



Apple

LaserWriter 16/600 PS Fax Card



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User's Guide

 Apple Computer, Inc.

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Communications regulation information

The following information is provided in compliance with US FCC (Federal Communications Commission) and Canadian DOC (Department of Communications) regulations.

FCC statement

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. See instructions if interference to radio or television reception is suspected.

Radio and television interference

The equipment described in this manual generates, uses, and can radiate radio-frequency energy. If it is not installed and used properly—that is, in strict accordance with Apple’s instructions—it may cause interference with radio and television reception.

This equipment has been tested and found to comply with the limits for a Class B digital device in accordance with the specifications in Part 15 of FCC rules. These specifications are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation.

You can determine whether your computer system is causing interference by turning it off. If the interference stops, it was probably caused by the computer or one of the peripheral devices.

If your computer system does cause interference to radio or television reception, try to correct the interference by using one or more of the following measures:

- Turn the television or radio antenna until the interference stops.
- Move the computer to one side or the other of the television or radio.
- Move the computer farther away from the television or radio.
- Plug the computer into an outlet that is on a different circuit from the television or radio. (That is, make certain the computer and the television or radio are on circuits controlled by different circuit breakers or fuses.)

If necessary, consult an Apple-authorized service provider or Apple. See the service and support information that came with your Apple product. Or, consult an experienced radio/television technician for additional suggestions. You may find the following booklet helpful: *Interference Handbook* (stock number 004-000-00493-1). This booklet, prepared by the Federal Communications Commission, is available from the U.S. Government Printing Office, Washington, DC 20402.

IMPORTANT Changes or modifications to this product not authorized by Apple Computer, Inc., could void the FCC Certification and negate your authority to operate the product.

This product was tested for FCC compliance under conditions that included the use of Apple peripheral devices and Apple shielded cables and connectors between system components. It is important that you use Apple peripheral devices and shielded cables and connectors between system components to reduce the possibility of causing interference to radios, television sets, and other electronic devices. You can obtain Apple peripheral devices and the proper shielded cables and connectors through an Apple-authorized dealer. For non-Apple peripheral devices, contact the manufacturer or dealer for assistance.



DOC statement

DOC Class B Compliance This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set out in the interference-causing equipment standard entitled “Digital Apparatus,” ICES-003 of the Department of Communications.

Observation des normes—Classe B Cet appareil numérique respecte les limites de bruits radioélectriques applicables aux appareils numériques de Classe B prescrites dans la norme sur le matériel brouilleur : “Appareils Numériques”, NMB-003 édictée par le ministre des Communications.

VCCI statement

情報処理装置等電波障害自主規制について

この装置は、第二種情報装置（住宅地域又はその隣接した地域において使用されるべき情報装置）で住宅地域での電波障害防止を目的とした情報処理装置等電波障害自主規制協議会（VCCI）基準に適合しております。

しかし、本装置をラジオ、テレビジョン受信機に近接してご使用になると、受信障害の原因となることがあります。

取扱説明書に従って正しい取り扱いをしてください。

Notify your telephone company

Some telephone companies require that you notify the local business office when you hook up a modem to their lines.

Information you need in the United States

The Apple LaserWriter 16/600 PS Fax Card complies with Part 68 of the FCC rules. On this card is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN). If requested, provide this information to your telephone company.

- Ringer equivalence number (REN): The REN is useful to determine the quantity of devices you may connect to your telephone lines and still have all those devices ring when your telephone number is called. In most, but not all areas, the sum of the RENs of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.
- Telephone jack type: USOC, RJ-11

An FCC-compliant telephone cord and modular plug are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack that complies with Part 68 rules. See the installation instructions for details.

Telephone line problems

If your telephone doesn't work, there may be a problem with your telephone line. Disconnect the product to see if the problem goes away. If it doesn't, report the problem either to your local telephone company or to your company's telecommunications people.

If disconnecting the product eliminates the problem, the product itself may need service. See the service and support information that came with your Apple product for instructions on how to contact Apple or an Apple-authorized service provider for assistance.

If you do not disconnect your modem when it is adversely affecting the telephone line, the telephone company has the right to disconnect your service temporarily until you correct the problem. The telephone company will notify you as soon as possible. Also, you will be informed of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of your equipment. If this happens, the telephone company will provide advance notice in order for you to make the necessary modifications to maintain uninterrupted service.

The Apple LaserWriter 16/600 PS Fax Option will not work with party lines, cannot be connected to a coin-operated telephone, and may not work with a private branch exchange (PBX).

Telephone Consumer Protection Act

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it was sent and an identification of the business or other identity, or other individual sending the message and the telephone number of the sending machine of such business, entity, or individual.



Information you need in Canada

The Canadian Department of Communications (DOC) label identifies certified equipment. This certification means that the equipment meets certain telecommunications network operational, and safety requirements. The Department does not guarantee the equipment will operate to a user's satisfaction.

Before installing this equipment, make sure that you are permitted to connect to the facilities of the local telecommunications company. Be sure you use an acceptable method of connection to install the equipment. In some cases, you may extend the company's internal wiring for single-line individual service by means of a certified telephone extension cord. Be aware, however, that compliance with these conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any equipment malfunctions or repairs or alterations that you make to this equipment may cause the telecommunications company to request that you disconnect the equipment.

In Canada, contact Apple at:
7495 Birchmount Road
Markham, Ontario
L3R 5G2
800-263-3394

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

WARNING Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or electrician.

- Load number: See the label on the card.

The load number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to the telephone loop that is used by the device, to prevent overloading. The termination of a loop may consist of any combination of devices, subject only to the requirement that the sum of the load numbers of all devices does not exceed 100.

- Telephone jack type: CA-11



About the LaserWriter 16/600 PS Fax Card



The LaserWriter 16/600 PS equipped with fax capability gives you the ability to send and receive facsimiles (faxes) with fax machines and other printers equipped with the fax card.

What the fax card can do

When equipped with the fax card, the LaserWriter 16/600 PS

- Sends documents to any CCITT (International Telephone and Telegraph Consultative Committee) Group III-compatible fax machine or printer from an Apple Macintosh or IBM PC or compatible computer
- Receives and prints fax transmissions at 200 dpi—the Group III standard—from Group III-compatible fax machines
- Receives and prints fax transmissions at 600 dpi from other printers equipped with PostScript fax capability
- Sends PostScript-language files to other printers that have PostScript fax capability so that documents print at the resolution of the receiving printer
- Sends a fax to multiple destinations with one command
- Delays fax transmission up to 24 hours, so you can schedule faxes for economy and convenience
- Enables all users on a network connected to the printer to send faxes and to receive fax printouts at the printer
- Sends and receives documents at speeds up to 9600 bps

The power of PostScript fax

What is a PostScript fax and what are its advantages? Rather than being a graphical image, a PostScript fax is a script that a receiving PostScript device can interpret and act on. This means that a PostScript document can summon numerous graphical and font capabilities unavailable to an ordinary fax.

The biggest advantage is that because you're sending the fax in a resolution-independent format, fax quality is substantially better. A second advantage is that because of the compactness of a script, sending a PostScript fax takes less time, thereby lowering telephone costs.

1

Installing the Fax Card



This chapter explains how to set up your LaserWriter 16/600 PS printer and install the PostScript fax card. You can easily install the fax card yourself. However, if you prefer, an Apple-authorized service provider can install it for you. Before installing your fax card and software, be sure to take a look at the Read Me file on the *Macintosh Fax Printer Disk 1*. It contains late-breaking information that is not in this book.

Do you have what you need?

To send and receive faxes with your LaserWriter 16/600 PS printer, you need the following:

- The fax card
- An Apple Macintosh computer using system software version 7.0 or later
or
An IBM PC or compatible computer using DOS 3.3 or later with at least 640K of memory, or using Microsoft Windows 3.1 or 3.11 with at least 1 MB of memory (4 MB or more recommended)
- For Macintosh users, the two *Macintosh Fax Printer* disks
- For DOS or Windows users, the *Windows and DOS Fax Printer* disk
- An anti-electrostatic or grounding wrist strap (supplied with the fax card)
- A wall phone jack that accepts an ordinary RJ-11 or CA-11 telephone cord. The fax card won't work if it's connected to a digital phone line, designed to carry computer data exclusively. It may not work if it's connected to a digital private exchange (PBX) system.
- A telephone cord for connecting the printer to the phone jack (supplied with the fax option)
- A Phillips screwdriver

Important safety information

Follow these safety guidelines to protect yourself and your equipment:

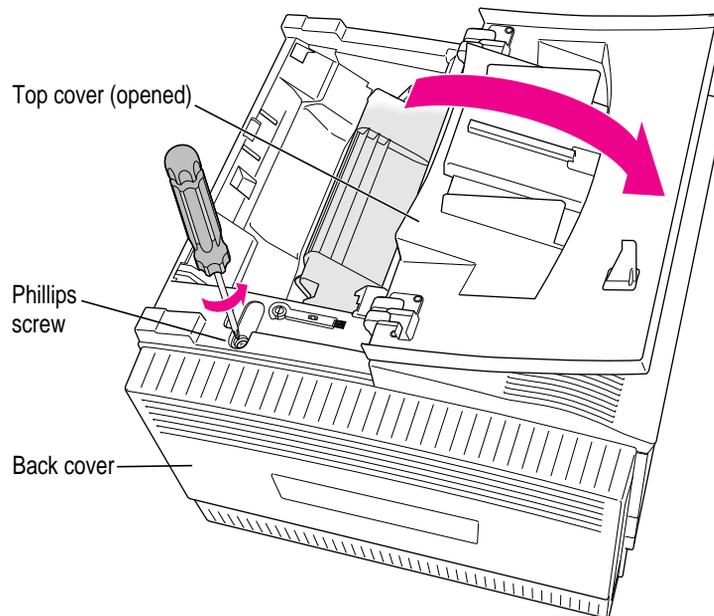
- Never install telephone wiring during a lightning storm
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface
- Use caution when installing or modifying telephone lines

Installing the fax card

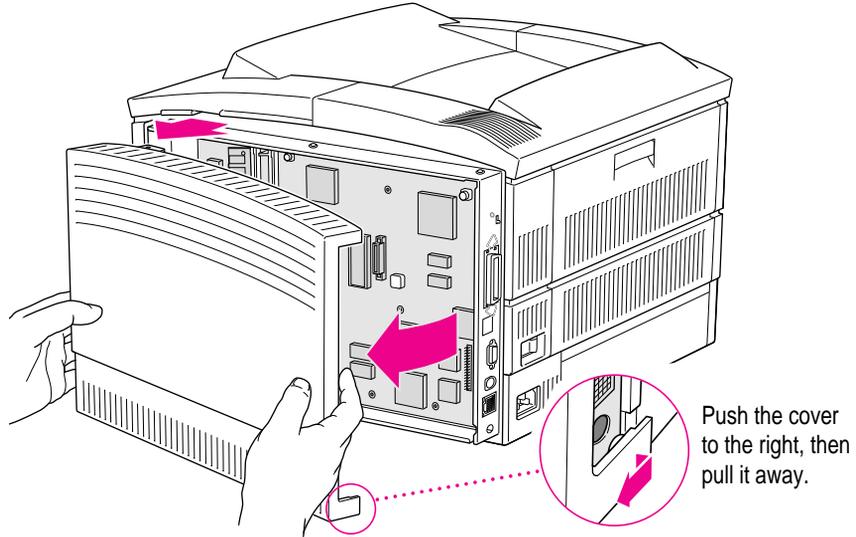
Installing the card involves opening the LaserWriter 16/600 PS printer, installing the fax card, closing the printer, and connecting the printer to a phone outlet. Be sure to wear the grounding wrist strap when working with the card. Follow these steps.

WARNING Make sure the printer is turned off.

- 1** If necessary, turn the printer so that the back cover (opposite the side with the Apple logo and printer's name) is accessible.
- 2** Open the top cover all the way.

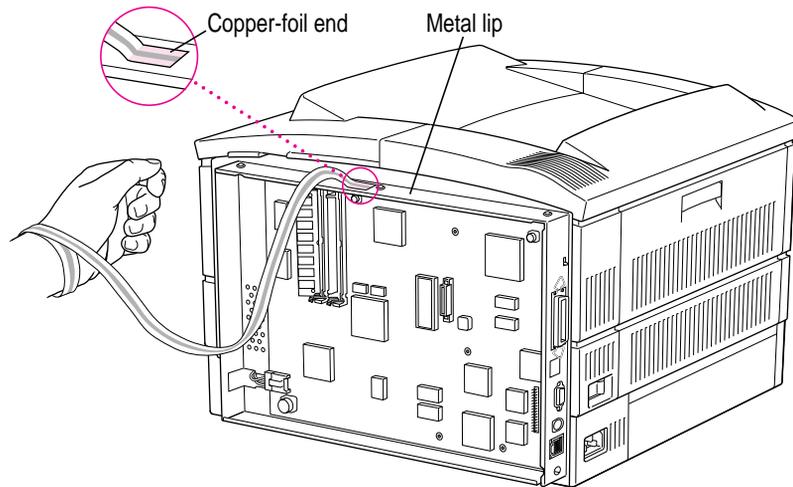


- 3** Locate the Phillips screw on the top of the printer (near the green cleaning brush). The screw secures the back cover to the printer.
- 4** Unscrew and remove the screw. Put it in a safe place.
- 5** To minimize the toner cartridge's exposure to light, close the printer's top cover.
- 6** Place your left hand on the left edge of the back cover and grasp the lower-right corner with your right hand. Push the cover toward the right, pulling the cover's right side away from the printer. The back cover should slip out and away.



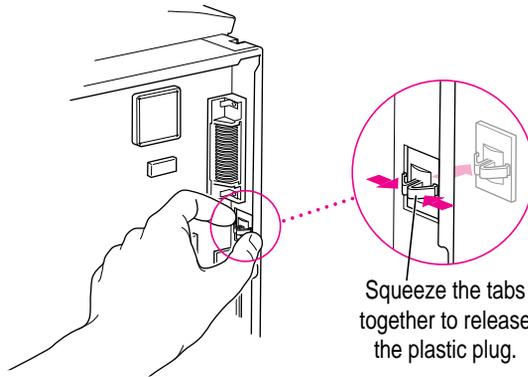
IMPORTANT Be sure to put on the grounding wrist strap before handling the fax modem card or any internal printer parts. The strap grounds you to the printer, preventing any static discharge that might harm the card or printer. Wearing the strap cannot harm you. Follow these steps.

- 1** Wrap the end of the strap that does not have copper foil on it around your wrist. The strap's light adhesive coating keeps it attached to your wrist, while allowing for easy removal.
- 2** Remove the backing from the piece of copper foil at the other end of the strap.
- 3** Attach the copper-foil end of the strap to the metal lip on the inside of the printer by pressing the adhesive backing against the metal.



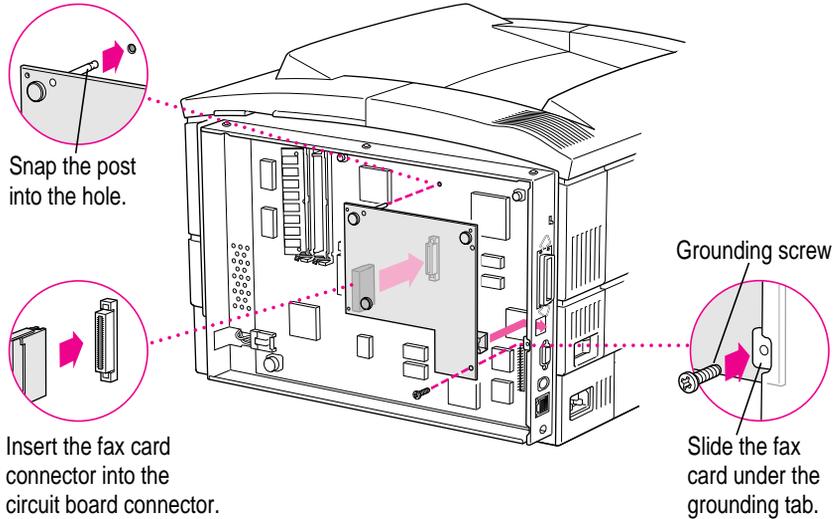
To install the fax card, follow these steps.

