

PROSOFT AFE FAX SERVER PROGRAM INSTALLATION AND SETUP PROCEDURE

The AFE FAX Server is a third-party program which we license and include with the Gemini Job Cost Accounting, Eclare Estimating, and/or PSClient Professional Client Management program versions 12 and higher. When set up properly, it is very reliable and provides the capability for users to FAX reports from Reports Preview windows directly to customers, vendors, or internally to other users at different locations within a company. Unfortunately, there is no user manual-the program provider prefers to rely on the program Help function for user assistance and information. Most of it's functions are fairly intuitive and straightforward. However, based on experience, we have created the documentation which follows to assist you in installing and setting up the program.

1. PRE-INSTALLATION INFORMATION: We strongly urge you to comply with the following recommendations:

a. If you are running on a network system, we strongly recommend you **DO NOT** install the FAX program on either your primary or alternate server computer. If at all possible, it should be installed on a separate, stand-alone computer (we will call it a Comm Server). Please see the **NOTES** at the end of this document

b. Your Comm Server's FAX-modem card/device should be connected directly to a dedicated *analog* phone line that is not "piggy-backed" or otherwise connected through either a KSU or other internal phone network system nor shared with other FAX devices. If you have questions or need assistance in identifying which phone line to use, please contact your telephone service provider.

c. Any user who accesses the AFE-FAX program through one of Prosoft's programs must have full network Read, Write, and Delete security access and privileges for the drive and folder in which it is installed. Please contact your computer/network administrator if you need assistance with this requirement.

d. Do not install multiple copies of the AFE-FAX program. It must only be installed one time on one dedicated Comm Server for all users. Finally, please note that the AFE-FAX program cannot be used as a "standalone" FAX program nor can it be accessed by non-Prosoft programs.

2. INSTALLATION:

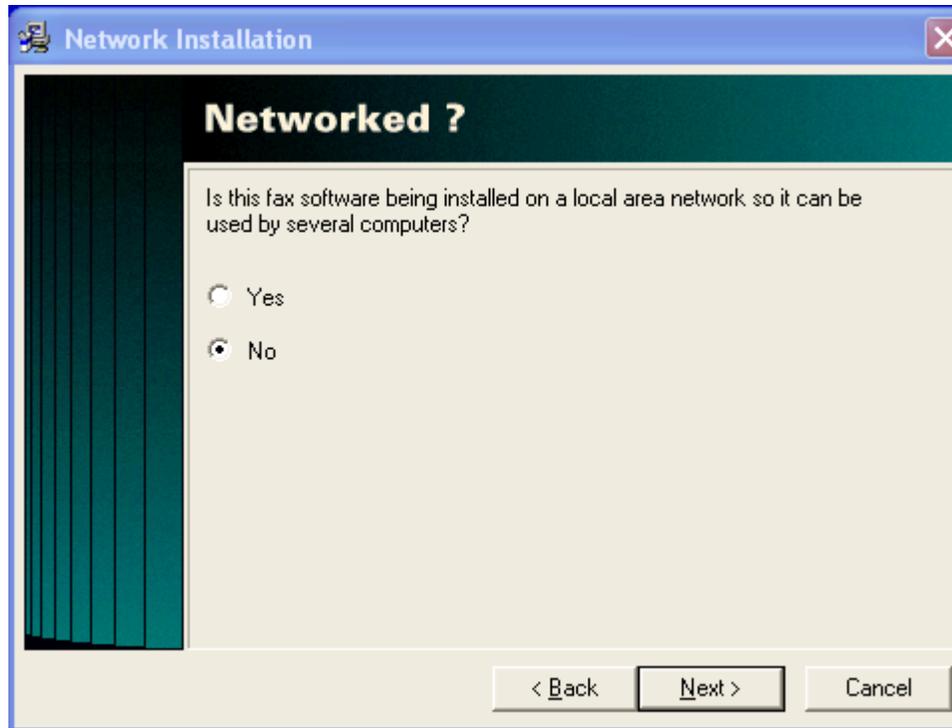
a. On the computer on which the AFE-FAX program is to be installed, insert your Prosoft version 12 or higher Gemini, Eclare, or PSClient program CD in your CD-ROM drive. If Autorun is enabled on your system, the Prosoft setup installation program screen should automatically appear after 10-20 seconds. If you have program version 16 or higher, an install selection menu should appear. Regardless, when any installation program appears, select **Cancel/Exit**, as necessary, to exit the installation program. Depending on your system settings, it may be that nothing at all will appear (and that's okay). Proceed to the next step.

