

Congratulations,

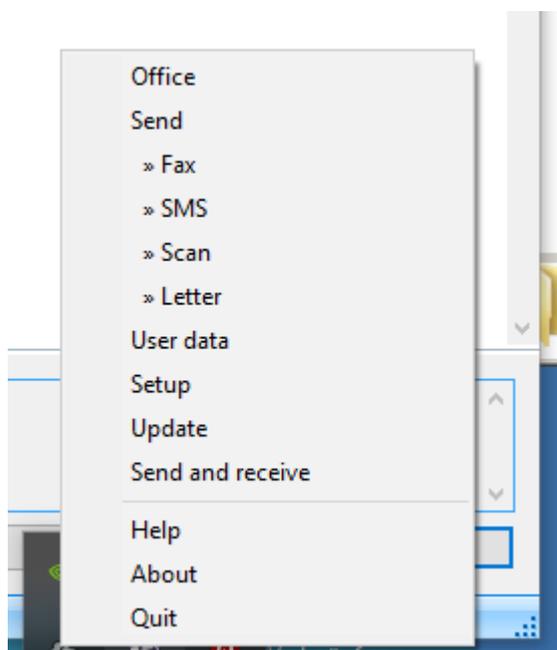
You have made a good choice.

EASY-Office is an advanced way, directly from your Windows PC to send with every conceivable software faxes, SMS and letters right post.

We want to help you with this document very quickly to achieve the first successes with this fantastic software.



Now start the program EASY-Office, where you click on the icon with the mouse twice or selecting it from the Windows Program selection with "Start", "All Programs", "FAX.de":



You can use the program EASY-Office but also directly through the "shortcut" Start next to the time: your mouse over the EASY-office icon, press the right mouse button (opens adjacent menu). Now please click on "Office".

Receive faxes ...

With installation and registration of EASY-Office at FAX.de you receive a fax receipt number. Your new fax number is listed in the top left in the office.



Incidentally, you can request a fax receiving number with your local network prefix. This option allows you to set up in Setup under "Inbox".

The received faxes can go one of two ways to you

...over EASY-Office

	07.11.2005 ...	040
	03.11.2005 ...	069
	03.11.2005 ...	541
	03.11.2005 ...	089
	--- . . . ---	---

This is the default setting of the software after installation. Once a fax has been sent to you, the EASY-Office fetches these faxes from FAX.de. The time interval You can adjust the way in the "Setup".

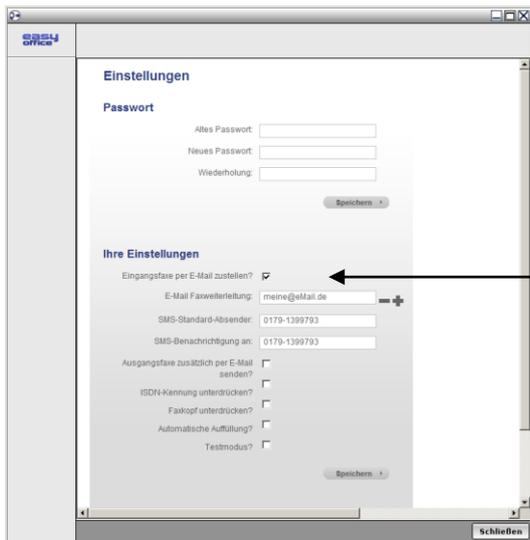
The lines of received faxes are marked with this symbol: . You can view the fax by clicking on the line twice or openable with the right mouse button on the line, the menu and then select "Display". After you have seen the fax, the icon appears in blue: .

... as a PDF document in your email

This setting can be activated via the Setup ...



The setup is the "Settings", you must select.



Here you can activate the e-mail notification with a hook in "Eingangsfaxe by eMail". With "+" you can add another email to the distributor.

If you use this option, the Received faxes are no longer sent to your EASY-Office (!). Do not you want this, use the mail forwarding of EASY-Office.

You can control that you a text message is sent to your phone as a signal for the received fax.

Simply enter your email address (absolutely correct) in the query box, and activate the option with the hook.

Only with "Save" this setting is transferred to FAX.de and converted at once.



