

**eDocFile**

**Follow Me Fax**

Revised 12-10-2008

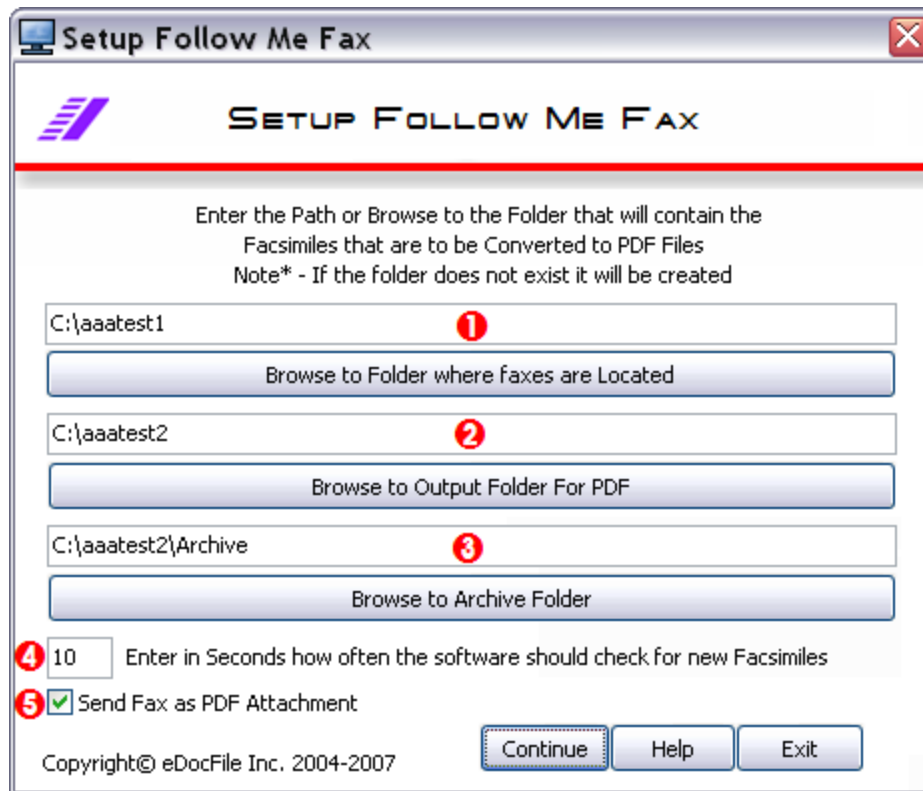
Call 813-298-2474  
[www.edocfile.com](http://www.edocfile.com)  
Sales@edocfile.com

# Follow Me Fax

Follow me Fax is a utility that monitors a folder for Tiff images, converts the image to a PDF, and emails the PDF to a given address. It was originally written for owners of old fax servers that want to receive their faxes as PDF's as opposed to tiff images.

It is also ideal for someone who goes on the road and wants their faxes to be forwarded to them without paying for a service. The program can be setup in minutes and then it just runs in the background, checking for Tiffs (faxes) on a timed basis.

## Setup



1. Browse to the folder to be monitored. This is where the faxes are placed by your fax software.
2. Browse to a folder to store the PDF files in. If the folder does not exist, type in a path and it will be created
3. Browse to a folder to store the original faxes in after processing. This provides storage for the original image so that there will always be a backup. If this folder does not exist, enter a path and it will be created.

4. Enter in Seconds how often the software should check for a facsimile. For instance if it needs to be checked every 5 minutes enter 300.
5. Click on this box to enable forwarding via email.

Click on Continue or to Exit without saving changes.

A new Window will open



Click on "Yes" if the facsimiles are to be forwarded and the mail account needs to be setup.

A screenshot of the "e-Mail Notification Setup" window. The window title is "e-Mail Notification Setup" and the main heading is "SETUP FOLLOW ME FAX". The form contains several fields: "From Address:" (1), "From Name:" (2), "Mail Server:" (3), "SMTP Password:" (4), "SMTP User ID:" (5), "Forward to:" (6), "Default Subject Line" (7) with the text "Test Line", and "Default eMail Message" (8) with the text "This is a message". At the bottom, there is a "SMTP Server Port" field (9) with the value "80", a checked "SMTP Authentication Required" checkbox (11), and a "Show Send Status Window" checkbox (10). The window also includes "Continue", "Help", and "Exit" buttons, and a copyright notice: "Copyright© eDocFile Inc. 2005 - 2007".

1. Enter your email address
2. Enter your Name
3. Enter the name of the mail server. This will come from your internet service provider.

4. Enter your SMTP Mail Password
5. Enter your SMTP user name (ID). This will come from your internet service provider.
6. Enter the email address of the person the document is going to be forwarded to.
7. Enter a default subject; this will be the subject line of all faxes forwarded to you. Do not use commas in this line
8. Enter the email body text. Do not use commas in the body of the email
9. Enter the SMTP Server Port, this is usually 25; however, your mail server may require something else.
10. Place a check in this box if you want to see a status window appear when a fax is being forwarded. It will be a small window that appears in the top right corner of your screen.
11. Place a check here if your mail server requires SMTP Authentication. This is a setting that comes from your ISP as well.

Click on Continue when done.

### ***Running the program***



Click on Start/Follow Me Fax/Start Follow Me Fax

An Icon will appear in the System Tray showing that the program is loaded and running. To stop the process, right click on the Icon and select “Stop Fax Monitor” or Exit to Exit the Program.



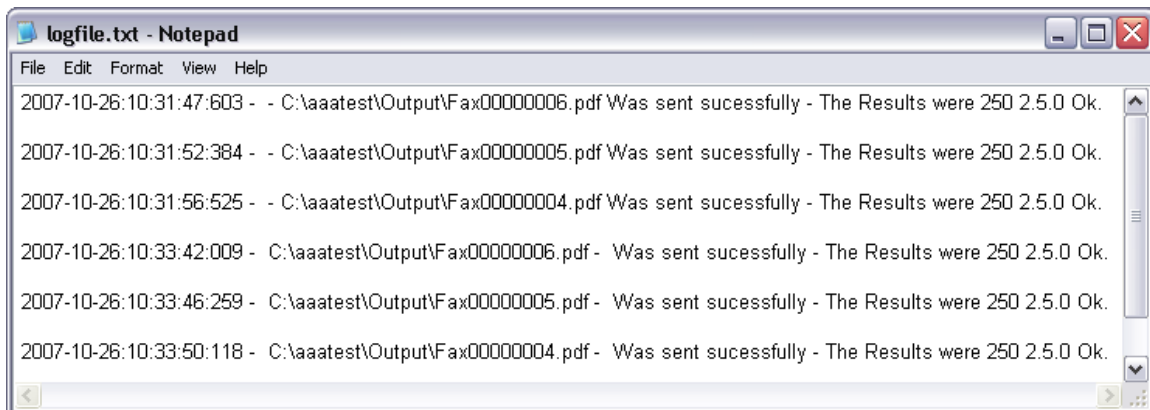
If the program is loaded and not running the Icon will look like this



showing that it is loaded but turned off.

## Log File

To view the log file open C:\followmefax\logfile.txt



## Support

If assistance is needed with either the Trial or Registered Version please contact:

eDocfile Inc.  
2709 Willow Oaks Drive  
Valrico, FL 33594  
www.edocfile.com  
[sales@edocfile.com](mailto:sales@edocfile.com)  
Phone 813-413-5599