- 1 Find the connector opening marked “Fax” to the right of the back side of the printer. Remove the plastic plug from the inside of the connector opening.**



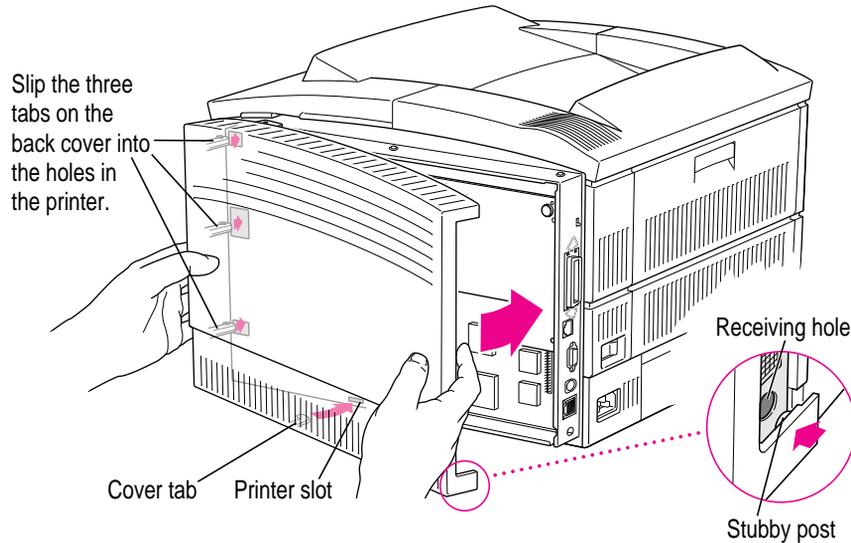
- 2 Hold the fax card with the component side toward the printer’s circuit board and slide its lower-right corner under the grounding tab, while matching the fax card connector and circuit board connector.**
- 3 After seating the card, make sure that the phone line connector protrudes from the connector opening marked “Fax.”**

- 4** Press firmly but gently on the left end of the card, so that the fax card connector and printer circuit board connector fully engage. The post should snap into the hole on the printer circuit board.
- 5** Secure the card to the grounding tab by tightening the supplied Phillips screw.
- 6** Detach the strap from the printer and from your wrist.



To replace the cover on the printer, follow these steps.

- 1** Line up the three tabs on the left edge of the back cover with the holes in the printer. Gently press the cover into the printer.
- 2** Locate the stubby post in the lower-right corner of the back cover. Align the stubby post in the cover with its receiving hole in the printer. Slide the cover to the left to guide the post and hole together with your right hand, while pushing in on the lower middle of the cover with your left hand. This action inserts the tab in the middle of the cover's lower edge into its receiving slot. The cover should slide into place.



To check the position of the back cover, open the top cover and look at the Phillips screw hole on the top of the printer. The hole should be unobstructed. (You shouldn't replace the vertical Phillips screw unless the back cover is properly positioned.)

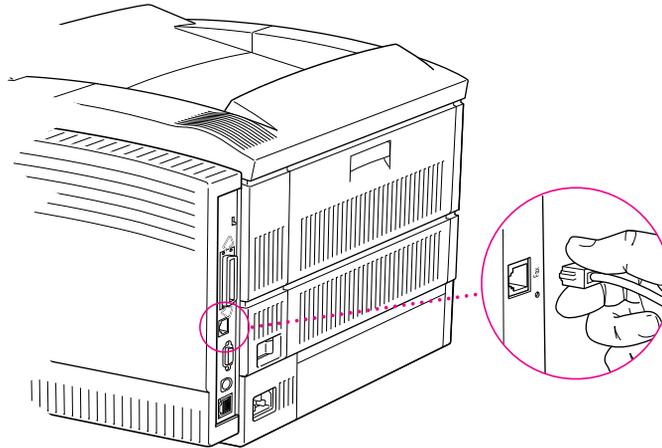
If the hole is obstructed, examine the edge of the back cover to see where it's improperly positioned. Is the cover too high? Is the bottom-center edge bulging? Wiggle the lower-right corner post into the hole while pressing gently on the cover. If you still don't get the cover to fit correctly, remove it and try again. It may take a few tries.

- 3** With the back cover properly positioned, replace the Phillips screw. Do not overtighten it.
- 4** Close the top cover.

Connecting the fax printer to a phone line

To connect your LaserWriter 16/600 PS printer to the phone line, follow these steps.

- 1** Connect one end of the telephone cable to the connector labeled “Fax” on the back of the printer and the other end to the phone jack on the wall.



- 2** Turn on the printer.

It'll take a few moments to print the startup page. Notice that the startup page shows a new icon and a new name for the printer: LaserWriter 16/600 PS Fax. This is the name that will appear in the Chooser, even if you previously named the printer.

- 3** If the printer software is not already installed, do it now.

For instructions, see your user's guide, *Apple LaserWriter 16/600 PS Setting Up, Connecting, and Using Your Printer*.

- 4** If the fax software is not already installed, install it now.

Macintosh users should see Chapter 2 in this book. DOS and Windows users should follow Chapter 4.

2

Installing the Fax Software on a Macintosh Computer



This chapter explains how to

- Install the fax software on a Macintosh computer
- Set up the fax software
- Select settings for incoming faxes
- Set the date and time

IMPORTANT Before you install the fax software, you need to install the LaserWriter 16/600 PS software that came with your printer and print a document to verify that the software is installed properly. Follow the instructions in the user's guide for the LaserWriter 16/600 PS.

Installing the fax software

The Installer program included on the *Macintosh Fax Printer* disks installs the LaserWriter Fax Utility program, the Fax Log utility, and the LaserWriter 8f printer driver. The LaserWriter 8f driver provides sophisticated fax capability along with the same features as the LaserWriter 8 driver that comes with the LaserWriter 16/600 PS printer. To save disk space, delete your old LaserWriter 8 driver after installing the new driver.

Follow these steps to install the fax software.

1 Insert the *Macintosh Fax Printer Disk 1*.

2 Double-click the Installer icon.



Installer

3 Click OK in the Installer's Welcome box.

The Easy Install dialog box appears.

4 Verify that the disk named is the disk you want to install software on; then click Install.

A status bar shows the progress of the installation. When installation is complete, follow the instructions on the screen.

The Installer places the following files and folders on your hard disk:

- The LaserWriter 8f driver, located in the Extensions folder (inside the System Folder)
- The LaserWriter Fax Software folder, located in the System Folder
- The LaserWriter Fax Utility program, located in the LaserWriter Fax Software folder
- The Fax Log utility, located in the LaserWriter Fax Software folder
- Alternate Cover Page.PS, a PostScript file you can use as a cover page (or modify if you are familiar with PostScript programming), located in the LaserWriter Fax Software folder
- Alternate Caption.PS, a PostScript file you can use to create a custom caption on pages you fax (if you are familiar with PostScript programming), located in the LaserWriter Fax Software folder
- LaserWriter 16/600 PS Fax (the default name for a printer with the fax option installed), a PostScript Printer Description (PPD) file located in the Printer Descriptions folder in the Extensions folder (inside the System Folder)



Setting up the fax software

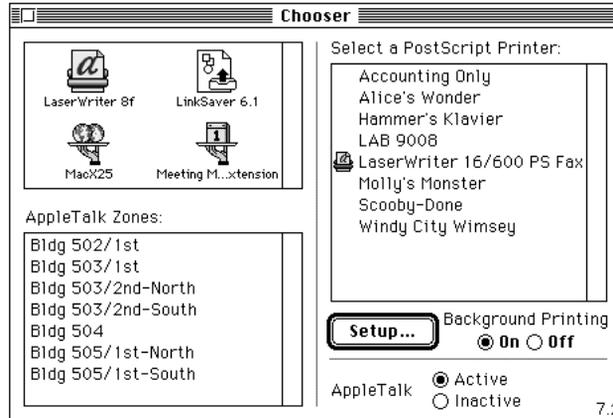
Follow these steps to set up the fax software.

- 1 Be sure the LaserWriter 16/600 PS printer is on.**

The following steps work only if the printer is on.

- 2 Choose the Chooser from the Apple () menu.**

The Chooser appears.



- 3 Click the LaserWriter 8f icon (in the left half of the window).**

If you don't see the LaserWriter 8f icon, scroll the window.

Note: At this point, your printer has the default name, LaserWriter 16/600 PS Fax, even if you previously named it something else. If there's already a printer named LaserWriter 16/600 PS Fax, the software will append a number to the end of the name. If you want to give the printer another name, you must rename it, using the Apple Printer Utility software that came with the printer.

The name of your fax printer appears in the right half of the window (along with the names of other available LaserWriter printers).

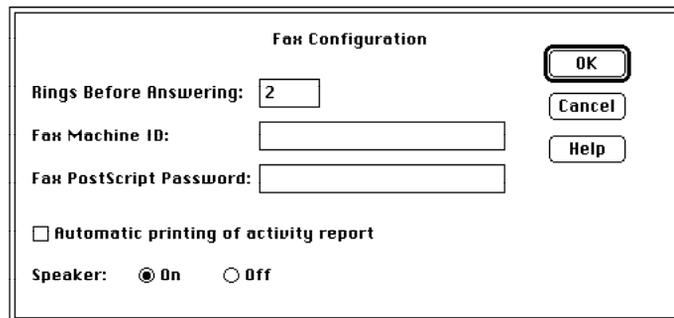
- 4 Click the name of your printer.
- 5 If you plan to send a fax to multiple destinations or if you plan to print copies of faxes you send, make sure **Background Printing** is on.
- 6 Click **Setup**.
- 7 Click **OK**.
- 8 Close the **Chooser**.

Selecting incoming fax settings

You can select options for incoming faxes, such as the number of rings before answering, using the LaserWriter Fax Utility. If you've come to this section without having done the the tasks in the previous section, make sure you've selected the LaserWriter 16/600 PS printer you want to use in the Chooser.

- 1 Find the **LaserWriter Fax Utility** inside the **LaserWriter Fax Software** folder that resides in the **System Folder**.
- 2 Double-click the **LaserWriter Fax Utility**.
- 3 Choose **Incoming Fax Settings** from the **Configuration** menu.

After a moment, the Fax Configuration dialog box appears.



The image shows a dialog box titled "Fax Configuration". It contains the following fields and options:

- Rings Before Answering:** A text input field containing the number "2".
- Fax Machine ID:** An empty text input field.
- Fax PostScript Password:** An empty text input field.
- Automatic printing of activity report**
- Speaker:** Two radio buttons, "On" (which is selected) and "Off".

On the right side of the dialog box, there are three buttons: "OK", "Cancel", and "Help".

- 4** In the Rings Before Answering box, type the number of rings after which the printer should answer an incoming call.
- 5** In the Fax Machine ID box, type up to 20 characters that your printer will send to other fax machines upon connection. For example, you could enter your company name or fax number.

The printer always sends an identifier, whether sending or receiving a fax. If you leave this blank, the printer may send its name or the phone number it is using.

- 6** If you want to receive PostScript faxes only from people who know your password, type the password you want to use in the Fax PostScript Password box.

If you use a password, be sure to inform the people who send you PostScript faxes.

- 7** If you want the printer to generate a list of faxes it sent and received after approximately 20 faxes, click the “Automatic printing of activity report” checkbox.

- 8** Turn the speaker on your fax printer on or off by clicking On or Off.

When the speaker is on, you can hear modem sounds, such as dialing, ringing, and connection.

- 9** Click OK to save the settings.

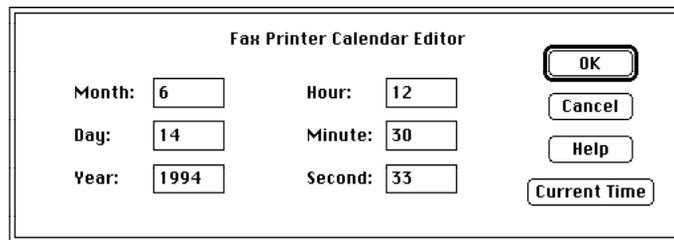
Setting the date and time

The fax printer stores the time and date, including it on activity reports, cover pages, and page captions (see “Selecting Transmission Options” in Chapter 3).

To set the time and date, follow these steps.

- 1 Find the LaserWriter Fax Utility inside the LaserWriter Fax Software folder that resides in the System Folder.
- 2 Double-click the LaserWriter Fax Utility.
- 3 Choose Fax Printer Calendar from the Configuration menu.

The Fax Printer Calendar dialog box appears.



Fax Printer Calendar Editor

Month:	<input type="text" value="6"/>	Hour:	<input type="text" value="12"/>	<input type="button" value="OK"/>
Day:	<input type="text" value="14"/>	Minute:	<input type="text" value="30"/>	<input type="button" value="Cancel"/>
Year:	<input type="text" value="1994"/>	Second:	<input type="text" value="33"/>	<input type="button" value="Help"/>
				<input type="button" value="Current Time"/>

- 4 Set the current date and time.

To use the current date and time stored on your Macintosh computer, click the Current Time button. To use a different time, type the new values in the boxes. Enter the hour in 24-hour format, where 0 means 12:00 midnight and 13 means 1:00 PM.

- 5 Click OK.

3

Using the Fax Software on a Macintosh Computer



This chapter explains how to send faxes from a Macintosh computer. It contains instructions for

- Selecting transmission options
- Creating and maintaining a fax phone book
- Sending and printing a fax
- Printing activity reports
- Using the LaserWriter Fax Log utility
- Receiving a fax

Selecting transmission options

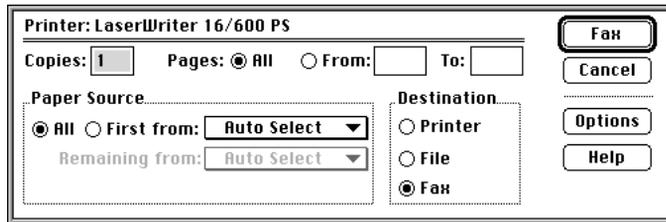
Fax transmission options specify how the software dials the receiving fax machine. To set options, you must open the Fax Destinations dialog box. Follow these steps.

- 1 Choose Print from your application program's File menu or, from the Finder, choose Print Window from the File menu.

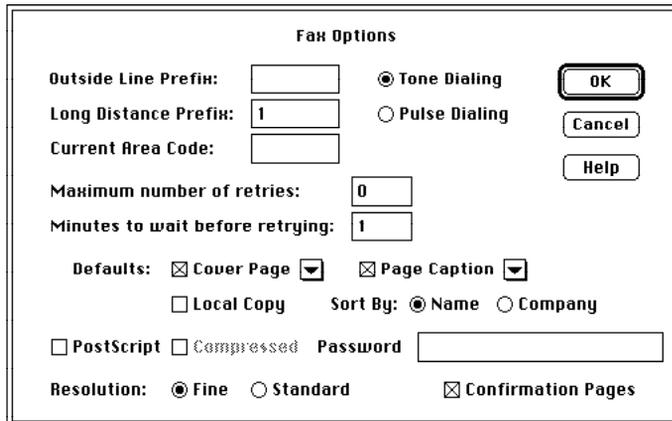
The LaserWriter Print dialog box appears.

- 2 In the Destination section, click Fax.

After you click Fax, the Print button becomes the Fax button.



- 3 To select fax transmission options, click Options in the Fax Destinations dialog box. The Fax Options dialog box appears.



Selecting dialing options

Follow these steps to select dialing options.

- 1 If your phone system requires that you dial a number or wait to get an outside line, type one or more of the following characters in the Outside Line Prefix box.**

To do this	Type this
Dial this number before dialing the fax number	0–9
Press this key before dialing the fax number	* or #
Wait for a dial tone	W
Pause for two seconds	,

For example, to dial 9 and then wait for a dial tone, type 9W.

You can override the outside line prefix for any fax transmission. It's a good idea to enter the outside line prefix you most often dial.

If you don't need to dial a number to get an outside line, leave this blank. It isn't necessary to type a W or comma (,) in the first position because the fax card always waits for a dial tone before dialing the first digit in a fax number.

- 2 Click Tone Dialing or Pulse Dialing.**
- 3 If you must dial a prefix, such as 1, to call outside your area code, type it in the Long Distance Prefix box.**
- 4 To make the area code from which you are dialing the default for sending faxes, type the area code in the Current Area Code box.**

If you leave this blank, you need only type area codes for numbers outside your area code.

Parentheses around the area code are optional. If you use parentheses here, you must also use them in fax numbers you add to your fax phone book. (See “Creating and Maintaining a Fax Phone Book,” later in this chapter.)

- 5 In the “Maximum number of retries” box, type the maximum number of times—0 to 100—the fax software should redial the fax number if it cannot connect.

