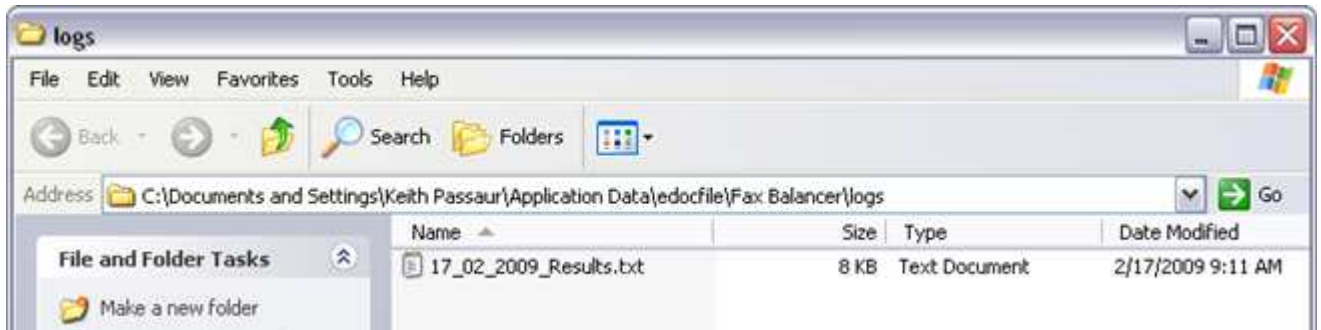
FaxrecievedSubject.txt is the subject line

Faxbody.txt is the body of the email message, if a link is being sent it will be added to the text

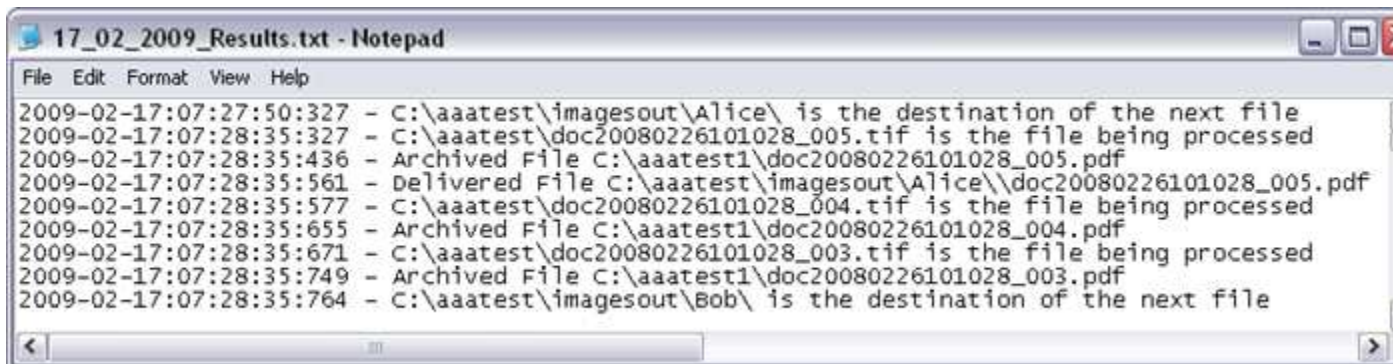
Log Files



Click on "Open Log File"

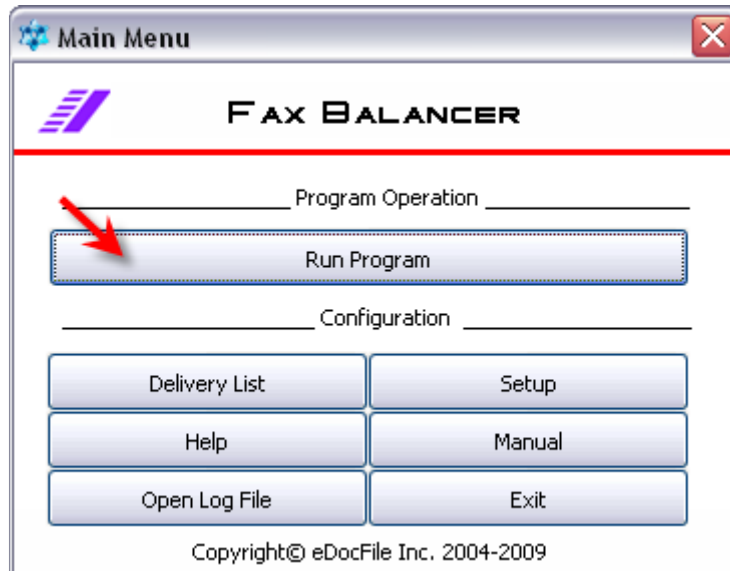


The directory containing the log files will open with a separate file for each day.



When the file is open all details will be shown.

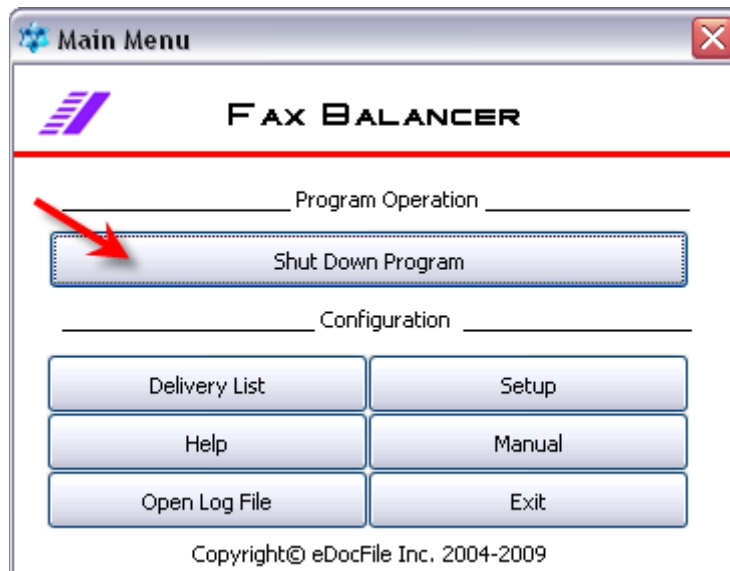
Running the Program



To Start the program click on "Run Program"



An Icon will flash in the SysTray



To end the program click on "Shut Down"

Running on startup:

To run when the computer is turned on create a shortcut to C:\Program Files\edocfile\Fax Balancer\FaxBalancer.exe in the user's startup folder.

Support

Both the trial and registered version of Fax Balancer are supported.

Contact:

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