b. Launch either your *My Computer* or *Explorer* program or go to your *Run* option and select **Browse**. Find and select your CD drive and, when the file contents of the Prosoft program CD display, locate and launch either **AFE_SVR.EXE** (versions 12 - 17) or **Prosoft AFE Server 2905.exe** (versions 18 and later).

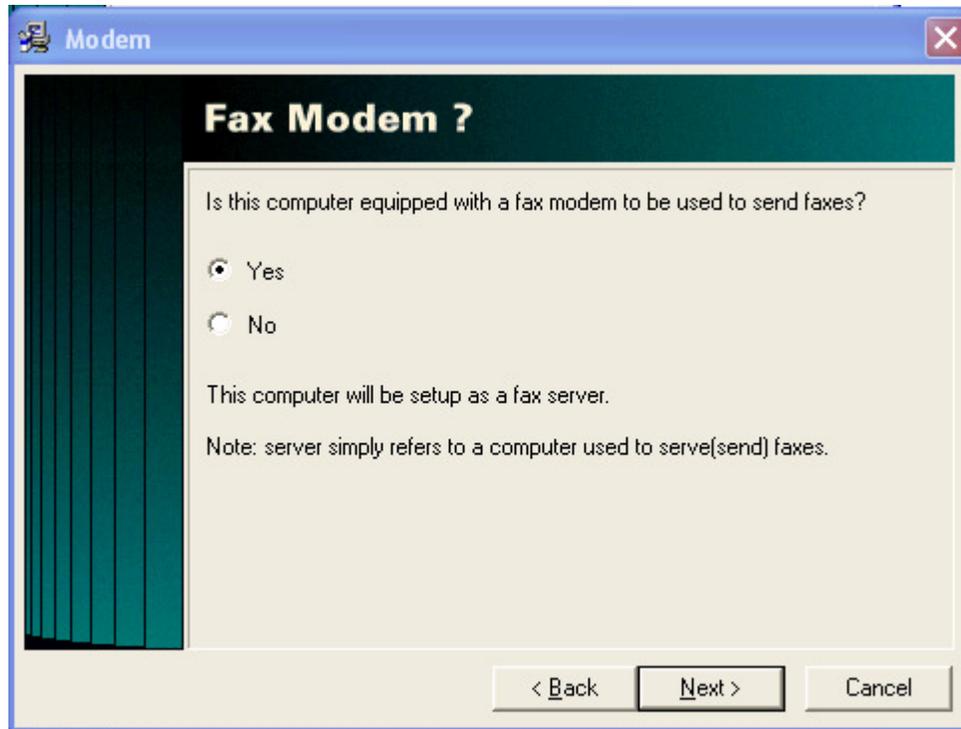
c. When the AFE-SVR.EXE program is launched, it will copy in some files needed for installation and will then display an introduction window like the one shown, below. Select **Next** to continue.



d. A window titled “**Networked?**” will appear. Whether you are networked or not does not matter, the answer to the network question *must always be No*. Select **Next** to continue.