Tip: Set this to a low number such as 1 or 2. No more than two tries are normally required. Large numbers of retries can tie up the printer with continued redials.

- 6 In the “Minutes to wait before retrying” box, type the number of minutes—1 to 60—you want the fax software to wait before redialing a number.

- 7 Click OK.

To send a fax, see the next section, “Sending a Fax to a Single Destination.” To set other options, such as a cover page, continue with the next sections.

Including a fax cover page

You can attach a fax cover page to the beginning of any fax transmission. The cover page lets the recipient know who sent the fax and to whom it is addressed.

To include a fax cover page:

- Make sure you are viewing the Fax Options dialog box.

- 1 Click the Cover Page checkbox.

- 2 Choose a cover page file from the Cover Page pop-up menu.



- Choose “Use Printer’s Default” to include a cover page consisting of the sender’s and receiver’s names, company names, and fax phone numbers.

Note: Default cover pages are permanently stored in the printer. The others are PostScript files on the Macintosh.

- Choose “Use <filename>” to select the cover-page file that was selected most recently. (This item is unavailable if you are installing the fax software for the first time.)

- Choose Change to select another PostScript file. When you installed the fax software, an alternate cover page file named Alternate Cover Page.PS was installed in the LaserWriter Fax Tools folder (in the System Folder). Both cover-page files present the same information, but use different formats. Experiment to see which file you prefer. You can modify Alternate Cover Page.PS, if you are familiar with PostScript programming.

The fax software will continue to use the cover-page file you choose for subsequent transmissions (when the Cover Page checkbox is selected), unless you choose a different file.

Including a page caption

If you wish, you can include a heading, or caption, on every page you transmit. For example, you may want to have your name, the date, and the page number on every page.

To include a caption:

- 1 **Make sure you are viewing the Fax Options dialog box.**
- 2 **Click the Page Caption checkbox.**
- 3 **Choose a caption from the Caption pop-up menu.**



IMPORTANT Captions do not appear on PostScript language transmissions.

- Choose “Use Printer’s Default” to include a caption that includes the sender’s name, receiver’s name, date, time, and page number. The sender’s and receiver’s names are the names you type in the Cover Page dialog box or the fax phone book.
- Choose “Use <filename>” to select the caption that was selected most recently. This item is unavailable the first time you install the fax software.
- Choose Change to select a new caption. When you installed the fax software, a caption file named Alternate Caption.PS was installed in the LaserWriter Fax Software folder (in the System Folder). It contains the same information as the default caption, but you can modify it if you are familiar with PostScript programming.

Printing a copy of a fax

Click the Local Copy checkbox in the Fax Options dialog box if you want a copy of the fax you send to be printed on your LaserWriter 16/600 PS printer. The fax software can print a copy only if Background Printing is turned on in the Chooser.

Printing a confirmation page

If you want the fax printer to print a confirmation page after each transmission, click the Confirmation Pages checkbox in the Fax Options dialog box. The page includes

- The time the fax was transmitted
- The number of pages it contained
- The duration of the transmission
- The destination fax number
- Other status information

Selecting the resolution

The LaserWriter 16/600 PS can transmit faxes at two Group III resolutions. In the Fax Options dialog box:

- Click Standard to transmit at 203 horizontal by 98 vertical dots per inch.
- Click Fine to transmit at 203 horizontal by 196 vertical dots per inch.

If you are sending to a printer equipped with PostScript fax capability, you can send and receive faxes at a higher resolution. Just transmit the fax as a PostScript-language file, as described in the next section.

Sending a PostScript fax

When you send a fax to a printer equipped with PostScript capability, you have the option of sending a PostScript fax instead of standard CCITT Group III data. The PostScript fax prints at the resolution of the receiving printer, typically 300 dots per inch or greater.

There are two benefits in sending PostScript-language files. First, the fax quality is substantially better, because the fax is printed at the receiving printer's resolution, on plain paper. Second, transmission time is usually shorter, resulting in lower telephone line charges.

To send a PostScript fax, click the PostScript checkbox in the Fax Options dialog box.

Follow these guidelines when you transmit PostScript-language faxes.

- You can send PostScript-language faxes only to printers equipped with PostScript fax capability.
- If the recipient has a fax password, you must provide the fax password when you transmit or else the transmission will fail.
- If the PostScript-language fax transmission fails, the printer automatically hangs up, re-dials, and re-sends the fax in Group III format. This ensures that the document is transmitted.
- For shorter transmission time, compress the file by selecting Compressed in the Fax Options dialog box.

If necessary, fonts are transmitted along with PostScript faxes to the receiving printer. The sending printer uses its own list of resident fonts to determine which ones need to be transmitted. If you have used the Apple Printer Utility to download additional fonts to your printer, it will assume that other printers have access to the same fonts and will not transmit these fonts along with a PostScript fax. In this case, the receiving printer will substitute the Courier font, possibly changing the formatting of the document. To prevent this from occurring, follow two guidelines.

First, use only the 35 standard printer-resident fonts. This avoids the need to transmit any fonts and reduces the transmission time for PostScript faxes. Second, use fonts that have not been previously downloaded to the printer with the Apple Printer Utility. This ensures that the fonts will be transmitted to the receiving printer.

Creating and maintaining a fax phone book

To save time typing recipients' names and fax numbers, you can create a fax phone book that contains frequently used numbers. When you prepare to transmit, select the recipients' names from the list; the software automatically inserts their fax numbers into the appropriate fields.

You can add individuals and groups to your fax phone book. A group is two or more individuals to whom you want to broadcast the same document.

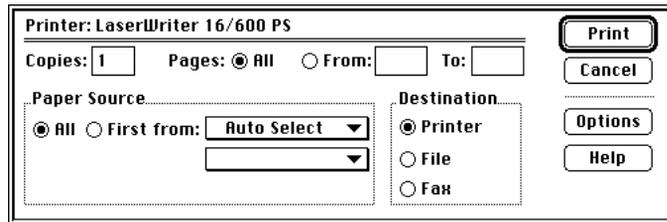
You add an individual to your fax phone book using the Fax Phone Book Editor. You can open the Editor in any of several ways:

- In the Fax Cover Page dialog box, click Add to Phone Book.
- Double-click the LaserWriter Fax Utility icon. Then choose Fax Phone Book from the Configuration menu.
- In the Fax Destinations dialog box, click Phone Book. This is the most common way to access the Phone Book.

Here's how to get to the Phone Book by way of the Fax Destinations dialog box. Follow these steps.

1 Choose Print from your application program's File menu.

The LaserWriter Print dialog box appears.



2 In the Destination section, click Fax.

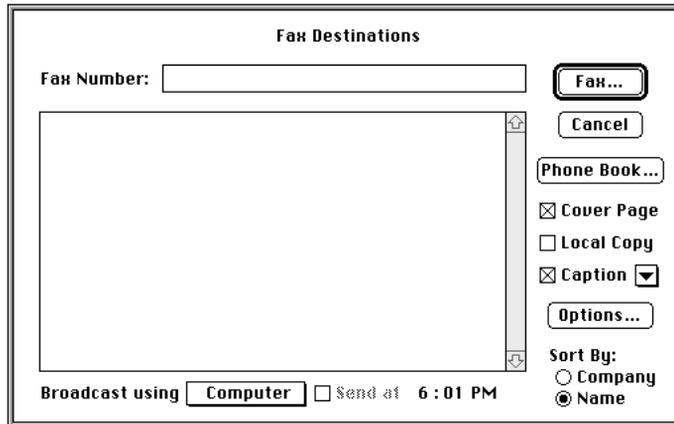
After you click Fax, the Print button becomes the Fax button.

By the way: Certain programs, such as Aldus PageMaker (version 4.2 and earlier) and QuarkXPress, use a printer driver other than Apple's. If you don't see the Fax button, click Cancel, and then choose Print again while holding down the Option key. If the Fax button still does not appear, refer to your program's user manual for instructions on using the LaserWriter 8 driver.

3 Select other printing options as you would ordinarily.

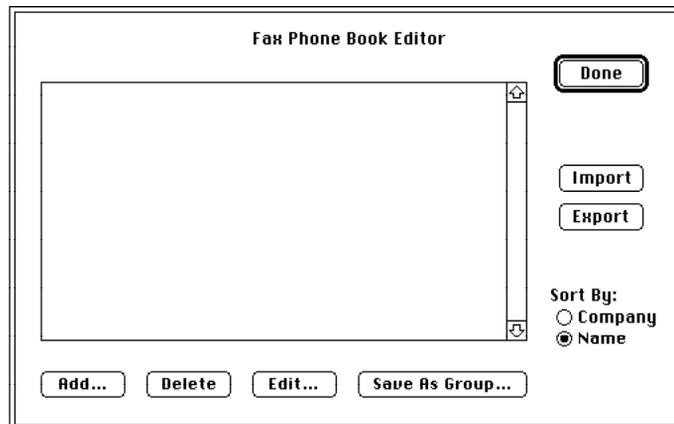
4 Click the Fax button.

The Fax Destinations dialog box appears.



5 Click Phone Book.

The Fax Phone Book Editor Dialog box appears.

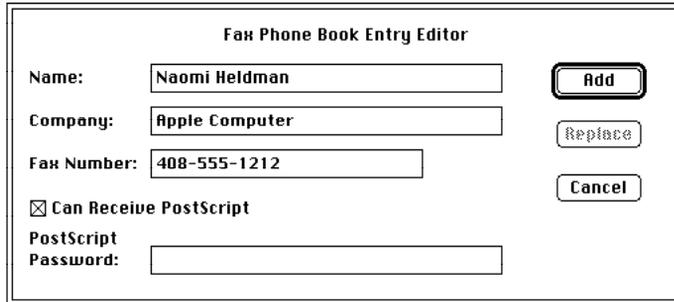


Adding individuals

To add an individual entry to the fax phone book, follow these steps.

- 1 **Click the Add button at the bottom of the dialog box.**

The Fax Phone Book Entry Editor dialog box appears.



The screenshot shows a dialog box titled "Fax Phone Book Entry Editor". It contains the following fields and controls:

- Name:** A text field containing "Naomi Heldman".
- Company:** A text field containing "Apple Computer".
- Fax Number:** A text field containing "408-555-1212".
- Can Receive PostScript**
- PostScript Password:** An empty text field.
- Buttons:** "Add", "Replace", and "Cancel" are located on the right side of the dialog.

- 2 **Type the name, company, and fax number.**

Be sure to use the same format for the fax number for every entry. For example, if you use parentheses around the area code, put them around every area code.

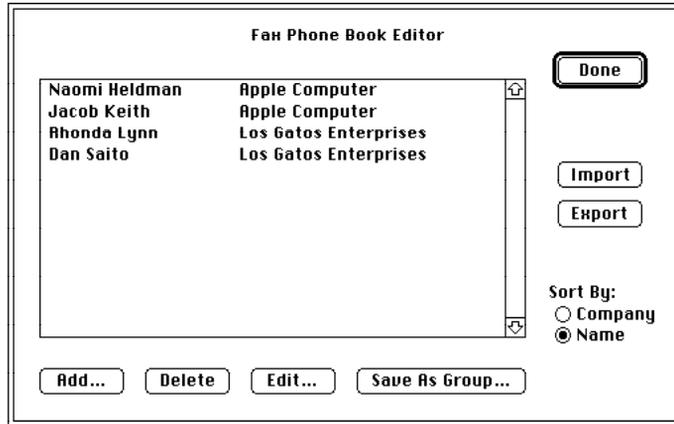
Note: If you're faxing from your own area code, be sure to set this as one of your options.

- 3 If the receiving fax supports PostScript, click the Can Receive PostScript checkbox. Then type the password, if you need to use one.

You can get the password from the recipient.

- 4 Click Add.

The new entry now appears in the fax phone book.



Adding groups

A group can consist of individuals and other groups. For example, you might create a Marketing group, an Engineering group, and a Documentation group, and then create a group that contains all three.

To add a group to the fax phone book, follow these steps.

- 1 Add each individual member of the group to the fax phone book.**

For instructions, see the previous section, “Adding Individuals.”

- 2 Hold down the Shift key as you click the individuals or groups you want to include.**

- 3 Click Save As Group.**

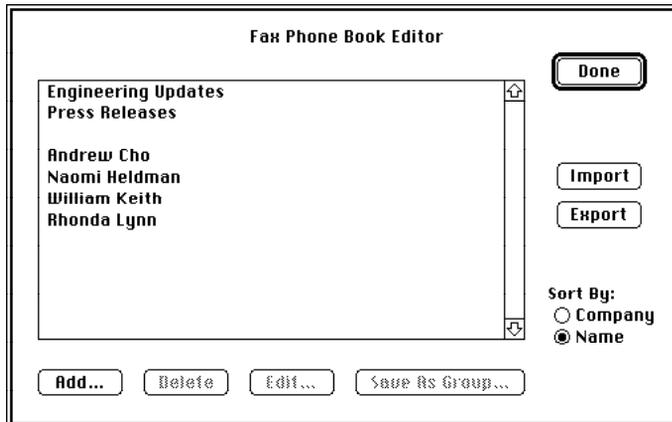
The Fax Group Editor dialog box appears.

- 4 Type the group name.**

- 5 Click Add.**

The group name now appears in the fax phone book.

The following fax phone book includes two groups, both containing two or more individuals in the list.



Importing phone book entries

You can create phone book entries in any application program that can create text (ASCII) files. Type the name, company name, fax number, and Y or N for the PostScript (Y/N)? item, separating each with a tab character and adding one tab character at the end of the line (before pressing the Return key). If you don't include the tab before the carriage return, you will get a file-format error message when you try to import the file.

IMPORTANT The PostScript (Y/N) field must be a capital Y or N.

By the way: You can leave an item blank, but be sure that this blank field has a tab character on either side.

The lines below show how to place tab characters.

Note: The symbol “<tab>” stands for one tab character, and “<cr>” is a carriage return. See the example below. In the first line, all four fields are present. In the second and third lines, some fields are missing.

```
Donald Terry<tab>ACME, Inc.<tab>804-555-9876<tab>Y<tab><cr>
Ann Smith<tab><tab>417-555-9112<tab>N<cr>
<tab>STEAM POWER CO.<tab>409-555-2431<tab>N<tab><cr>
```

As a general rule, don't exceed 100 entries in a phone book file. If you need more than this, see the suggestions in the “Troubleshooting” chapter near the end of the book.

Follow these steps to import a text file containing a phone book entry.

- 1 Display the Fax Phone Book Editor dialog box.**
- 2 Click the Import button.**

A file-selection dialog box appears.
- 3 Select the file you want to import; then click the Open button.**

The entries appear in your fax phone book.

Exporting phone book entries

You can exchange phone book entries with other people by exporting entries into a file that other people can import.

- 1 Display the Fax Phone Book Editor dialog box.**

- 2 Click Export.**

A dialog box appears.

- 3 Decide where you want to save the file, and type a name for the file.**

- 4 Click Save.**

This saves a file containing the fax phone book. You can import and use it on any Macintosh that is running the fax option software. You can view the contents of the exported phone book file with TeachText, SimpleText, or a word processor.

Sorting phone book entries

To sort entries by individuals' last names or company names, click the Sort by Name or Sort by Company button.

Editing phone book entries

You should edit entries in your fax phone book when a name, phone number, or company name changes. You can also edit an entry and save it under a new name. For example, if you want to add a person who works at the same company and has the same fax number as another person, you can edit the existing entry instead of typing a completely new entry.

To edit a fax phone book entry, follow these steps.

- 1 Click the individual or group you want to edit.**

- 2 Click Edit.**

- 3 Type the new information.**

- 4 Click Replace to replace the original entry with the edited entry, or click Add to save the edited entry as well as the original entry.**

Sending a fax

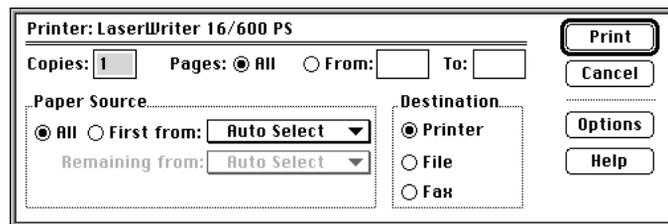
This section gives step-by-step instructions for sending a fax to an individual destination or multiple destinations. It also shows you how to set the time for sending a fax.

Sending a fax to a single destination

To send a fax to a single destination, follow these steps.

- 1 **Choose Print from your application program's File menu.**

The LaserWriter Print dialog box appears.