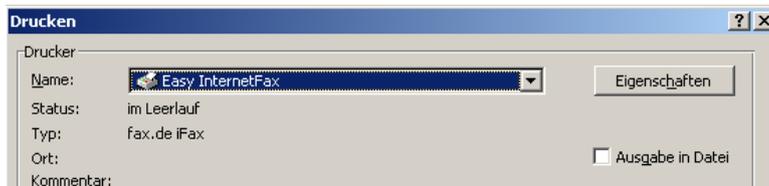
Under "Receiving Faxes" You can simulate the immediate printing of the received fax, a conventional fax machine. Furthermore, certain sounds are made that you want to hear when a fax.

Under "mail to" may (also) a mail account to be specified. This is necessary if the Eingangsfaxe both the EASY-Office, as well as in the e-mail should be listed.

To test just send once a document to your fax number. How this works, we will now explain.

Send your document as a fax

With installation of Easy Office you get a new printer:



In this printer, print the document you want to fax. It does not matter whether you are printing with MS-Word or with your Invoicing software.

Once you get to the printer "EASY InternetFax" print the document, a short time later the following dialog appears:



On the left side your stored contacts are displayed. If you are using Microsoft Outlook, there are your Outlook contacts, which have saved a fax number.

Once you click on an entry twice, travels this entry in the recipient list.

You can also enter the fax number easy; Here you can specify unlimited many fax numbers.

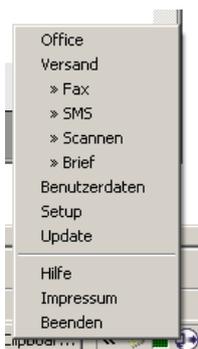
If you press "OK", displays a preview:



This preview you can turn off the Setup ("fax printer" menu item). Without Preview the fax would be sent immediately.

Very quickly send a fax ...

You want to send easily and quickly a few lines as a fax?
Then proceed as follows:



Move the cursor to the EASY-Office Symbol next to the time on the bottom right. Click the right mouse button, it will appear in this menu. Now select the »FAX.



Now this dialog, the filling according to appear. Once you press the "Send" button, the fax is sent (or previewed).

A little tip: to click the Send button in place with your mouse, you can press in the fax the Ctrl + Enter keys simultaneously - the handle so eliminates the mouse.

Very quickly send a text message on a cell phone

In the same way you can instantly send a text message to a cell phone.



An SMS includes up to 160 characters, with special characters (eg the € symbol) are considered as 2 characters. If you write longer SMS, this is no problem - the modern appliances grasp the SMS back to the 160-character denomination to SMS together.

The "Flash SMS" option causes the message now appears on the phone's screen.

Very quickly send a voice message ...

Just nice and quickly as a text message on a cell phone You can send a voice message to one (or more) send phones. Here, the written text is converted and read in a "natural language". We are not talking of a monotone computer voice; the quality of the voice acting is actually quite excellent. You can control the voice message with a voice response. The response is sent as a WAVE file (.wav) to your e-mail address and can be played with any standard sound card.

Sie können zwischen einem männlichen Sprecher (Stephan) oder einer weiblichen Sprecherin (Katrin) auswählen. Wird kein Sprecher ausgewählt, spricht Katrin den Text vor.

The voice message is always activated when an SMS is sent to a landline phone.

It is best to try it:

Call simply "Send SMS" on, as described in the previous section:



In the text you can control for voice output lot:

- A point (with empty magazine before and after it) triggers a short break from
- (Stephen) selects the male speaker from
- (Katrin) selects the female spokesperson from
- [VMAIL] takes on a voice response from the called party and sends the voice recording to your email Adresse (.wav file)

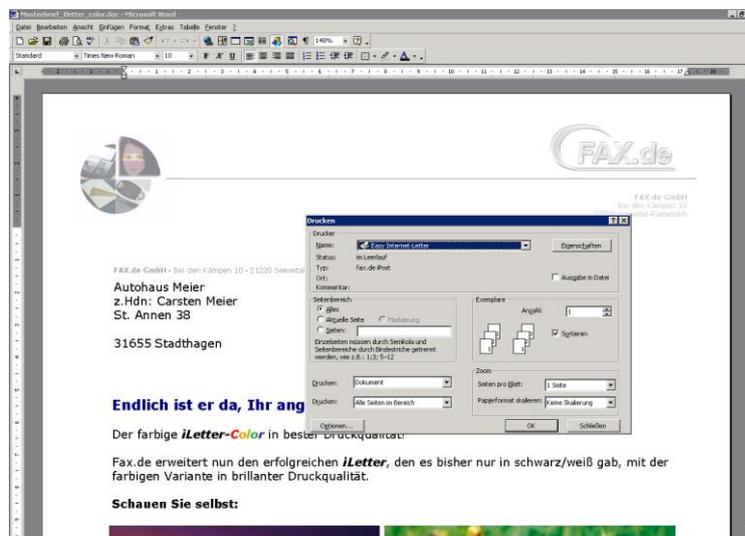
The Phone Message can be used in everyday office life very flexible and save you a lot of work. The Phone Message still has a lot more options (Interconnection), which would lead to far now. These details are explained in the description for Phone Message.

