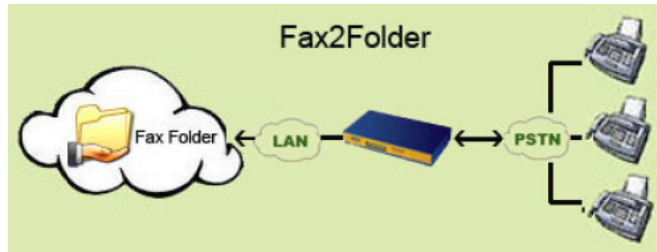


Fax to Folder

This function allows received and sent faxes to be stored and backup to any shared folder in PC, server and NAS automatically. Users are no longer worried about losing faxes. There is no need to perform manual backup on your own.



Setup Procedure:

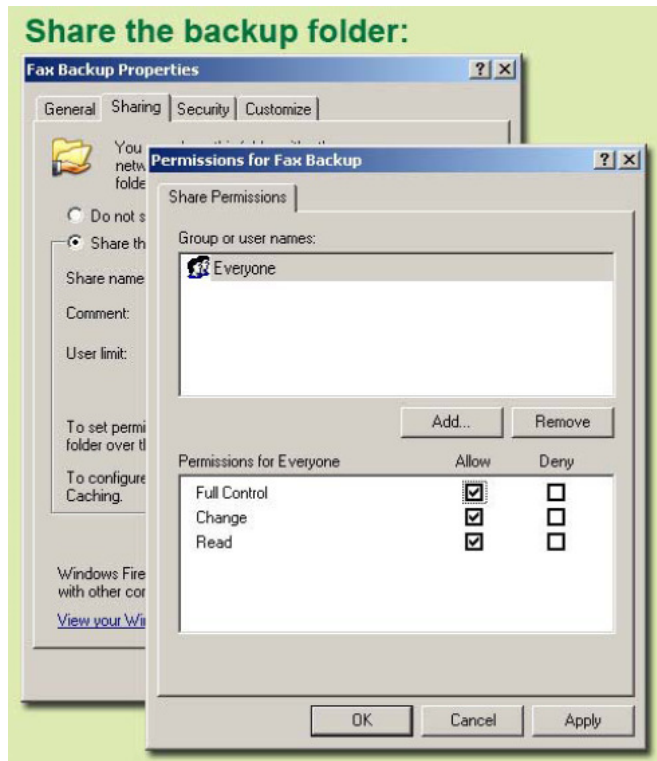
1. Share a folder in PC on the network and make it under full control state.
2. Login into fax server via web browser and setup the parameter under User Management.
3. Click **Fax2Folder Test** to perform a test. While the setup is successful a test file will be stored in the specified share folder. (Please note that if you have assigned a sub-directory, this test file will be in the sub-directory.

Application:

- Every user can store faxes to any specified folder and name the backup folder as you want. This makes it easier for each user to locate their faxes.
- The appointed backup folder can be in the user's computer or in the LAN. Ensure that you allow full control share rights.
- When you setup Fax2Folder parameter under the relevant username, all sent and received faxes will be automatically stored in the appointed backup folder created by user. And if you choose the default setting by admin, all faxes can be stored to the backup folder specified by admin.

Features:

- Backup sent & received faxes at any convenient time or have them saved automatically.
- No printing is required.
- You can read your faxes in the shared folder.
- Backup as much as you want without limitations.
- Real time backup and no worries of losing faxes.



Fax2Folder setting:

Fax2Folder setting:

Fax2Folder:	
Default Fax2Folder:	<input type="checkbox"/> (Setup in admin)
Share:	Fax Backup
Sub Directory:	fax
Host IP:	192.168.1.116
Workgroup:	
Account:	username
Password:	●●●●●●
Fax2Folder:	<input checked="" type="checkbox"/>
NotifyByFolder:	<input type="checkbox"/> Fax2Folder Test

Check to ignore local settings and make use of default settings

Shared folder name

Sub-folder name if applicable (optional can leave it blank)

IP address of the PC that holds the share folder

Name of workgroup. (optional can leave it blank)

Fax server account name

Fax server account password

Check to enable Fax2Folder function

Click to test your setup

Check to enable