

Stream Fax Quick Start Guide Lotus Notes

Stream allows faxes to be sent and received through Lotus Notes email. This Quick Reference guide outlines the procedures for performing Stream Fax—Lotus Notes activities.

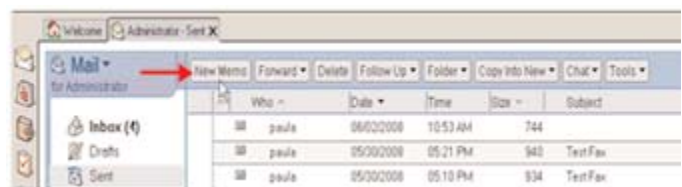
Step 1

Begin by selecting the 'Mail' icon.



Step 2

Select the 'New Memo' button. The new memo window will appear.

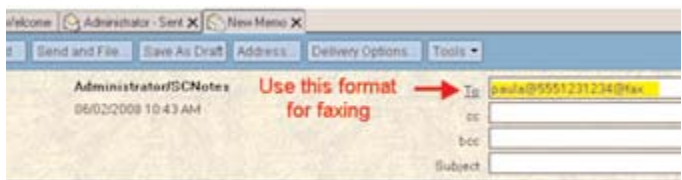


Step 3

The address can be entered manually in the 'To' field as name@faxphonenumber@fax (name is optional). Separate multiple addresses with a comma.

Example:

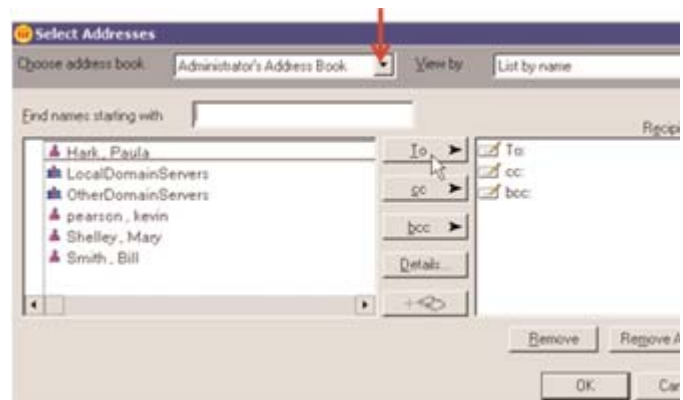
Paula@5551231234@,5554321212@fax



To choose a recipient from an Address Book, select 'Address'.



Choose the appropriate address book in the drop-down.

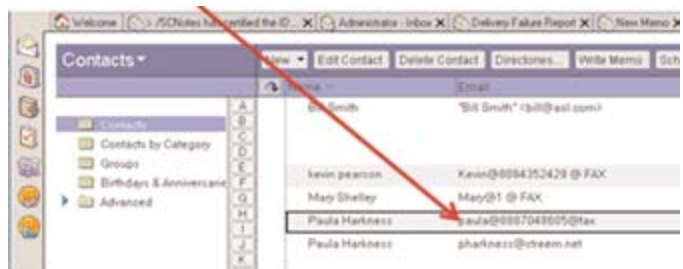


In the 'Find names starting with' box, begin typing the recipient name and it will automatically scroll to that name. Or simply click on the name in the list and select 'To'.

When all recipient names have been selected, select 'OK' to return to the message window.

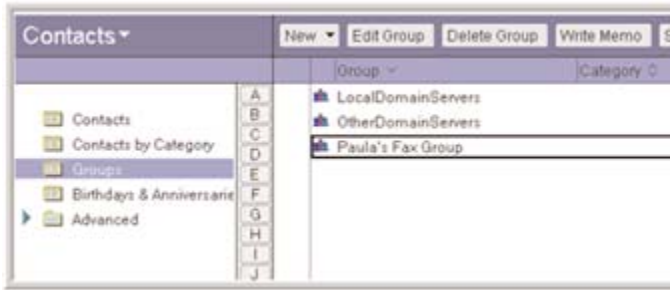


NOTE: When selecting a contact from the contact list, there may be multiple entries for the same individual; one could be the email address and another the business fax address. All fax addresses will be routed to the Stream server to be faxed. Be sure to select the Fax entry.

