VoiSmart®

The Innovative Way

VoiSmart Fax Server

Administrator and User Manual

Versione 1.0.0

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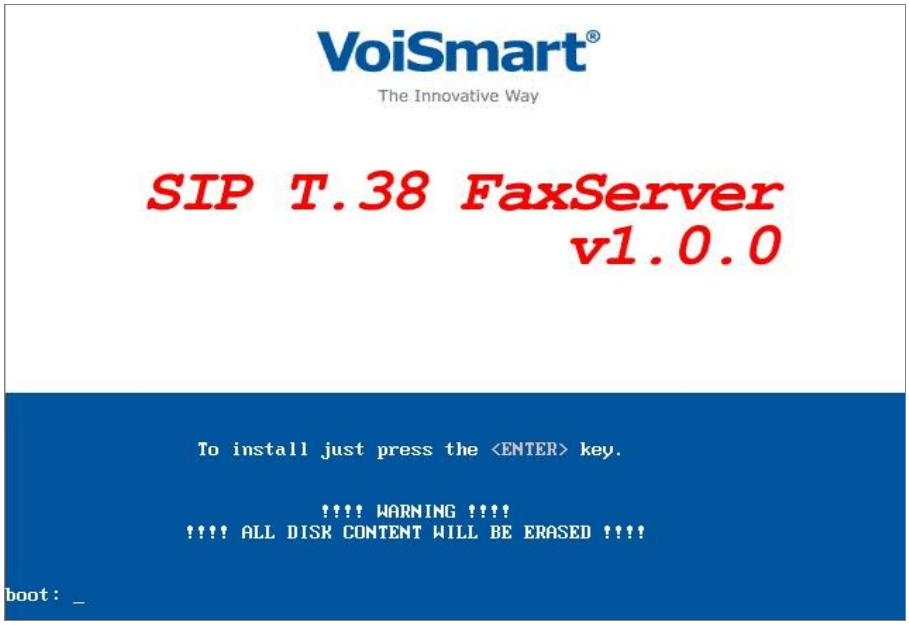
1 Installation

Insert the CD in the computer, the following window will open



Press ENTER in the Keyboard and let the program start the installation process.

If the HD is not new and ther are previous installations, the following window will appear, asking permission to initialize the HDD.

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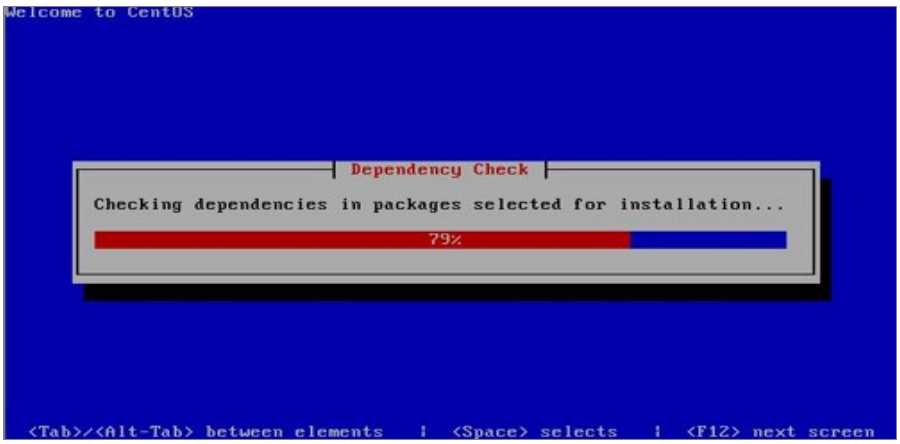
VoiSmart FaxServer

NOTICE!! The Fax Server will overwrite any previous installation, therefore all data in HDD will be lost. Should the server contain important data, backup them before starting this process

Click on YES to go on with the installation process

The installation process will go on. Should some windows appear asking permission to go on with the installation, always click on "yes" or "ok".



Once the process ends, the computer will restart automatically.

Remove the CD from the server

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2 Changes in default parameters

Once the CD installation ends the system provides the following Default address: 192.168.1.10

This address can be changed through the WEB interface at: 192.168.1.10:10000

The login window will appear asking for Username and Password.

Default values are:

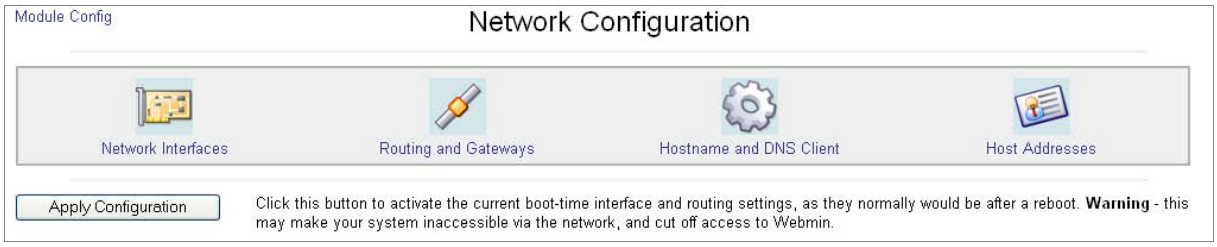
username "admin"

password "admin"

Network parameters configuration

In order to use the FaxServer, a valid IP address must be set, for the LAN where the system will operate.

Select Networking -> Network configuration



1) In 'Network Interfaces', select eth0

   Fields to be filled are

   - Ip Address: Static (insert the static address of the faxserver)

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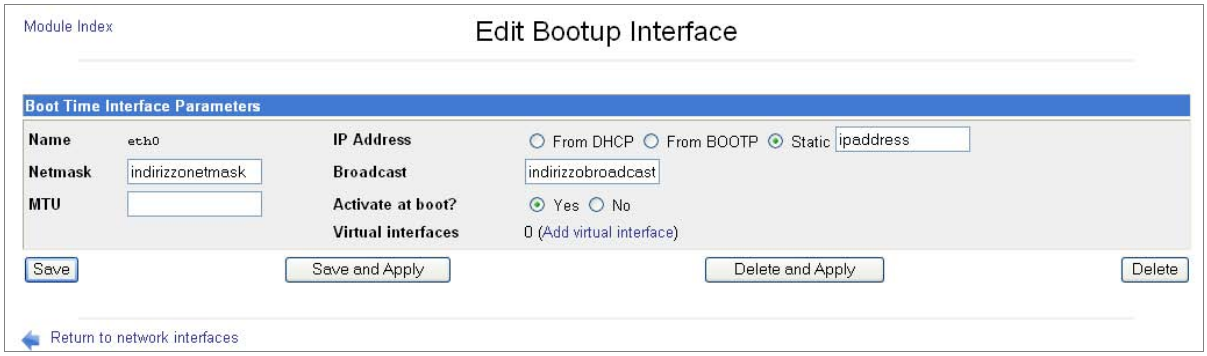
- Netmask: insert the netmask
- Broadcast: insert the broadcast address of the active network
- Activate at boot: "Yes"

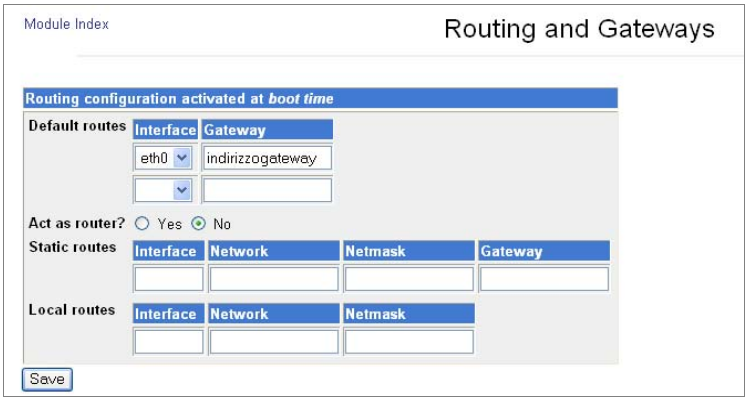


Once the parameters are set choose "Save and Apply"

2) In'Routing and Gateways'.

