

FaxCore 2007 Client Print Driver Installation for Pharma-Care's iCare Reports

Prerequisites:

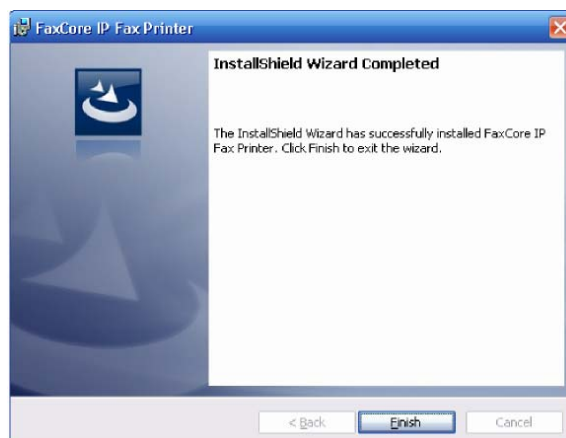
- Microsoft .NET 2.0 Framework Runtime (Get)
- Internet/network access to connect to FaxCore server.
- FaxCore username and password
 - SPECIAL Username and Password:
 - See the separate Instructions for EPIC users
 - See the separate Instructions for Consultants in the Field.

Download Software for Installation

1. Install software, Install Guide and User Guide can be found on the Corporate Website for Employees at www.pcihq.com.
2. After clicking on the download option save to your computer. If using Google, not the bottom left Status Bar will indicate that the software has been down loaded, and would you like to go to that location?
3. Go to the location on your computer where the install software is located and start/RUN the installer.

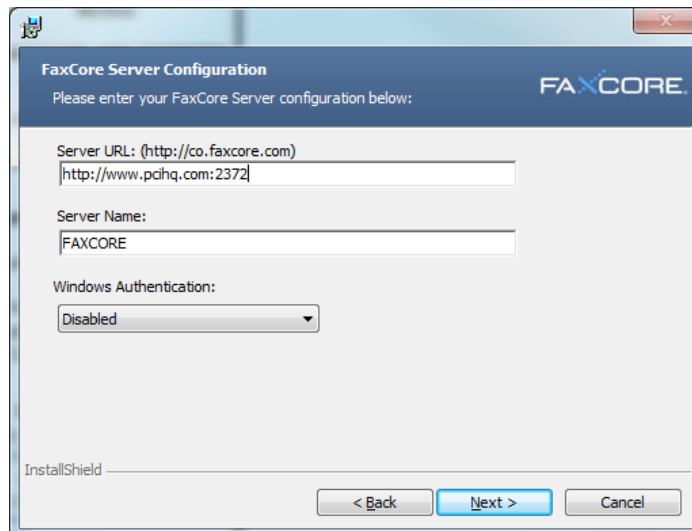
Setting up Windows XP, Vista, Windows 7

1. To begin installation, run "FaxCore IP Fax Printer.msi" and follow the on-screen instruction to complete the installation.





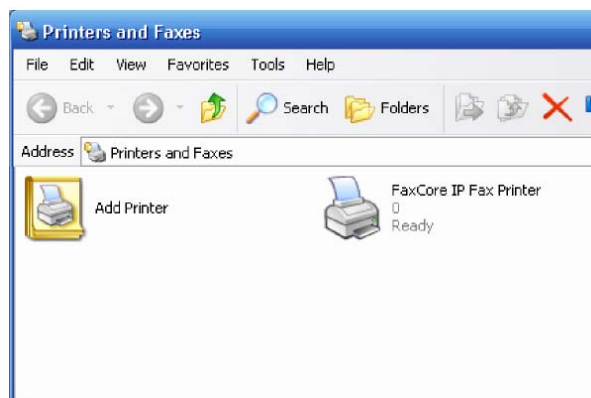
2. You will be asked for the FaxCore Server information:



3. You may be requested to enter Authentication information with ID and Password.

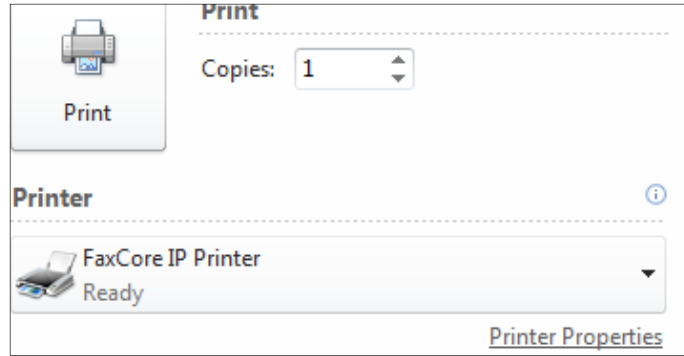
User ID: remotefax ← all lowercase
Password: remotefax ← all lowercase

4. When install is complete, depending on your version of Windows you computer may need to be restarted. Be sure to save open files.
5. Check in the “Printer and Faxes” or “Devices and Printers”* that a new printer called “FaxCore IP Fax Printer” is installed. This icon will appear in the printer window.