- 2 **In the Destination section, click Fax.**

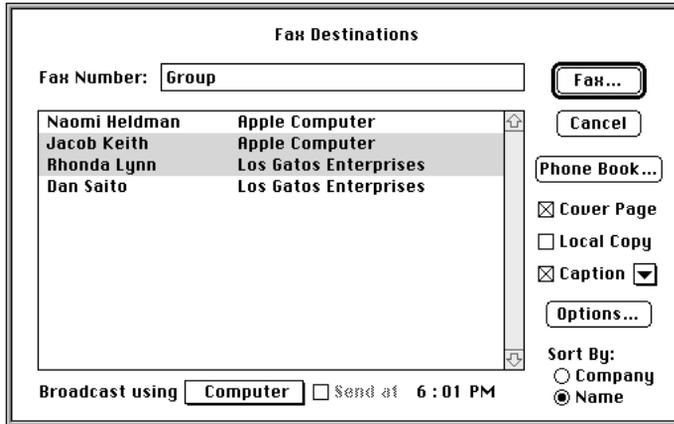
After you click Fax, the Print button becomes the Fax button.

By the way: Certain programs, such as Aldus PageMaker (version 4.2 and earlier) and QuarkXPress, use a printer driver other than Apple's. If you don't see the Fax button, click Cancel, and then choose Print again while holding down the Option key. If the Fax button still does not appear, refer to your program's user manual for instructions on using the LaserWriter 8 driver.

- 3 **Select other printing options as you would ordinarily.**

4 Click the Fax button.

The Fax Destinations dialog box appears.



If you have added entries to the fax phone book, they appear in the large panel. (See “Creating and Maintaining a Fax Phone Book,” earlier in this chapter.)

The first time you send a fax, you must specify how the software connects to the receiving fax machine. If you have not done this, see the earlier section, “Selecting Transmission Options.” When you’ve finished setting the options, return to this section and continue with step 5.

5 Specify the phone number.

Either type the fax phone number in the Fax Number box, or click the desired name.

If you specified an outside line prefix in the Fax Options dialog box (such as 9), it already appears in the Fax Number box. (To override the number in the box, type over it.)

You can click groups or individuals from the list or shift-click several entries to create a group “on the fly.”

6 Click the Fax or Send Fax button.

The Print button changes to “Fax” if you’ve selected a cover page. If you haven’t, it reads “Send Fax.”

If you did not select the Cover Page option, the fax software begins sending the fax. Depending on which options you have selected, you’ll hear and see different things. For example, if the speaker is on, you’ll hear the modem dial. If you selected Local copy, the printer will print a copy of your fax.

If you’ve selected Cover Page, the Fax Cover Page dialog box appears.

The image shows a dialog box titled "Fax Cover Page". It is divided into two main sections: "To:" and "From:".
In the "To:" section, there are three text input fields: "Name:", "Company:", and "Fax Number:". The "Fax Number:" field contains the text "408-555-1212". Below these fields is a dropdown menu labeled "Cover Page To Use" and a button labeled "Add To Phone Book...".
In the "From:" section, there are four text input fields: "Name:", "Company:", "Fax Number:", and "Voice Phone:". To the right of these fields is a button labeled "Options...".
At the bottom of the dialog is a large text area labeled "Comments:".
Buttons for "Send Fax" and "Cancel" are located on the right side of the dialog, near the top.

If you selected the recipient from the fax phone book, the recipient’s name, company, and fax number appear in the Name, Company, and Fax Number boxes.

If you selected a group from the fax phone book, each recipient’s name, company, and fax number will appear on the recipient’s cover page.

7 Fill out the Fax Cover Page dialog box.

To add the address you’ve typed to your fax phone book, click Add to Phone Book; then click OK.

8 Click Fax to begin sending the cover page and the fax.

If you selected a group from the fax phone book, each recipient’s name, company, and fax number will appear on the recipient’s cover page.

Sending a fax to multiple destinations

You can “broadcast,” or send a fax to multiple recipients with a single command.

Decide whether you want the LaserWriter 16/600 PS printer or your Macintosh computer to manage the broadcast.

- If you select the printer, your computer sends a single copy of the file to the fax printer, which then sends a copy to each recipient. There are two advantages to using the printer as the broadcast device. First, the printer can transmit the fax, even if the computer is turned off. Second, it's easier to delay transmission (see the section “Delaying Transmission”). However, the job of reproducing multiple faxes can consume so much printer memory that no memory is left to handle other jobs.
- If you select the computer, the Macintosh makes one copy of the file for each recipient. Each copy becomes a separate job in the print queue. Use the computer if you plan to use your LaserWriter 16/1600 PS printer for printing during the fax broadcast.

Note: If you want to send a single fax to multiple recipients in the two different formats—PostScript and Group III printers—you must send through the computer, not through the printer.

When you create a mixed group, you get an alert when you broadcast using the printer instead of the computer. The alert states: “When sending a single job to a group with mixed PostScript and Group 3 fax capabilities, Broadcast Using Computer must be selected.”

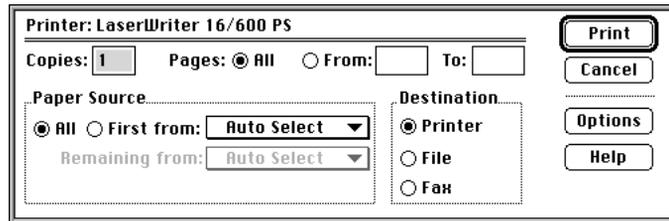
Note: If you plan to use the computer (not the printer) to manage the broadcast, make sure that Background Printing is turned on.

If you plan to use the printer to manage the broadcast, Background Printing can be on or off.

Follow these steps to broadcast a fax to multiple locations.

1 Choose Print from your application program's File menu.

The LaserWriter Print dialog box appears.



2 In the Destination section, click Fax.

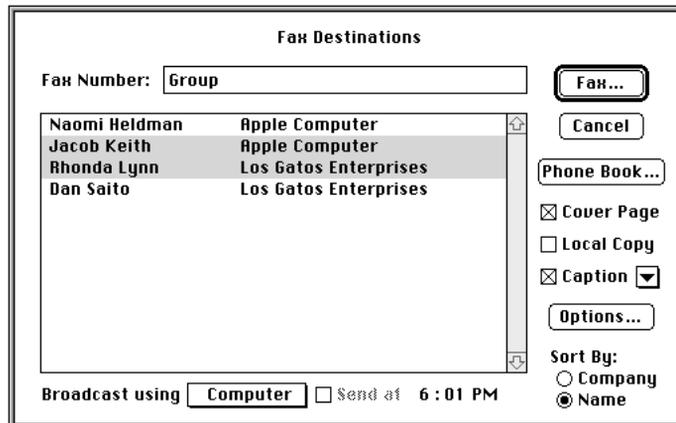
After you click Fax, the Print button becomes the Fax button.

By the way: Certain programs, such as Aldus PageMaker (version 4.2 and earlier) and QuarkXPress, use a printer driver other than Apple's. If you don't see the Fax button, click Cancel, and then choose Print again while holding down the Option key. If the Fax button still does not appear, refer to your program's user manual for instructions on using the LaserWriter 8 driver.

3 Select other printing options as you would ordinarily.

4 Click the Fax button.

The Fax Destinations dialog box appears.



If you have added entries to the fax phone book, they appear in the large panel. (See “Creating and Maintaining a Fax Phone Book,” earlier in this chapter.)

The first time you send a fax, you must specify how the software connects to the receiving fax machine. If you have not done this, see the earlier section, “Selecting Transmission Options.” When you’ve finished setting the options, return here and continue.

If you specified an outside line prefix in the Fax Options dialog box (such as 9), it already appears in the Fax Number box. (To override the number in the box, type over it.)

- 5** Hold down the Shift key as you click the individuals and groups to which you want to transmit the fax.
- 6** From the “Broadcast using” pop-up menu, choose a device to manage the transmission: Printer or Computer.



- 7** Click Fax or Send Fax to begin the transmission.

If the Cover Page option is selected, the Fax Cover Page dialog box appears before the transmission actually begins. See “Sending a Fax to a Single Destination” earlier in this chapter.

Delaying transmission

If you don’t want to send a fax immediately, you can specify the time when the printer begins transmission. For example, you might want to send a fax after business hours to minimize the cost of telephone calls, or when you are not using your printer for other tasks.

To specify the time of transmission to a single recipient, or to a group if the printer (not the computer) is the broadcast device, follow these steps.

- 1 **Complete the Fax Destinations dialog box, as explained in the section “Sending a Fax to a Single Destination” earlier in this chapter.**
- 2 **Click the “Send at” checkbox at the bottom of the dialog box; then enter the time when you want transmission to begin.**

Send at 6 : **01** PM 

- 3 **Click Fax or Send Fax.**

The printer will attempt transmission at the specified time.

To specify the time of transmission when the computer is the broadcast device, follow these steps.

- 1 **Open PrintMonitor.**

If PrintMonitor does not appear in your Application menu, double-click its icon, which is in the Extensions folder inside the System Folder.

- 2 **Choose Stop Printing from the PrintMonitor File menu.**
- 3 **Open the document you want to fax. Then complete the Fax Destinations dialog box.**
- 4 **Choose Computer from the “Broadcast using” pop-up menu.**
- 5 **Click the Fax or Send Fax button.**
- 6 **Choose PrintMonitor from the Application menu. (It may take a few moments for the PrintMonitor to appear.)**
- 7 **Click the documents waiting to be transmitted. Then click the Set Print Time button.**

The Set Print Time dialog box appears.

- 8 Type the time and date you want the computer to begin transmitting the fax.**

The time must be within 24 hours of the current time.

- 9 Click OK.**

- 10 Choose Resume Printing from the PrintMonitor File menu.**

The Macintosh computer will attempt transmission at the appropriate time. Note that the computer must be on until all jobs are sent to the printer.

- 11 Close the PrintMonitor window.**

Printing activity reports

Fax activity reports provide information about faxes transmitted from and received by your printer. You can print the report or view it on screen.

By the way: If you want the software to generate the report whenever the log is full—after approximately 20 faxes—select “Automatic printing of activity report” in the Fax Configuration dialog box (see “Selecting Incoming Fax Settings” earlier in this chapter).

- 1 If the LaserWriter Fax Utility is not already open, double-click its icon.**

The LaserWriter Fax Utility is located in the LaserWriter Fax Software Folder.

- 2 Choose Display Activity Report or Print Activity Report from the Configuration menu.**

The report is displayed on your screen or printed on your fax printer.

- 3 Click OK.**

- 4 To clear the activity report, choose Clear Activity Report from the Configuration menu.**

Using the LaserWriter Fax Log

The Fax Log program keeps a record of all the faxes you send from your computer through any LaserWriter with fax capability. Each time you send a fax, the Fax Log is updated with information about the recipient of the fax, the printer used, and transmission status. With Fax Log, you can keep track of faxes sent, or you can copy information from Fax Log to application programs.

This section shows you how to

- Use the Fax Log utility
- Display information in the Fax Log window
- Display all information about a fax
- Sort information in the Fax Log window
- Update fax status automatically
- Update fax status manually
- Remove log entries manually
- Remove log entries automatically
- Copy log entries to a program

Using Fax Log

To open Fax Log, double-click its icon, found in the LaserWriter Fax Software folder inside the System Folder.

To open the Fax Log window, choose Open Log from the File menu.

The Fax Log window can display numerous categories of information about faxes sent from your computer. You can choose which categories to display, and you can sort information based on these categories.

Each entry in the Fax Log window represents a fax sent from your computer. An icon at the left of each entry shows the status of the fax.

	Sent successfully		Status unknown
	Failed to send		In progress
	Scheduled to be sent later		

Displaying information in the Fax Log window

To choose which categories of information to display in the Fax Log window, follow these steps.

1 Open a Fax Log window by choosing **Open Log** from the **File** menu.

2 From the **File** menu, choose **Preferences**.

The **Preferences** window opens.

3 In the **Preferences** window, click the box next to each category you want to display.

4 After making your choices, close the **Preferences** window.

The Fax Log window displays the categories you chose.

Displaying all information about a fax

You can display all of the information about a fax in the Fax Info window. Follow these steps.

1 Open a Fax Log window by choosing **Open Log** from the **File Menu**.

2 In the Fax Log window, double-click the fax you want to know about.

The Fax Log Info window opens.

3 When you've finished reading, close the Fax Log Info window.

Sorting information in the Fax Log window

You can sort entries in the Fax Log window by any category displayed. To sort, click the name of the category you want to sort by. You can also choose the category to sort by from the **View** menu.

Updating fax status automatically

The Fax Log window shows information about faxes in various stages of completion. To have Fax Log automatically update information about faxes in the list, follow these steps.

- 1 From the File menu, choose Preferences.

The Preferences window opens.

- 2 In the top area of the Preferences window, click the box next to “Auto update.”

- 3 Click to enable the box next to “hr” or “min” to set the interval between automatic updates.

You can set hours from 0 to 24 and minutes from 0 to 59. 0 is midnight, and 13 is one o'clock in the afternoon. *Important:* Do not set updating to 0 hours and 0 minutes.

Updating fax status manually

To update the status of a fax listed in the Fax Log window manually, follow these steps.

- 1 Click to select the fax entry you want update.

- 2 From the File menu, choose Check Status.

Status information for the selected fax is updated.

Removing entries manually

To remove an entry from a Fax Log window, follow these steps.

- 1 Click to select the fax entry you want remove.

- 2 From the Edit menu, choose Clear.

The entry is deleted.

Removing entries automatically

To have Fax Log automatically remove entries for completed faxes, follow these steps.

- 1 From the File menu, choose Preferences.**

The Preferences window opens.

- 2 In the Preferences window, click the box next to “Remove completed transmissions at startup.”**

When this setting is selected, Fax Log deletes all entries for completed transmissions. The entries are deleted each time Fax Log starts. *Note:* If you leave Fax Log open, completed transmissions are not removed from the log.

Copying log entries to an application program

To copy entries from the Fax Log window to other programs, follow these steps.

- 1 Open a Fax Log window by choosing Open Log from the File menu.**

- 2 Press Shift and click to select the entries you want to copy.**

Alternatively, open the Edit menu, and choose either Select All or Select Completed.

- 3 In the Preferences window, click the box next to each category you want to display.**

You can cut or copy selected information from the Fax Log window using the Edit menu commands Cut and Copy.

- 4 In your other program, open the Edit menu and choose Paste.**

The Fax Log entries are pasted from the Clipboard into the open document in your other program, Fax Log places a tab between each category of information in the entry.

Receiving faxes

To receive a fax, you need to have the printer turned on. The computer can be off. A properly configured printer will print each fax when it comes to the top of the print queue.

Printing legal-size documents

To print large documents, such as legal-size faxes, put legal-size paper in the paper tray and install it. The fax option will print on what it finds there. If a legal-size fax is received and no legal-size paper has been loaded into the printer, each page of the fax will be reduced in size to fit on letter-size paper. Fax pages will also be reduced in size if a letter-size fax is received that does not have adequate top and bottom margins.

4

Installing the Fax Software on an IBM PC or Compatible Computer



This chapter explains how to install the fax software on IBM PC or compatible computers. It covers these topics:

- Preparing to install the fax software
- Installing the fax software
- Installing the fax software on a network
- Installing the Fax Control Panel in Windows
- Enabling and disabling the automatic load option
- Setting advanced options
- Removing the fax software from Windows
- Unloading the DOS fax software from memory
- Changing installation settings after you have run the Install program

The installation steps are the same for the MS-DOS and the Windows environments, unless an instruction states otherwise.

IMPORTANT Before you install the fax software, you need to install the LaserWriter 16/600 PS software that came with your printer and print a document to verify that the software is installed properly. Follow the instructions in the user's guide for the LaserWriter 16/600 PS.

Preparing to install the fax software

Before installing the fax software:

- Identify the port to which your printer is connected—usually LPT1 or LPT2.
- Make sure that you have at least 700K (approximately) of hard disk space available for the fax software files.
- If you will be using the fax software to print from DOS applications, determine if the Alt-F1 hot-key combination is used in any other software you use. If so, you'll need to select another hot-key combination for the fax software.

IMPORTANT If you are using a LaserWriter 16/600 PS connected to a network, see “Installing the Fax Software on a Network,” later in this chapter, before proceeding.

Installing the fax software

Follow these steps to install the fax software to run under the DOS or Windows operating system.

- 1** Insert the *Windows and DOS Fax Printer Disk* into a disk drive.