In "Routing configuration activated at boot time" insert / modify the row with the following parameters:

- Interface = "any"
- Gateway: insert the gateway ip address



3) In 'Hostname and DNS Client' insert the DNS Server address and save.

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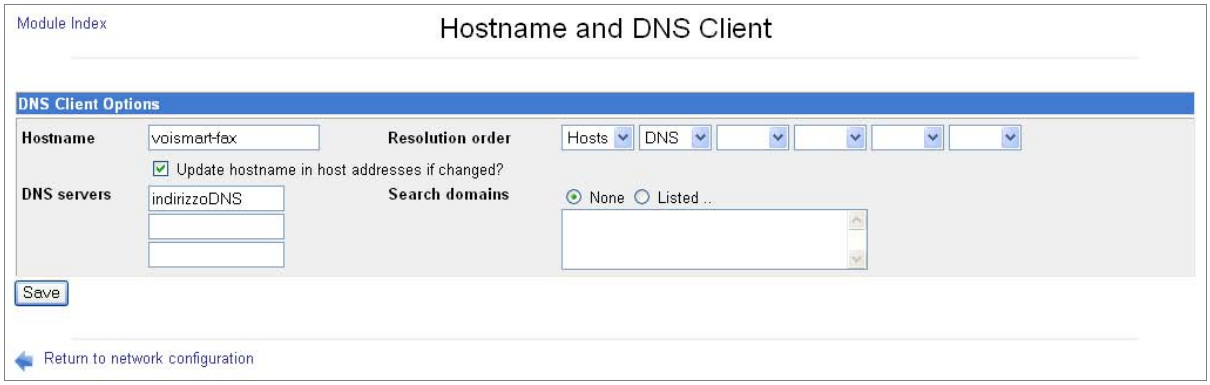

NOTE: Once these operations are ended, restart the machine.

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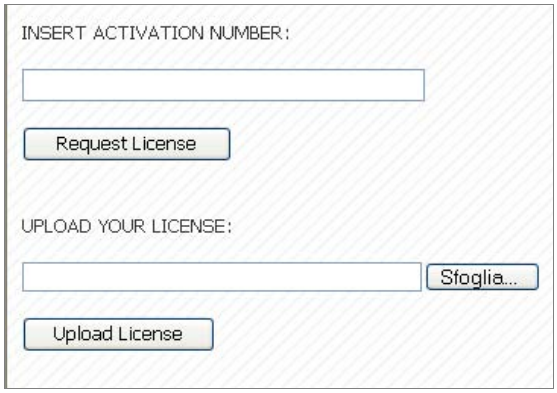
3 VoiSmart Fax Server WEB Interface

3.1 Activation Number page



In order to access to VoiSmart FaxServer a license is needed, therefore the system will ask the activation number, or the license upload froma previously bought file. A file system will show terms and conditions of license use.

NOTE: the activation is ON LINE therefore in order to do it, the system must be connected to the Internet, check this before starting

3.2 Login page

VoiSmart FaxServer is a web based application, which manages the fax server machine.

By selecting the url of the application, a login window will appear. Here each user can insert his/her own login and password and choose the language. (see picture below)

Default values are:

username = "admin"

password = "admin"

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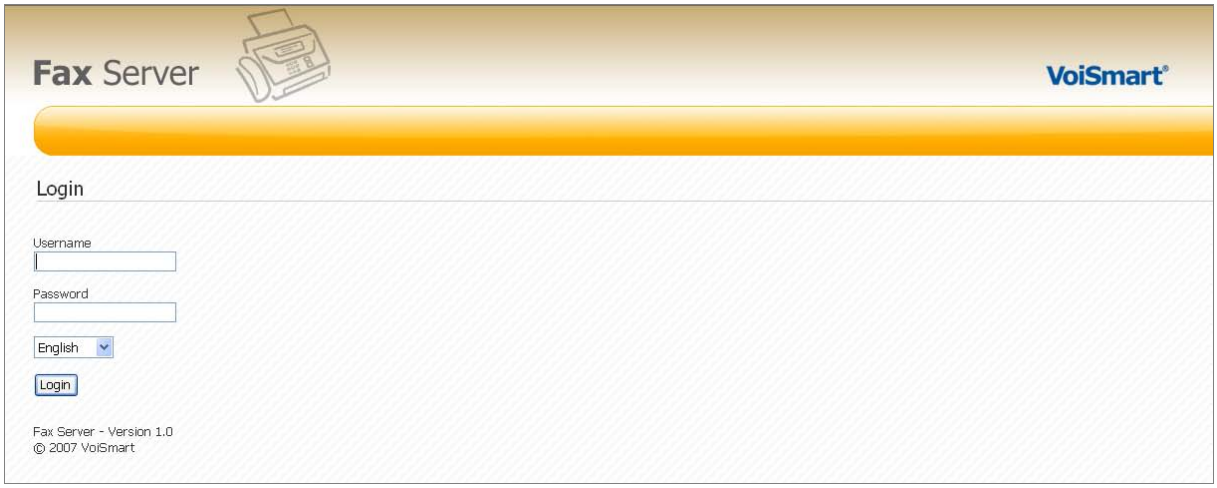

While installing the VoiSmart FaxServer at least ONE user must be set, this user is the Administrator, who later will define each user's profile, usernames and passwords.

Each user will be able to change the assigned password, any time.

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3.3 User Interface

Once the user has entered with his/her own login and password, the landing page shows the list of received fax for that specific user (see picture)

The left the menu may vary according to the user's profile.

The user, who have no Admin permissions will see:

1. Inbox: to see the list of received fax. The user can see the following data: date (when the fax was received), file (the PDF file containing the message), sender (the fax number the message come from), pages (number of pages in the PDF file), actions (to delete the selected row). More than one row can be selected and deleted
2. Outbox: to see the list of the fax the user has sent. This menu button is shown only if the user has the permission to send faxes.
3. Send fax: to open the page which enables sending faxes. This menu button is shown only if the user has the permission to send faxes.
4. Outbound faxes: shows the list of faxes the user has sent, bust still are in delivery.This menu button is shown only if the user has the permission to send faxes.
5. Account: shows the user's profile. Here it's possible to change the user's settings
6. Logout: to exit the application. A new logi and password will be needed in order to run the application again

3.4 Admin interface

Once the Administrator has logged in this page will appear:

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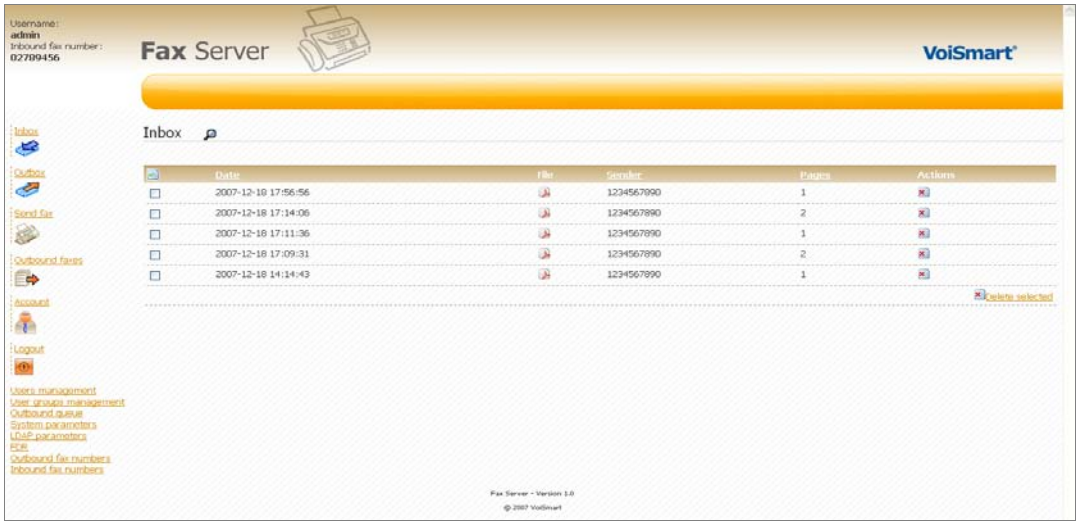

