![FaxGwise logo]

Quick Setup Guide

FaxGwise Version 6.0

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Getting started with FaxGwise

Welcome to FaxGwise. This Guide walks you through the basic steps to install and setup the FaxGwise Server and the FaxGwise Client. You'll also work with Management Console interface and learn about the main FaxGwise Server's settings.

While this Guide gets you started, be sure also to look into FaxGwise Server Administrator's Manual and FaxGwise Client User's Guide which describe all functions of the software and provides a substantial amount of background information.

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1 Install and Configure the FaxGwise Server

Before you start, make sure your environment meets the system requirements listed in [FaxGwise 6 system requirements (FoIP)](#) or [FaxGwise 6 system requirements (ISDN / FaxBoard)](#).

1.1 Installation

Register to download and run the installation file from [SKyPRO website](#).

1 Double-click the installation file

Follow the steps in the Setup wizard and click Next to continue through each step.

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2 Select a folder to install the FaxGwise Server

When these windows appear, you can select folders where you want to install the components of this application.
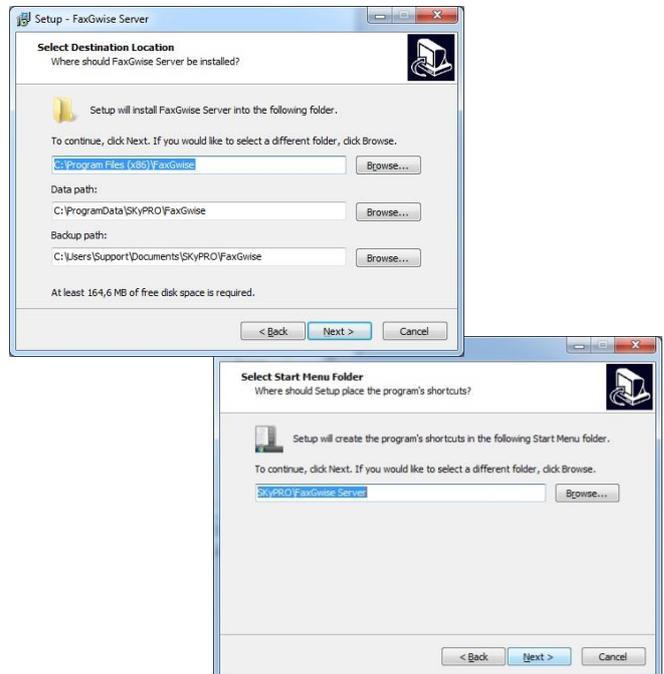
3 Specify the service account

Enter your administrator password for your computer and repeat it. Complete the installation:

4 Launch the FaxGwise Server

After you launched the shortcut :

✓ FaxGwise console opens, click *Login*
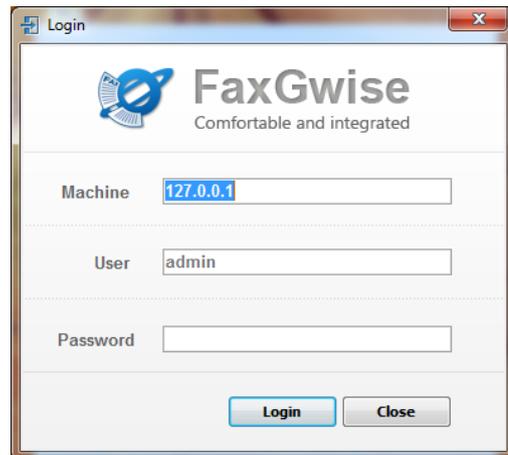
✓ click *Yes* to start the FaxGwise service.