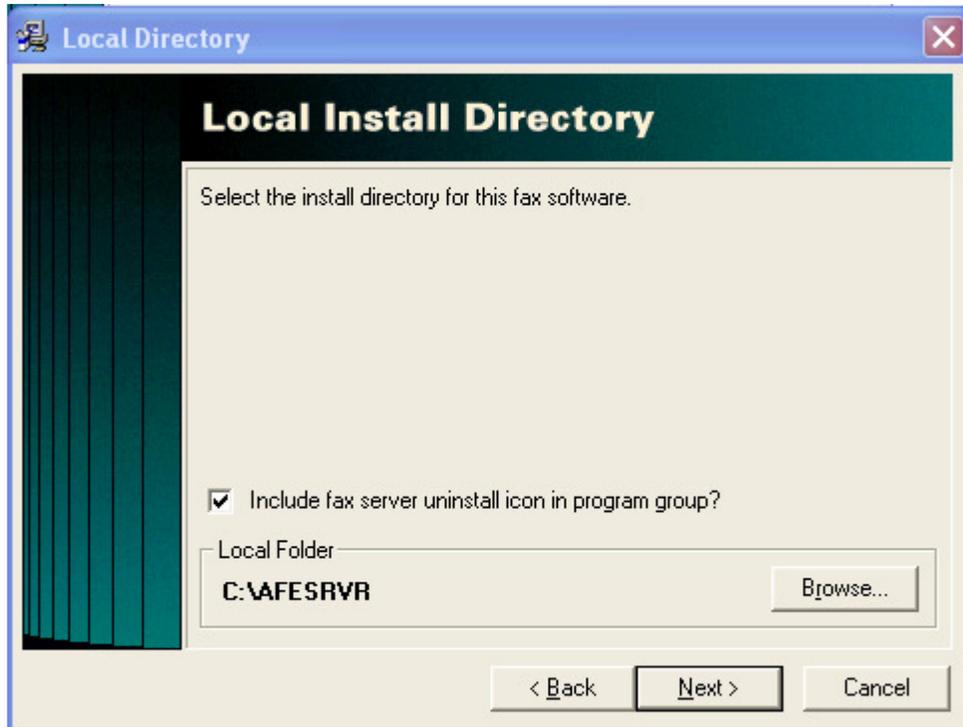
e. When the following window appears, the answer to the Fax Modem question should be **Yes** (see 1a, above) unless the FAX Modem has not been installed. If it has not been installed, terminate the AFE-FAX program installation now.



f. You will be asked for an Installation License number. Enter the number **1** and select **Next** to continue.



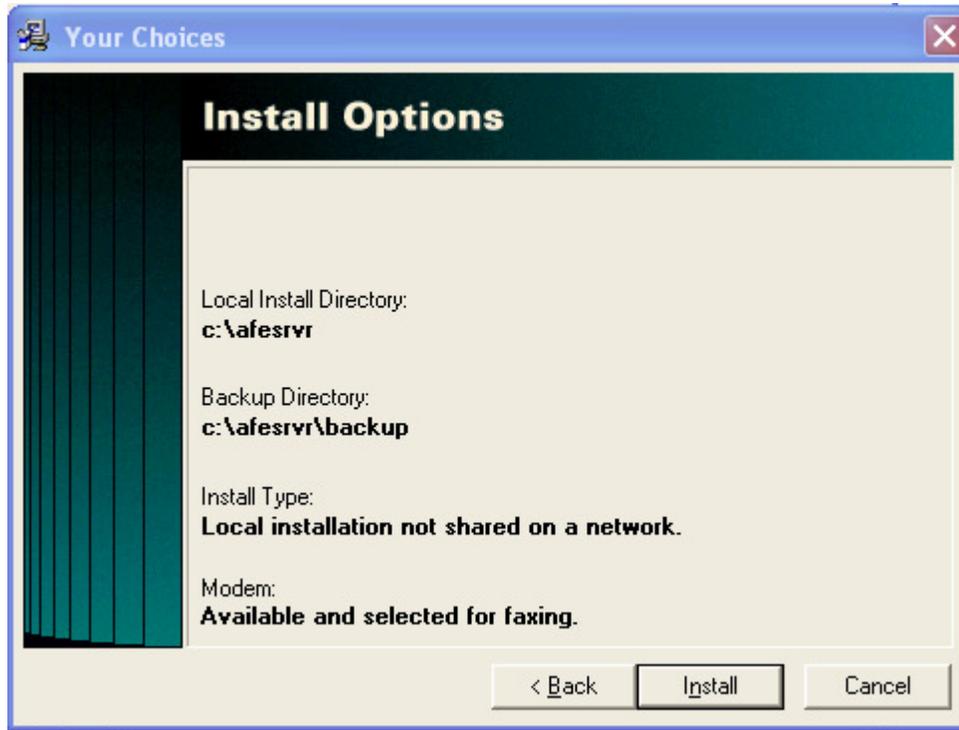
g. The next window will be the Local Install Directory. We assume you are installing the AFE FAX program on the local computer from the Prosoft CD. We recommend you simply select **Next** to accept the default settings and move to the Program Group window.