As shown, the Administrator landing page containg all the fields and menu as described in the User Interface (see 1.2), but obviously the Administrator has more functions he/she can use to manage the FaxServer. These are:

1. Users management: to create, change, delete users' accounts
2. Users groups management: to create, change, delete groups of users.
3. Outboung queue: shows the list of all the faxes which have been sent but are still in delivery.
4. System parameters: shows the list of the parameters as they are at that moment. The administrator can therefore choose to change them.
5. LDAP Parameters
6. FDR (Fax-Detail Record): shows all received and sent faxes, with all recorded details. This can be used for statistics.
7. Outbound fax number: to create, change or delete otbound fax number and to associate them to specific users
8. Inbound fax number: to create, change or delete otbound fax number and to associate them to specific users or goups. The administrator can also choos to save inbound fax on that number in a specific folder and to forward them to defined e-mail addresses.

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4 Procedures

4.1 Common Procedures

4.1.1 Search sent or received faxes

Both in the Inbox e Outbox sections a search engine can help in finding documents accordin to date, sender or receiver.

The engine can be activated by clicking on the icon, which is set near the lebel "Inbox" or "Outbox" according to where the search has to be done.

A small window will appear, the user will set the search parameters (sender, date) and click on "search" button. The sytem will show ONLY the rows containing documents which follow the search parameters. To go back to the complete selection, the user has to close the search window and to select the Inbox / Outbox page by clicking on the icon on the left menu.

4.1.2 Delete received faxes

In the Inbox window the user can select one or more rows and delete them by clicking on the icon on the right. All rows can be deleted with just two mouse clicks: first on the icon in the brown row, in order to select all the following rows, then by clicking on 'Delete selected

4.1.3 Delete sent faxes

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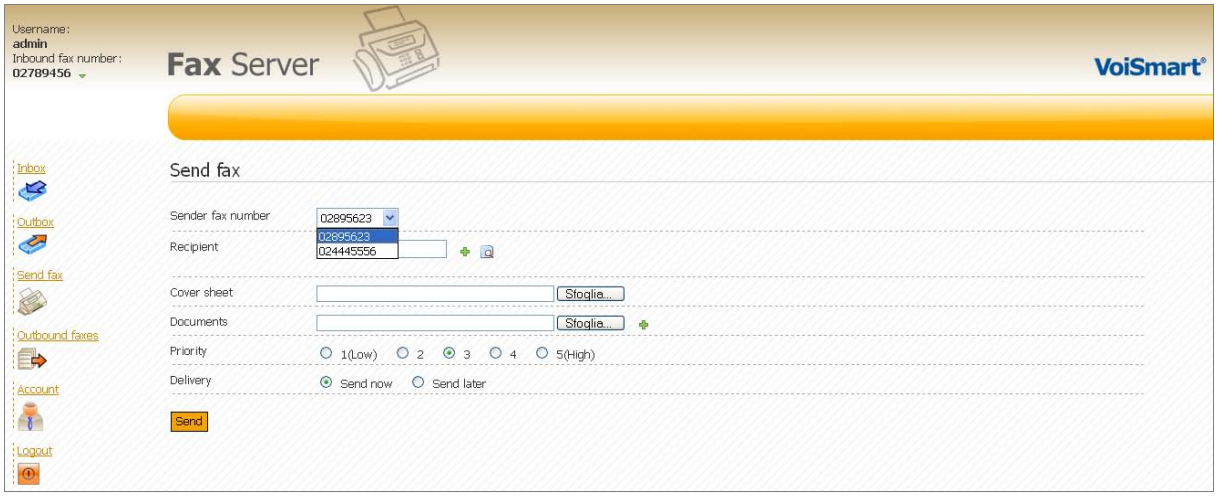
In the Outbox window the user can select one or more rows and delete them by clicking on the icon on the right. All rows can be deleted with just two mouse clicks: first on the icon in the brown row, in order to select all the following rows, then by clicking on 'Delete selected

4.1.4 Fax sending

Click on Send fax icon on the left menu. This window will appear:



First, the sender number must be chosen. The selection can be done within the list associated to that specific user. The default selection is on the first of the list, but the user can choose another one in his/her list.

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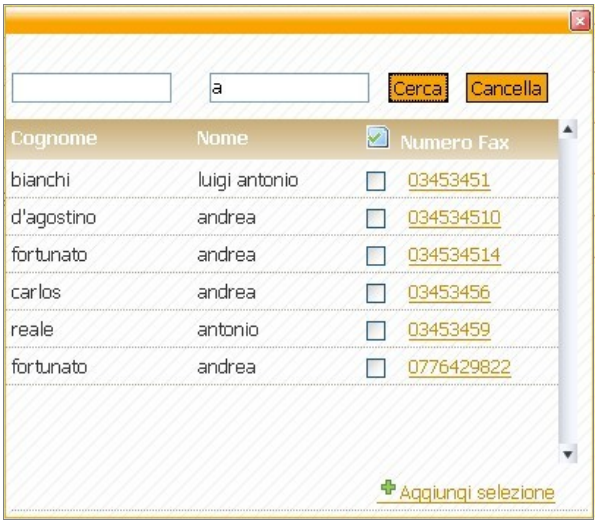
Then the recepient number must be inserted. This can be done moanually, by inserting the number in the "Recipient" field. More than one recipients can be inserted mannually clicking on the icon, therefore adding as many numbers as whished.

The selection can be done also from a list in the LDAP agenda: by clicking icon, a small window will appear:

Insert name and /or last name and click on "Search" The system will connect to the LDAP server and all the results given by the selected critera will be shown as follows:



To insert only one number to the recipient box, just click on it, to add more than one number, select them using the check box on the left of the number and then click on Add selected

Click on the button at the right top of the window to close it.

Lonce the list of recipients is set, the document must be inserted. The user can insert both a cover page and the the main document. They must be PDF (Portable Document Format) files To insert more than one file, click on the icon to introduce a new file. All documents sill be gathered together in a single fax.

The user can set a priority from 1 (low) to 5 (high) for each fax. De default value is 3 (medium).

The user can also schedule the delivery. He/she can choose between "send now" and "send later". If "send later " is chosen, this window will appear:

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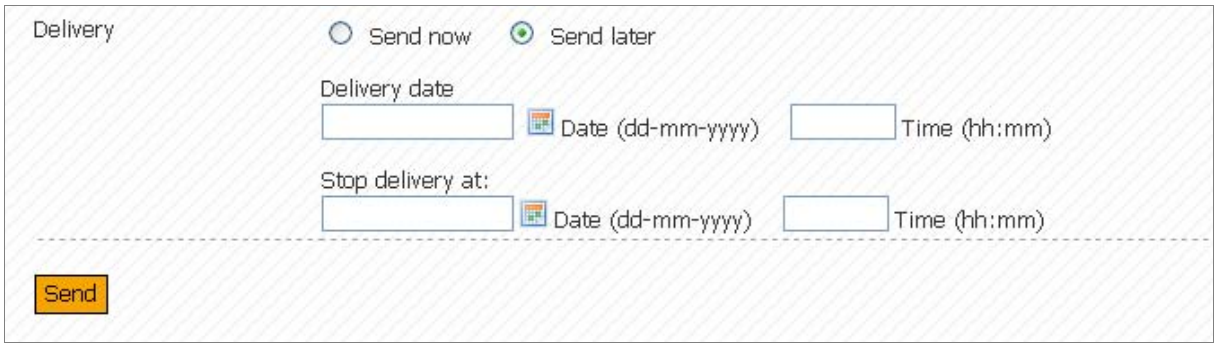

The user can set the delivery date and time, the stop delivery date and time or both.