💡 *You can set the password in the tab FaxGwise Configurations->Common->Set Administrator Password.*
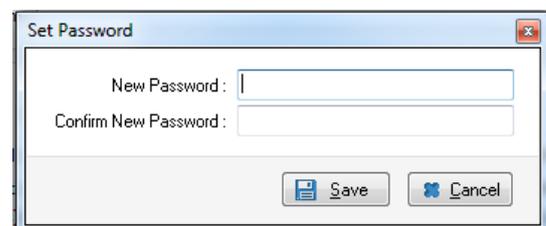
After that the FaxGwise Server main window will open:
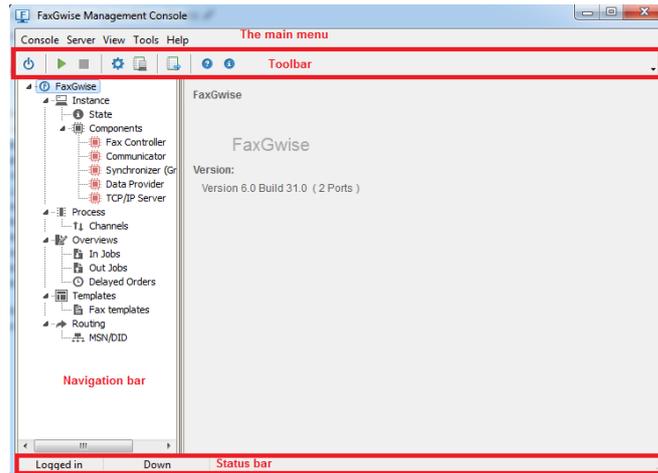
1.2 Essential Settings

To open the settings menu click Configuration button on the toolbar:

1 Specify admin and default receiver email addresses

- Enter the **admin email address** (for receiving error messages).

- Enter **default receiver email address** (email address that will receive faxes in cases when the server cannot determine the recipient).

  💡 *This could be the same one as the admin email address.*
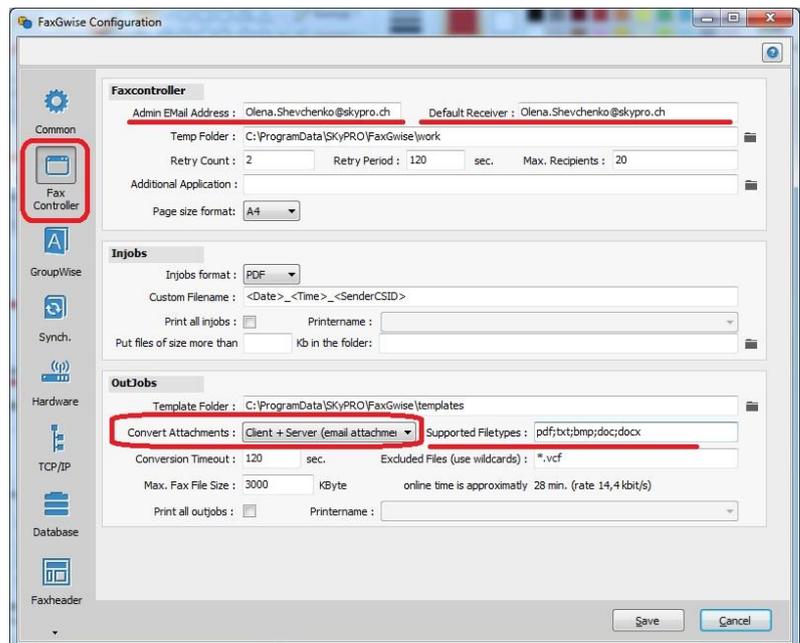
2 Set up converting of fax attachments

- In the field **Outjobs > Convert attachments** set up on which side (client or server) fax attachments will be converted to printer format.

  💡 We recommend **Client + Server.**

- For conversion on the server's side add necessary **Supported file types**

3 Connect FaxGwise to your mail system

- Select the mail system you would like to use (default: GroupWise).

  💡 *We recommend you to create a separate mailbox for FaxGwise Server.*

- If you use GroupWise:
  - ✓ Enter GroupWise user name and password of the account which you would like to use as **server email address**.
  - ✓ Add the host (IP address)
  - ✓ Check the corresponding port (presetting 1677).

📖 See how to set up FaxGwise with Exchange, Gmail or IMAP/SMTP in § 5.2.1 of FaxGwise Server Administrator's Manual

- If you would like to use Email2Fax Gateway function, please enable the relevant box.

