

## Thank you for choosing Zetafax

Zetafax, our award winning fax server software for business, is simple to install, easy to manage and highly reliable. For secure, fast, cost effective document distribution in any business, Zetafax is the proven choice of fax software solution. Faxing has never been easier.

### Zetafax

Please read the **Getting started with Zetafax** section before installing the software. If you are installing a new Zetafax system you will require a Zetafax starter system license; this will either be included on the product box cover, or supplied separately.

### Zetafax Duo

Zetafax Duo adds the power of Zetadocs PDF to Zetafax. If you have purchased Zetafax Duo you will receive a separate license number for Zetadocs PDF. Otherwise you can trial Zetadocs PDF by simply installing the software with the included a 30 day trail license. Please read the **Getting started with Zetadocs PDF** section before installing the software.



## Zetafax Enhancements and services

Zetafax can be enhanced with a range of additional features and services. Please contact Equisys or your Zetafax reseller for details.

### Add-ons

Zetafax starter systems can be enhanced with the following optional features:

- **Additional user license packs:** As your business grows, you can buy additional user licenses.
- **Document Conversion add-on:** Convert up to 250 file types to fax TIFF format, providing enhanced functionality.
- **Zetafax SMS Gateway:** Send text messages to mobile phones from your PC. Ideal for sending alerts to staff and customers. Requires GSM modem.
- **Additional line packs:** For heavier fax traffic or larger numbers of users, you can expand your Zetafax system to support additional fax lines.
- **FaxBroadcast for Zetafax:** Manage fax broadcasts to a large number of recipients.
- **API Toolkit:** Integrate Zetafax with existing software such as accounting or CRM systems, for automated, effortless faxing.
- **Zetafax Corporate Edition add-on:** For larger businesses with just a few fax users, provides support for clustered Microsoft Exchange Servers, Windows child domains and Least Cost Routing.

### Services

Equisys and its partners can install and configure your Zetafax system and your choice of hardware on site. User and administrator training is also available. Please contact Equisys or your Zetafax reseller for details.

### Intelligent fax boards

For the highest levels of resilience and performance, we recommend that Intelligent Fax Boards are used when the phone lines are connected directly to the Zetafax Server computer. These can be used with ISDN phone lines to route incoming faxes automatically using direct dial (DID) fax numbers, and are available in a wide range of configurations.

### Fax over IP

The optional Zetafax Fax over IP Connector enables Zetafax to send and receive faxes using a compatible IP phone system. This removes the need to install fax hardware on the Zetafax Server, and is ideal for virtual server environments and other automated failover systems. A Fax over IP (T.38) gateway unit can be used where the existing phone system is not compatible; these support either ISDN or analog phone lines in a range of configurations.

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# Getting started with Zetafax

Zetafax has been designed for easy installation and includes a configuration wizard to help you get up and running quickly. The checklist below will ensure you take advantage of the rich features built into your Zetafax system. More information is available in the Installation and Configuration Guide and the Zetafax Configuration help, available from the 'Documentation' section of the Zetafax CD. If you are installing the Zetafax Server within a virtual server environment (e.g VMware), please visit [www.equisys.com/virtualization](http://www.equisys.com/virtualization) for further information.

## 1. Install and configure the Zetafax Server

Log on to a server as a Domain Administrator. Insert the Zetafax CD and run the Zetafax Server installation. You will be prompted for the product license number, which is located on the back of the CD case, or supplied separately. Once the installation is complete the Configuration Wizard will guide you through the rest of the Zetafax setup.

## 2. Test the Zetafax Server

Once you have completed the configuration, launch the Zetafax Server from the Zetafax program group. In order to test Zetafax you will need to install the Zetafax Client. To do this, use the short cut from the Start menu. Once installed, select 'Actions, New, Fax', then address and send the fax.

If you intend to do all your faxing from the Zetafax Client, go to Step 5. To implement faxing from your email client, continue with Step 3.

## 3. Install the Zetafax Exchange Connector on your Microsoft Exchange Server

Log onto your Exchange Server as an enterprise Administrator. Insert the Zetafax CD and run the Zetafax Exchange Connector installation program.

