Network Fax Module

Sending fax messages to our clients is part of our daily life in the office. MOD2 has developed a module that allows you to send faxes from your MOD2 Software. It is called the "Network Fax Module". Your computer does not need to have a modem or a telephone line connected to it. All faxing is done through the Network Fax Server.

**Features unique to MOD2 Fax Software**

- Allows faxing from any MOD2 workstation
- Detailed history log of every fax document made
- A confirmation can be printed after faxing is completed
- A fax cover sheet can be attached
- Reports can be faxed
- Will keep a history of faxes made to a particular account
- Excellent fax quality, no image loss
- Simple and intuitive to use, if you know how to reprint a transaction in MOD2, you can fax it.

- Network installation, allows multiple users to send faxes from one telephone line.
- Automatic busy number redials
- Saves trip of going to fax machine

**Typical uses for MOD2 fax software**

- Faxing Past Due Invoices
- Faxing Packing Lists to Customers
- Faxing Customer Statements for collection
- Faxing Purchase Contracts to Suppliers
- Faxing Dye Orders to Dye House
- Faxing Cover Sheet with or without attachments
- Faxing Inventory Reports to Salesrep’s
- Faxing Sales Reports to Banks and many, many more.

**Fax System Requirements:**

The following are the minimum hardware and software you need to run the Network Fax Module:

- 486 or higher IBM PC or 100% compatible
- 16 MB RAM
- Windows 95
- VGA monitor
- 14.4 bps Fax Modem with single telephone line

**Cost**

Contact MOD2 for pricing information
**Q:** How can we send fax message from MOD2?

**Ans:** Go to transactions, display what you want to fax, click the “FAX” button and follow the instructions. See below example on how to fax a Packing List.

![Example of faxing a Packing List](image)

**Q:** Is there a way to add a Cover Sheet to a fax?

**Ans:** Yes, there is a way. If you are in any transaction, just click the Fax Button and follow the instructions. If you wish to attach a cover sheet, you have to answer “YES” when prompted. See below screen for more details.
**Q:** What does it mean “Print this fax after sending?”

**Ans:** It is a printout of what your fax recipient received. It also has Confirmation information printed on it.

**Q:** What does the Fax Confirmation printout look like?

**Ans:** Below is a sample of how the Fax Confirmation looks like.

![Sample Fax Confirmation]

**Q:** How can I get a history of all faxes I sent to a particular client?

**Ans:** Display the Client and click on “Fax Cover”.

![Sample Client Interface]
Q?: I am the manager of the company. I want to get all faxes sent out by a particular user. How will I do that?

Ans: Just go to the Option Menu and select “Monitor Gateway Activity”.

Q?: How can I resend a fax?

Ans: That’s easy! As long as you are on the screen of “FAX HISTORY LOG” you can resend a fax. Just press <Enter> on the fax that you would like to resend and an Option Menu screen will pop-up for you to select the “Resend” button.