In the fiirst case the system will send the fax starting from that date and time as soon as the line is free; in the second case, the system will send the fax as soon as possible, but not later than the fixed date and time; in the third case the system will send the fax only between the two fixed dates and time.

Once eeveything is set, click on "send" and the system will put the fax in the outbound queue. The system will also send a mail when the fax is delivered or if any delivery problem may occur.

4.1.5 Sending a fax using the e-mail

The user can send and receive fax directly via e-mail. To do this an e-mail must be sent to fax@maildomain (maildomain is the domain of the mail server as defined by the System Admin).

The message must have the following structure:

1. The object mus contain all the recipients numbers separated by a comma. Ex: 0123455789,9876543210
2. The e-mail body must contain the user's login and password, which must be preceded by 'usr:' and 'pwd:'. Ex: usr:mbianchi pwd:mia_pswd
3. The documents must be inserted as attached PDF files

4.1.6 Sending a fax using virtual printer

The user can also send a fax selecting VoiSmart Faxserver among the available printers directly from the most common editing program. In order to do this Voisprint software must be installed. It is contained in the installation CD and can be installed following the instruction in appendix B.

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4.1.7 How to postpone or delete a delivery

Choose

on the left menu.The window will appear as shown below:

The user can choose to delete or stop a delivery by clicking on or icons on the right of each row. Any stopped delivery can be restarted by clicking on icon on the right, whereas a deleted delivery cannot be restored.

Clicking on icon, the user can see all the deliveries related to a specific fax in the queue and tehrefore can see which numbers still haven't received the fax.

4.1.8 User's account profile

Choosing

button on the left menu, the user can see his/her profile details and change some parameters.

This menu will appear

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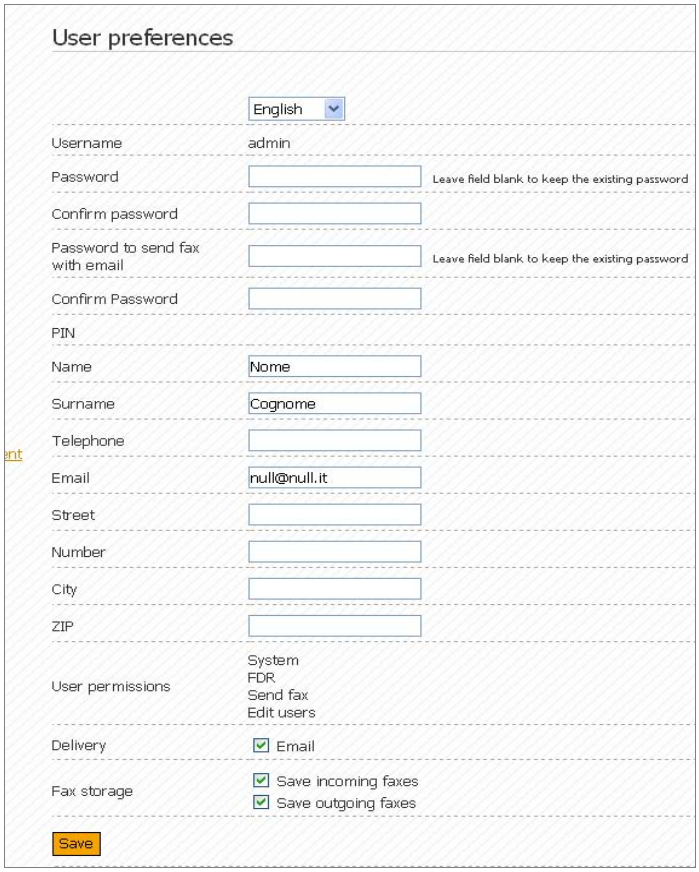

The user can cange his/her own passwords and choose to save incoming and/or outgoing faxes or the delivery via e-mail.

4.2 Administrator Procedures

4.2.1 Searching fax in the FDR

The Administrator can search a fax in the FDR, first choosinf FDR from the left menu, then clicking on icon, a small window will appear.

The search criteria can be set on sender, recipient, in/out (or both) and date. Selecting, "Search" the system will provide all the results reflecting the selected criteria.

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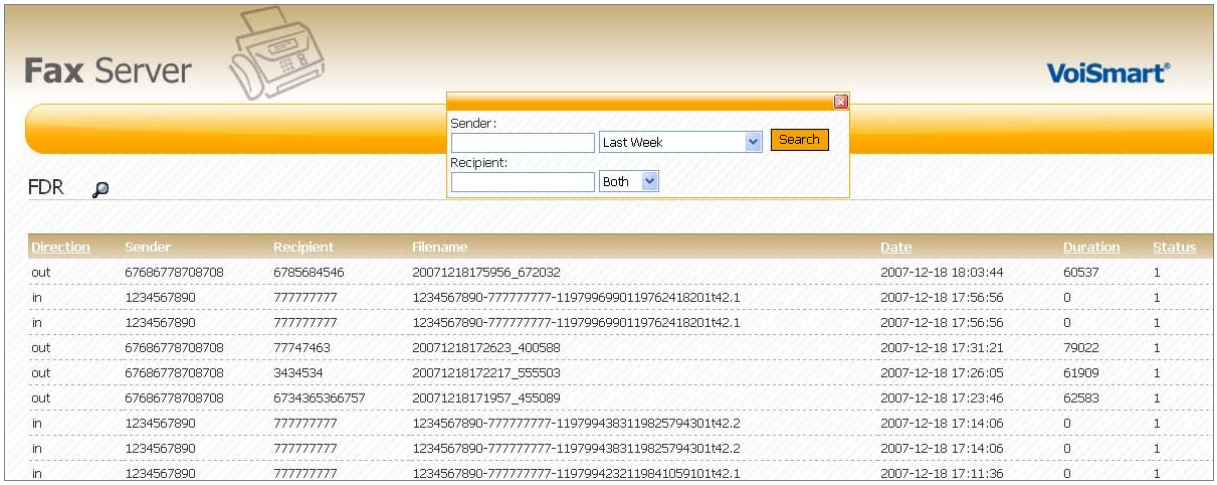
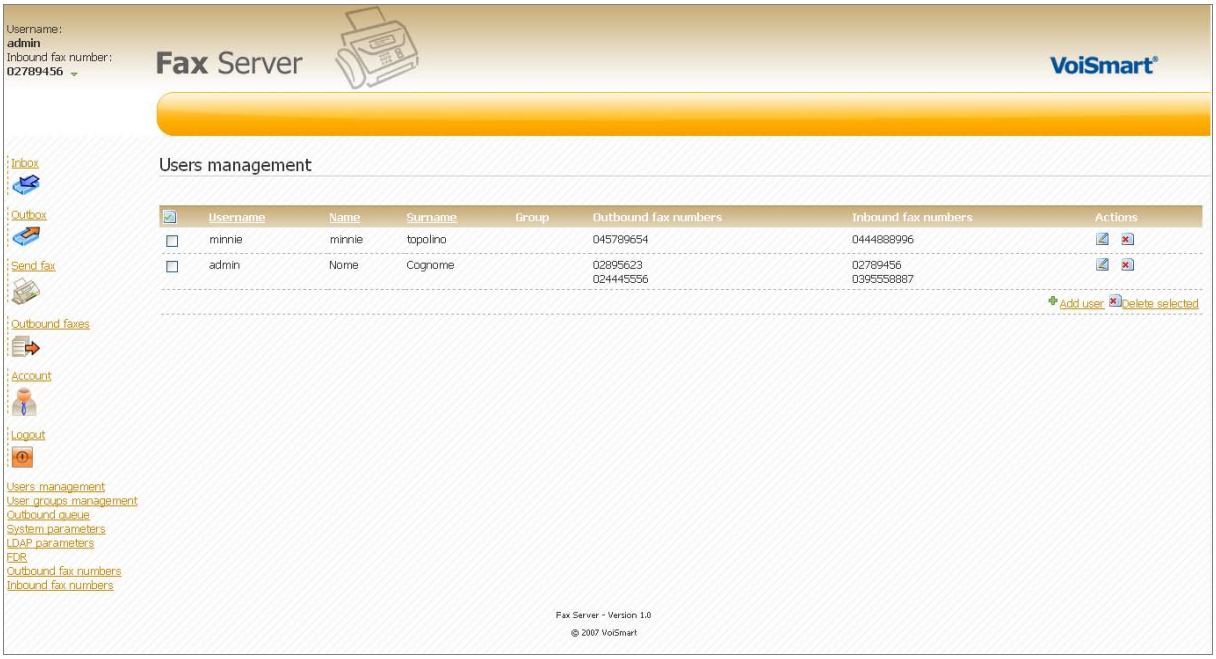