4 Create your users list

FaxGwise server can use as a users list:
- an address book of the mail client which it was set up with;
- LDAP;
- CSV.

- Choose a type of the users list you would like to use in the tab Synchronizer (default: Addressbook).

- If you use **Addressbook**:
  - ✓ Enter the name of an existing address book of the mail client FaxGwise was set up with in the Step 3.
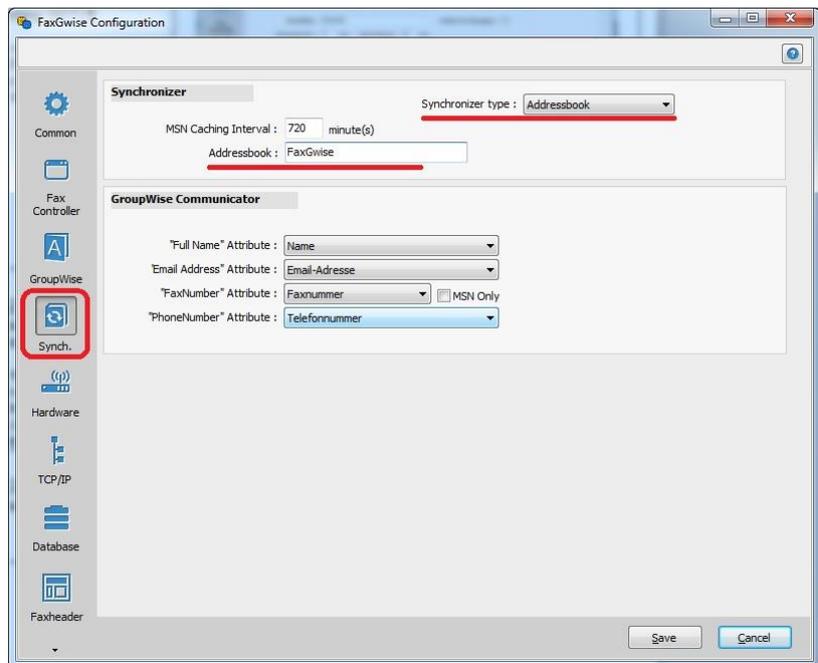
⚠️ *The amount of users, which are entered in this address book, cannot exceed the limit of users set by your license.*

📖 See how to set up your users list with LDAP or CSV in § 6 of FaxGwise Server Administrator's Manual

5 Connect FaxGwise to your Hardware.

- Choose the hardware type: ISDN or Faxboard/Modem
- Check the information about your hardware:
  - ✓ Choose the corresponding port that needs to be configured.
  - ✓ You need to configure each port separately.

💡 *We recommend using 1 channel for sending and 2 for receiving.*
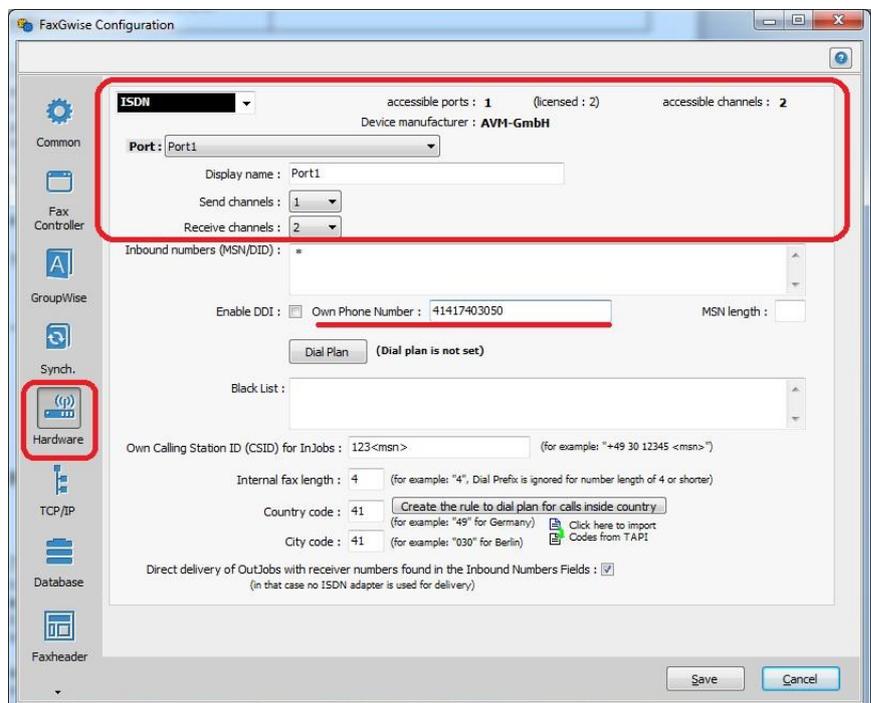
⚠️ *You may open only that quantity of ports which is allowed according to your license.*

