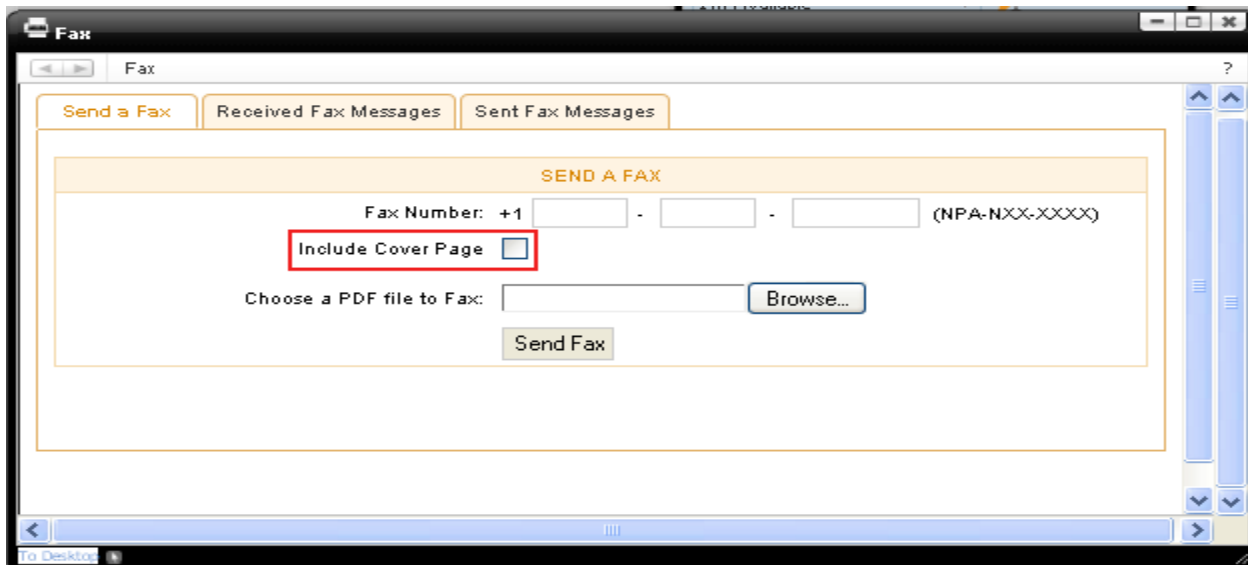


Digital Fax

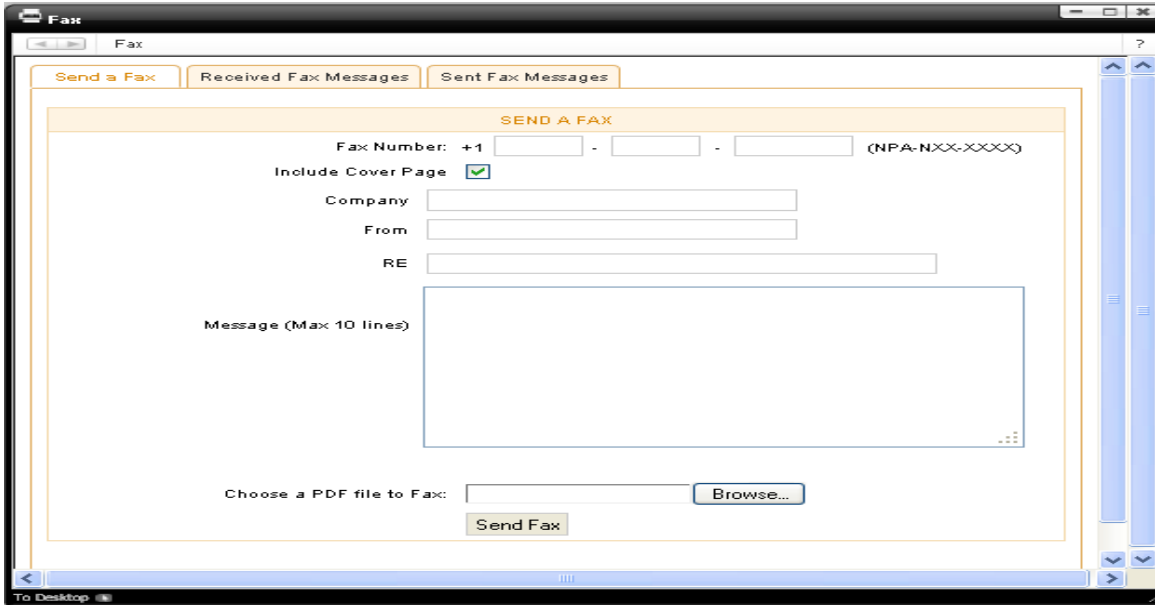
Our Product Digital Fax feature is a next generation fax that allows you to send and receive faxes right from your dashboard. With this feature enabled in your service plan, you can view, send and receive fax messages right from your dashboard.

