



Soft Solutions, Inc.



4-Sight FAX Web Client 7.5

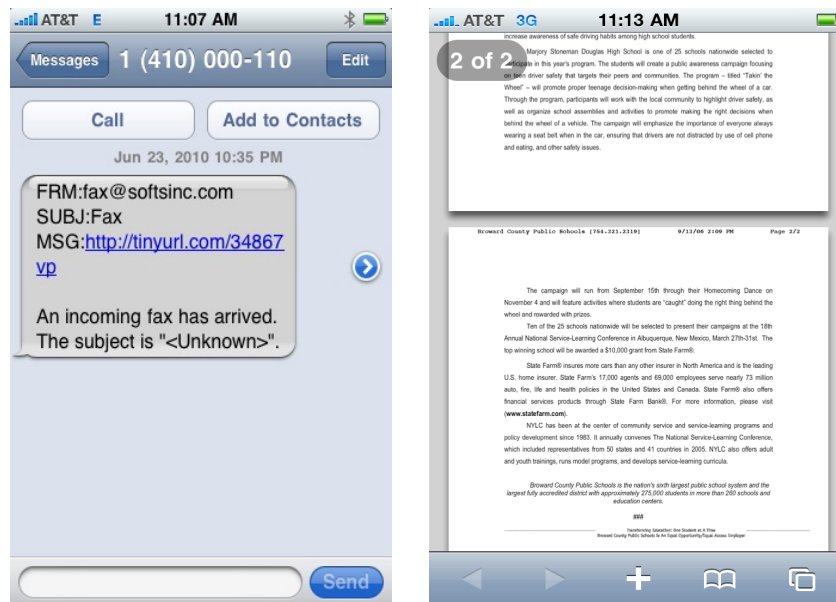
Introduction

The new 4-Sight FAX Web Client 7.5 provides customers direct access to their faxes from the Internet. Using any web browser or web-enabled handheld device, users can create, send, view, and download their faxes quickly and easily.

Access to the Web Client is established and controlled by the 4-Sight FAX Server Administrator. Once an end-user has the Web Client feature enabled, their local 4-Sight FAX address book and the centralized FAX Server address book are available to the Web Client when sending faxes.

To access the web client, a user navigates to the log-in page (see the link below). There, they would type in their FAX server URL (or static IP address), user name, password, server port number (8008 or 8998), and specify their language (11 languages available).

The 4-Sight FAX Web Client is a hosted solution accessible at <http://www.4sightfax.com/webclient>. FAX Server options enable users to receive emails or text messages containing direct hyperlinks to their faxes. Below is an example of an iPhone text message received and the resulting fax after clicking on the hyper-link.



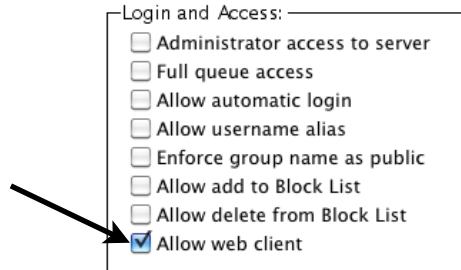
The 4-Sight FAX Web Client is an optional feature, and is available on a nominal-priced annual subscription plan. While all Users have free access to the 4-Sight FAX desktop client, the Web Client option must be specified at the 4-Sight FAX Server for an end-user to gain access. For more information, please visit our web site at <http://www.4sightfax.com> or contact a representative at Soft Solutions at 770.457.9400.

Setting up the Web Client

Users licensed for the web client can create and view faxes from an Internet browser.

To enable a user's access to the web client, Administrators should follow these steps:

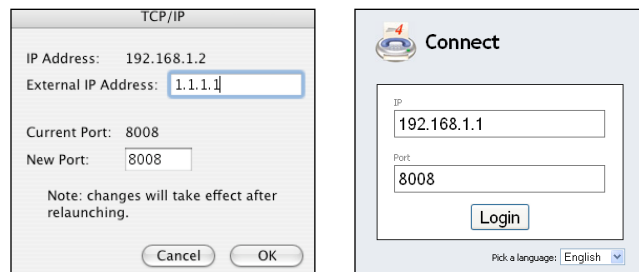
1. Go to your main menu on the FAX Server and select Setup → Security Setup → User Setup.
2. Select the User you want to enable Web Access for.
3. In the “Login and Access” section of the user preferences panel, select the bottom checkbox titled “Allow web client”. This enables the user to log into the web client.