4.2.2 Users' profile management



The Administrator can insert, delete or change users' accounts by choosing "Users management" on the left menu.This window will appea

A new user can be added by clicking on Add user' icon and filling the form which will appear (the same seen on 2.1.7). Then select "Save" and the profile will be created.

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Any user can be deleted by the Administrator by clicking on the icon on the right of each row.. All users can be deleted with just two mouse clicks: first on the icon in the brown row, in order to select all the following rows, then by clicking on 'Delete selected

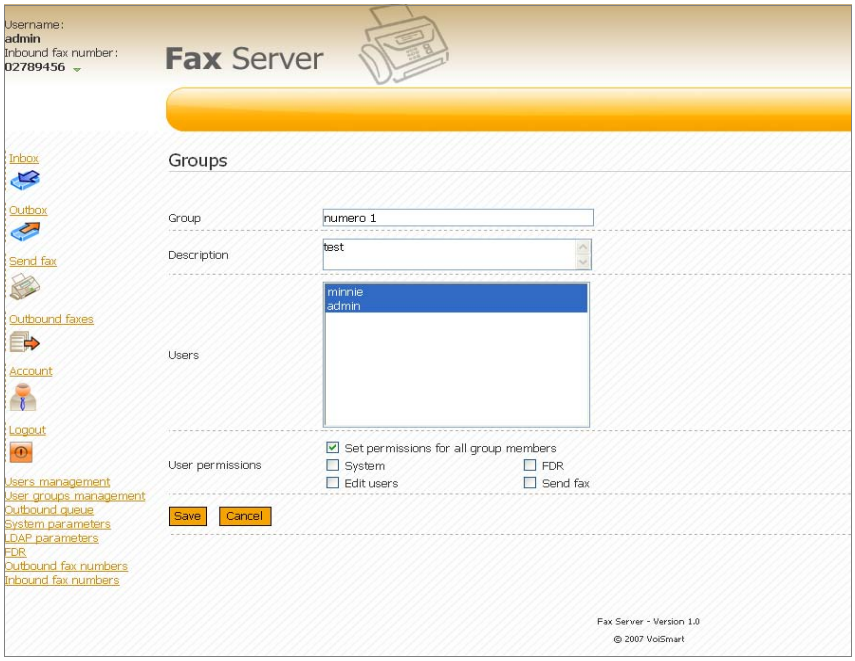
Any user's accunt can be changed by the Administrator clicking on icon at the right of each row. The form will appear, the Administrator will change the settings and then will select "Save" to save the changes.

Obviusly the Administrator can also manage the users' permissions, while the each user can only see his/her owns.

4.2.3 Group management

The Administrator can define groups of users.

In order to create a group click on Add group button and this window swill appear:



The Administrator must define the group name, a group description (not mandatory) and the list of users belonging to that group. Group permissions can be set too.

Clicking on "Save" the group will be created.

A group can be deleted by clicking on icon on the right of the selected group.

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A group can be changed by clicking on icon on the right of the selected group.

4.2.4 Outbound queues

This section works exactly as described in 2.1.6, the only difference is that the administrator can manage all the faxes of all the users, whereas the users, obviously can manage only his/her own faxes.

4.2.5 System parameters

The section "System parameters" allows to see and change system parameters such as:

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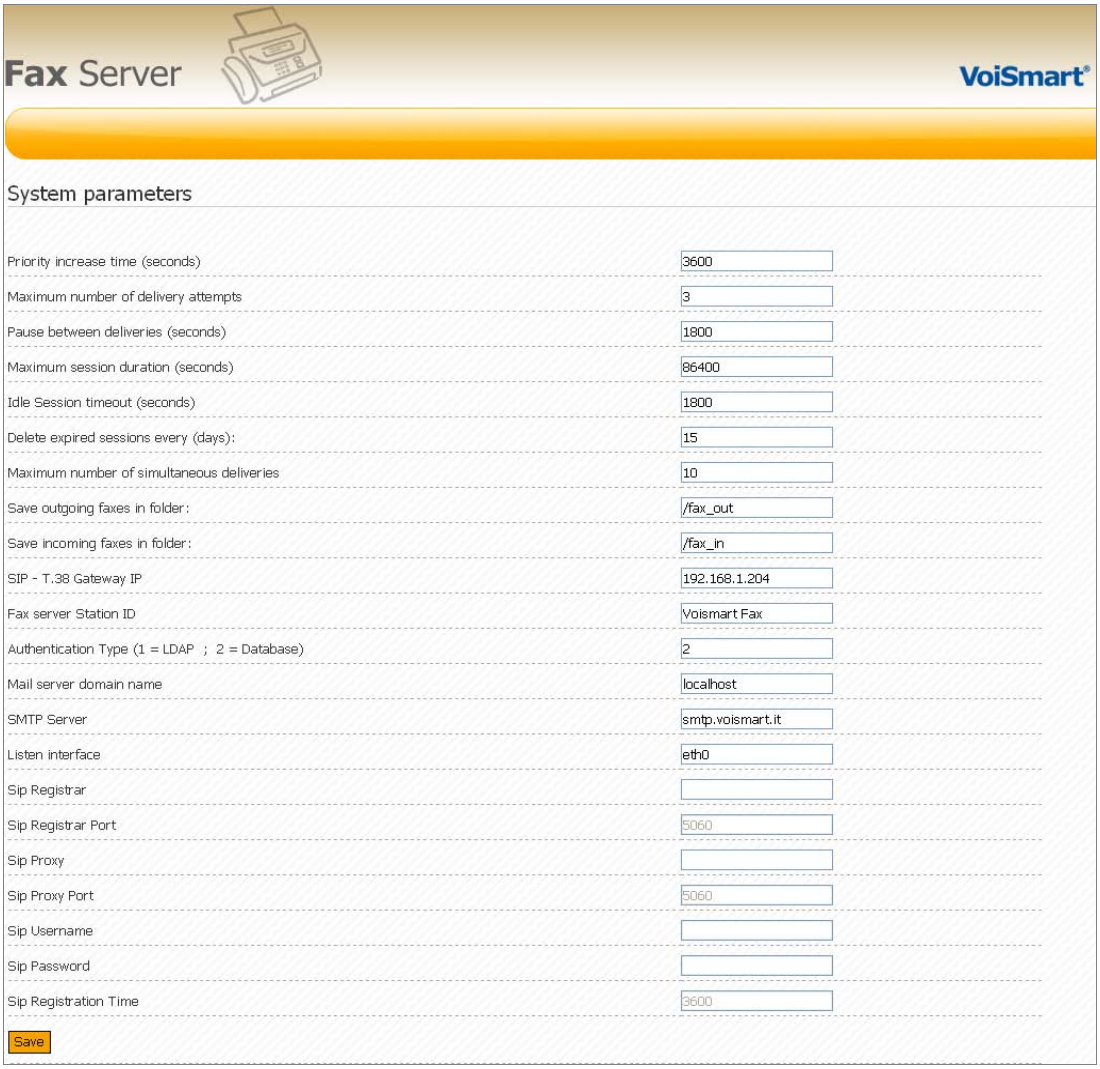