The remaining instructions use drive A. If you prefer a different drive, substitute its name for “A.”

- 2** If you are using Windows, choose the Run command in the Program Manager. Type the following line into the Command Line box and press Enter.

```
A:\install
```

- 3** If you are using DOS, at the DOS prompt, type the following line and press Enter.

```
A:\install
```

The Install program displays a welcome message and lists the information that you will need for installation.

- 4 Press Enter to continue.

The Hard Disk Drive Selection screen appears.

- 5 Press Enter to accept C as the destination hard drive, or type a different drive designator and press Enter.

The Hard Disk Drive Directory Selection screen appears.

- 6 Press Enter to accept \PSFAX as the directory, or type a new directory name and press Enter.

The Confirmation Before File Copy screen appears.

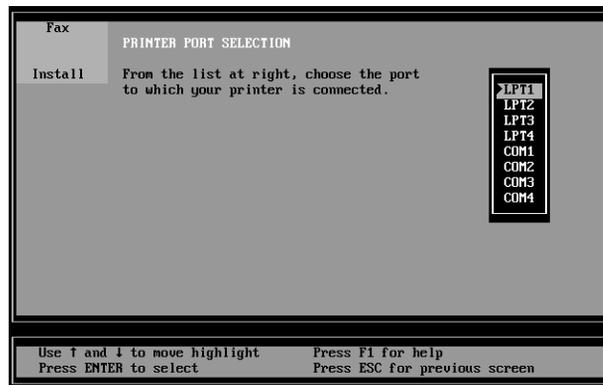
- 7 If the drive and directory information is correct, press Enter.

If you need to change any of the information, press Esc until the screen containing the information you want to change appears. Then press Enter until the Confirmation Before File Copy screen appears again.

The Install program begins copying the fax software.

- 8 When a message appears stating that the files have been copied, press Enter.

The Printer Port Selection screen appears.



- 9** Use the arrow keys to select the port to which your printer is connected; then press Enter.

If your LaserWriter 16/600 PS is connected to a network, select the network software's capture port. The capture port is the port from which the fax software will redirect data to a network print server.

After you press Enter, the User's Fax Sender Information screen appears.

Fax

SENDER INFORMATION

Install Use this screen to enter and edit the default name, company/location, telephone and fax number to be sent with your fax cover pages. Use ↑ and ↓ to move the highlight and edit the fields. Press ENTER to accept entries.

Name: []

Company: []

Telephone: []

Fax Number: []

Press ENTER to continue Press F1 for help
Press ESC for previous screen

- 10** Type your name, the name of your company, your telephone number, and your fax telephone number.

This information appears on the fax cover page. You may leave one or more fields blank if you wish.

The Telephone Settings screen appears.

Fax

TELEPHONE SETTINGS

Install This screen allows you to configure the fax software for tone or pulse dialing and to specify an outside line prefix (if you need one). For additional information on tone/pulse dialing and outside line prefixes, highlight that option and press F1 for help.

Outside Line Prefix: []

Tone or Pulse Dial: Tone

Press ENTER to continue Press F1 for help
Press ESC for previous screen

- 11** If your phone system requires that you dial a number or wait to get an outside line, type one or more of the following characters in the Outside Line Prefix text box.

If you don't need to dial a number to get an outside line, leave this blank.

To do this	Type this
Dial this number before dialing the fax number	0-9
Press this key before dialing the fax number	* or #
Wait for a dial tone	W
Pause for two seconds	,

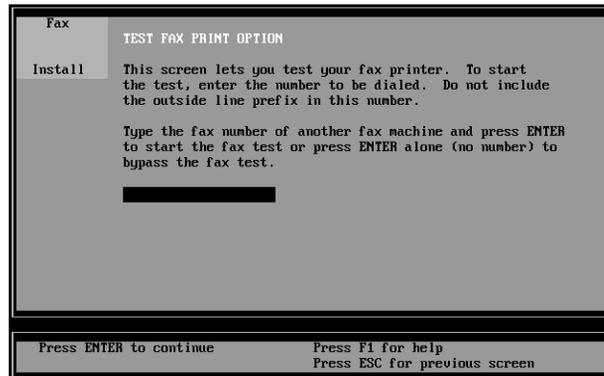
For example, to dial 9 and then wait for a dial tone, type 9W.

You can override the outside line prefix for any fax transmission. Entering the outside line prefix you use most often is a real time saver.

You don't need to type a W or comma (,) in the first position, because the fax card always waits for a dial tone before dialing the first digit in a fax number.

- 12** Select Tone (TouchTone) or Pulse (rotary) dialing by pressing the Space bar to toggle between the two; then press Enter.

The Test Fax Print Option screen appears.



- 13** If you want to send a test fax, type the telephone number of the fax recipient and press Enter.

A test page will be faxed to the number you specify. Check with the recipient to see if the test fax was received.

If you don't want to test the fax software now, press Enter without specifying a fax telephone number.

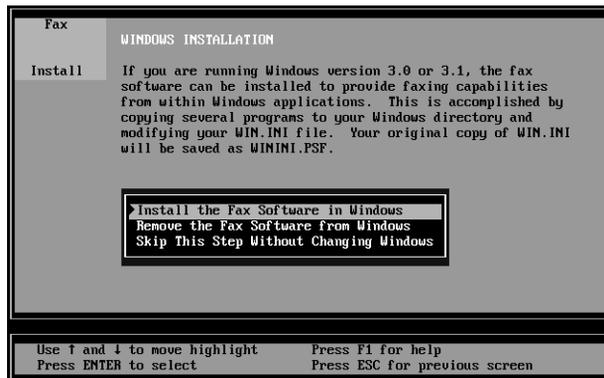
By the way: If the test fax does not succeed, be sure that

- the receiving fax machine is working and not busy
- you supplied any required prefix, such as 9, to get an outside line on the Telephone Settings screen
- you specified the correct printer port
- your LaserWriter 16/600 PS is turned on, on-line, and connected to an outside line
- you correctly installed the fax card

The Windows Installation screen appears.

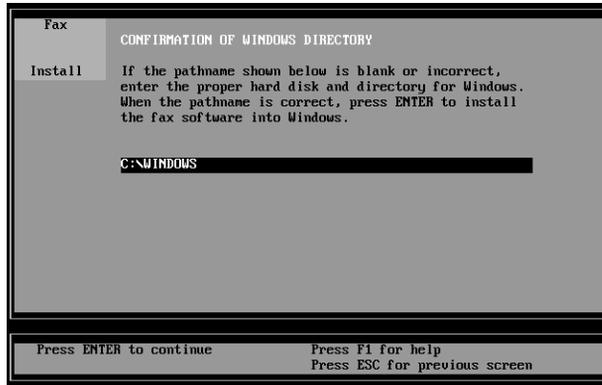
- 14** If you plan to send faxes from Windows applications, press Enter to install the necessary files and edit your Windows system files.

The Confirmation of Windows Directory screen appears. Go to step 15.



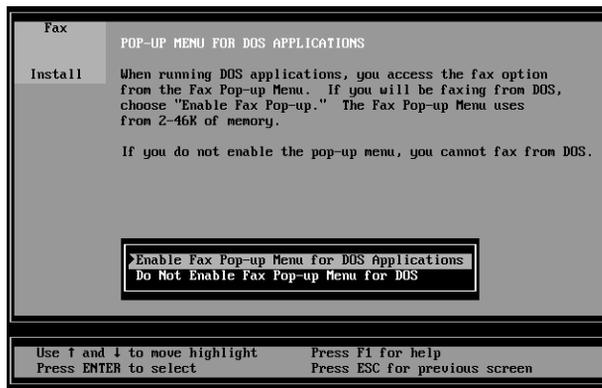
If you plan to send faxes from DOS application programs only, use the arrow keys to select the last menu item, “Skip this step without changing Windows,” and then press Enter. Skip to step 17.

- 15 Press Enter to accept the default directory, C:\WINDOWS, or type a new directory path and press Enter.



The Install program takes a few moments to copy the files into your Windows directory, and then displays a message stating that Windows installation is complete.

- 16 Press Enter to view the Pop-up Menu for DOS Applications screen.
- 17 Indicate whether you want to enable the Fax Pop-up menu for DOS applications; then press Enter.

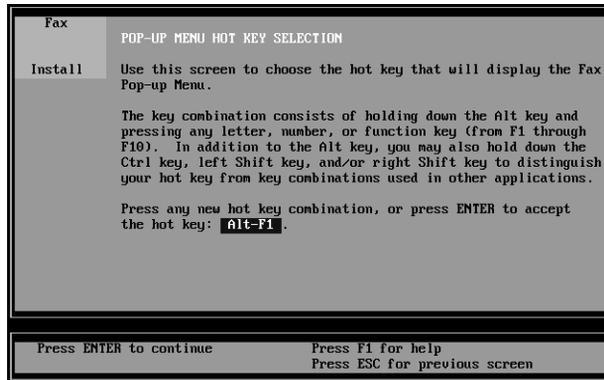


- If you will be sending faxes from DOS applications, select “Enable Fax Pop-Up Menu for DOS Applications” and press Enter.

The Pop-Up Menu Hot-Key Selection screen appears. Go to step 18.

- If you will not be sending faxes from DOS applications, select “Do not enable Fax Pop-Up Menu for DOS Applications” and press Enter. Skip to step 19.

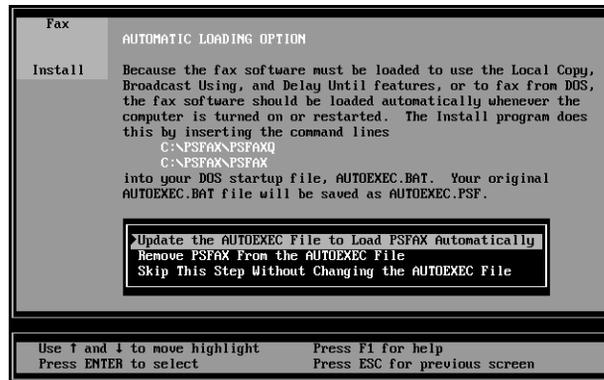
18 Press the hot-key combination you will use to pop up the fax menu; then press Enter.



The default is Alt–F1. If you want to use a different hot-key combination, press the keys you want to use; do not try to edit the characters. Triple combinations, such as Ctrl–Alt–F1, right-Shift–Alt–X, and left-Shift–Alt–7, are acceptable.

The Automatic Loading Option screen appears.

- 19 Indicate whether you want to update your AUTOEXEC file to load the fax software automatically whenever you start your computer.



- If you installed the fax software for Windows and selected automatic loading, the fax software loads automatically whenever you start Windows.
- If you want to modify your AUTOEXEC.BAT file so that the fax software loads automatically, select “Update the AUTOEXEC file to load PSFAX automatically” and press Enter. A message appears when the update is complete.
- If you will be using a LaserWriter 16/600 PS connected to the network, select “Skip this step without changing the AUTOEXEC file.” If you want the software to load automatically, use a text editor to add the following lines to your AUTOEXEC.BAT file, after the command that runs your network’s spooler or capture utility.

```
c:\psfax\psfaxq
```

```
c:\psfax\psfax
```

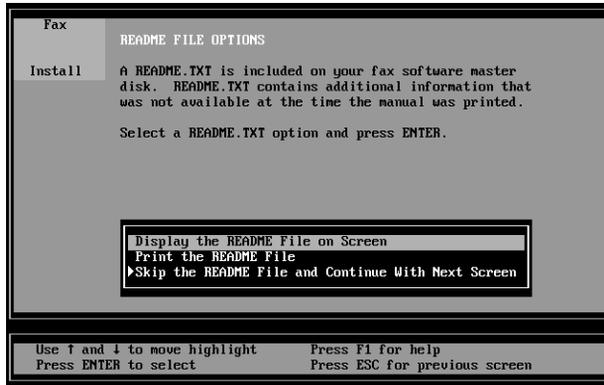
- If you chose a default path other than C:\PSFAX, select “Skip this step without changing the AUTOEXEC.BAT file.” If you want the software to load automatically, use a text editor to add the following lines to your AUTOEXEC.BAT file.

```
c:\<directory name>\psfaxq
```

```
c:\<directory name>\psfax
```

After you press Enter, the README File Options screen appears.

- 20** Press Enter to display the README file on screen, or select “Print the README file” and press Enter.



The README file contains important information that became available after this guide was printed.

- 21** Press Enter.

A message appears stating that the installation was successful.

- 22** To return to the DOS prompt, press Enter again.

- 23** To return to Windows from DOS, type EXIT.

Installing the fax software on a network

The fax software can be used with a LaserWriter 16/600 PS printer connected to a network. Be sure to follow these guidelines.

- **Load the network spooler or capture utility first, then the fax software.** Don't use the Automatic Loading option offered in the Install program. Instead, edit your batch file (most likely, AUTOEXEC.BAT), inserting the fax software startup command PSFAX after the command that runs your network's spooler or capture utility.
- **Be sure the fax software's job-end timeout setting is less than the network's timeout.** The job-end timeout setting—20 seconds by default—determines how long the fax software will wait without receiving data from your software before it decides that the job is over.

In general, you won't need to change the fax software's default job-end timeout, because most network timeout settings are longer. You should change the job-end timeout only if some of your fax jobs are terminated before they are completed.

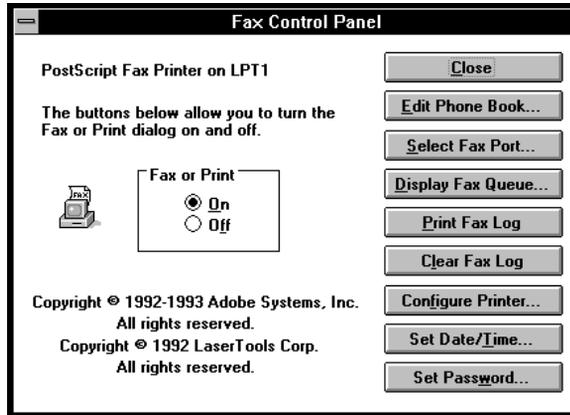
To change the timeout setting, see “Changing Timeout Settings” in Chapter 5. If necessary, increase your network's timeout setting, so that it remains longer than the fax software's timeout. Consult your network administrator for instructions.

- **Select the network's capture port as your printer port when you run the Install program.** In addition, set all the applications from which you fax to print to the printer port. Do not set your software to print directly to the network queue.

Installing the Fax Control Panel in Windows

If you installed the fax software for the Windows environment, the fax software loads automatically when you start Windows. When you choose Print from your application's File menu, the Fax or Print dialog box appears.

If you don't want the Fax or Print dialog box to appear, install the Fax Control Panel icon in one of your Windows program groups. You can click the icon to access the Fax Control Panel and turn the fax software on or off in Windows.



To install the Fax Control Panel in Windows, follow these steps.

- 1 Open the program group in which you want the Fax Control Panel icon to appear—for example, the Windows Applications group.
- 2 From the Program Manager, choose New from the File menu.
- 3 Select the Program Item radio button in the New Program Object window and click OK. The Program Item Properties dialog box appears.
- 4 Type the name you want to appear under the icon in the Description text box—for example, "Fax Control Panel."
- 5 In the Command Line text box, enter the complete path to the PSFAXCTL.EXE program in the fax software directory—usually C:\PSFAX\PSFAXCTL.EXE—and click OK.

A Fax Control Panel icon now appears in the program group you selected. Double-click this icon to access the Fax Control Panel. Select the Off radio button to prevent the Fax or Print dialog box from appearing when you issue Windows print commands. Select the On radio button to enable the Fax or Print dialog box.

Enabling and disabling automatic loading

During installation, you specified whether you wanted the fax software to load automatically every time you start your computer. To enable or disable automatic loading after installation, follow these steps.

- 1** From the DOS prompt, type the following line and press Enter.

```
\psfax\install/u
```

The Automatic Loading Option screen appears.

- 2** Select “Remove PSFAX from the AUTOEXEC file” or “Update the AUTOEXEC file to load PSFAX automatically” and press Enter.

The Windows Installation screen appears.

- 3** On the Windows Installation screen, select “Skip this step without changing Windows” and press Enter.

Setting advanced options

The Install program prompts you to select all settings that are required for fax transmissions. You can select additional options if you wish to customize your LaserWriter 16/600 PS fax option.