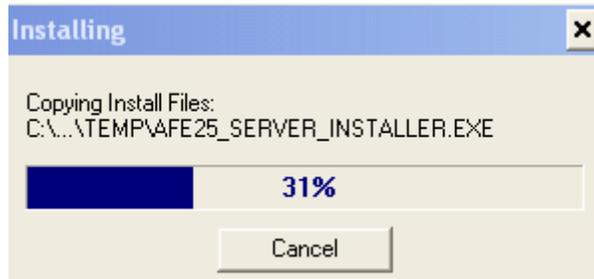
h. When the Program Group window appears, we recommend you again select **Next** to accept the program defaults.



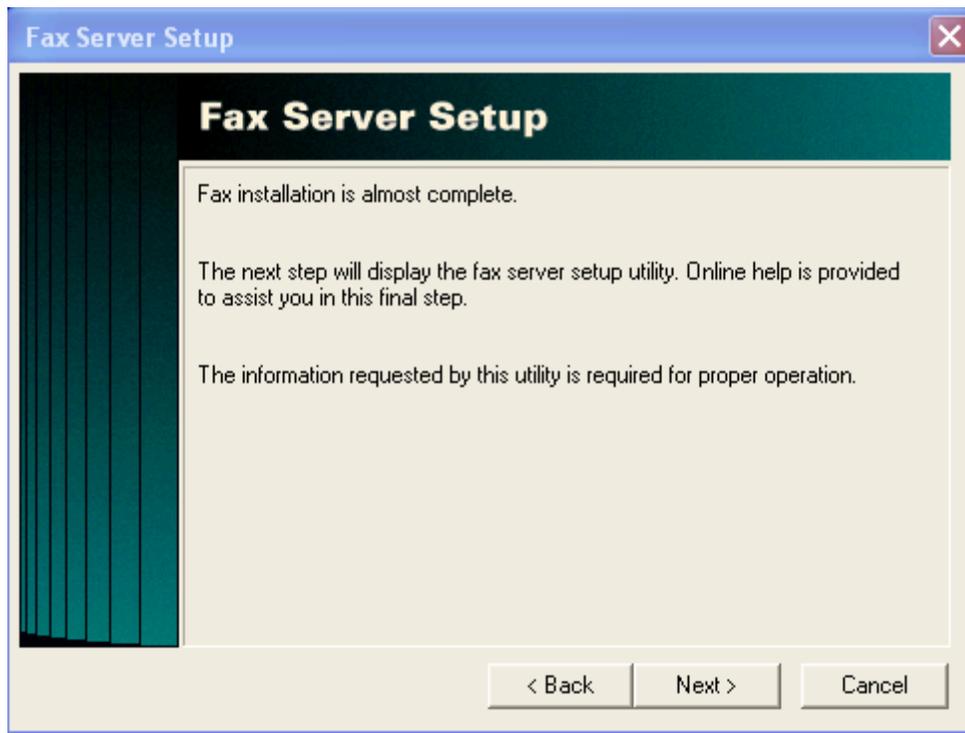
i. When the next window appears, the Install Options directory information should look similar to the ones shown, below. The *Install Type* and *Modem* information should be exactly the same. Select **Install** to begin AFE-FAX program installation.



j. An installation progress bar will appear similar to the one below.