- Enter your own phone number.

1.3 Additional settings

Besides setting up the essential settings we also recommend you to configure the following fields:

6 Activate Daily restart

If you are going to fax a lot we recommend you to activate a scheduled daily restart of the server in the Tab Common.
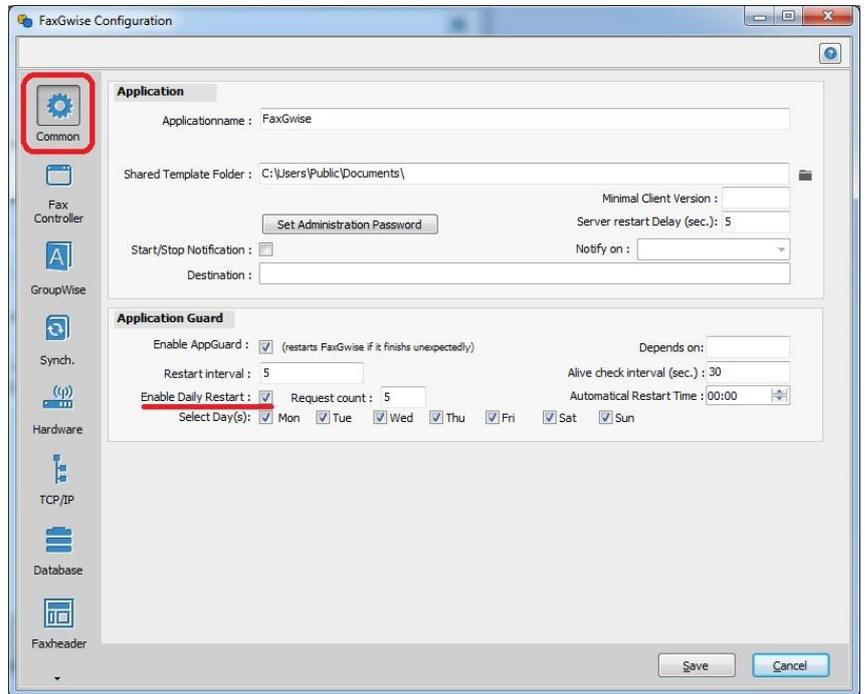
7 Check the Log File and Backup settings

Set up the logging level and the folder where log files will be located.

Please notice that the default **Backup Method** is **Move faxes**. That means your data (older than 14 days) will be moved from the data base to the folder indicated in the field **BackUp folder**.