Follow the instructions in this section if you want to do the following:

- change the number of rings before the fax answers incoming calls (the default is two)
- assign a fax machine identification, which will appear at the top of each page you transmit
- disable the transmission status report that is printed whenever the fax card tries to send a fax
- set the number of times the fax software redials a number if it is busy the first time
- set the interval between retries

- turn on the fax speaker so you can hear dialing, ringing, and connection sounds
- disable the activity report
- stamp the time and date on every incoming fax
- set the time or date

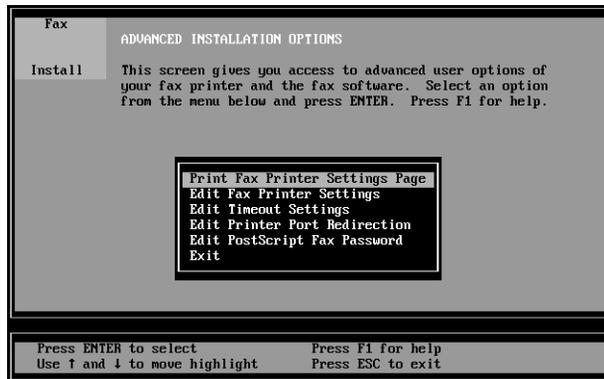
1 Make sure the LaserWriter 16/600 PS printer is on.

2 At the DOS command prompt, type the following line and press Enter.

```
c:\psfax\install/a
```

Substitute the appropriate path if you installed the software in a different directory.

The Advanced Installation Options screen appears.



3 To print fax printer settings, select “Print fax printer settings page” and press Enter.

Your fax printer prints a sheet showing your current settings.

- 4 To change fax printer settings, select “Edit fax printer settings” and press Enter.

The Edit Fax Printer Settings screen appears.

```
Fax
EDIT FAX PRINTER SETTINGS

Install This screen contains additional settings for your fax
printer. For information about a specific option,
highlight the item and press F1.

Number of Rings Before Answer (1-9): 2
Fax Machine ID:
Transmission Status Reports: Yes
Number of Retries (0-99): 0
Retry Interval (1-60 minutes): 1
Fax Speaker: Until Connection
Activity Report: Disable
Page Caption (Y/N): Yes
Set Fax Clock (Time/Date): hh:mm:ss mm-dd-19yy (Not Active)
(Press F2 to get the current time)

Enter numeric value      F1 for help      ESC to exit
Use ↑ and ↓ to move highlight  F10 to save settings and exit
```

- 5 Type new values.

Number of Rings Before Answer—Type a number between 1 and 9. If you are using a telephone on a line used for voice communication, make the number high enough so that you have time to answer before the fax printer does.

Fax Machine ID—Type your name or your company’s name and your fax telephone number. The software will include this information at the top of each page in every fax. The fax machine identification is not required, but it is helpful for the recipient.

Transmission Status Reports—By default, the fax software prints a report on the LaserWriter 16/600 PS printer each time it tries to transmit a fax. If you do not want reports to be printed, change this setting to Never.

Number of Retries (0–99)—Specify the number of times the fax software tries to transmit a fax if it cannot complete the transmission on the first try. Remember that each time the fax printer tries to complete a fax transmission, the printer is busy and cannot print immediately.

Retry Interval (1–60 minutes)—Specify how many minutes the fax printer should wait between retries.

Fax Speaker—If you want to hear dialing, ringing, and the sound of the modems connecting, select **On**. If you want to hear dialing and ringing, but not the initial connection noises, select **Until Connection**. To silence modem-related sounds, select **Off**.

Activity Report—By default, the fax printer prints a log of recent fax activity after about 20 transmissions. This log confirms that broadcast fax and delayed fax transmissions were completed successfully. If you don't want the report to be printed, select **Disable**.

Page Caption (Y/N)—Specify whether the date and time the fax was sent should appear at the top of each page in the transmission.

Set Fax Clock (Time/Date)—The fax printer includes its own clock, which is supported by a long-life battery when the printer is off. You need to set the clock only when you install the fax software or adjust the time. To set the fax clock, type the time (hours, minutes, and seconds) and the date (month, day, and year). Alternatively, insert your computer's system time by pressing **F2**.

6 When all the settings are correct, press F10.

A dialog box appears where you can choose to save the current settings or exit without saving.

Removing the fax software from Windows

To remove the fax software from Windows, follow these steps.

1 Exit Windows.

2 At the DOS prompt, type the following line and press Enter.

```
\psfax\install/u
```

The Automatic Loading Option screen appears.

- 3** Select “Skip this step without changing the AUTOEXEC file” and press Enter.
The Windows Installation screen appears.
- 4** Select “Remove the fax software from Windows” and press Enter.
- 5** If you installed the Fax Control Panel, delete it from Windows.

Unloading the DOS fax software from memory

You don't need to unload the fax software from your computer's memory. However, you may unload it if you need to free memory.

If the fax software was not the most recently loaded memory-resident software in your computer's memory, remove the fax software load commands from your AUTOEXEC.BAT file or comment them out with “REM” instructions. Then restart (reboot) your computer.

If PSFAXQ.COM and PSFAX.COM were the last two memory-resident programs loaded in your computer's memory, follow these steps:

- 1** At the DOS prompt, type the following line and press Enter.

```
\psfax\psfax/u
```

- 2** Type the following line and press Enter.

```
\psfax\psfaxq/u
```

If a message states that PSFAX.COM or PSFAXQ.COM could not be unloaded, remove the fax software load commands from your AUTOEXEC.BAT file; then restart your computer.

Changing installation settings

You can change settings specified during installation by running the Install program from your hard disk—not from the original floppy disk. For example, you might want to change the printer port; edit the “From” information, such as sender’s name, company name, and fax number; or select another hot-key combination for displaying the Fax Pop-up Menu.

If you want to change Windows installation settings or enable or disable automatic loading, see “Enabling and Disabling Automatic Loading,” earlier in this chapter.

To change installation settings, follow these steps.

- 1 At the DOS prompt, type the following line and press Enter.**

```
c:\psfax\install
```

If you specified a directory other than the default, substitute the appropriate path.

- 2 Press Enter until you see the first screen with information you want to change.**
- 3 Make changes; then continue pressing Enter until the DOS prompt reappears.**

The changes take effect the next time you start the fax software, either by restarting your computer or issuing the PSFAX load command at the DOS prompt.

5

Using the Fax Software with IBM PC or Compatible Computers



This chapter explains how to use the fax software with IBM PC or compatible computers. Each section explains a task and provides two sets of instructions (for the Windows operating environment and for DOS) for these tasks:

- Sending a fax
- Broadcasting a fax to multiple locations
- Creating and maintaining a fax phone book so you can easily select a recipient from a list instead of typing fax numbers
- Delaying fax transmission
- Setting the transmission resolution
- Overriding outside line prefixes you entered when you ran the Install program
- Setting up a password for incoming PostScript faxes
- Clearing a password for PostScript faxes from Windows
- Printing an activity log listing recent faxes
- Clearing the fax log in Windows
- Changing timeout settings
- Changing output ports
- Receiving faxes

Sending a fax

This section explains how to send a fax from Windows and DOS applications.

Sending a fax from a Windows application

To send a fax from a Windows application, follow these steps.

- 1 **Be sure that the LaserWriter 16/600 PS printer driver is selected.**

See your Windows documentation for information on how to select a printer driver.

- 2 **If you installed the Fax Control Panel, be sure the “Fax or Print dialog box” option is turned on.**

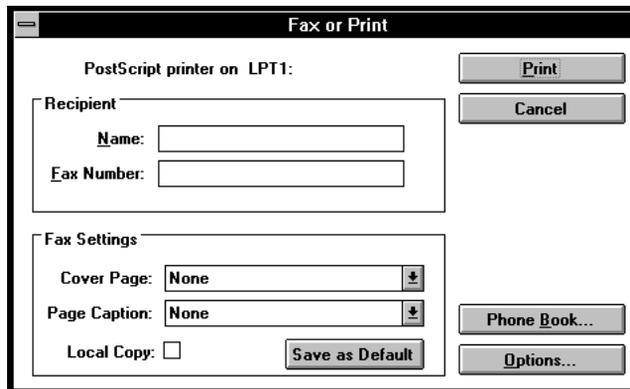
See “Installing the Fax Control Panel in Windows” in Chapter 4.

- 3 **Open the file that you want to fax and choose the Print command.**

By the way: If you are faxing to a printer equipped with a PostScript fax card—not an ordinary fax machine—it is safest to use only the standard 35 fonts that are resident in LaserWriter printers. If you use fonts that the receiving printer doesn’t have, the receiving printer substitutes the Courier font, changing the document’s appearance and formatting.

- 4 **Fill out the application’s Print dialog box as you do ordinarily.**

The Fax or Print dialog box appears.



As soon as you type the fax number, the Print button changes to the Send Fax Button.

- 5 If you wish, click the Name box and type the name of the recipient.

The name will be inserted on the fax confirmation report and cover sheet, if you include one.

- 6 Type the destination fax number in the Fax Number box.

The outside line prefixes you specified during installation will be dialed before the fax number you enter. If you have the desired name and number in your fax phone book, you can use it. Press F2 to see it.

- 7 If you wish to include a cover page with your transmission, choose one (click the down arrow).

- 8 If you want to include a page caption, choose one (click the down arrow).

- 9 Click the Fax or Send Fax button.

If you did not include the cover page with your transmission, the software begins transmitting.

If you did include a cover page, the Cover Page Settings dialog box appears.

The screenshot shows a dialog box titled "Cover Page Settings". It is divided into several sections:

- Recipient:** Name: Harriet Bottner, Company: Vogel Company, Fax number: 1-808-555-9232.
- Sender:** Name: Leon Washington, Company: Regional Advertising.
- Regarding:** Western States Spot Buy.
- Cover Note:** A large empty text area at the bottom.

Buttons on the right side include "Send Fax", "Cancel", "Add to Phone Book...", "Edit Phone Book...", and "Options...".

- 10 Fill out the information you want to appear on the fax cover page.

To move to the next line in the Cover Page area, press the Tab key.

11 Click Send Fax to begin faxing your document.

After transmission is complete, your LaserWriter 16/600 PS printer prints a time-stamped confirmation report indicating whether the transmission succeeded. If the transmission did not succeed, try faxing again later. (A busy receiving unit can cause a transmission failure.)

Sending a fax from a DOS application

Follow these steps to send a fax from a DOS application.

1 Be sure the fax software is loaded.

If you selected the automatic loading option during installation, the software loads when you turn on your system.

If you did not select the automatic loading option, type the following lines at the DOS prompt, pressing Enter after each line.

By the way: If you do not intend to use the fax software's delayed or broadcast fax features, you can omit the first line, saving approximately 10K of DOS conventional memory.

```
c:\psfax\psfaxq
```

```
c:\psfax\psfax
```

If you installed the fax software in a directory other than C:\PSFAX, substitute the correct directory name.

2 Open the file you want to fax.

By the way: If you are faxing to a printer equipped with a PostScript fax card—not an ordinary fax machine—it is safest to use only the standard 35 fonts that are resident in LaserWriter printers. If you use fonts that the receiving printer doesn't have, the receiving printer substitutes the Courier font, changing the document's appearance and formatting.

3 Be sure the LaserWriter 16/1600 Fax printer driver is selected.

Refer to your DOS application software's documentation for information about selecting a printer driver.

- 4 Display the Fax Pop-up Menu by pressing the hot-key combination you selected during installation.**

By the way: The Fax Pop-up Menu cannot appear when a graphics screen is displayed unless your computer is equipped with a Hercules monochrome graphics adapter. In addition, the Fax Pop-up Menu cannot pop up over certain software programs that “take over” the keyboard.

- 5 If you wish, type the name of the recipient in the Name field.**

The name will be inserted on the fax confirmation report and the cover sheet, if you include one.

- 6 Type the destination fax number, or press F2 to display the phone book and then select the recipient's name.**

By the way: If you need to override the outside line prefixes you specified when you ran the Install program, see “Overriding Outside Line Prefixes,” later in this chapter.

Type the phone number, including the following special line prefixes, if necessary.

To do this	Type this
Dial this number before dialing the fax number	0–9
Press this key before dialing the fax number	* or #
Wait for a dial tone	W
Pause for two seconds	,

For example, to dial 9 and then wait for a dial tone, type 9W. To dial 9 and wait for a dial tone, then dial 1 and wait for a dial tone, type 9W1W. The fax card always waits for a dial tone before dialing the first digit in a phone number.

- 7 Indicate whether you want to send a cover page.**

To include a cover page, select the Cover Page field from the pop-up menu.

- 8 Indicate whether you want a page caption.**

All fields on this screen are optional.

To move to the next line in the Cover Note field, press the Tab key.

9 Press F10.

The Fax Confirmation screen appears.

10 Confirm that the information is correct.

If it is correct, press Enter. If you need to change any of the information, press Esc to return to the Fax Pop-up Menu; then make your changes.

11 Within your application, issue the command you would normally use to print your document.

If you don't issue a print command in your application within 120 seconds after exiting the Fax Pop-up Menu, the LaserWriter 16/600 PS printer prints the document instead of faxing it. This timeout is intended to prevent you from inadvertently faxing a document you intended to print. (To change this timeout value, see "Changing Timeout Settings," later in this chapter.)

After transmission is complete, your printer prints a time-stamped confirmation report, indicating whether the transmission succeeded. If the transmission failed, try faxing again. (A busy receiving unit can cause a transmission failure.)

Sending a fax to multiple locations

You can send, or "broadcast," a fax to multiple recipients with a single command. To do this, you must have

- added the recipients to your fax phone book. See the next section, "Creating and Maintaining a Fax Phone Book."
- loaded PSFAXQ.COM. It is already loaded if you installed the fax software for Windows or if you selected the automatic loading installation option (see step 19 in "Installing the Fax Software" in Chapter 4). If you did not select automatic loading and are using DOS, load PSFAXQ.COM now (see step 1 in "Sending a Fax from a DOS Application," earlier in this chapter).

Sending a fax from a Windows application

To broadcast a fax to multiple destinations, follow these steps.

1 Chose the Print command from the Windows application.

The Fax or Print dialog box appears.

2 Click the Phone Book button.

The Phone Book dialog box appears.

3 Select recipients from your phone book—or click the Group button and select a group—and then click OK.

If you selected the cover page option, the Cover Page dialog box appears. All recipients will receive a cover page personalized with their own names and company names.

If you did not select the cover page option, the broadcast transmission returns to the Print or Fax dialog box showing the number of recipients you've faxed to in the name and number fields.

4 Click Send Fax.

Sending a fax from a DOS application

To broadcast a fax to multiple locations, follow these steps.

1 From the Fax Pop-up Menu, press F2 to display the Phone Book dialog box.

2 Select a recipient's name, then "tag" it by pressing the Space bar or Control-Enter.

An angle bracket (>) appears to the left of each selected recipient. To remove the tag, highlight the entry and press the Space bar or Control-Enter again.

If you have defined groups in your phone book and want to include them, press F3 to access the Group Phone Book. Select one or more groups by selecting their names one by one and pressing the Space bar or Control-Enter. Press Enter to return to the Phone Book screen.

You can broadcast a fax to any combination of groups and individuals.

3 When you have tagged all the recipients, press F10 to return to the Fax Pop-up Menu.

The number of recipients for the broadcast fax appears in the To Name and Fax Number fields.

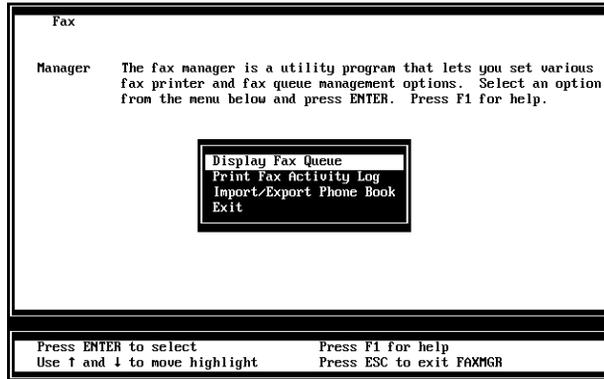
4 Send the fax as you would ordinarily.

Viewing the recipients for a delayed broadcast

- 1 At the DOS prompt, type the following line and press Enter.

```
c:\psfax\xfaxmgr
```

After several moments the Fax Manager menu appears.



- 2 Select “Display fax queue” and press Enter.

The Fax Queue screen appears.

The list contains scheduled jobs and jobs that could not be sent. (If the computer or printer was turned off or the receiving fax printer was busy, sending fails.) If no faxes are queued, you get a simple message. Press Enter.