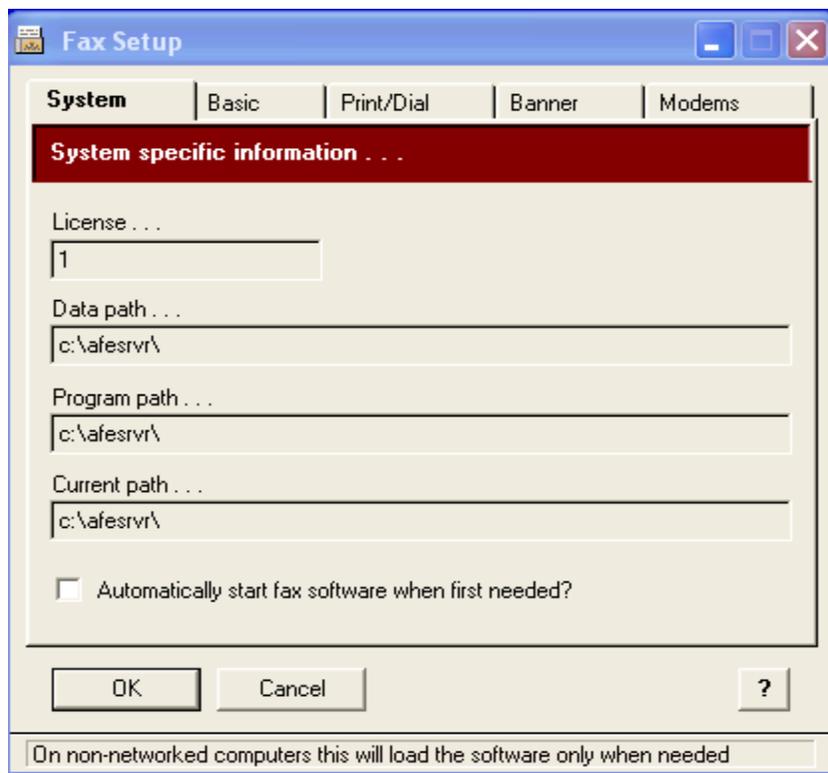


k. Once the program files have been installed, the Fax Server Setup window shown, below, will appear. Select **Next** to begin AFE-FAX Program Setup.