📖 Learn more about backup methods in § 7.5 of [FaxGwise Server Administrator's Manual](#)
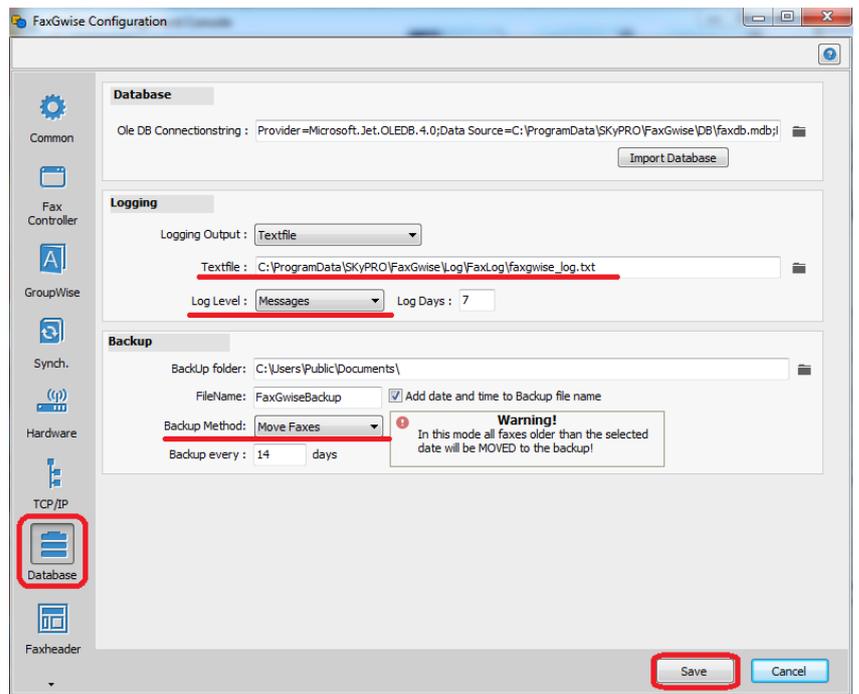
8 When you entered all the necessary settings click *Save* to apply your changes

9 Start the FaxGwise Server
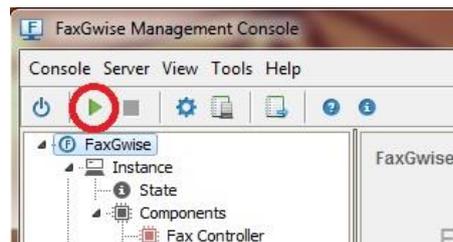
10 Check if everything was configured properly

- ✓ If all the necessary settings are configured properly, all components of the FaxGwise Server console are displayed in green colour.

💡 *If one of the components is red, stop the server, open configuration menu, check and correct the relevant settings, save and start the server again.*
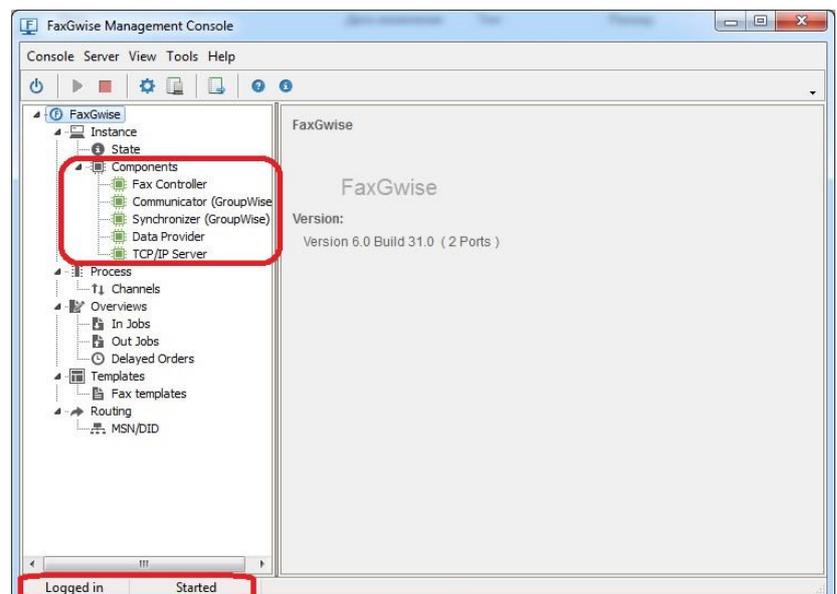
- ✓ The field with the information Logged in on the left shows a successful console startup (otherwise – *Logged out*),
- ✓ the field with the information Started on the right indicates a successful startup of the server (otherwise — *Down*).

2 Install and set up the FaxGwise Client

Register to download and run the installation file from SKyPRO website.