- 3 Select the job on the Fax Queue screen and press Enter.
- 4 Select “Display broadcast fax job” and press Enter.

The software displays a list of the selected recipients for this broadcast fax.

By the way: To change the list of recipients for a broadcast fax, delete the job from the fax queue and then set up the broadcast again.

Creating and maintaining a fax phone book

To save time entering recipients' names and fax numbers, you can create a fax phone book that contains frequently used numbers. When you prepare to transmit, you can select the recipients' names from the list. The software automatically inserts their fax numbers into the appropriate fields.

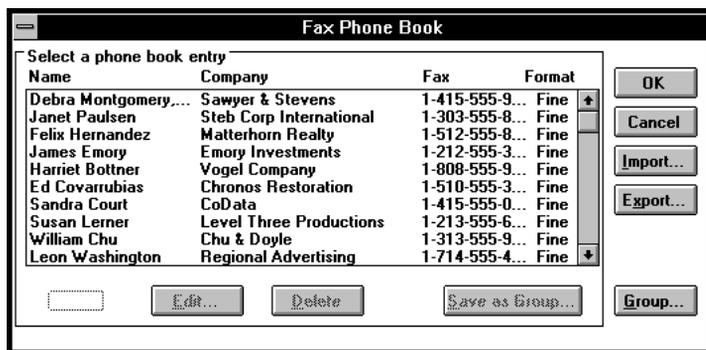
You can add individuals and groups to your fax phone book. A group is two or more individuals to whom you want to send the same document.

Adding a phone book entry in Windows

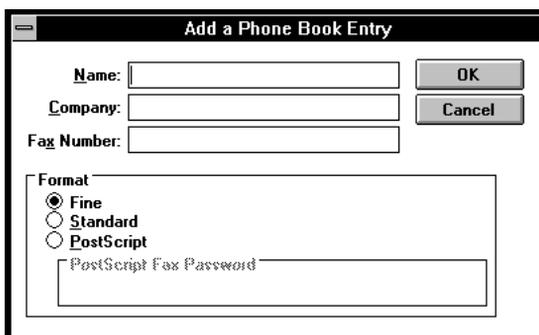
To add a phone book entry in Windows, follow these steps.

- 1 From the Fax Control Panel, click the Phone Book button.

The Fax Phone Book dialog box appears.



- 2 Click New to display the Add a Phone Book Entry dialog box.



You can also get to the Fax Phone Book from the Fax or Print dialog box or the Cover Page Settings dialog box.

3 Type a name, company name, and fax number.

To move between fields, press the Tab key or use the mouse.

Be sure to use the same format for the fax number for every entry. For example, if you use parentheses around the area code, put them around every area code.

Note: If you're faxing from your own area code, be sure to set this as one of your options.

4 Specify the resolution for transmissions to this recipient's fax machine by selecting a button.

The LaserWriter 16/600 PS Fax can transmit at two resolutions:

- **Standard** (203 horizontal by 98 vertical dots per inch)
- **Fine** (203 horizontal by 196 vertical dots per inch)

Alternatively, if the receiving device is a printer equipped with a PostScript fax card, you can send PostScript-language files. These print at the default resolution of the recipient's PostScript printer, typically 300 dpi or greater.

You can override this resolution if you want to use a different resolution for this recipient. See "Setting the Transmission Resolution," later in this chapter.

5 If you selected PostScript, type the recipient's fax password (which you must get from the recipient) in the Recipient's Fax Password field, and click OK.

If there is no password for this printer, leave the field blank.

6 Click OK to add your new entry to the phone book.

The new entry appears as the last entry in the phone book.

Adding a phone book entry in DOS

To add phone book entries in DOS, follow these steps.

- 1 From the Fax Pop-up Menu, press F2 to display the Fax Phone Book screen.**
- 2 Press the Insert key to display the Phone Book Edit screen.**
- 3 Type the name, company name, and fax number of the recipient you want to add to the phone book.**

Be sure to use the same format for the fax number for every entry. For example, if you use parentheses around the area code, put them around every area code.

Note: If you're faxing from your own area code, be sure to set this as one of your options.

If the outside line prefixes are different from the ones you added when you set up the software, include them before the phone number.

- 4 Select a resolution for transmissions to this recipient's fax machine.**

The LaserWriter 16/600 PSf can transmit at two resolutions:

- **Standard** (203 horizontal by 98 vertical dots per inch)
- **Fine** (203 horizontal by 196 vertical dots per inch)

Alternatively, if the receiving device is a printer equipped with a PostScript fax card, you can send PostScript-language files. These print at the default resolution of the recipient's PostScript printer, typically 300 dpi or greater.

You can override this resolution if you want to use a different resolution for this recipient. See "Setting the Transmission Resolution," later in this chapter.

If you select PostScript, the Fax Password screen appears.

- 5 If the recipient's PostScript printer requires a password, type the password in the Fax Password screen.**

Get the fax password from the recipient. If there is no password, leave this field blank.

- 6 Press Enter; then press F10 to add the new entry to the phone book.**

Adding a group to a fax phone book in Windows

A group can consist of individuals and other groups. For example, you might create a Marketing group, an Engineering group, and a Documentation group, and then create a group that contains all three.

To add a group to the Group Phone Book, follow these steps.

- 1 In the Control Panel, click Phone Book.**
- 2 In the Phone Book dialog box, select the entries you want to include in the group.**
- 3 Click Save as Group.**

The Enter Group Name dialog box appears.

- 4 Type the name of the new group and click OK.**

The group name now appears in the group phone book.

Adding a group to the fax phone book in DOS

To add a group to the phone book using DOS, follow these steps.

- 1 From the Fax Pop-up Menu, press F2 to view the Fax Phone Book screen.**
- 2 Press F3 to display the Group Phone Book screen.**
- 3 Press the Insert key to display the Change Group Members screen.**
- 4 Use the arrow keys to highlight an entry you want to include in the group, then press the Space bar or Control-Enter.**

An angle bracket (>) appears beside the entry to tag it as a member of the group. If you want to remove a member from the group, select the entry and press the Space bar or Control-Enter again.

- 5 When you've finished tagging group members, press F10 to display the Enter Group Name screen.**
- 6 Type a group name and press F10.**

The group name can contain up to 32 characters, including spaces.

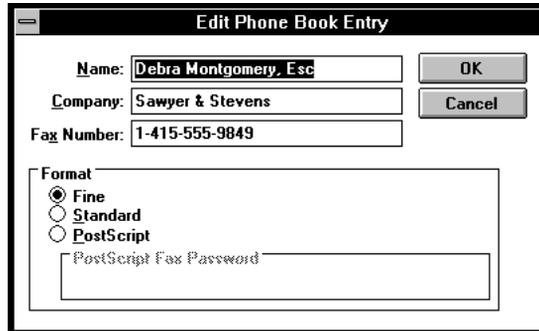
The new group name appears on the Group Phone Book screen.

Editing a phone book entry in Windows

To edit a phone book entry in Windows, follow these steps.

- 1 From the Phone Book dialog box, highlight the Phone Book Entry you want and click Edit.
- 2 Click Edit.

The Edit Phone Book Entry dialog box appears.



- 3 Type over the information you want to change.
- 4 To delete information in a field, use the Delete and Backspace keys.
- 5 Click OK to record your changes in the phone book.

Deleting a phone book entry in Windows

- 1 Select the entry that you want to delete.
- 2 Click Delete.
- 3 Confirm that you want to delete the entry, or click Cancel.

Editing a phone book entry in DOS

To edit a phone book entry, follow these steps.

- 1 From the Fax Pop-up Menu, press F2 to display the Phone Book. If you are editing a group, press F3 to display the Group Phone Book.**
- 2 Highlight the individual or group you want to edit and press F2.**

The Phone Book Edit screen appears containing the selected entry.

- 3 Type over the entries you want to change.**

You can use the Delete and Backspace keys to delete information from the fields.

To add or remove individuals from a group, highlight the entry, then press the Space bar or Control-Enter to make the angle bracket appear (in the group) or disappear (not in the group).

- 4 Change the resolution if desired.**
- 5 Press F10 to record your changes in the Phone book.**

Deleting a phone book entry in DOS

Follow these steps to delete a phone book entry in DOS.

- 1 From the Fax Pop-up Menu, press F2 to display the Fax Phone Book. If you are deleting a group, press F3 to view the Group Phone Book.**
- 2 Highlight the entry that you want to delete.**
- 3 Press the Delete key.**

You are asked to verify that you want to delete this entry. Press Enter to delete it, or press Esc to cancel deletion and return to the Fax Phone Book screen.

Exporting fax phone books

You can exchange phone book files with others by exporting entries into an ASCII file, with commas separating each field, in the following format:

```
Name , Company Name , Fax Number , Resolution , Password <carriage  
return >
```

Follow these steps to export your fax phone book.

- 1 Load the Fax Manager program by typing the following line at the DOS prompt.**

```
c:\psfax\faxmgr
```

The Fax Manager menu appears.

- 2 Highlight Import/Export Phone Book and press Enter.**

The Import/Export Phone Book screen appears.

- 3 Highlight Export Phone Book and press Enter.**

- 4 Specify a filename for the file to be exported and press Enter.**

If you do not specify a path for the exported file, it will be placed in the fax software directory.

Importing entries into your phone book

You can import phone book data in ASCII format—with fields separated by commas—or in Intel CAS format.

If the file is not in the same directory as the fax software, specify the correct directory. If a file named PSFAX.DIR is already present in the directory, the imported data will be added to the end of your current phone book.

- 1 Load the Fax Manager program by typing the following line at the DOS prompt.**

```
c:\psfax\faxmgr
```

The Fax Manager menu appears.

- 2 Select Import/Export Phone Book and press Enter.**

The Import/Export Phone Book screen appears.

- 3 Select Import Phone Book and press Enter.**

- 4 Specify a name for the file to be imported and press Enter.**

Importing and exporting a fax phone book in Windows

To import or export, follow these steps.

- 1 Double-click the Fax Control Panel.
- 2 Click the Import or Export button as appropriate.
- 3 Choose the Phone Book document you want to use.

Delaying fax transmission

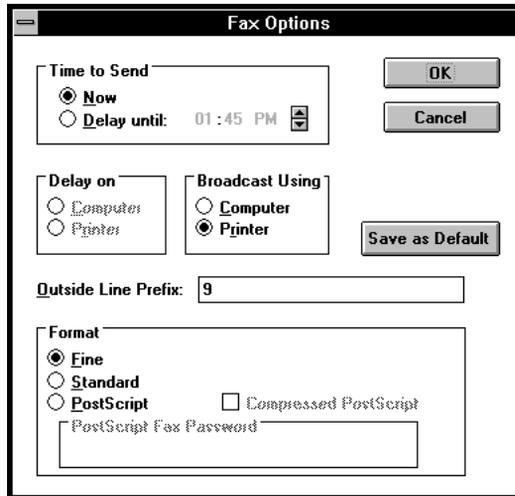
If you don't want to send a fax immediately, you can specify a time within the next 24 hours when the LaserWriter 16/600 PS should begin transmission. For example, you might want to send a fax after business hours to minimize the cost of telephone calls, or when you are not using your printer for other tasks.

To send a delayed fax, your computer and LaserWriter 16/600 PS must be on at the specified transmission time, and both PSFAXQ.COM and PSFAX.COM must be loaded.

Delaying transmission with Windows

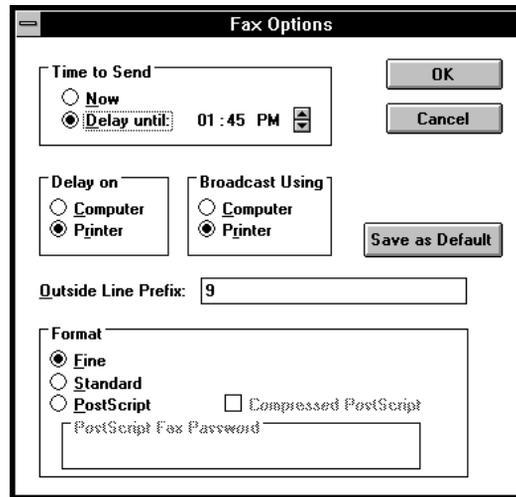
- 1 From the Fax or Print dialog box, click Options.

The Fax Options dialog box appears.



2 Select the “Delay until” button.

The current system time appears in the Time field.



3 To set the time you want to send the fax, select the hour and minute fields and click the up or down arrow to change the settings.

4 When you have set the desired transmission time, click OK or press Enter.

The Fax or Print dialog box appears.

5 Fill out the Fax or Print dialog box as you would ordinarily.

IMPORTANT The computer and LaserWriter 16/600 PS must be on at the specified transmission time, and both PSFAXQ.COM and PSFAX.COM must be loaded. When the LaserWriter 16/600 PS transmits the fax, you cannot print, because the printer is busy processing the fax.

To cancel a delayed transmission, see “Canceling or Rescheduling a Delayed Fax Transmission” later in this chapter.

Delaying transmission with DOS

To delay fax transmission, you must have loaded the memory-resident program PSFAXQ.COM before loading PSFAX.COM. If you selected the automatic loading installation option, PSFAXQ.COM is already loaded. If you did not select automatic loading, see step 1 in “Sending a Fax from a DOS Application,” earlier in this chapter.

To delay transmission, follow these steps.

- 1 From the Fax Pop-up Menu, press F3.**

The Advanced Fax Options screen appears.

- 2 In the “Time to send” field, select Delay and press Enter.**

The Delayed Fax screen appears.

- 3 Type the exact time to send the fax and press Enter.**

- 4 Press the arrow keys to highlight AM or PM; then press Enter.**

The Delayed Fax screen appears.

- 5 Select the fax resolution or add any line prefixes needed for this fax recipient, and press F10.**

The Fax Pop-up Menu reappears.

- 6 Supply the fax number and indicate whether you want a cover page; then press F10.**

- 7 When asked to confirm that you want to send the fax, press Enter.**

- 8 Print the document from your application.**

The job is placed in a print queue for transmission at the time you specified.

IMPORTANT The computer and LaserWriter 16/600 PS must be on at the specified transmission time, and both PSFAXQ.COM and PSFAX.COM must be loaded. When the LaserWriter 16/600 PS transmits the fax, you cannot print, because the printer is busy processing the fax.

Canceling or rescheduling a delayed fax transmission

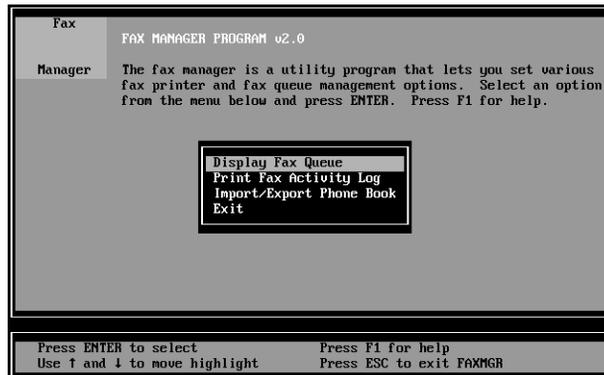
When you broadcast a fax to a group or delay transmission, the fax job is placed in the fax queue.

To cancel or reschedule a delayed fax transmission, follow these steps.

- 1 **Exit Windows or execute DOS from the DOS icon in Main.**
- 2 **At the DOS prompt, type the following line and press Enter.**

```
c:\psfax\faxmgr
```

After a few moments, the Fax Manager menu appears.



- 3 **Select “Display fax queue” and press Enter.**

The Fax Queue screen appears.

The list contains scheduled jobs and jobs that could not be sent. A job cannot be sent if your computer or printer is turned off or when the receiving fax printer is busy at transmission time.

If no faxes are used, you get a simple message. Press Enter.

- 4 **To cancel a fax job, select it and press the Delete key.**
- 5 **To reschedule a fax job, select it and press Enter.**

If the job is a broadcast fax, a menu appears where you can choose to reschedule or display the broadcast list. Choose Reschedule and then continue with step 6.

- 6 Select Now or Delay and then press Enter.**

If you selected Delay, specify a time within 24 hours when the fax software should try to transmit.

- 7 After setting the transmission time, press Enter to return to the Fax Queue screen.**

- 8 Press Esc to return to the Fax Manager menu.**

Setting the transmission resolution

The LaserWriter 16/600 PS can transmit at Standard or Fine resolutions or transmit PostScript files, which print at the resolution of the receiving printer. If you don't specify another resolution, the software uses the resolution set up in the fax phone book for the recipient. If you didn't select the recipient from the fax phone book, the software uses Fine resolution.

