

COURSE DESCRIPTION



Course Name: MX-ONE Messaging Fax Mail FaxUtil User

Course description:

This course is designed to enable users to enhance their knowledge of the features and functionality of the MX-ONE Fax Mail FaxUtil Graphical User Interface (GUI) available with MX-ONE Messaging UM system.

Training Technique:

- ▶ Verbal instruction
- ▶ Practical demonstration
- ▶ Practical exercises
- ▶ Explanations while delegates operate individual computer terminals
- ▶ Discussion and questions and answers

Course Content:

After attending the course you will be able to use, configure and manage the following features and understand their application and benefits.

- ▶ FaxUtil GUI
- ▶ Viewing faxes/sorting faxes
- ▶ Using folders
- ▶ Forwarding/routing faxes to other users
- ▶ Printing a fax
- ▶ Creating and sending new faxes
- ▶ Splitting/combining faxes
- ▶ Using your address book
- ▶ Customising cover sheet notes
- ▶ Adding file attachments
- ▶ Attaching library documents
- ▶ Using overlay forms
- ▶ Using billing codes
- ▶ Adding phone book entries
- ▶ Switching fax mailboxes
- ▶ OCR (Optional Module)

Who should attend:

This course is designed for all users of the MX-ONE Messaging Fax Mail System who want to learn more about Fax facilities.

Pre-requisites:

- ▶ Users must be familiar with the windows applications system
- ▶ Users should have a reasonable knowledge of MX-ONE Messaging for Lotus Notes/Outlook.
- ▶ An active role in telecommunications management
- ▶ An interest in telecommunications management

Cost:

On application

Duration: 1 Day**Location: Horsham/Onsite**

1 day of 4 x 1-hour sessions a day.

Booking information:

To request a booking form and course availability telephone the Customer Training Department on 01403 244446 or email clienttraining.uk@damovo.com.