4. Click on the “OK” button to save the User preferences.

Now, open up any Internet browser to access the web client. Note that in order to use the web client, you must have an external IP address assigned to your FAX server. Ask your 4-Sight Fax Administrator to go to the Setup → TCP/IP menu to show the external IP address and port. The IP address and port must be set before users can login to the web client. The external IP address is generally available from your ISP (Internet Service Provider).

Please Note: Soft Solutions, Inc. suggests using port **8008** for Web Client communications. However, port 8008 is used by XServe machines for iCal calendar syncing. If you are running your Fax Server on an XServe machine, use port **8998** for TCP/IP connectivity.



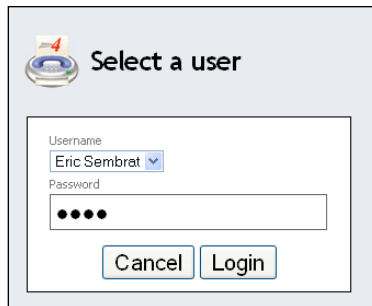
5. From your web browser, go to <http://www.4sightfax.com/webclient/>. Type in the external IP address and port number listed from the server, select a preferred language, and click login.

Note: In place of the external IP address, you can use a DNS address (if available), such as www.yourfaxserver.com, in its place.

For SSL encryption, please access a SSL-enabled Web Client at the following address: <https://www.softsinc.com/webclient/>. The SSL-enabled Web Client provides log-in and fax-sending capability with 128-bit encryption.

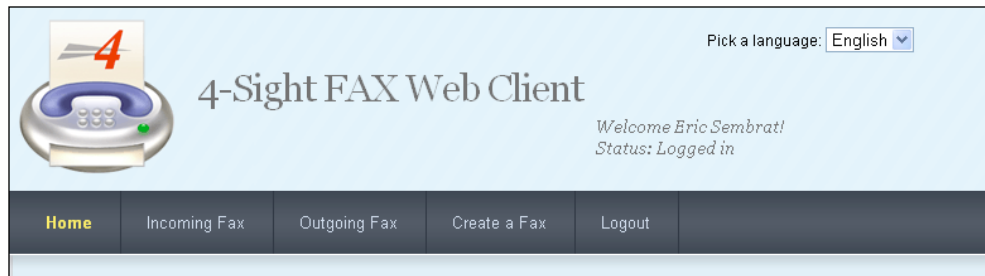
Please note that SSL security is not enabled on the default Web Client address.

6. On the next screen, select your user name and type in your account's password. Click login to access the account and enter the web client interface.



The screenshot shows a login window titled "Select a user". It features a "4-Sight" logo at the top left. Below the title, there is a "Username" field with a dropdown menu currently showing "Eric Sembrat". Below that is a "Password" field with four black dots for masking. At the bottom of the form are two buttons: "Cancel" and "Login".