Send a real Post letter (snailmail)

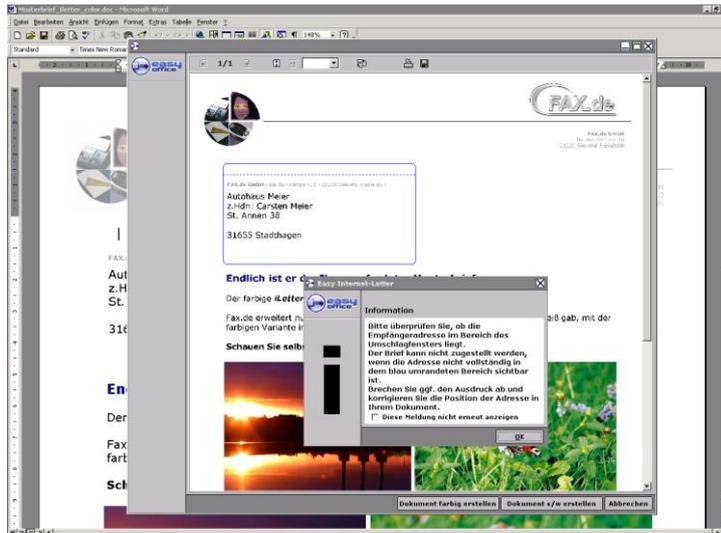
Sometimes it is even in our high-tech and fast-paced time necessary to bring a proper post letter on the way. Of course you can do all this yourself: write letters, print, fold, insert into the envelope, frank, bring to the next mailbox. But that's all very tedious and basically also very, very expensive.

Now we show you how you can save all the work and it will also save a lot of money and time.

Simply write your letter with the word processor of your choice (in our example, we use MS-Word) and go to File, Print. Now select the printer



"EASY Internet Letter". Now press "OK". You will see a preview in order to check whether the address has been set in place in the address window.



If everything is fine, you can now choose whether the letter in color or in black / white to be sent to the receiver. If you have chosen this, you're done.

Up to 16 clock this letter will be delivered to the Post AG on the same day and gets more beautiful with special stamp in high quality envelope to the receiver.

Send serial faxes or letters

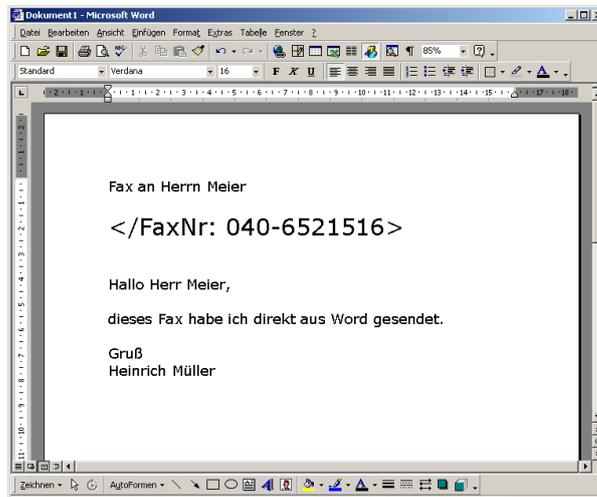
You believe it is too complicated to make happy with a whole series all your customers with a fax or letter?

No!

You will notice very quickly that this is absolutely not a specialty of computer freaks - you can too! We would like to once - step by step - to explain how to send a fax or a letter. We have the example of using the very-spread Microsoft Word described. From version to version, the dialogs may differ slightly from this example.