If you want to specify a different resolution for the next fax transmission, follow these steps. The new resolution applies to the next fax only.

Setting the resolution in Windows

- 1 From the Fax or Print dialog box, click Options.**

The Options dialog box appears.

- 2 Select the button for the desired resolution.**

- 3 If you selected PostScript transmission, type the recipient's fax password, if there is one.**

Get the fax password from the recipient.

The new resolution applies only to the next fax you send.

- 4 Click OK or press Enter.**

Setting the resolution in DOS

- 1 From the Fax Pop-up Menu, press F3 to view the Advanced Fax Options screen.**
- 2 Select the resolution you want to use and press Enter.**

If you select PostScript, the Fax Password screen appears.

- 3 Type the password, if there is one, for the printer to which you are faxing; then press Enter.**

Get the fax password from the recipient.

The new resolution applies only to the next fax you send.

Overriding outside line prefixes

When you installed the fax software, you supplied outside line prefixes required by your telephone system (for example, 9 to get an outside line).

To change the outside line prefix for all fax jobs, run the Install program again. See “Changing Installation Settings,” in Chapter 4. To override the line prefixes for a single fax job, follow the instructions in this section.

Overriding outside line prefixes in Windows

- 1 From the Fax or Print dialog box, click Options.**

The Fax Options dialog box appears.

If you supplied outside line prefixes when you ran the Install program, they appear in the Outside Line Prefix field.

- 2 Edit the Outside Line Prefix field as needed for the next fax transmission.**
- 3 Click OK or press Enter when finished.**

The edited outside line prefixes apply only to the next fax job. After that, the prefix you supplied using the Install program will apply.

Overriding outside line prefixes in DOS

- 1 From the Fax Pop-up Menu screen, press F3 to access the Advanced Fax Options screen.
- 2 Type the prefix in the Outside Line Prefix field.
- 3 Press Enter.

The software uses the new prefix only for the next fax transmission. Then it resumes using the one you entered in the Install program.

Selecting a password for PostScript faxes

You can limit the PostScript faxes you receive to senders who have your PostScript password. To set or clear a PostScript password in DOS, follow these steps.

Setting a password for PostScript faxes from DOS

- 1 At the DOS prompt, type the following line and press Enter.

```
c:\psfax\install/a
```

If you installed the software in a different directory, substitute the appropriate path.

The Advanced Installation Options screen appears.

- 2 Select “Edit fax printer password” and press Enter.

The Edit PostScript Fax Password screen appears.



- 3** Select “Enter a new PostScript fax password” or “Clear the fax Postscript password” and press Enter.
- 4** Type the new password and press Enter.
- 5** Press Y to confirm that you want to change the password.

Setting a password for PostScript faxes from Windows

To set a password for PostScript faxes from Windows, follow these steps.

- 1** Locate the Fax Control Panel icon.
- 2** Double-click the Fax Control Panel.

The Fax Control Panel appears.

- 3** Click Password.

The Set Password dialog box appears.

- 4** Type the password into the New Password box.
- 5** Type the same password into the Confirm Password box, keeping the same case for each character.

If the two passwords match, the OK button changes from grayed characters (inactive) to dark characters (active). If the OK button is inactive, delete and retype the Confirm Password. If the OK button remains inactive after a couple of tries, click Cancel and try again. You probably mistyped the password.

- 6** Click OK.

The Set Password dialog box appears with the message “Printer password set.”

Clearing a password for PostScript faxes from Windows

To clear a password for PostScript faxes from Windows, follow these steps.

1 Locate the Fax Control Panel icon (many people put this in the Applications folder).

2 Double-click the Fax Control Panel.

The Fax Control Panel appears.

3 Click Password.

The Set Password dialog box appears.

4 Click OK.

A message asks, “Clear PostScript Fax Password?”

5 Click OK.

The Clear Password dialog box appears with the message “Printer password cleared.”

Printing a fax activity log

An activity log lists recent faxes sent by your fax printer.

Printing a fax activity log from DOS

To print an activity log from DOS, follow these steps.

1 Type the following line from the DOS prompt and press Enter.

```
c:\psfax\faxmgr
```

The main menu for the Fax Manager software appears.

2 Select “Print Fax Activity Report” and press Enter.

3 Press Esc or select Exit; then press Enter.

Printing a fax activity log from Windows

To print an activity log from Windows, follow these steps.

1 Locate the Fax Control Panel icon.

2 Double-click the Fax Control Panel.

The Fax Control Panel appears.

3 Click “Print Fax Log.”

The Print Fax Log dialog box appears. If all goes well, you get the message “Activity log printed.”

Clearing the fax log in Windows

In Windows, you can clear the print log. Follow these steps.

1 Locate the Fax Control Panel icon.

2 Double-click the Fax Control Panel.

The Fax Control Panel appears.

3 Click “Clear Fax Log.”

The Clear Activity Log dialog box appears with the message “Activity log cleared.”

Changing timeout settings

The fax software has two timeout settings:

- *The job-start timeout* controls how long the LaserWriter 16/600 PS waits between the time you pop up the Fax Pop-up Menu and the time you send the fax. The default is 120 seconds.
- *The job-end timeout* controls how long the LaserWriter 16/600 PS waits after input stops during the course of a job. The default is 20 seconds.

If the faxes that you send are terminated before they are complete, make the job-end timeout longer. Transmission is sometimes terminated when you are faxing from an application that pauses to process more data during printing, as a graphics or database application may.

Changing the job-start timeout from DOS

- 1 At the DOS prompt, type the following line and press Enter.

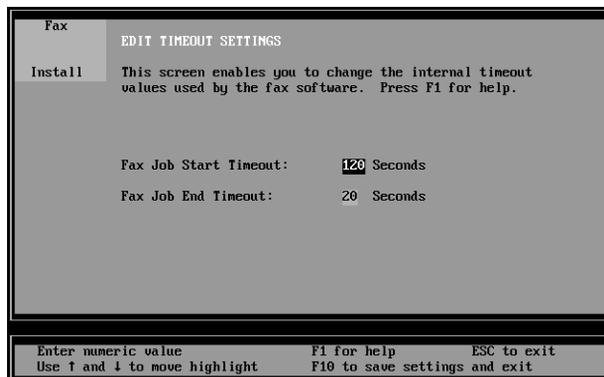
```
c:\psfax\install/a
```

If you installed the software in a different directory, substitute the appropriate path.

The Advanced Installation Options screen appears.

- 2 Select “Edit timeout settings” and press Enter.

The Edit Timeout Settings screen appears.



- 3** In the “Fax Job Start Timeout” field type the number of seconds (0 to 999) that you want for the timeout and press F10.
- 4** Press F10 to exit.
- 5** Select “Save advanced fax/printer options” to exit to DOS.
- 6** Press Enter to confirm the change you’ve made.

Changing the job-end timeout

IMPORTANT If your LaserWriter 16/600 PS printer is connected to the network, your job-end timeout setting must be less than your network’s timeout setting.

To change the fax job-end timeout, follow these steps.

- 1** At the DOS prompt, type the following line and press Enter.

```
c:\psfax\install/a
```

Substitute the appropriate path if you installed the software in a different directory.

The Advanced Installation Options screen appears.

- 2** Select “Edit timeout settings” and press Enter.

The Edit Timeout Settings screen appears.

- 3** In the “Fax Job End Timeout” field, type the number of seconds (0 to 999) that you want for the timeout and press Enter.
- 4** Press F10 to exit.
- 5** Press Enter to confirm the change you’ve made.

Changing output ports after installation

Typically, the fax captures its output from the port you designated as the printer port. You can change that port in either DOS or Windows.

Redirecting printer port output from DOS

- 1 At the DOS command prompt, type the following line and press Enter.**

```
c:\psfax\install/a
```

If you installed the software in a different directory, substitute the appropriate path.

The Advanced Installation Options screen appears.

- 2 Select “Edit printer port redirection” and press Enter.**

The Printer Port Redirection screen appears.

- 3 Select the port from which you want the fax software to capture (redirect) data and press Enter.**

Changing the fax port from Windows

- 1 Locate the Fax Control Panel icon.**

- 2 Double-click the Fax Control Panel.**

The Fax Control Panel appears.

- 3 Click “Select Fax Port.”**

The Select Fax Port dialog box appears.

- 4 Scroll through the list of ports and select one.**

- 5 Click OK or press Enter.**

Receiving faxes

To receive a fax, you need to have the printer turned on. The computer can be off. A properly configured printer will print each fax when it comes to the top of the print queue.

To print large documents, such as legal-size faxes, put legal-size paper in a paper tray and install it. The fax option will print on what it finds there. If a legal-size fax is received and no legal-size paper has been loaded into the printer, each page of the fax will be reduced in size to fit on letter-size paper. Fax pages will also be reduced in size if a letter-size fax is received that does not have adequate top and bottom margins.

6

Troubleshooting



This chapter provides solutions to problems you may encounter when you install and use the fax software. It also lists error messages that may appear on IBM PC or compatible computers when you are loading or unloading the fax software.

Troubleshooting on Macintosh computers

The printer isn't working.

Check the following:

- The LaserWriter 16/600 PS is turned on.
- The LaserWriter 16/600 PS is connected to your computer.
- The LaserWriter 16/600 PS is selected in the Chooser.
- The LaserWriter 16/600 PS printer software (not fax software) was installed, as described in the user's guide that came with the printer.

If none of the above is responsible for the problem, reinstall the fax software as described in Chapter 2.

The printer prints or transmits an incomplete document.

Try the following remedies.

- Make more memory available by closing application programs and windows. You may want to buy more memory for your computer.
- If you are sending to a Group III fax machine—and not to a printer equipped with PostScript fax capability—select the Unlimited Downloadable Fonts option in the Page Setup dialog box. This helps you manage memory without significantly affecting performance.
- If an alert message indicates the printer has a memory problem, continue printing. If the resulting output is unsatisfactory, reduce the number of fonts in the file and print again, or fax just a few pages at a time.
- If none of the above remedies works, there might be a PostScript-language error in the document. Click the Options button in the program's Print dialog box. Then choose Print Detailed Report from the PostScript Errors pop-up menu. If a PostScript error occurs, the LaserWriter 16/600 PS fax printer prints an error page.

Fax documents are not successfully transmitted.

If the confirmation page indicates that the transmission was not successful, try the following steps.

- Refer to the confirmation page to verify that the software dialed the correct number. Check the outside line prefix, long distance prefix, and area code.
- Be sure to use the same format for the area code in the Fax Options dialog box and the fax phone book. For example, if you enclose the area code in parentheses in the Fax Options dialog box, you must also use parentheses in the fax phone book.
- Turn on the fax speaker, so that you can hear if the receiving fax device is busy or if there is a recorded message. To turn on the fax speaker, open the LaserWriter Fax Utility program, choose Incoming Settings from the Configuration menu, and click the Speaker On button.

The Fax button does not appear—or is dimmed—in the Destination section of the Print dialog box.

The fax software is not installed properly. In the Chooser, be sure the LaserWriter 8f icon is selected, then double-click the name of the desired printer.

By the way: Certain programs, such as Aldus PageMaker (version 4.2 and earlier) and QuarkXPress, use a printer driver other than Apple's. If you don't see the Fax button, click Cancel, and then choose Print again while holding down the Option key. If the Fax button still does not appear, refer to your program's user manual for instructions on using the LaserWriter 8 driver.

If the Fax button still does not appear, reinstall the fax software as described in Chapter 2.

The recipient informs you that the PostScript document you sent contains the Courier font instead of the original font.

If the PostScript-language document you are faxing contains fonts that aren't installed in the sender's or the recipient's PostScript printer, the receiving fax printer substitutes the Courier font. To correct the problem, try the following remedies.

- Reformat your document with the 35 fonts resident on most PostScript printers.
- Ask the fax recipient to install the necessary fonts.

A PostScript fax you receive contains the Courier font instead of the correct fonts.

The sender faxed you a document containing fonts that were installed on the sender's printer, but not on your printer.

- Ask the sender to reformat the document with the 35 fonts resident on most PostScript printers, or with a font you know is installed on your printer.
- Ask the sender to provide the font, or install the font yourself on your printer.

Opening the Fax Phone Book takes a long time.

Having more than 100 entries in the phone book creates performance problems. If you have more addresses, consider creating multiple books, each with its own title. For example, you could have a Personal Fax Book, Vendor Fax Book, and Clients A–G Fax Book. When you want to use one of them, rename the current Fax Phone Book with another name. Then rename the phone book you want to use with the name “Fax Phone Book.”

There are also limits to the length of each item in a line—Name, Company, Fax Number, PostScript (Y/N)? are 50, 50, 100, and 1 ASCII characters, respectively. Separate items with a tab character and separate the PostScript (Y/N)? from the carriage return character with a tab. You can leave a field blank, but put a tab separator on each side.

Further, make sure all characters are from the lower (7-bit) ASCII character set (those you get by pressing any character key with or without the Shift key). Convert higher character-set characters like curly quotes to 7-bit characters.

When trying to send a fax to someone with a voice/fax/data switch, the printer doesn't send the fax. Is there a way to force the printer to send?

There is no way to force the printer to send a document. Contact the maker of the voice/fax/data switch for help. Some such switches are configurable.

I see a message about a memory problem.

The fax you sent is bigger than the printer's memory capacity. The printer returns an error message concerning a memory problem.

Follow these steps:

- 1 Reduce the number of fonts in the document.**
- 2 If memory remains a problem, break the document into pieces and fax each piece separately.**

Fax software error messages in DOS

Errors in loading or unloading fax software components cause the error messages in this section.

Loading the PSFAX.COM program

PSFAX cannot load, because the printer port does not exist.

When you ran the Install program, you specified a printer port that doesn't exist on your system.

Unloading the PSFAX.COM program

Beginning to unload PSFAX...

PSFAX is not currently loaded.

You have tried to unload PSFAX.COM, but it was not loaded.

PSFAX is not the most recently installed memory resident program. Unload the most recently installed utility first.

You can unload PSFAX.COM using the PSFAX/U command only if PSFAX.COM was the last memory-resident program loaded. If not, try unloading more recently loaded programs (consult their manuals for information on unloading). Then try issuing the PSFAX /U command again. If you cannot unload more recently loaded programs, use a text editor to remove PSFAX from your AUTOEXEC.BAT file or to comment it out with the "REM" instruction. Then, restart (reboot) the computer.

PSFAX encountered an error releasing its memory segment while unloading.

To unload PSFAX.COM you must restart.

PSFAX is unloaded.

Unrecognized command:

The PSFAX command line switches are:

/b use BIOS level data capture only

/e release environment space when loading PSFAX

/h show this help screen

/u unload the resident PSFAX

/k enable fix for keyboard Ctrl-Lock

The message indicates you tried to use a command-line switch that PSFAX.COM doesn't recognize. Only the above switches are recognized. Substitute the appropriate switch.

There is an error in the configuration file PSFAX.CFG at the XXX line.

The configuration (.CFG) file that the Install program created contains an error. Run the Install program again from the floppy disk to create a new .CFG file.

Loading the PSFAXQ.COM program

Fax Queue cannot load, because the printer port does not exist.

The printer port you specified when you ran the Install program doesn't exist on your system.

Fax Queue isn't the most recently installed memory-resident program. Unload the most recently installed utility first.

You can unload PSFAXQ.COM using the PSFAX/U command only if PSFAXQ.COM was the last memory-resident program loaded. If not, try unloading more recently loaded programs (consult their manuals for information on unloading). Then try issuing the PSFAX /U command again. If you cannot unload more recently loaded programs, use a text editor to remove PSFAXQ from your AUTOEXEC.BAT file or to comment it out with the "REM" instruction. Then restart (reboot) the computer.

Fax Queue encountered an error releasing its memory segment while unloading.

Remove PSFAXQ from your AUTOEXEC.BAT file or to comment it out with the "REM" instruction. Then restart the computer.

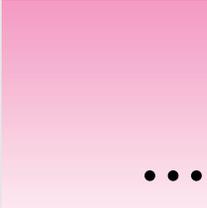
Fax Queue is unloaded.

Unrecognized command:

The Fax Queue command line switches are:

```
/e    release environment space when loading Fax Queue
/h    show this help screen
/u    unload the resident Fax Queue
```

You tried to use a command-line switch that PSFAXQ.COM does not recognize. Only the above switches are recognized. Substitute the appropriate switch.



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