1 Double-click the installation file

Follow the steps in the Setup wizard and click Next to continue through each step.
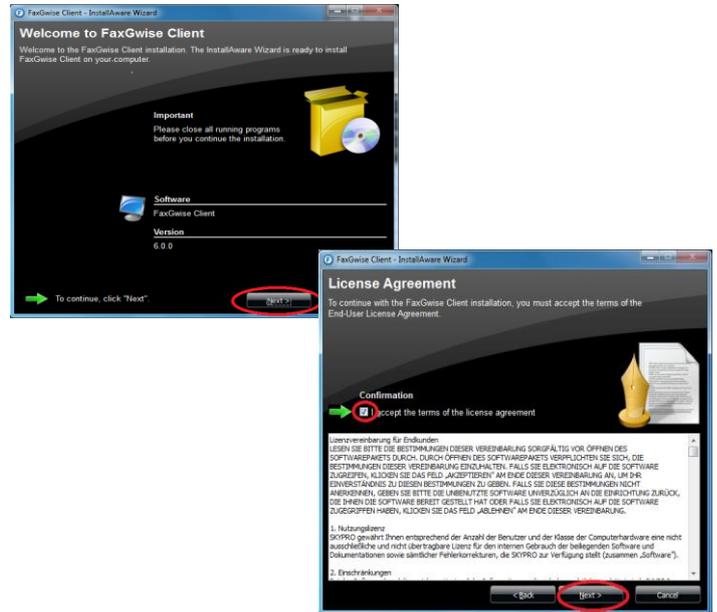
2 Choose the printer and destination folder for this application
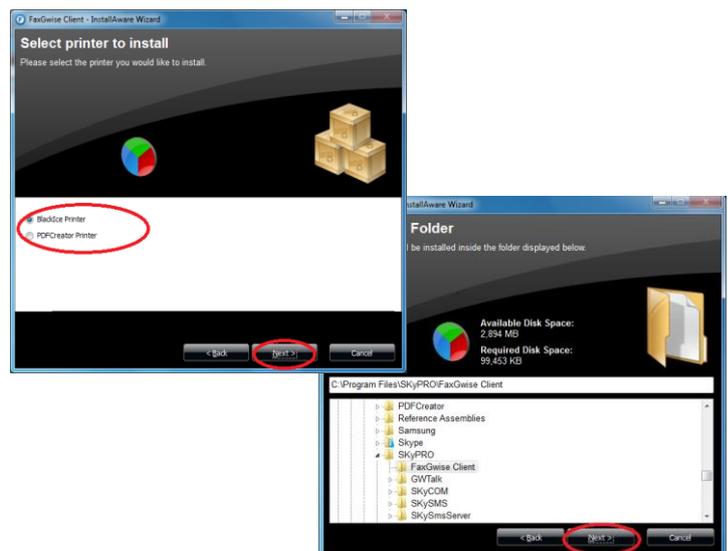
3 Start the FaxGwise Client session

After you have installed FaxGwise Client on your PC, double click the shortcut

4 Go to settings

To open the settings menu right click FaxGwise icon in the Windows system bar and choose Settings.
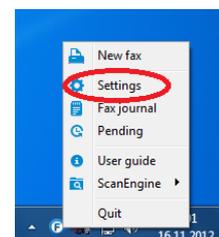
5 Set up FaxGwise Client with your email account

- Choose your email account provider: GroupWise, Exchange, Gmail or SMTP

- If you use Gmail:
  - ✓ enter your Gmail email address and password Fill in Proxy settings if needed

- If you use GroupWise:
  - ✓ Just choose GroupWise as Provider and FaxGwise Client will be working with the GroupWise account that is currently logged in to the GroupWise Client.

