

How to Set up Local Faxing for InDepthRep

1. **Download and install the Microsoft .NET framework from Windows update. (if not already installed)**
 - a. Open up Internet Explorer.
 - b. Click on “Tools” in the Toolbar
 - c. Select “Windows Update” from the menu.
 - d. Follow any on-screen prompts to load and install the Windows Update Software.
 - e. If asked to validate your copy of Windows, proceed through the validation steps as prompted.
 - f. There are two options to install Windows Updates. The “EXPRESS” method and the “CUSTOM” method, to view the required components, please choose the “CUSTOM” method.
 - g. Under the “Software, Optional” you will find the Microsoft .NET framework 2.0. This is the update to download and install. Mark the checkbox next to the update and then Click on “Review and Install Updates”
 - h. Follow the on-screen instructions for downloading and installing the update.
2. **Install the “Fax Services” for Windows XP. (You must have a fax modem installed in/on the computer first.)**
 - a. Have your windows CD available as it may be necessary during this step.
 - b. Click on the “Start” button
 - c. Click on “Control Panel”
 - d. Double-Click on “Add or Remove Programs”
 - e. Select Add/Remove Windows Components from the menu on the left hand side of the screen.
 - f. Check the box next to “Fax Services”
 - g. Click on “Next” and follow the on screen prompts to complete the installation process.
3. **Configure the fax printer.**
 - a. Click on the “Start” button
 - b. Click on “Printers and Faxes”
 - c. Double-Click on the “Fax” printer, and follow the directions on the screen to set-up the Fax printer.
4. **Download and install the InDepthRep Local Fax Setup Program.**
 - a. The file can be found on the InDepthRep website. <http://www.indepthrep.com/indepthrep/>
 - i. Click on the Product Information Tab.
 - ii. Click on the “Company Login” link.
 - iii. Click on the “Download Local Fax Installer” link to download the Setup program.
 - b. Open and extract the folder that is Labeled “InDepth_Local_Fax_Setup.zip” that you downloaded.
 - c. Double click on the “Setup1.exe” program located within the folder. This will run the setup program for the Local Fax Program.
 - d. When asked, install the program to the specified directory.
 - e. Follow the directions on the screen to complete the installation process.
5. **Once the program is installed, replace the “InDepth_FaxLocal.exe.config” file with the one provided in the e-mail you received.**
 - a. Open “My Computer”
 - b. Double Click on the “C” Drive
 - c. Double Click on the “InDepthRep” folder
 - d. Replace the” InDepth_FaxLocal.exe.config” file in the directory by dragging the new file from the stored location into the folder.
6. **Download and install the Microsoft Snapshot Viewer program.(not necessary if already installed as part of Microsoft Office Professional or Microsoft Access)**
 - a. The file can be found on the InDepthRep website. <http://www.indepthrep.com/indepthrep/>
 - i. Click on the Product Information Tab.
 - ii. Click on the “Company Login” link.
 - iii. Click on the “Download Snapshot Viewer” link to download the setup program.
 - iv. Save the Snpvw90.exe file to a directory where you will be able to find it (we suggest to your desktop).
 - b. Double Click on the Snpvw90.exe icon to launch the installer. Follow all on-screen directions to install the program.
7. **You should now be able to run the Local Fax Program by Double Clicking on the “Shortcut to InDepth Fax Local” on the desktop.**
8. **Once installed and running, the program will automatically check the server for new faxes every five minutes. However, if immediate delivery of a fax is necessary, it can be checked manually by clicking on the button located below the status window located in the program window.**
9. **If you have questions or problems, please contact us at 515-233-5136.**