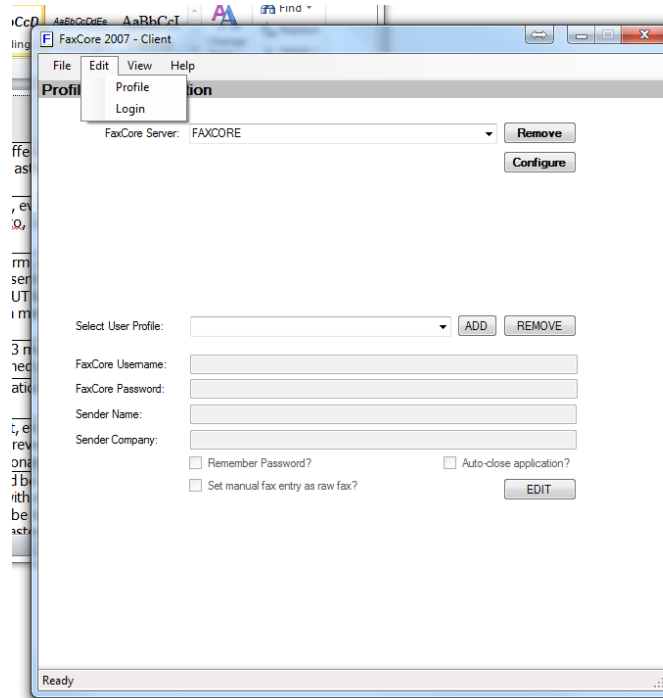


6. The first time you go to use FaxCore Printer users will need to setup a Profile and Confirm configuration. Follow instructions below.
7. The easiest way to do this is to open any document

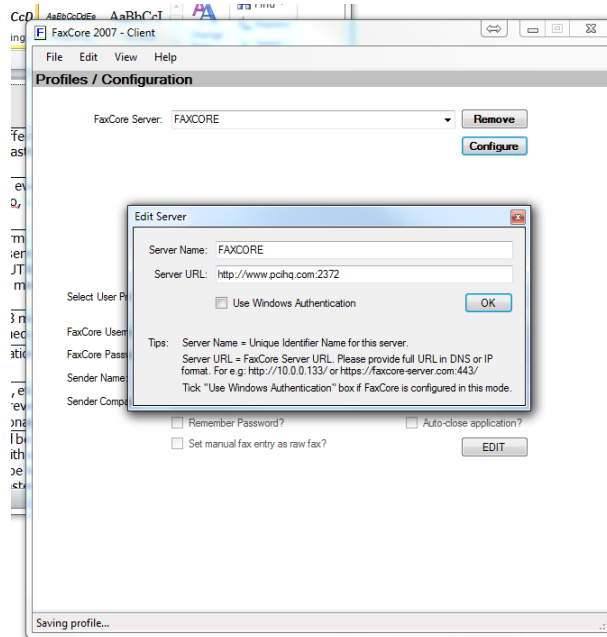
8. Select the Option to Print and Select the FaxCore IP Printer. Depending on your version of Window the Select Printer option may look different.



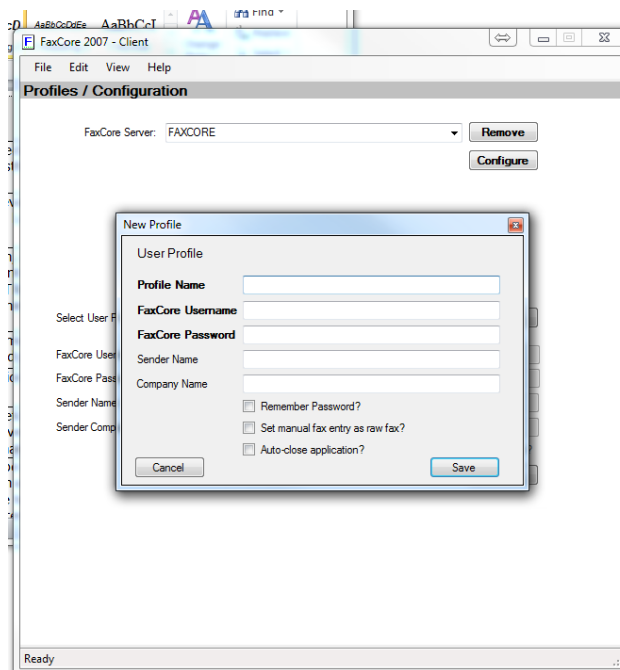
9. And press the Print Button
10. User will be asked to confirm Client Login and Set up the User Profile.