📖 See how to set up your FaxGwise Client with Exchange or SMTP in § 5 of [FaxGwise Client User's Guide](#)
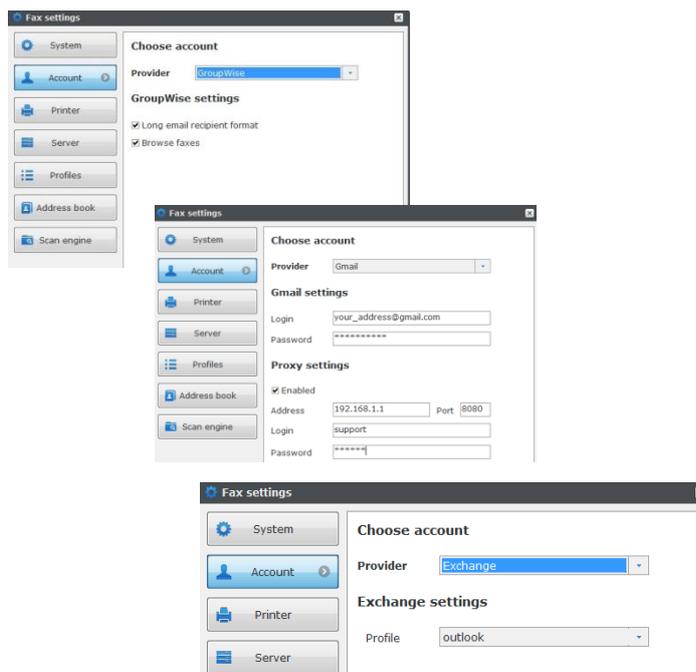
6 Enter the email address of the FaxGwise Server

This is the email address you configured the FaxGwise Server with in Step 3

Click Save
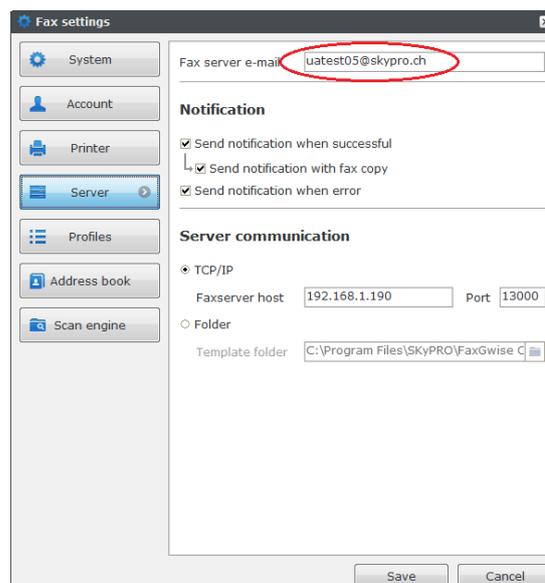
These are the basic settings you need to configure for sending faxes.

📖 Learn more about other settings in § 7 of [FaxGwise Client User's Guide.](#)

3 Send a fax

3.1. Send a fax using FaxGwise Client

- To send a fax via the FaxGwise Client click the icon ⓕ appeared in your PC tray and choose **New fax**

- Fill in all the necessary fields in the main window of the FaxGwise Client.
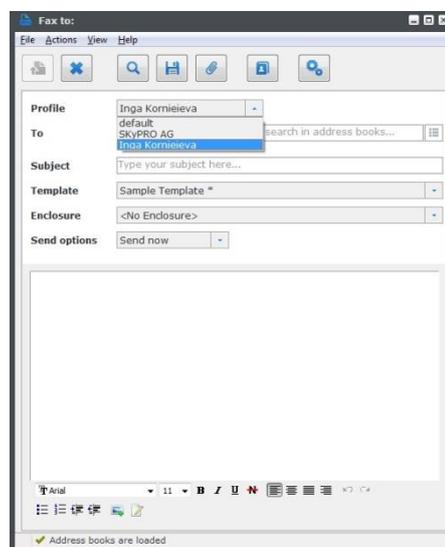
- In the field To you can enter a fax number of the recipient manually or select a recipient from the address book loaded from your GroupWise or Microsoft Outlook Client.
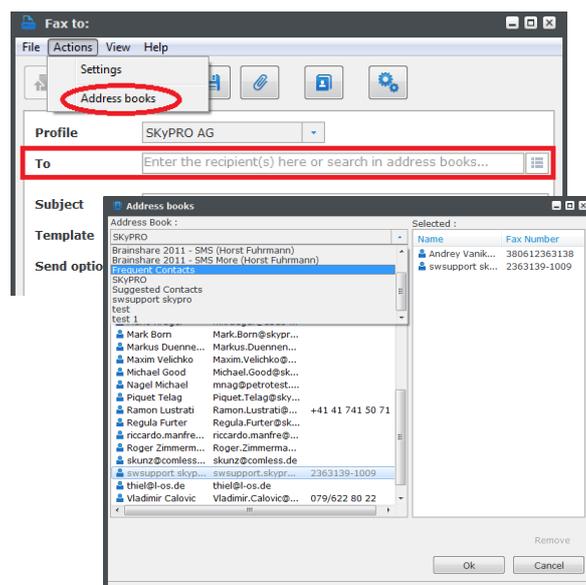
- Choose a template