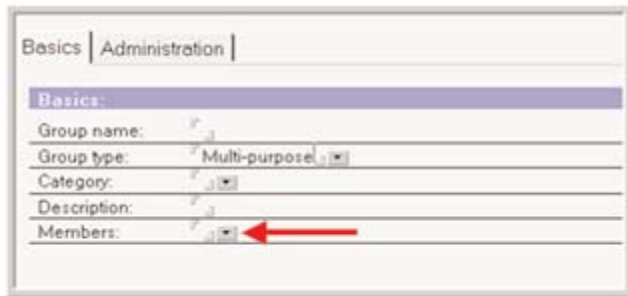


Creating Address Groups

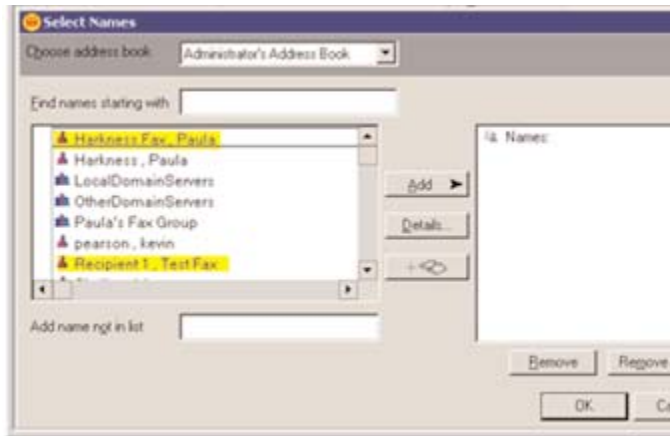
Select the 'New' tab. Then select 'Group' in the drop down menu. Be sure to name the group appropriately.



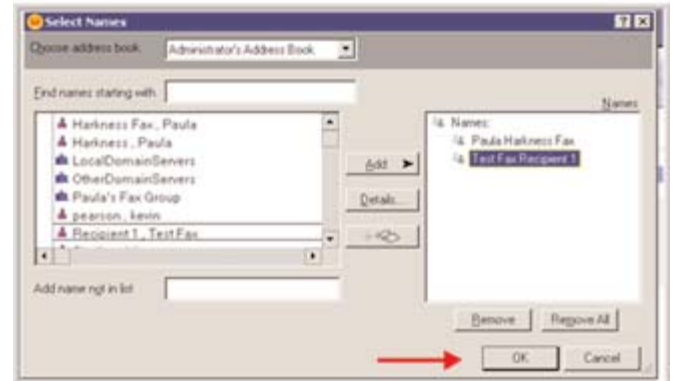
Select the 'Members' drop down menu to see the list of address book fax number entries available.



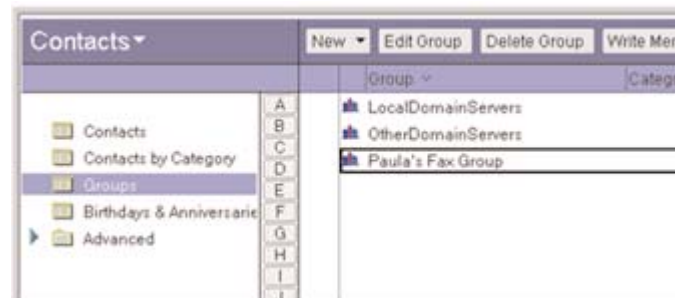
Select the recipients with fax numbers to be included in the group. After highlighting the name, select the 'Add' tab. Repeat until all the fax recipients for the group have been added.



Select 'OK' when finished creating the group.



The group should appear in the Address Book Groups for use in desktop faxing.