7. Once logged in, the following menu screen displays:

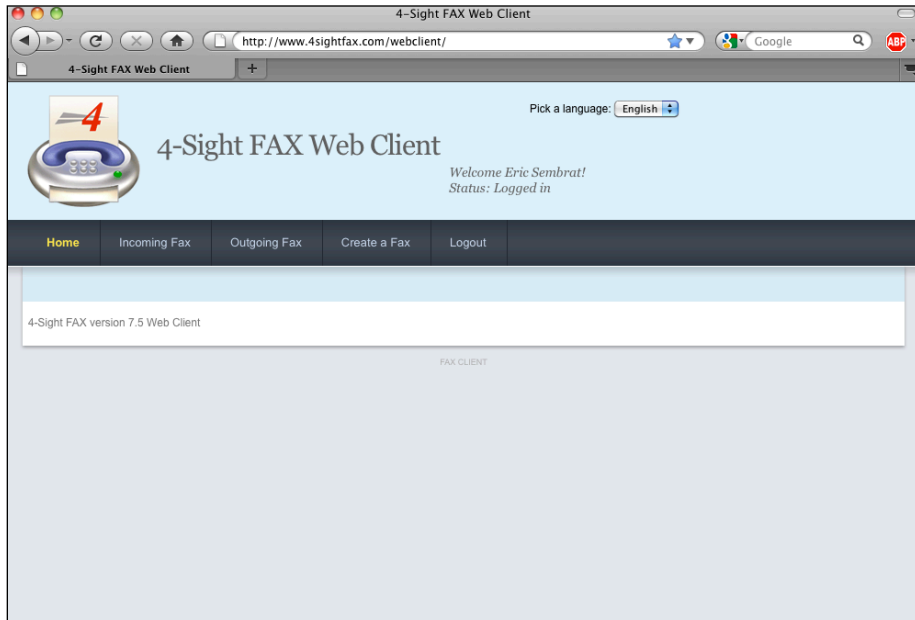


Note that the Web Client is available in several languages:

- Chinese
- Dutch
- English
- French
- German
- Greek
- Italian
- Japanese
- Korean
- Polish
- Spanish
- Swedish

To change a language, either use the drop down box at the log-in page or at the top of the navigation pages to change your language.

Using the Web Client



The web client consists of three main sections: Incoming Fax, Outgoing Fax and Create a Fax.

1. Use the Incoming Fax to view and download received faxes. Click the “Download” link to the right of each received fax to download as a PDF or TIFF document.

Incoming Fax:

Mine All 6 faxes Choose output file type: Pdf Tiff

From	To	Subject	Date	Pages	Status	Download
Orlando	Eric Sembrat	Vacation Package	2010-05-17 13:51:53	1	Received	Download
	Eric Sembrat	Insurance	2010-05-14 13:43:37	1	Received	Download
	Eric Sembrat	Capital	2010-05-12 19:38:56	1	Received	Download
Healthcare	Eric Sembrat	Health care plan	2010-05-12 14:24:26	1	Received	Download
AT&T	Administration	2 Yr Proposal & Contract	2009-12-17 18:28:10	9	Received	Download
Cancun Cafe	Eric Sembrat	Weekly Menu 9/25	2006-09-25 11:37:07	1	Received	Download

2. Use the Outgoing Fax to view and download sent faxes. Click the Download text to the right of each sent fax to download as a PDF or TIFF document.

Outgoing Fax:

Mine All 22 faxes Choose output file type: Pdf Tiff

From	To	Subject	Date	Status	Download
Eric Sembrat	Regular Dialing (Long)		2010-06-17 16:42:01	Rejected	Download
Eric Sembrat	Smart Dialing (Long)		2010-06-17 16:41:28	Rejected	Download
Eric Sembrat	Regular Dialing (Local)		2010-06-17 16:40:55	Rejected	Download
Eric Sembrat	Smart Dialing (Long)		2010-06-17 16:36:21	Rejected	Download
Eric Sembrat	Smart Dialing (Local)		2010-06-17 16:35:09	Rejected	Download
Eric Sembrat	John Doe		2010-06-09 18:50:30	Rejected	Download
Eric Sembrat	b		2010-06-07 15:39:26	Rejected	Download

3. Click the “Create a Fax” tab to create a fax. Contacts are shown from the server and/or local address books. Users can also add a new contact. You can attach a PDF or TIFF file to the fax, and create a Cover Page using any of the 14 templates on the fax server.

Select a Recipient:

Personal Server Both

Full name	Company	Fax Number
Joanna Blythe	Randstad	770-454-9800
Andrew Carr	Soft Solutions, Inc.	770-454-9800
Tim Haratine	Soft Solutions, Inc.	770-454-9800
Phil Weiss	Soft Solutions	770-454-9800

For any Web Client user, the user’s local address book is automatically copied to the Fax Server for access by the web client. Users can then manually publish their local address book to the Fax Server after changes are made. For more information on publishing local address book updates, please see the 4-Sight Fax Client manual.

After selecting a recipient, you can attach a single (1) PDF or PNG file by clicking on the “Browse...” button. A user can select a server cover-page from the drop down menu. Once all settings and information are finalized, click on the “Send” button to initiate sending a fax.

Fax Details:

Subject:

Recipient / Company: /

Fax Number:

Priority:

Resolution:

Cover Page:

Private:

Comment:

PDF File:

Questions?

Questions or comments about this guide? Need clarification? Email support@softsinc.com with your comments or questions.