

HOW TO . . .



Use the iSeries: Fax Spooled Files Using FAX400

Spooled files (such as purchase orders) can be sent to any fax machine through the iSeries (Administrative Computing) system using FAX400. To access this feature, tap the **F19** key (SHIFT + F7) from any Office of Information Technology (OIT) menu screen. You will be taken to the Marywood University *iSeries Spooled File Fax* screen:



ID-Z02519 SCZ02519A		Marywood University				
4/29/2008		iSeries Spooled File Fax				
Options: 1 - Fax the spooled file						
5 - View the spooled file						
File Name	User Data	Status	Form Type	Device or Queue	Pages	Copies
— P8001R	B05101	Ready	P3000	BMIS050UTQ	1	1
— QPJOBLOG	CLB05101	Ready	P6001	QLOGQUE	1	1
— QPRINT4	B03016	Hold	P6001	FY20062007	260	1
— QPRINT3	B03016	Hold	P6001	FY20062007	17	1
— QPRINT2	B03016	Hold	P6001	FY20062007	31	1
— QPRINT	B03016	Hold	P6001	FY20062007	260	1
— QPRINT3	B03017	Hold	P6001	FY20062007	178	1
— QPRINT2	B03017	Hold	P6001	FY20062007	16	1
— QPRINT	B03017	Hold	P6001	FY20062007	178	1
— QPRINT	B03008	Hold	P6001	FY20062007	44	1
— QSYSVRT	B03016	Hold	P6001	FY20062007	29	1
— QSYSVRT	WRKSYSVAL	Hold	P3000	BMIS050UTQ	4	1
— QPRINT	Z02412	Hold	E0Y0630	FY20062007	3	1
— QPRINT	Z02416	Hold	E0Y0630	FY20062007	3	1
						More...
F3=Exit			F5=Refresh		F6=Cover Page	
						F12=Cancel

Cover Page Header Information

The first time you send a fax through FAX400 you will be prompted to set the header for your cover page in the *Cover Page Header Information* window (even before the *iSeries Spooled File Fax* page appears). Also, any time you need to view, edit, or change the header information on the cover page, simply tap the **F6** key to redisplay the *Cover Page Header Information* window.

1. Type your Dept/Name, Your Fax #, and Your Phone #.
2. Press the **Enter** key twice.

Cover Page Header Information	
Your Dept/Name:	<u>Network Services & System Administration</u>
Your Fax #:	<u>570-961-4736</u> (Include Punctuation)
Your Phone #:	<u>570-961-4772</u> (Include Punctuation)
F3=Cancel	Enter=Update
F12=Cancel	

HOW TO . . .



Use the iSeries: Fax Spooled Files Using FAX400

4. When the fax has been sent, you will receive two messages in your message queue.

```

                                Display Messages
Queue . . . . . : BMIS05MSGQ          System:  SYSTEM2
Library . . . . : QGPL                Program . . . . : *DSPMSG
Severity . . . . : 00                 Delivery . . . . : *BREAK

Type reply (if required), press Enter.
█ Fax transmission to telephone number 16036830430 completed successfully.
  Fax transmissions to all telephone numbers specified in a SNDFAX request
  have completed successfully.

                                Bottom
F3=Exit          F11=Remove a message      F12=Cancel
F13=Remove all   F16=Remove all except unansw F24=More keys
  
```

5. If you saved the spooled file (by setting Save File to Y), it will remain in your *Work with All Spooled Files* display. The Device or Queue column will now read QFFSNDSAV. The status (STS) will also read RDY, not HLD or SAV.