How do you send a single fax, you already know. Now it is very troublesome and tedious to enter for each fax number, although the fax number is already stored in your customer file or in your Contacts.

You do not have to enter the fax number if you simply also print this in a specific format. Here is an example:



Once you take notes in this format, the fax number in the document, the software automatically takes the fax number from the document. Of course, the entry is

</FaxNr: >

not transmitted to the receiver, the software takes out this command line.

Important for post letters in the mail merge:

On the 1st page a form letter must be either the keyword

</NEWDOC>

or

</Betreff: >

are, for our system to recognize the first page of a letter.

Advantageously, of course, the </ Subject:> to use; This is then stored in the transmission journal (example: </ Subject: Promotion January>

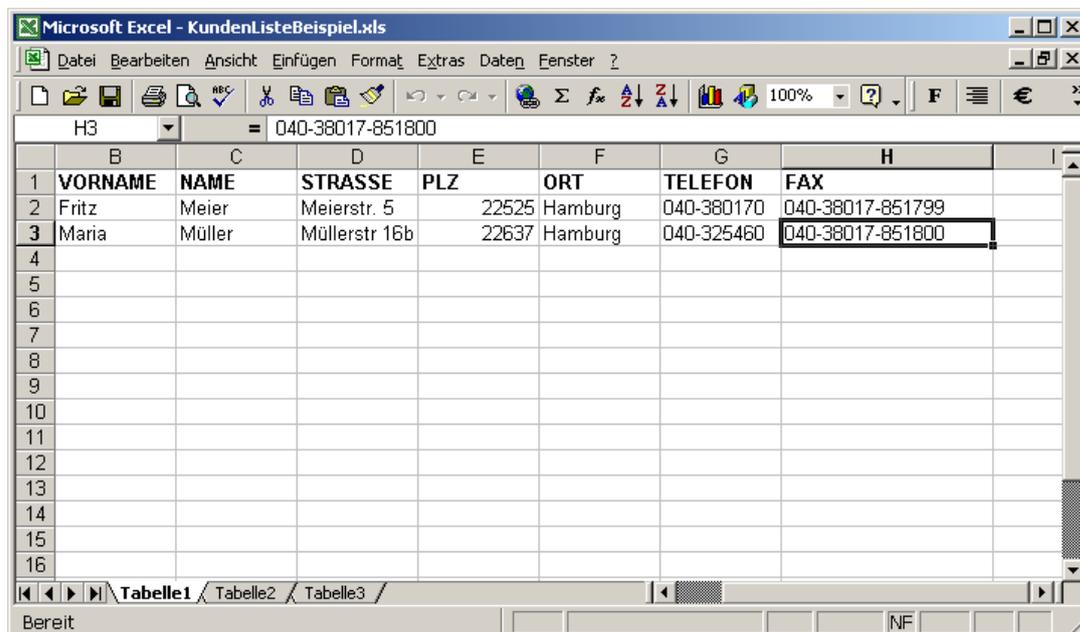
Where the recipient data come from?

At this point many people drop out of action because they expect miraculous here.

It is quite simple: The receiver data must simply as a list in a Microsoft Office format so Excel (.xlsx), text (.txt), dBase (.dbf), Access (.mdb), SQL, etc. are present. Almost any commercial software can provide this information in one of these formats.

Very important it is that the first line of the list, a heading is done, describing the contents of the column is. This makes the assignment later in the document easier.