- priority increase time
- maximum numbers of delivery attempts
- pause between deliveries
- maximum session duration
- idle session timeout
- delete expired sessions
- max number of simultaneous deliveries
- save outgoing faxes in folder
- save incoming faxes in folder
- SIP / T.38 Gateway IP address
- Fax server station ID

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- Autentication Type (1=LDAP, 2=Dbase)
- Mail server domain name
- SMTP Server
- Listen interface
- SIP registrar
- SIP registrar port
- SIP Proxy
- SIP Proxy Port
- SIP Username
- SIP Password
- SIP registration time

All values can be changed and saved clicking on "Save" button on the left of the page.

A detailed description of these parameters on page 32 of this manual (Appendix A. System parameters).

4.2.6 LDAP parameters

In this page all LDAP server parameters can be set and changed. The page shows as below:

Select the parameters to be changed, insert the new values and then click on "Save" on the bottom-left of the page.

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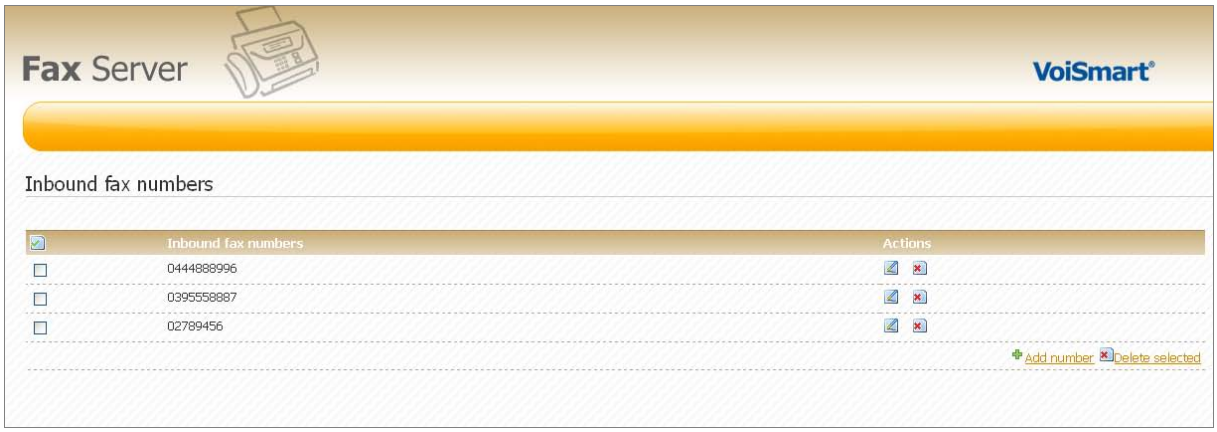
Once the IP address and the conection port is set, click on "connection test" button to test if the inserted parameters are right.

4.2.7 Inbound fax number

Select "Inbound fax number" on the left menu. Here the Administrator cab see, change, insert and delete fax numbers.



All active numbers are shown.

A new number can be added by clicking on Add number' icon and filling the form which will appear. Then select "Save" and the profile will be created.

Any number can be deleted by the Administrator by clicking on the icon on the right of each row.. All numbers can be deleted with just two mouse clicks: first on the icon in the brown row, in order to select all the following rows, then by clicking on 'Delete selected

Each number is related to some actions, which can be seen and changed clicking on icon on the right of each row.

This window will appear:

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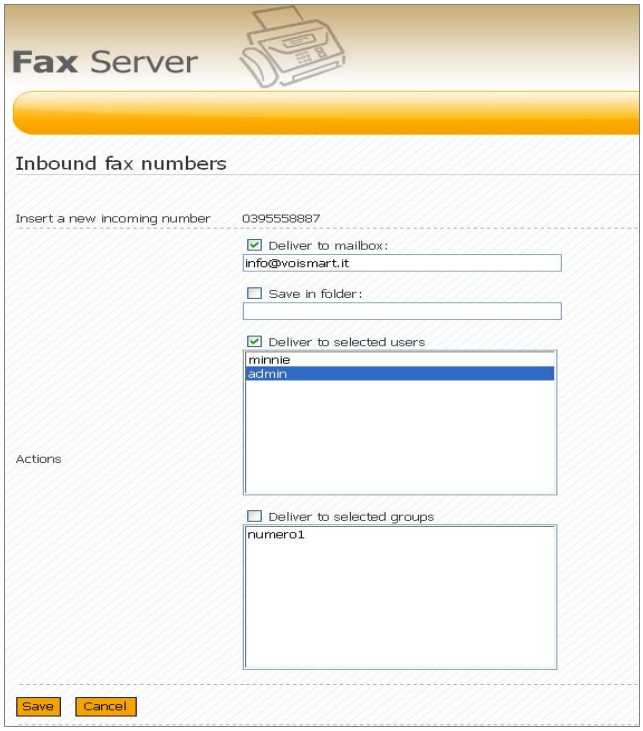

The first row indicates the number whose actions we are going to modify.

These actions are:

1. Deliver to mailbox = insert a specific e-mail address
2. Save in folder = save faxes in a specific folder in the filesystem
3. Deliver to selected users = received faxes on this number are delivered only to selected users.
4. Deliver to selected groups = received faxes on this number are delivered only to selected groups.

Any change can be saved by clicking on "Save" button at the bottom of the page.

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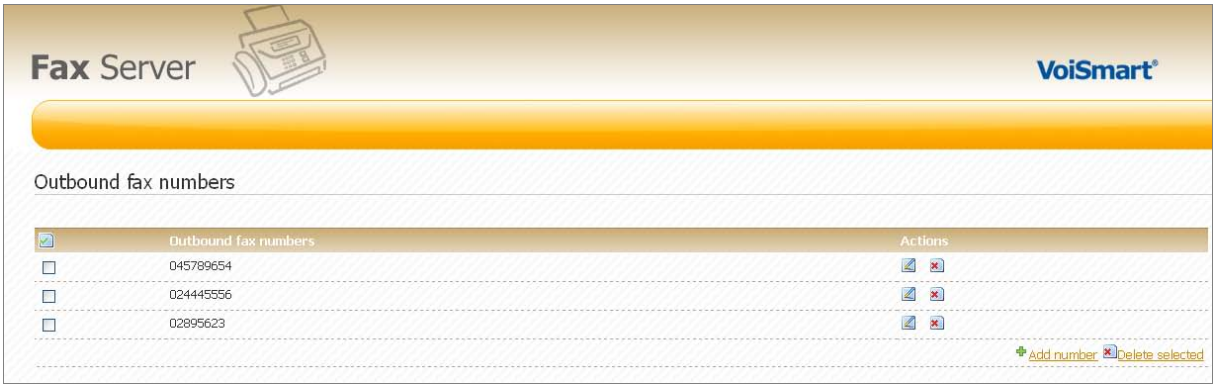
4.2.8 Outbound fax numbers

Select "Outbound fax number" on the left menu. Here the Administrator cab see, change, insert and delete fax numbers.