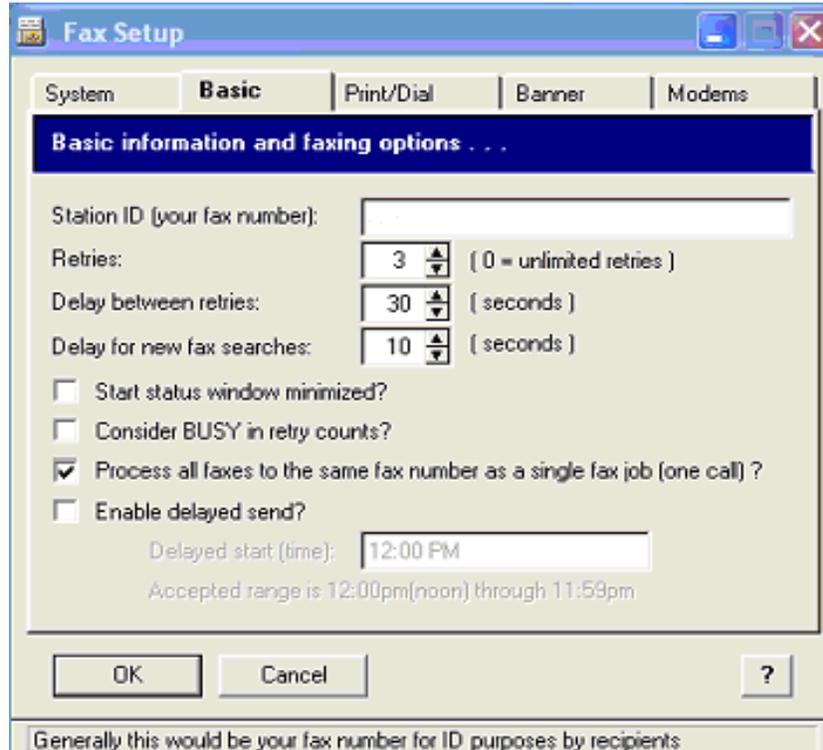


3. AFE-FAX PROGRAM SETUP:

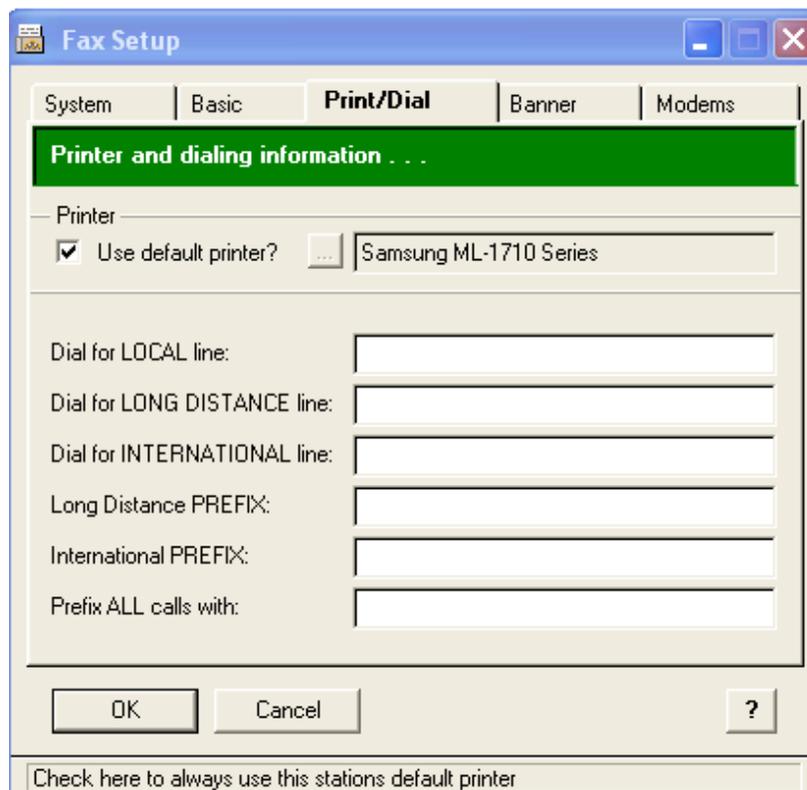
a. When the Fax Setup window appears, the **System** tab setup information should look similar to the one below:



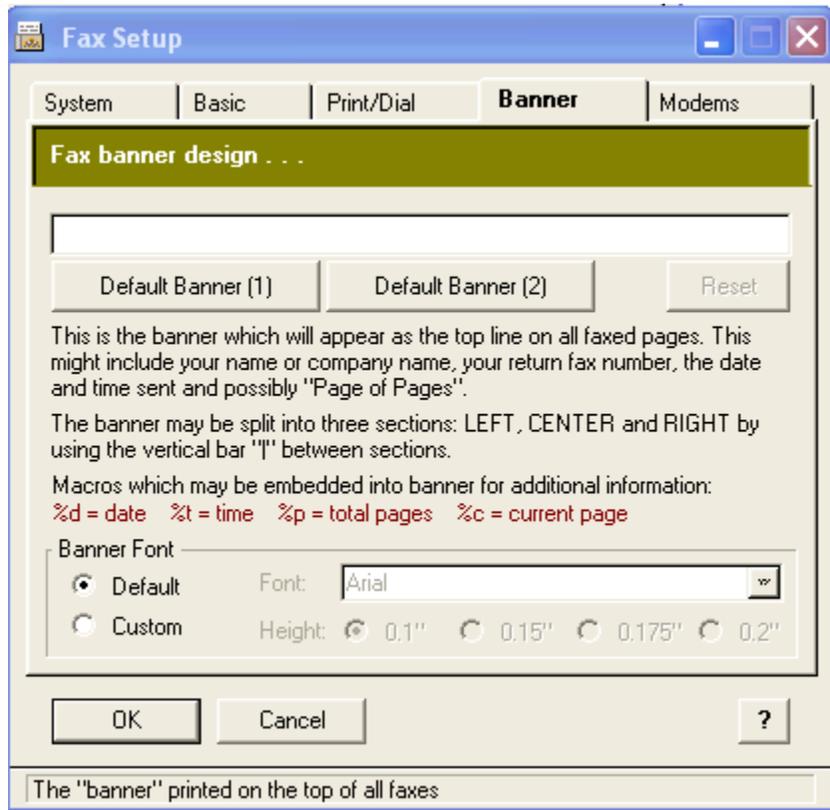
b. Select the **Basic** tab. Enter your FAX phone number in the **Station ID** field. Other fields may be left at the default values (recommended) or changed as desired. Select the question mark (?) button to access the help function.