To get started with Our Product Fax feature, click the **Fax** icon  on your dashboard. This displays an image similar to the following image:



The screenshot shows a web browser window titled "Fax". At the top, there are three tabs: "Send a Fax" (highlighted in orange), "Received Fax Messages", and "Sent Fax Messages". Below the tabs is a large orange-bordered box titled "SEND A FAX". Inside this box, there is a "Fax Number" field with a placeholder "+1 [] - [] - [] (NPA-NXX-XXXX)". Below the number field is a red-bordered box containing the text "Include Cover Page" followed by an unchecked checkbox. Below the checkbox is a "Choose a PDF file to Fax:" label, a text input field, and a "Browse..." button. At the bottom of the box is a "Send Fax" button. The browser's address bar and status bar are visible at the bottom of the window.

- ◆ Enter the Fax number to which you want to send the fax message
- ◆ Click Browse to locate the file on your computer
- ◆ Check Include Cover page check box and all the relevant fields will display dynamically as shown below:



- ◆ Enter the Company name
- ◆ Enter From name that is sender's name
- ◆ Enter Rename that is recipient name
- ◆ Enter Message if any
- ◆ Upload the required PDF document and click Send
- ◆ The fax will be Re-Transmitted to the recipient if the fax machine is busy

Note: Fax will be Re-Transmitted only for 4 times

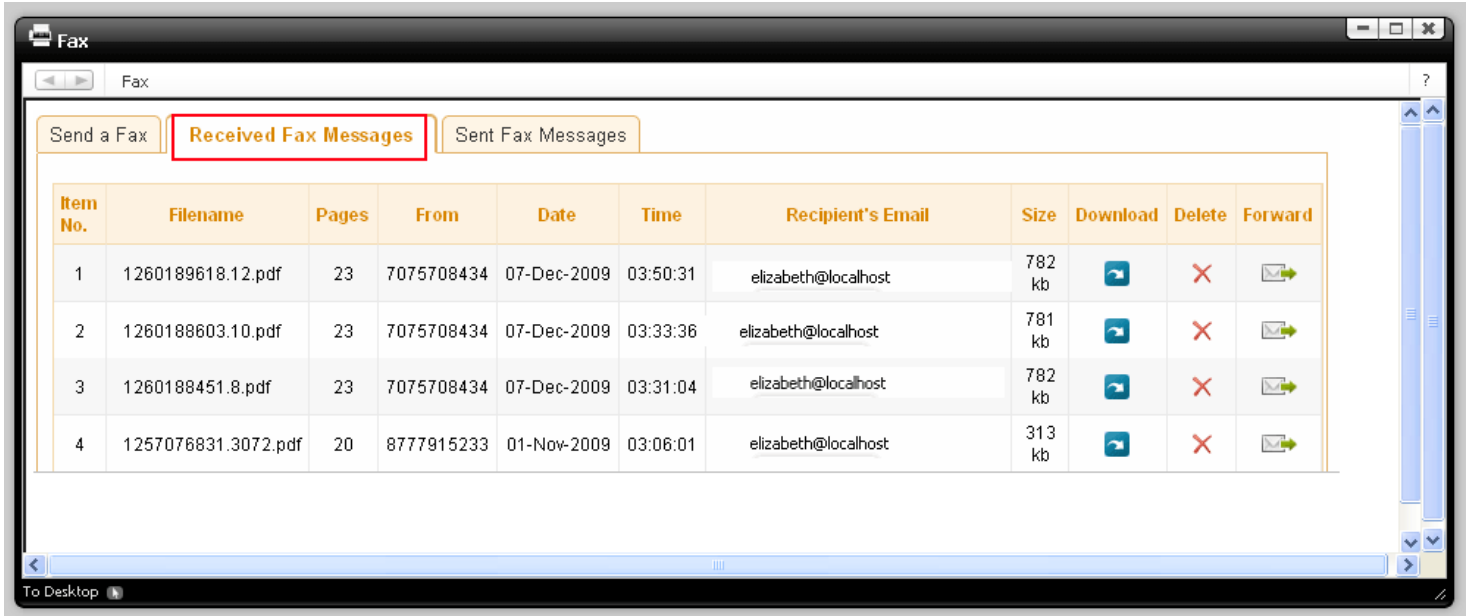
- ◆ Now the sender will get a Status message through an email whether the fax is sent successfully or not













