

QuickLink MessageCenter

Fax/Data QUICK START GUIDE

QuickLink Quick Start Guide

This guide explains how to install and use QuickLink. Further information on the software can be obtained via on-line help in the QuickLink application.

QuickLink Installation

The following steps will guide you through the installation process.

1. Power on your computer and start Windows.
 2. Insert the QuickLink diskette into the floppy drive.
 3. From the Program Manager in Windows 3.x, pull down *FILE* and choose *Run*. In Windows 95 press the **Start** button and select *Run*.
 4. In the *Command Line* field, type **A:\SETUP**. (If the diskette is in the B: drive, type **B:\SETUP**.) Press or click *OK*.
 5. The main installation dialog box appears on screen with the default directory **C:\QL3** as the install directory for QuickLink's main program files. To accept the defaults, press or select *Install*. Status boxes will appear to apprise you of the installation progress.
 6. The Default Printer dialog box appears, asking if you want the QuickLink Printer Driver to be your default Windows printer driver. Press if you want to keep your regular printer driver as the default. Click *Yes* if you want the Fax driver to be the default Windows printer. This setting can be changed later through the Windows Control Panel. A printer driver is a file that controls how and where a file is printed. The QuickLink driver will send print jobs to your modem as faxes instead of sending them to your printer.
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7. A QuickLink *Program Group* is automatically created in the Program Manager. There is also an icon labeled *Read Me!*, which contains important information, and any changes that have occurred to the software since this guide was printed.
8. Remove the QuickLink disk from the drive and store it in a safe place, away from heat, dust, and magnetic fields. Now that you have installed QuickLink, you are ready to begin communicating! Further information on the software can be obtained via on-line help in the QuickLink application.

Sending Faxes

The most convenient way to send a fax is directly from your Windows program. QuickLink installs a printer driver called *QuickLink*. When printing to this print driver, your document is converted to a faxable format, and then sent to the selected destination.

To send a fax from a Windows application:

1. Start the Windows application from which you wish to fax a document. Either open or create the document to fax.
2. Choose *QuickLink* as your current printer. This can be changed in most Windows applications under the *Print Setup* option. From this option, click on *Specific Printer* and choose *QuickLink*.
3. Select *Print* from the *FILE* menu. After a pause, the *Send Fax* dialog box appears.
4. To send a fax to new recipients, complete the following fields:

Fax Number	Telephone number of the recipient's fax machine or modem
Name	Name of the fax recipient
Company	Name of the fax recipient's company
Subject	Optional description of the fax topic

Optional: Click on **Add to Phone Book** to add this recipient to the **Phone Book**. If you do not wish to send a cover page to the recipient, uncheck the **Send Cover Page** box. *NOTE: The **Send Cover Page** box is checked by default.*

- To send a fax to recipients in your **phone book**, click on **Open Phone Book**. Choose recipients by clicking on the **Fax to** field in the phone book until all recipients have been selected. Then click on **Close**.

*NOTE: If you decide not to send a fax to a selected recipient, click on the **Fax to** field in the phone book to de-select.*

- To include a note with your fax, type the note in the *Cover page note* field.
 - To add attachments to the fax, click on the **Attachments** button.
 - Use the **Options** button to view more fax options.
 - To choose, modify, or create a cover page, use the **Cover Page** tab.
 - To send the fax at a future date and/or time, use the **Schedule** tab.
 - To add or remove attachments, click on the **Attachments** tab.
 - To specify resolution and delivery options, go to the **Settings** tab.
 - Click on **Send Fax** from the Send Fax dialog box to send the fax.
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For your information

It is also possible to send faxes directly from within the QuickLink application itself. Consult the on-line help file for more details on sending faxes in this manner.

Dialing a Modem Number

QuickLink is your gateway for connecting your modem to a wide variety of bulletin board systems (BBS) and on-line services. No matter what type of system you are calling, the concept remains the same. This example will guide you through connecting to Smith Micro Software's support BBS, called American E-Mail. There is no charge for using this BBS other than possible long distance tolls charged by your phone company. To connect to the American E-Mail BBS:

1. Click on the **Terminal** tool in the main QuickLink screen. The QuickLink Terminal Window appears.



2. Click on the **Book** tool or choose *Phone Book* in the *CONNECT* menu, then choose the Smith Micro entry.
3. Press the **Data Call** tool, or choose *Data Call* from the *CONNECTION* menu.

*NOTE: You can also dial or answer calls manually by typing **AT** commands. You can connect automatically by running scripts, using command keys, or choosing a previously setup connection in the QuickLink Terminal Window.*

You will be connected to the American E-Mail BBS. If desired, follow the prompts to create a new user account. To disconnect from the BBS, press the **Hangup** tool or pull down the *ON-LINE* menu, and select *Hang Up*.

Unlike faxing, file transfers do not happen automatically; there are certain steps that must be accomplished by the user. Fortunately, QuickLink makes the procedure as intuitive as possible.

File Transfers

File transfers are divided into two basic types: Downloads and Uploads. When you download a file, you are receiving a file from a remote computer to your PC. When you upload a file, you are copying a file from your PC to a remote computer. The following steps outline the general process used to transfer files.

Computer to Computer Transfers

1. Establish communications with the remote system.
 - Use the *Phone Book* or *Dialer* to call the remote system.
 - If the remote system is calling your PC, ensure the answer mode selected in *Preferences* under the *SETUP* menu shows a data option. The actual connection will be automatic.

Ensure that you can communicate with the remote side by typing a short message, then reading the reply.

2. Inform the remote user of the file(s) you wish to send or receive.
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3. Inform the remote user of the file transfer protocol to use.
4. Push either the **Send File** or **Receive File** tool, or pull down the *ON-LINE* menu, and select either *Send File* or *Receive File*, depending on whether you are uploading (*Send File*) or downloading (*Receive File*).
5. Choose the protocol that was previously decided on in Step 3.
6. If uploading, select the file(s) you wish to send to the remote user, and press *OK* for the transfer to begin.

Note: The Xmodem and ASCII protocols require the user to name the file to be received on a download. The other available protocols will automatically acquire the name of the file being transferred.

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