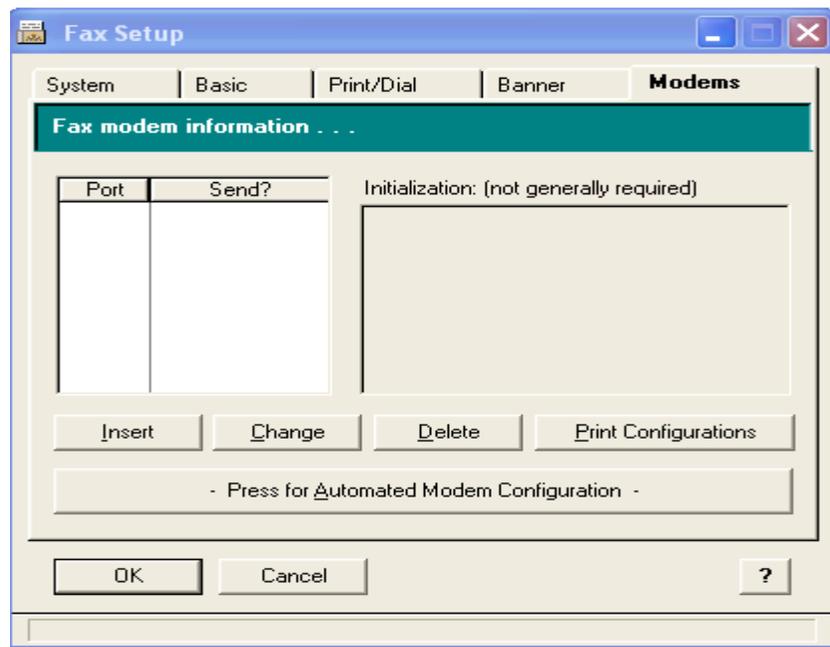
c. Select the **Print/Dial** tab. Update the printer and dialing information fields as required.



d. Select the **Banner** tab. Select Default Banner 1 or 2 and Banner Font (we recommend you select default options).



e. Select the **Modems** tab. We recommend you select the **Press for Automated Modem Configuration** and allow AFE-FAX to automatically configure the modem setup. When finished, select **OK** to save configuration information and exit.



c. Sometimes, one or more FAXes will show a status of "Processing" but will never actually be sent and the status never changes. In program versions 19/2009 and higher, the user Supervisor can select **File | FAX Manager** and can delete FAX(es) with a permanent "Processing" status. This option should only be used as a last resort.

NOTES:

1. Consider replacing an older, slower workstation with a new computer and using the old workstation as your Comm Server. No guarantees, but, if a replaced computer was satisfactory as a workstation, it will probably be satisfactory as a Comm Server. If it's simply not possible to have a stand-alone Comm Server, consider setting it up on one of your workstations which gets the *least* use.

2. As a reminder, the Comm Server will need either an internal FAX-modem card or an external FAX-modem capable of achieving a baud rate of at least 14.4KB/second. If the FAX hardware is not already installed and set up, follow the manufacturer's installation and setup information to install it. Please contact your computer/network Technical Support administrator if you need assistance setting up the Comm Server.

3. If you have purchased/rented/leased the optional **MailPS/PDF** module:

a. It can, as a general rule, run on almost any computer, including the Comm Server. Please refer to the *Prosoft MailPS/PDF Server Program Installation and Setup Procedure* documentation if you have questions or need assistance installing the MailPS/PDF program.

b. If you use an internet-based hosted facsimile service (such as RingCentral® FAX) **and** you have purchased/rented/leased the MailPS/PDF module, you may not need to install and maintain the AFE FAX Server program. Depending on your facsimile service provider, you may be able to internally redirect your FAX output to the MailPS/PDF program through the Eclare Estimating, Gemini Accounting, and/or PSClient Management program(s). For example, if you use the RingCentral FAX service, you can update your program(s) to redirect the AFE FAX program output to the MailPS/PDF program as follows:

(1) In Eclare Estimating and PSClient Management, select **File | Terminal Setup** and enter **@RCFAX.COM** in the **FAX Server Path** field.

(2) In Gemini Accounting, select either **File | Terminal | FAX / E-Mail / Excel** (versions 2013 and lower) or **FAX / E-Mail / Spreadsheet** and enter **@RCFAX.COM** in the **FAX Server** field.