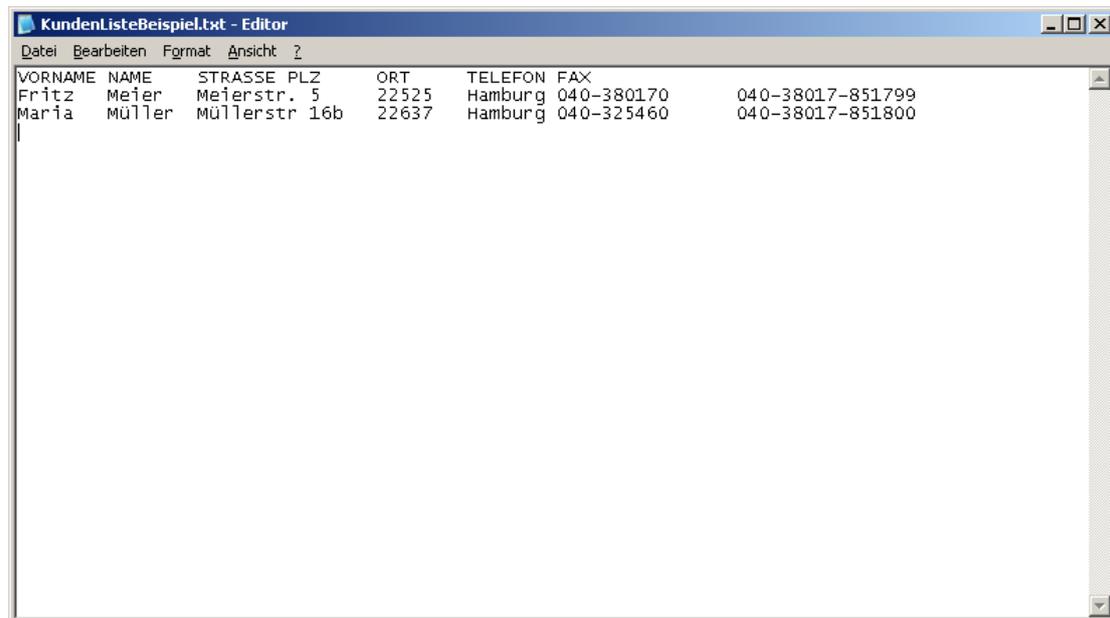
As an example, once a recipient table in Microsoft Excel:



The screenshot shows a Microsoft Excel spreadsheet titled "KundenListeBeispiel.xls". The spreadsheet contains a table with the following data:

	B	C	D	E	F	G	H
1	VORNAME	NAME	STRASSE	PLZ	ORT	TELEFON	FAX
2	Fritz	Meier	Meierstr. 5	22525	Hamburg	040-380170	040-38017-851799
3	Maria	Müller	Müllerstr 16b	22637	Hamburg	040-325460	040-38017-851800
4							
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The same list but could also be provided in a text editor as .txt:



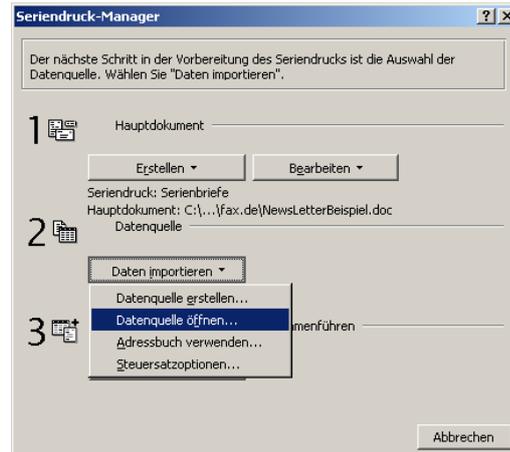
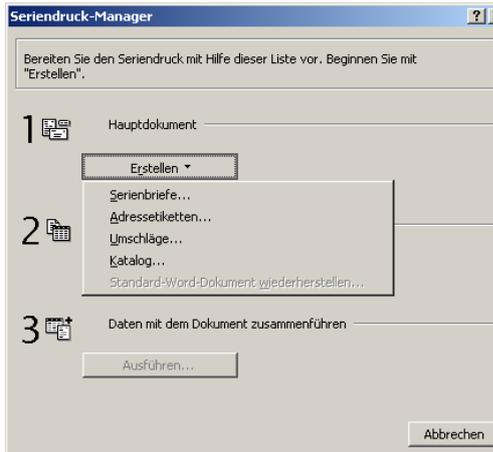
Prepare a serial letter

If you have now available the list of recipients, as described above, we now begin preparing the document to be sent.

Now start Microsoft Word and make the letter or fax, how do you send it to the customer.

Tip: For faxes, please always use serif-free fonts such as Arial or Verdana. Serif fonts such as "Times Roman" can be read only with difficulty on a fax.

