Check Message Status

To check the status of a message you have sent:

1. Click the INBOX on the side menu.

The Inbox appears, displaying a list of all received messages. Each row in the list contains the following:

- A checkbox--check this box to select a message
- STATUS –The current delivery status. If the status is COMPLETE, this field displays the number of destinations the message was delivered to successfully, followed by the total number of destinations. There may also be an UPDATE link in this field.
- TO – The name of the last recipient, along with a DETAILS link.
- DATE – The date and time when the message was sent.
- Subject – The message's Subject line.

2. To update the status display for a message, click the UPDATE link in the STATUS field.

3. To view a separate status line for each recipient of a message, click the DETAILS link in the TO field.

A new page displays with a line for each destination. Each line contains the following information:

- The destination.
- The date and time when the message was sent
- The Current status for that destination.

To return to the Outbox, click the browser's Back button.

4. To delete a message, click in the check box next to the message's entry in the Inbox, then click on DELETE CHECKED MESSAGES.

The entry for that message disappears from the Inbox list.

5. To resend a message, click in the check box next to the message's entry in the Inbox, then click on RE-SEND CHECKED MESSAGE.

The Create New Message page appears, allowing you to change message parameters or add new recipients.

O P E N P O R T ®
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IP LaunchPad™
INTERNET SERVICES CREATION PLATFORM

HOW TO USE THE WEB CLIENT

Open Port IP LaunchPad™ is the next-generation messaging platform from the leader in IP messaging technology. Building on Open Port's unsurpassed experience in fax-over-IP messaging, IP LaunchPad (IPLP) supports current IP messaging formats – fax and voice – and provides the scalable, expandable architecture to support future service offerings.

Web Client Features

The Web Client provides the following capabilities:

Receive Messages – Manage received messages in the Inbox, and view received messages and attachments using the associated application.

Create New Messages – In the Create New Message page, you can enter one or many destinations. The Web Client supports standard fax number and Email address destinations. The message can consist of a memo plus up to three attached files (in supported formats).

View Message Status – The Outbox reports on the status of sent messages.

Contents

This card contains detailed instructions for using the Web Client:

LOGIN – Enter your login information to connect to the Web Client.

THE MENU BAR – How to navigate using the menu bar on the left side of the page.

VIEW RECEIVED MESSAGES – Follow step-by-step instructions to receive and view a message.

SEND NEW MESSAGE – Follow step-by-step instructions to send a new message.

CHECK MESSAGE STATUS – Go to the Outbox to check the status of sent messages.

Login

Follow these steps to login to the Web Client:

1. Start a new session in your web browser.
2. Open the Web Client URL.

   For example, enter:
   `http://webclient`

   The Web Client Login page appears.
3. Enter your login information:

   User Name

   Server Name

   Password

   Realm
4. Click the CONNECT button.

   If your login information is authenticated, a Welcome page appears.

The Menu Bar

The Menu Bar is always present on the left side of the browser window. It provides the following links:

Create Message Displays the Create New Message page.

INBOX Displays the Inbox (the list of received messages).

OUTBOX Displays the Outbox (the list of sent messages).

Log Off Click the LOG OFF link to end your Web Client session. The Login page appears.

View Received Message

Follow these steps to view message you have received:

1. Click the INBOX on the side menu.

   The Inbox appears, displaying a list of all received messages. Each row in the list contains the following:

   - A checkbox--check this box to select a message
   - STATUS – Either Read or Unread.
   - FROM – The name of the sender.
   - DATE – The date and time when the message was received by IP LaunchPad.
   - Subject – The message's Subject line.
2. To view a message, click on the Subject text.

   The application opens the appropriate application for displaying a message. Example: a fax message will be displayed in a TIFF file viewer. An EMail message will display in a text editor.
3. To delete a message, click in the check box next to the message's entry in the Inbox, then click on DELETE CHECKED MESSAGES.

   The entry for that message disappears from the Inbox list.

Create New Message

Follow these steps to create and send a new message:

1. Click the CREATE MESSAGE link

   The Create New Message page appears.

Recipient Information

2. Enter information about one recipient in the following fields:

   NAME – The name of the recipient

   COMPANY – The recipient's company name.

   DESTINATION – The destination address, in one of the following formats:

   - Enter fax numbers in the following format (country code, area/city code and local exchange):
     `+1 (312) 8675100`
   - Enter Email addresses in the following format (full user account and domain name):
     `user@iplaunchpad.com`
3. If this is the message's only recipient, skip down to Step XX below.
4. If this is NOT the only recipient, click the ADD TO LIST button.

   This recipient is added to the RECIPIENT LIST field below.
5. Repeat Steps 2-4 below to add other recipients to the list.

Message Information

6. Enter a Subject line for the message in the SUBJECT field.
7. *Optional* Enter a Memo in the MEMO field. This text will appear on the fax cover page or in the Email Subject field.

Attachments

To attach a file to the message:

8. In the FILE #1 field, enter the complete path and filename of the message to be attached, or click the BROWSE... button to the right of the field, to select the file from within a standard File Browser window.

The Web Client supports the following file types:
- *ASCII text (*.txt)*
- *HTML (*.htm, *.html)*
- *Microsoft Word (*.doc)*
- *Microsoft Excel (*.xls)*
- *Microsoft Powerpoint (*.ppt)*
- *PDF (*.pdf)*
- *Rich Text Format (*.rtf)*
- *TIFF (*.tif)*

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9. *Optional* Repeat step 8 in the FILE #2 field to attach another file, and again in the FILE #3 field to attach a third file.

The Web Client supports up to three attachments.

Options

10. check the RETURN RECEIPT check box if you want IP LaunchPad to send you an Email message reporting the final status of this message delivery.

This option will only work if Receive Notification has been enabled for your account.

Send the Message

11. To send the message, click the SEND MESSAGE button at the bottom of the page.