All active numbers are shown.

A new number can be added by clicking on Add number' icon and filling the form which will appear. Then select "Save" and the profile will be created.

Any number can be deleted by the Administrator by clicking on the icon on the right of each row.. All numbers can be deleted with just two mouse clicks: first on the icon in the brown row, in order to select all the following rows, then by clicking on 'Delete selected

Each number is related to some users, which can be seen and changed clicking on icon on the right of each row.

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1. Appendix A. System parameters

1. **Priority increase time**: min number of seconds between the last attempt on one fax delivery and the priority value increase. Once the time elapses, the system will give higher priority to the fax delivery.
2. **Maximum numbers of delivery attempts**: max numbers of delivery attempts before the fax is taken off the queue and has a non-delivered status assigned.
3. **Pause between deliveries:** min number of seconds between 2 delivery attempts
4. **Maximum session duration**: max session duration, once the time has passed, the session will finish and a new login will be needed to run a new session.
5. **Idle session timeout**: max number of idle second before the session stops, then a new login will be needed to run a new session
6. **delete expired sessions**: the system stores the session history for this number of days, Then they are deleted
7. **Max number of simultaneous deliveries:i**: depends on the number of available lines.
8. **Save outgoing faxes in folder**: path where users' folder are stored, where all the faxes sent by the users can be saved
9. **Save incoming faxes in folder**: path where users' folder are stored, where all the faxes received by the users can be saved
10. **SIP / T.38 Gateway IP address**
11. **Fax server station ID**: (max 20 characters)
12. **Mail server domain name**: Neededf or faxe sending using e-mail function
13. **Server SMTP**:
14. **Autentication Type (1=LDAP, 2=Dbase)**: 1 autentication of users on LDAP; 2 autentication of users on internal DB
15. **Listen interface**: interface used to receive fax. Generally eth0
16. **SIP Registrar**: (optional) the IP Address of the Registrar, the FaxServer can be registered to
17. **SIP Registrar Port:** (optional) the Port of the Registrar if set before
18. **SIP Proxy:** (optional) the Proxy where the FaxServer can be registered to
19. **SIP Proxy Port:** (optional) the Proxy Port if set before
20. **SIP Username:** SIP user name towards the provider
21. **SIP Password:** SIP user password towards the provider
22. **SIP Registration time:** (in seconds) how often the FaxServer, replicates the registration

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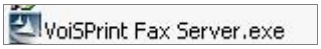
2. Appendix B. How to install Voisprint

This appendix is to show how to install VoiSprint, the software which allows the use of VoiSmart Faxserver as a virtual printer of the most common editing programs.

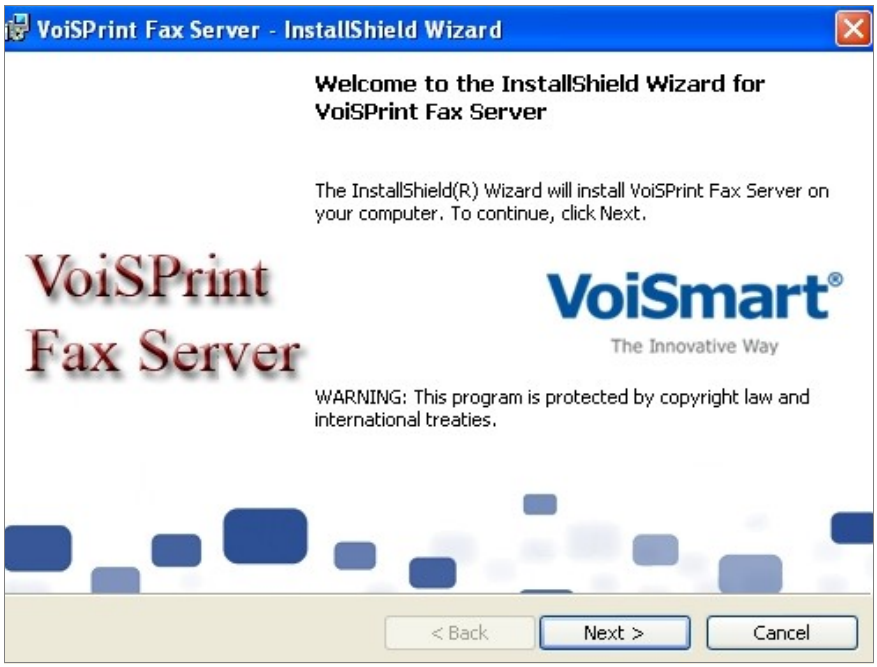
Before installing Voisprint be sure that Faxserver has been properly installed

Installation goes through different steps

1. Open SOFTWARE/VIRTUALPRINTER folder in the CD root
2. select this icon



3. click on the program and the following window will appear:



4. click on "next", the following window will appear:

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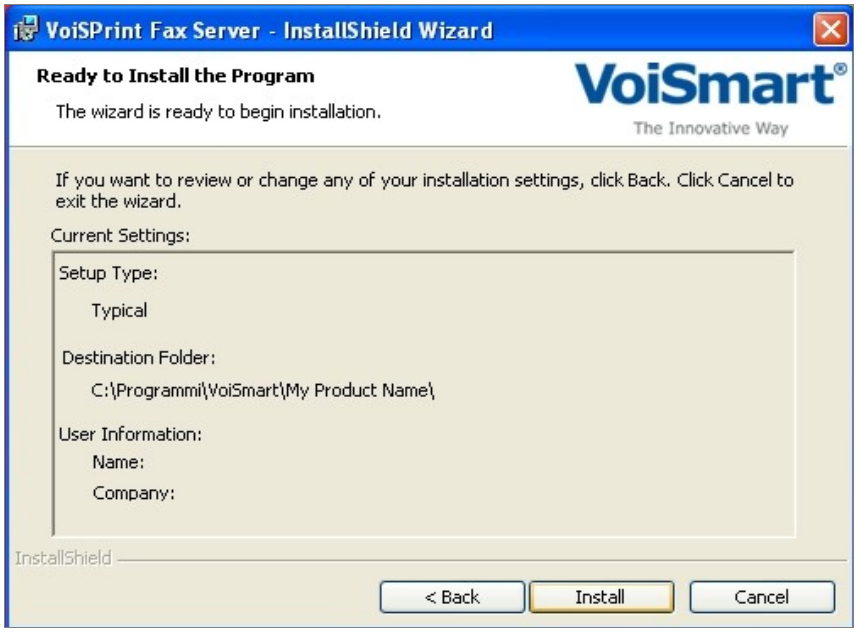
VoiSmart FaxServer



5. click on "install" and let the system start the process, it may take few minutes.
6. In order to use VoiSmart Faxserver as a printer, some parameters have to be set. You can choose to configure the system now or later. Choosing "yes" the configuration starts.