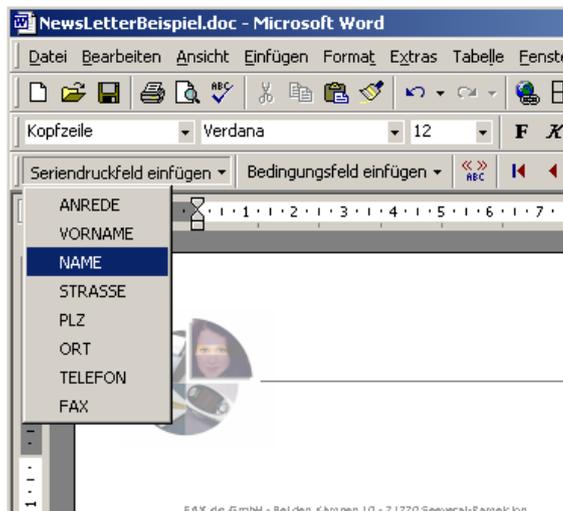
If you have the letter ready except for the address or the name, call the Data Merge Manager in the menu "Tools" and select "create" and "Mail Merge"



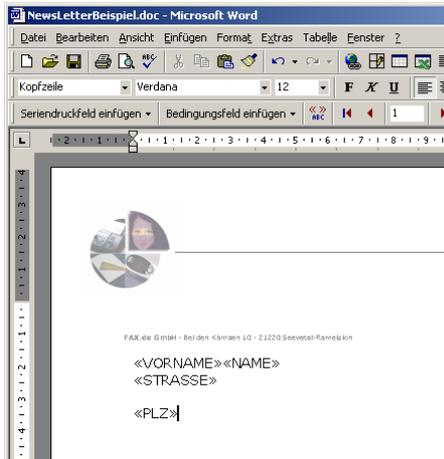
Now that you have declared the document to the letter, you can use "data import" the data source, so open in our example, the Excel spreadsheet. About "Use Address Book" you could also access your saved contacts.

Now again, the document will be displayed, but with two additional features:

"Insert Merge Field" and "Insert Word Field":

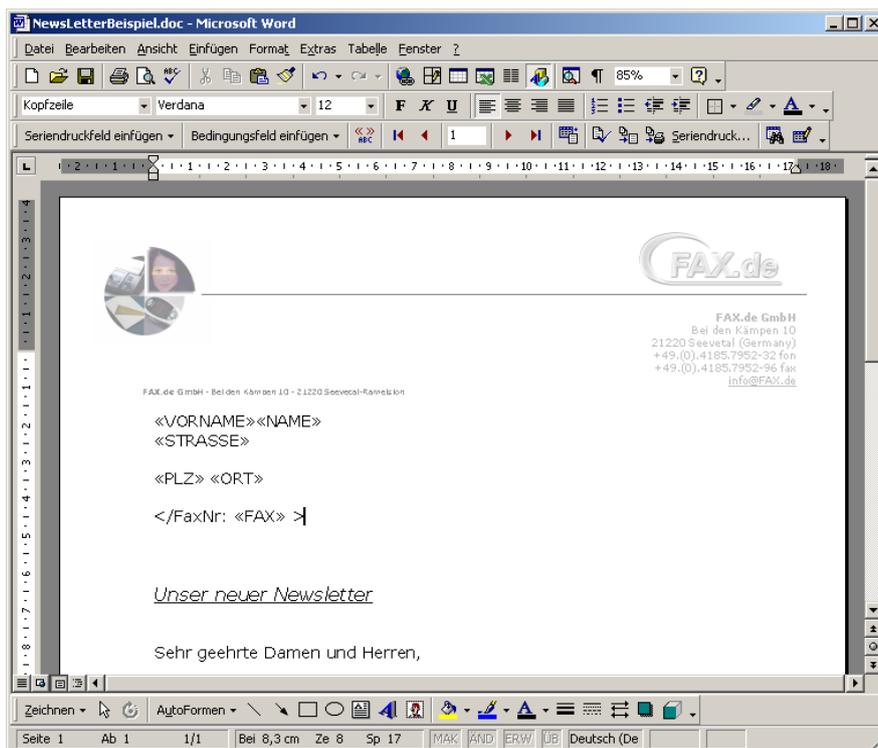


Now you need to identify only the fields from the customer table in the document. To do move the text cursor to the position to which you want to see printed one field and select the "Insert Merge Field" from the field:



The called fields appear framed in the document << and >>. You can even move the fields or delete thereafter.