## 4. Configure the Zetafax Email Gateway for Microsoft Exchange

Run the Zetafax Configuration program from the Start menu. Click on 'Server Settings' and then select the Mail Gateway icon. Choose Microsoft Exchange from the list of gateways and configure the available options. Export the list of Exchange users and enable them for faxing.

## 5. Roll out the Zetafax Client applications to users' desktops

Log onto each user's desktop as a user with local administration rights. Browse to the default Zetafax Server system share \\zfax\SYSTEM and run WKSETUP.EXE. Follow the instructions on screen to install the Zetafax Client. If you have many users to install, use Windows Group Policy to deploy the Zetafax Client centrally.

Use the following options to extend the functionality of your Zetafax system:

### • Routing received faxes to users' desktops

To route inbound faxes you will require an intelligent fax board or Fax over IP call control software and a range of Direct Dial (DDI) fax numbers.

For more information view the 'Sub-address routing' topic in the Zetafax Configuration help available from the 'Documentation' section of the Zetafax CD.

### • Using Zetafax over your Intranet

The Zetafax Web Client allows you to send and receive faxes using your web browser. For more information, use the Installation and Configuration Guide available from the 'Documentation' section of the Zetafax CD.

### • Remote Server Administration

This option allows you to configure and monitor the Zetafax Server remotely from your desktop. For more information, view the 'Zetafax Server Remote Administration' topic in the Zetafax Configuration online help available from the 'Documentation' section of the Zetafax CD.

### • Fax via email from Lotus Domino and SMTP Mail Servers

The Zetafax Email Gateway can be used with Lotus Notes and most SMTP Mail Servers. These are configured using the Zetafax configuration program. For more information, view the 'Email Gateway' topic in the Zetafax Configuration online help available from the 'Documentation' section of the Zetafax CD.

### • The Zetafax API Toolkit (available as an add-on)

The optional Zetafax API Toolkit makes it easy to fax-enable existing applications and to automate the process of faxing. For more information view the 'Zetafax Application Programmer's Interface' topic in the Zetafax Configuration online help available from the 'Documentation' section of the Zetafax CD.

## System Requirements

Please visit [www.equisys.com/zftchinfo](http://www.equisys.com/zftchinfo) for details of supported platforms and other system requirements.

# Getting started with Zetadocs PDF

The following instructions will guide you step-by-step through the first installation of Zetadocs PDF on your network.

## 1. Install Zetadocs PDF

Ensure that you are logged on to your PC as a user with local administrator rights. Click on 'Install Zetadocs PDF' in the main menu and then on 'Install Zetadocs PDF Client' in the next menu. Follow the instructions on screen and click 'Finish' when prompted. We recommend you select the 'Administrator Install' option for the first installation, as the Client program and the Configuration program are included.

## 2. Configure Zetadocs PDF

Begin by clicking the Windows Start button and find 'Zetadocs PDF Configuration' under the Zetadocs PDF program group. The Zetadocs PDF Configuration program will open the General tab. The General tab prompts you to select the storage location of the configuration settings. Choose where you would like the Zetadocs PDF configuration files to be stored and click 'Apply'.

## 3. License Zetadocs PDF

To enter your license number, click the 'Zetadocs PDF Licensing' icon. Click 'Change' and enter the license number provided with the software. Click 'OK' once you have entered your license number, and then click 'Apply' to action any changes. If you do not have a license number, you can use Zetadocs PDF without one for up to 30 days.

## 4. Configure Zetadocs PDF users

You must configure at least one network user to use Zetadocs PDF. To configure Zetadocs PDF users, click the 'User Management' icon. Zetadocs PDF will display a list of network users. You can enable Zetadocs PDF users by double-clicking the icon next to the user name. Selected users are displayed in green. Double-click again to deselect a user. You can enable up to the number of users that the software license allows. Click 'Apply' to action any changes.

The configuration is now complete and Zetadocs PDF is ready to use. You can return to the configuration program at any time to make further changes or to configure Shared Network Folders. For more information about how to use the product, please refer to the online help within the Zetadocs PDF software.