Note: Digital Fax only supports .pdf files not exceeding 10 Mb in size. Please make sure that the file uploaded is a correct .pdf file.

The fax is now being sent to the specified number. You can click the Sent Fax link to check the status of the Fax.

Received Fax



By default, this page displays the Received Fax Messages as shown below:




Item No.	Filename	Pages	From	Date	Time	Recipient's Email	Size	Download	Delete	Forward
1	1260189618.12.pdf	23	7075708434	07-Dec-2009	03:50:31	elizabeth@localhost	782 kb			
2	1260188603.10.pdf	23	7075708434	07-Dec-2009	03:33:36	elizabeth@localhost	781 kb			
3	1260188451.8.pdf	23	7075708434	07-Dec-2009	03:31:04	elizabeth@localhost	782 kb			
4	1257076831.3072.pdf	20	8777915233	01-Nov-2009	03:06:01	elizabeth@localhost	313 kb			

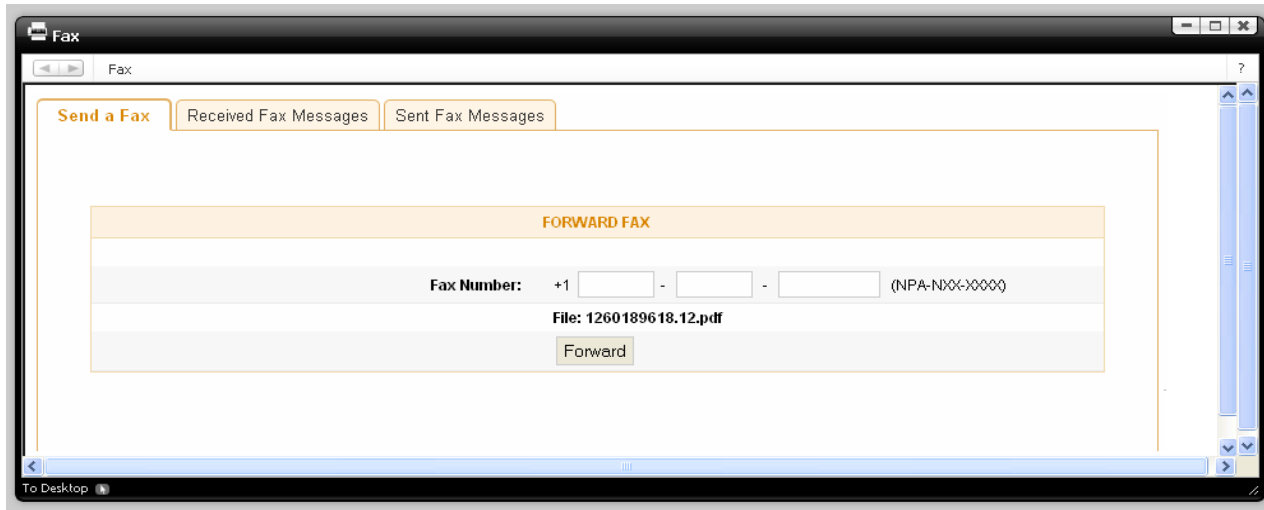
Alternatively, you can also access this page by clicking the **Received Fax Messages** link under the **Fax** tab.