- From the displayed window select the Configure button to check if the Server Name and Server URL are correct. Do not Change anything else and click OK.



- After selecting the OK option, select the Add Button to create a New Profile.





13. Fill in the form with the Following information:

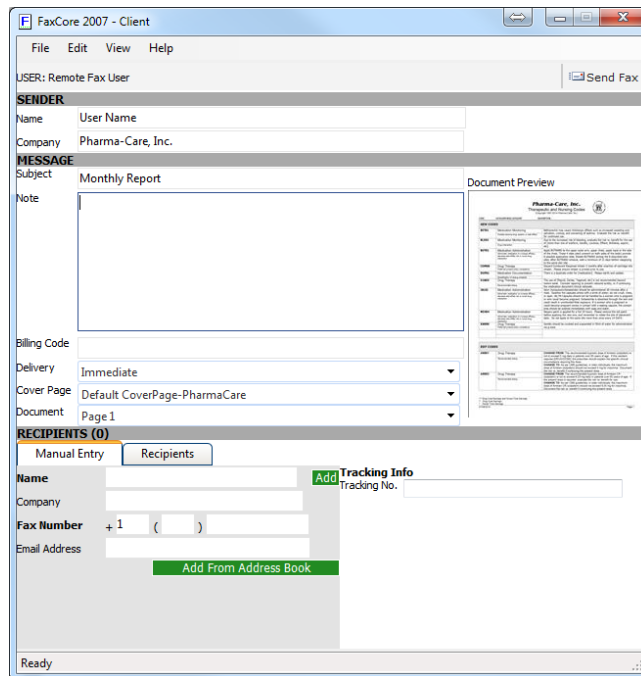
Profile Name: REMOTEFAX ← Consultants will eventually have multiple Profiles
FaxCore Username: remotefax ← MUST BE LOWER CASE
FaxCore Password: remotefax ← MUST BE LOWER CASE
Sender Name: Enter Your Name Here
Company Name: Enter Pharma-Care, Inc.

Advise the system to Remember Password so users won't have to keep typing.
Then select the Save Option. User is now ready to use FaxCore.

14. *This information is important, because the Remote Fax Profile will allow you to Fax or Email any document from a PC or Laptop with an Internet Connection using the Corporate Client Address Book.*
15. From the Edit Menu at the top user should select Login. FaxCore will now remember to always display the Login form when preparing to send Fax and or Email from Word, Excel, RPTSYS or iCare.



16. Since REMOTEFAX is the only Profile the user needs to select the Continue button. Your computer will quickly display a Processing Bar in the lower right-hand corner of your computer. If many pages processing bar will stay on screen to inform user that FaxCore is spool printing the document.
17. When completed the rendering phase the Document Preview window will appear.



18. The FaxCore Printer renders the page and supplies the Corporate Information including the Default Cover Page.

Note that User Name and Company will automatically Appear.

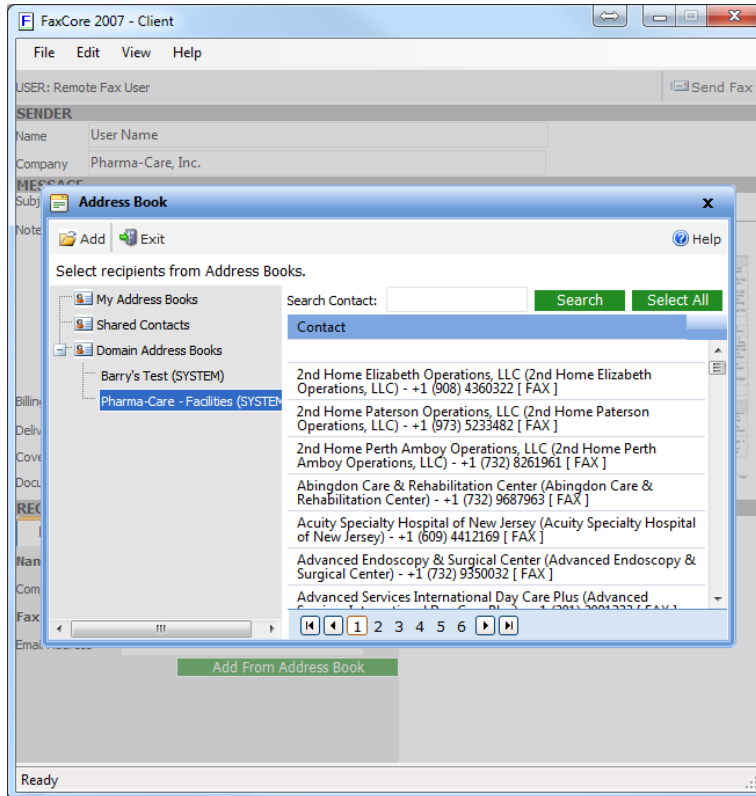
The following information **MUST** be entered by the user:

19. SUBJECT: → Monthly Report or Unit 1B etc
BILLING CODE: → Facility Name

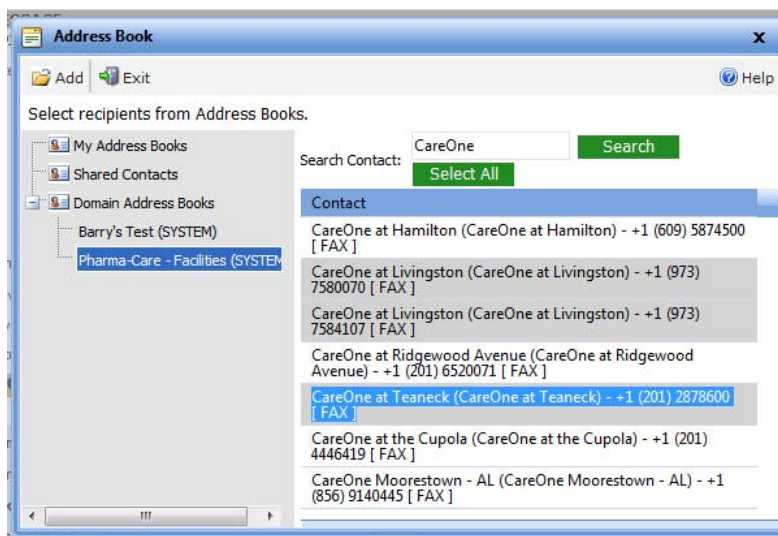
Note is Optional, but will populate to the Cover Sheet when Faxing and if going out as an email will appear in the Text Area of the Message.

20. User can now Manually Enter faxing information: Name, Company, FaxNumber (required) and Email Address is necessary
21. Or select the GREEN BUTTON labeled “Add From Address Book”.

22. The Recipients Address Book will appear, be sure to select Pharma-Care Facility Address Book.



23. As in the iCare and My Daily Time starting to type in the Search box will filter the user to matching facility names. As in the example below using CareOne.





24. User can select as many as ten (10) Address entries (Fax or Email) as need by using the Add button in the Upper Right corner. Using the CONTRL KEY (CTRL) and Mouse Click will allow user to select 10 at time.
25. When ready select the ADD button in the upper Left Corner of the Address Book.
26. When finished press the EXIT button to return to the Fax Preview page.
27. By selecting the Recipients tab in the RECIPIENTS area of the screen user can review who has been selected to receive and delete or return to the Manual Entry screen to select more from the Address Book. Use the RED "X" to remove from the list.

The screenshot shows the FaxCore 2007 - Client window. The 'RECIPIENTS' section is active, displaying a table with 3 recipients. The table has columns for Name, Company, Delivery Address, and Notification Address. Each row has a red 'X' icon in the first column and checkboxes for 'NS' and 'NE'.

✘	NS	NE	Name	Company	Delivery Address	Notification Address
✘	<input type="checkbox"/>	<input type="checkbox"/>	CareOne at Livingston	CareOne at Livingston	+1 (973) 7580070	
✘	<input type="checkbox"/>	<input type="checkbox"/>	CareOne at Livingston	CareOne at Livingston	+1 (973) 7584107	
✘	<input type="checkbox"/>	<input type="checkbox"/>	CareOne at Teaneck	CareOne at Teaneck	+1 (201) 2878600	

28. When ready press the SEND FAX button in the upper Right Corner of the Screen.



- 29. If all the information is correct FaxCore will assign a ID Number to the Fax and display that information in Green with a Yellow Background.
- 30. If there is a problem the Message will be in RED with suggestions of what is wrong so it may be corrected.

- 31. Select the red “X” and return to the iCare system or what every document that was open.