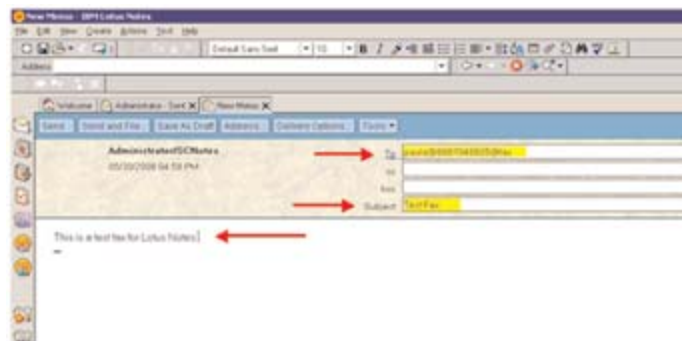


Step 4

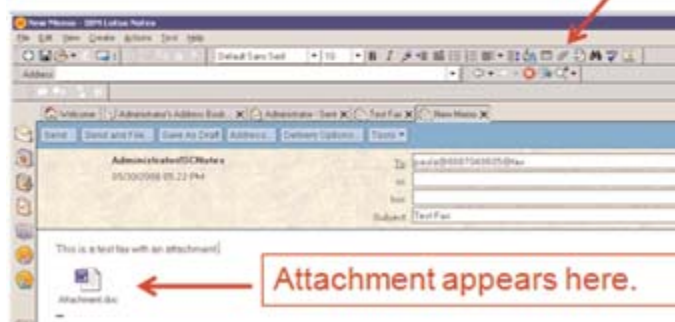
Open a new Memo and enter the fax number, or select the 'To' to go to the Address Book. Select either individual fax entries or a group fax entry.



Type a subject in the 'Subject' field. A note can be placed on the cover page by typing a text message in the body of the email.



Documents to be faxed can be attached by 'Insert.File' menu bar option or the 'Attach' icon.

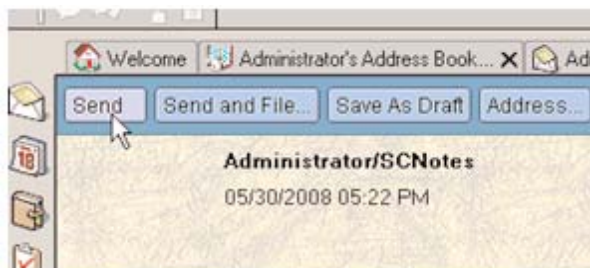


Attachment documents are represented by icons in the message area or an attachment listing. Most printable documents may be faxed as attachments.

The Stream server handles the process of changing your attached documents into a faxable format automatically, 'behind the scenes.'

Step 5

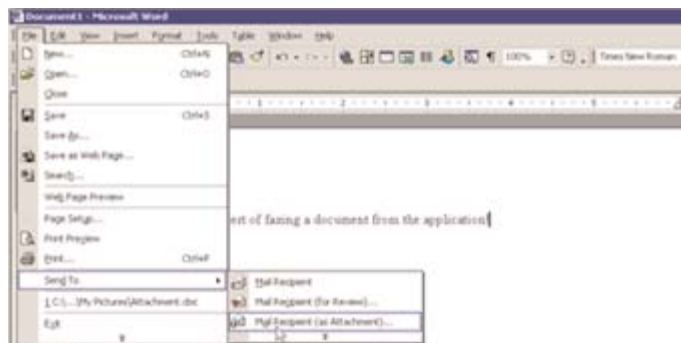
Select the 'Send' button.



Faxing From An Application

Step 1

Save the document within the application and select 'File>Send To>Mail Recipient' (as attachment). Send will only be available if the application is 'email enabled.'

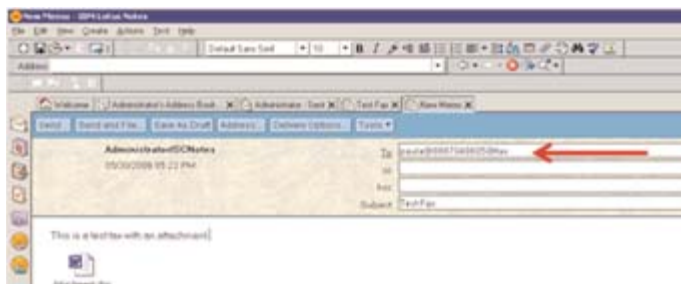


Step 2

Choose fax destinations from the Address Book or enter the fax address in the 'To:' section as Name@faxphonenumber@fax.

Step 3

If needed, type a text message into the body of the email to appear on the cover page.



Step 4

Select the 'Send' button.

Delivery Notifications

Delivery Notifications are sent by Stream via email to the sender's Lotus Notes Inbox.



The confirmations provide information on the status of the faxes sent. Select the entry to view the status report.