When you have entered all the required fields, your document should look something like this:



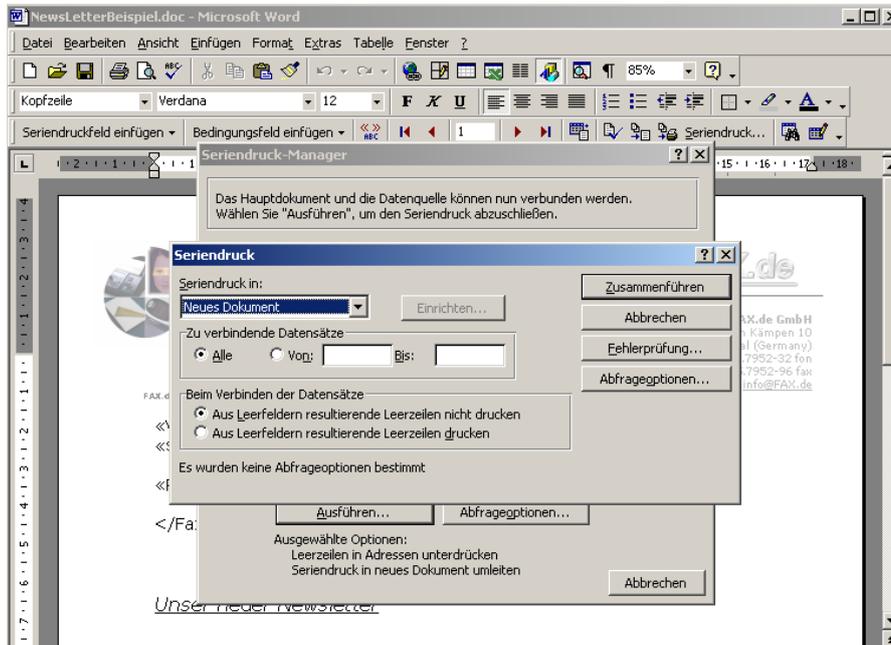
In our example we want to send a fax, the fax number must therefore in this format

</ FaxNr:>

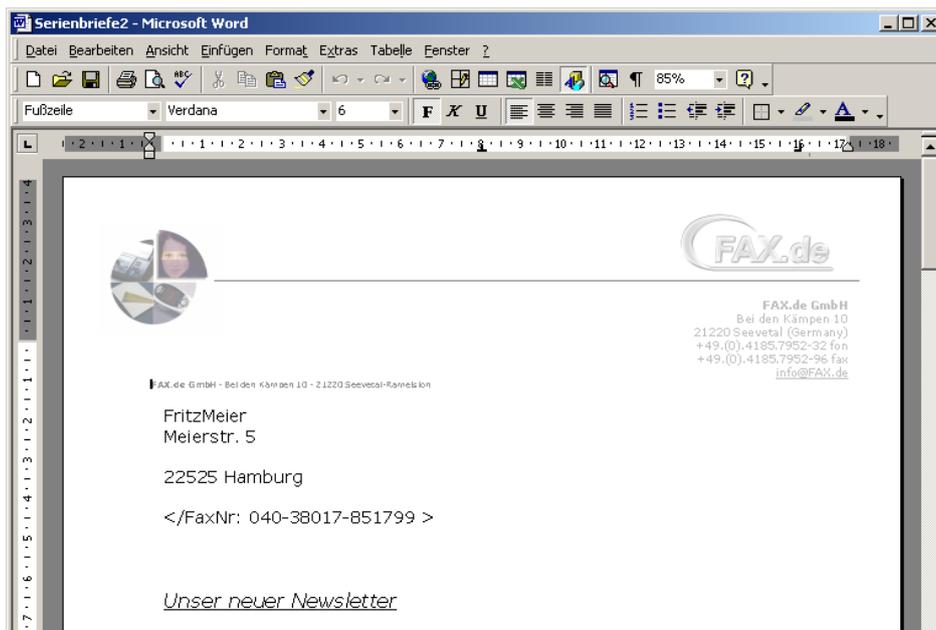
be specified. This gives the EASY-office software, the associated fax number. This line is not sent to the sending fax.

Here we go!

Now you'll be done and your effort will be rewarded. Call as a last resort "Extras" and "Merge" button below "Execute" on:



Once you press the button "Merge", a new document with the final data will be displayed:



Finished!

You can now, before you start sending, check all the sites again. To send this document now simply print to the printer "EASY InternetFax" for sending faxes, or for the postal letter delivery to the printer "EASY Internet Letter".