



Limousine Management Systems

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How to Set Up and Send a Fax

SUMMARY

The Fax feature allows the user to automatically fax from the program reservation trip sheets, invoices, statements, confirmation letters and all reports for any one customer on file. Send faxes to your Accounts, Bill To, Administrators, Agencies, Landmarks and Drivers. A field is also available for entering a fax number that is not on file. For the most efficient and seamless use of the Fax feature, Windows 2000 or XP Professional is recommended. For Windows 98se or NT 4.0, the user must also have a third party faxing software such as Winfax Pro.

Multiple faxes can be queued up to transmit automatically. The user can continue with data entry while faxes are being transmitted. A fax status screen will display pages to send, pages sent, time lapsed, and any transmission problems. A history file will record transmissions sent by date, time, fax number, sender/receiver and total pages sent.

FAX REQUIREMENTS

The Fax feature is automatically configured for Window 2000 or XP Professional *. If the fax driver is configured in Windows on the computer that you wish to fax from, no further set up is required to utilize the fax feature. If the fax driver is *not* set up, please contact a knowledgeable Network Administrator to configure the Windows fax driver.

If the computer is operating with Windows 98se or NT 4.0 *, you will have to purchase additional 3rd party software such as WinFax. A knowledgeable Network Administrator can then configure the additional software. The driver must be set up as a printer driver.

*Installing all the critical and security updates and service packs is strongly recommended.

HOW TO SEND A FAX

The user can fax reservation trip sheets, invoices, statements, confirmation letters and all reports for any one customer file.

1. Select the document to be faxed and bring in onto the screen.
2. Click on **Print**, and click on **Fax**.
3. Select **Account**, **Bill To**, **Administrator**, **Driver**, **Agency**, or **Landmark**. If a fax number is on file, it will automatically appear in the box.
 - a. Once a recipient is selected the user may also tag the **Show Browse** box. This will allow the user to view all the records for that selection. For example: If

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Driver is selected, the fax number for the driver assigned to the reservation will automatically appear. If the user would like to send the fax to a different driver, tag the **Show Browse** box and a browse screen with all the drivers will appear and the user can click on the alternate driver that is to receive the fax and then click on **Select**.

- b. If there is more than one fax number available, a browse screen will appear. The user can click on the person or business and then click on **Select**.
 - c. If a fax number is not available on file, the user may type in the number
4. Click on **Proceed**. Select to send **All Pages** or a **Page Range**.
 5. Click on **OK**.

HOW TO FAX USING 3rd PARTY FAXING SOFTWARE

1. Once the document to be faxed is selected, click on **Print**. Click on **Printer**.
2. Click on the selection that represents the fax program e.g. WinFax.
3. Type in the fax number. Send using the fax program send feature.

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