This page displays all the fax messages received by you. These details of the fax messages displayed in this section include the fax number from where you received the fax, the email address to which you received, number of pages, and so on.

- ◆ To download Fax messages, click the **Download** icon  for the specific fax message.
- ◆ To delete a fax message, click the **Delete** icon  for the specific message.

Forward Fax

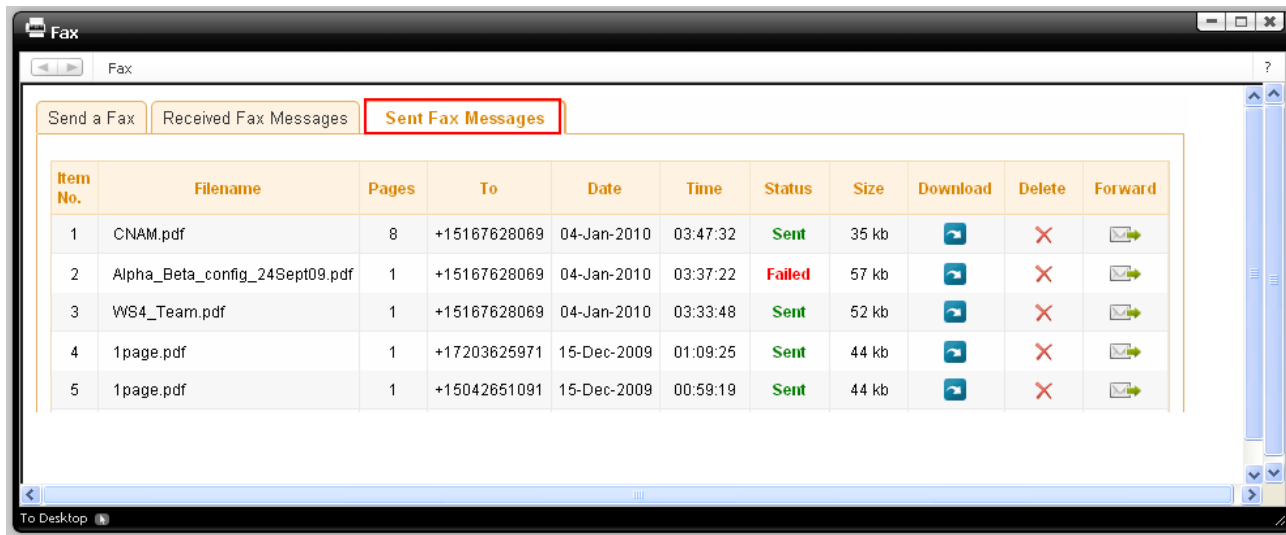
- ◆ To forward a fax message to another user/number, click the **Forward** icon  for the specific message. This displays a page similar to the image displayed below:



- ◆ Enter the fax number to which you want to forward the fax and click **Forward**.



Sent Fax

To view fax messages that you have sent, click the **Sent Fax Messages** link under the **Fax** tab as shown in the following image:



This page displays the list of fax messages sent by you, with details regarding the file name, number of pages, sent time and date, and the number to which the fax was sent.

The 'Status' column displays whether the fax has been delivered to the intended number.

- ◆ To download Fax messages, click the **Download** icon  for the specific fax message.
- ◆ To delete a fax message, click the **Delete** icon  for the specific message.