7. Clicking on "yes" this window will open:

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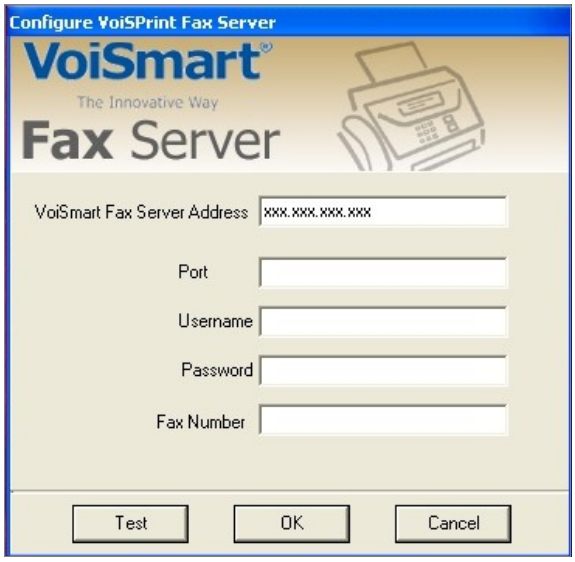
VoiSmart FaxServer



8. insdert all parameters
   - VoiSmart Server Addres is the FaxServer IP address
   - Port is the port the FaxServer is associated to (default value = "12345")
   - Username e Password are the username and the password of the user as registered in VoiSmart FaxServer
   - Fax number is the fax number which will be used as fax "sender". This has to ba a valid number, that is a fax number already registered on VoiSmart Faxserver, otherwise the system won't be able to send the fax.

Before closing the installation, a tes can be done choosing on "Test": the system will check the parameters. If everything's ok this message will appear:

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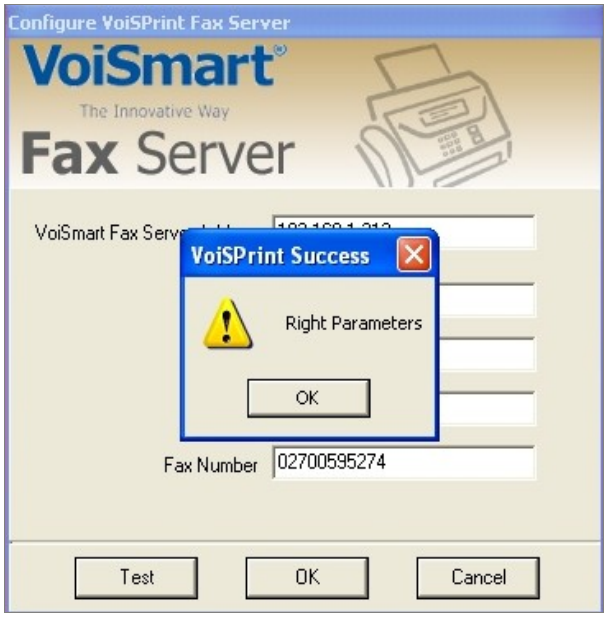
VoiSmart FaxServer



If some values are wrong, they have to be changed before closing the installation.

Click on "OK" to close the icon.

VoiSprint is now installed, searching it in programs it will appear as shown below:

You can uninstall it any time, or you can go on with the configuration if you haven't choosen "yes" in prevoius step 6.

From now on you can send a document selecting VoiSmart Faxserver as a virtual printer.

See the following example:

After editing a document, select VoiSprint Faxserver among the available printers.

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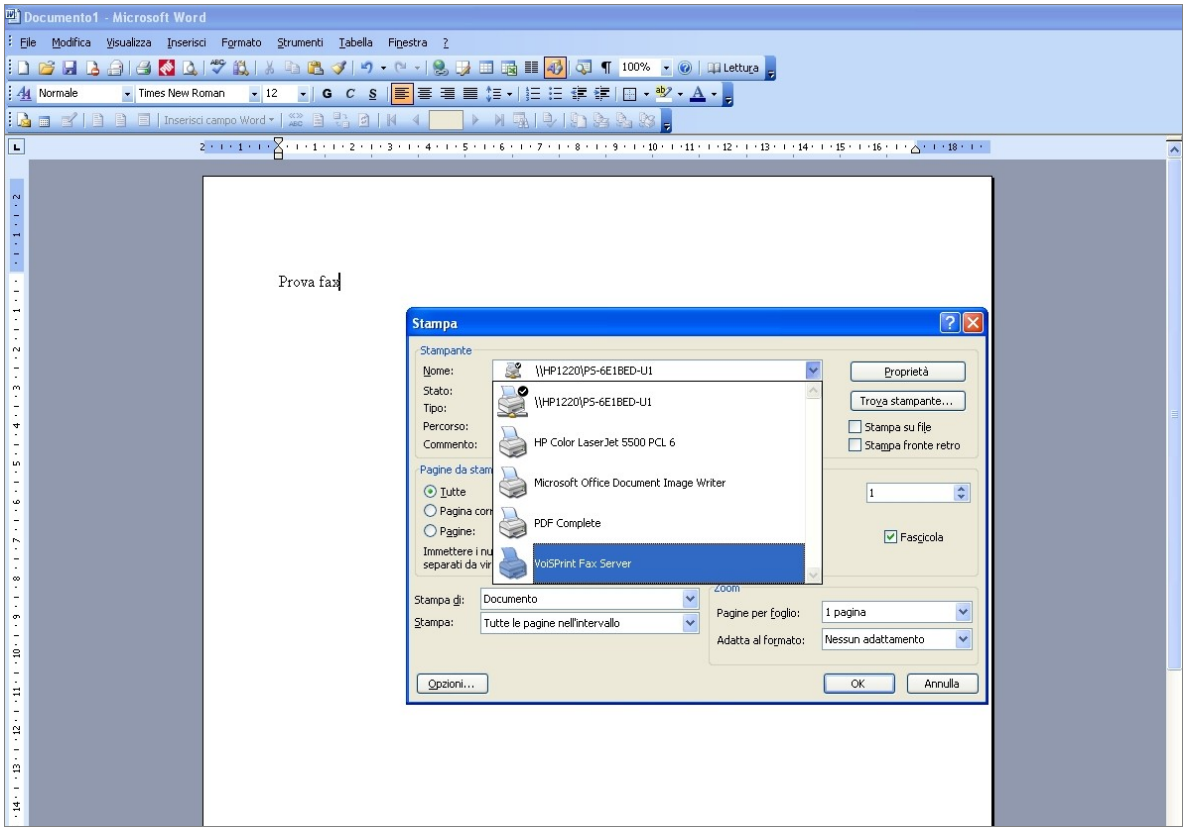
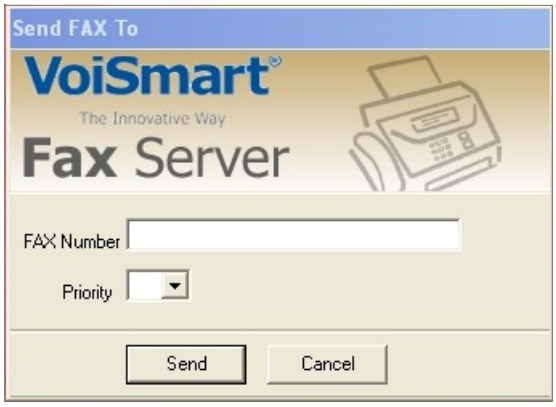
VoiSmart FaxServer



The system will ask to insert the destination fax number and the priority level. More than one number can be inserted, dividing them with a comma. Insert these parameters and click on "send". The document will be sent via fax.



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According to art. 13 DL 25 July 2005, n. 151" for the Accomplishment of RoHS and WEE Directives 2002/95/CE, 2002/96/CE, 2003/108/CE.

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The differentiated collection of this product when end of life, is organized and managed by Espia srl. Therefore the user is obliged to contact Espia at info@voismart.it or by phone 02/70633354 and follow the instruction that will be provided.

The separated collection of rubbish in order to maximise the recycling and the draining of materials aids in respecting the environment, reducing negative side effects and supports the re-use of raw materials

The unlawful draining of this product, is punished by law.

End Document

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