Templates can be individually customized by the FaxGwise server administrator.

⚠️ *If no template is selected, the Send fax button will be inactive. In this case you should attach a document to send a fax.*
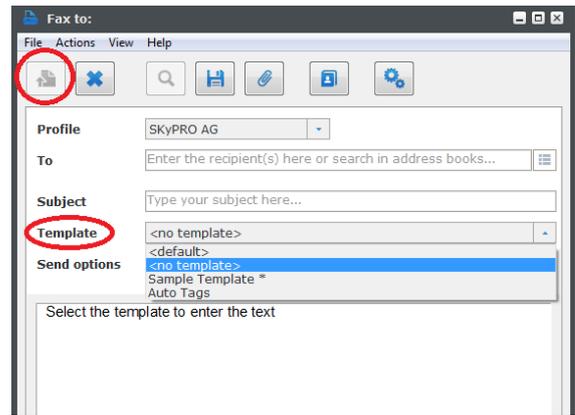
- Click **Send fax**
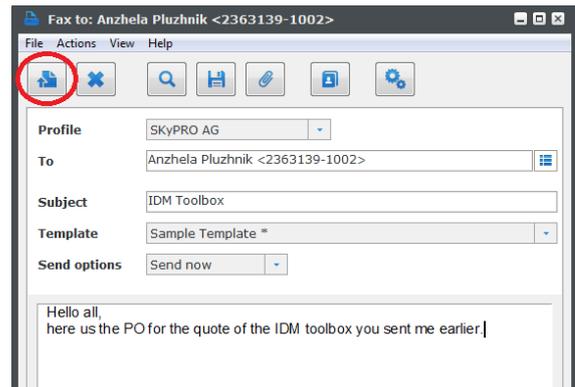
3.2. Send a fax using Email2Fax Gateway

To send a fax using Email to fax function you should create an email with the following information:

- In the field "To" enter the server email address.
- In the field "Subject" enter a fax number in {} tags and a subject of your fax
- Write text of your fax in the email body. If necessary use @@ tags.
- Attach documents to your email, if necessary. You can also add some tags into the attached files.
- Click Send.
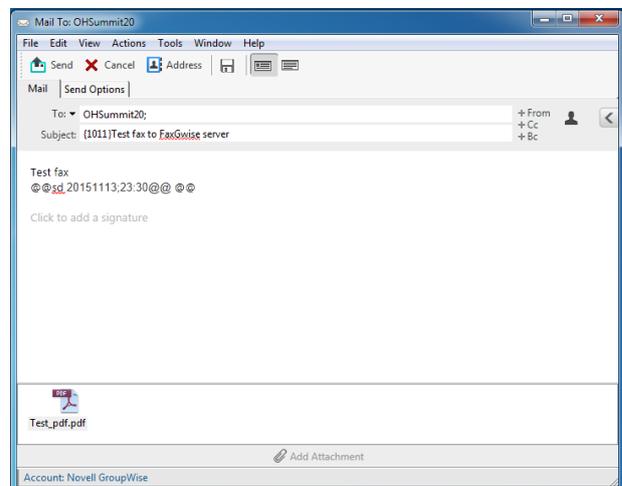
📖 Learn more about Email2Fax Gateway in § 12 of the FaxGwise Client User's Guide.

🎧 Should you have any questions or need further assistance, do not hesitate to contact SKyPRO support at any time. Besides writing an email to swsupport@skypro.ch you can contact us 24/7 in the live chat following the next link: http://skypro.eu/support.aspx