

Virtual Fax

User's Guide



A PRESENTATION BY:



Flexible faxing for every office

VoIP fax services can eliminate that old fax machine and
simplify your business

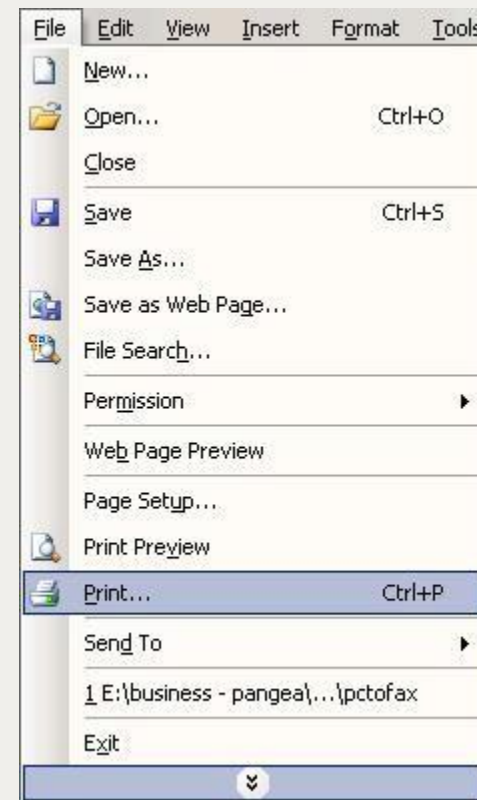
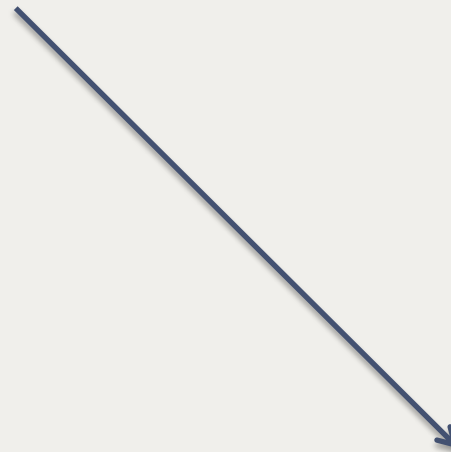
ESI offers three options for faxing services

- Email to fax
- Web to fax
- PC to fax

**This tutorial will walk you through how to use the
PC to Fax option**

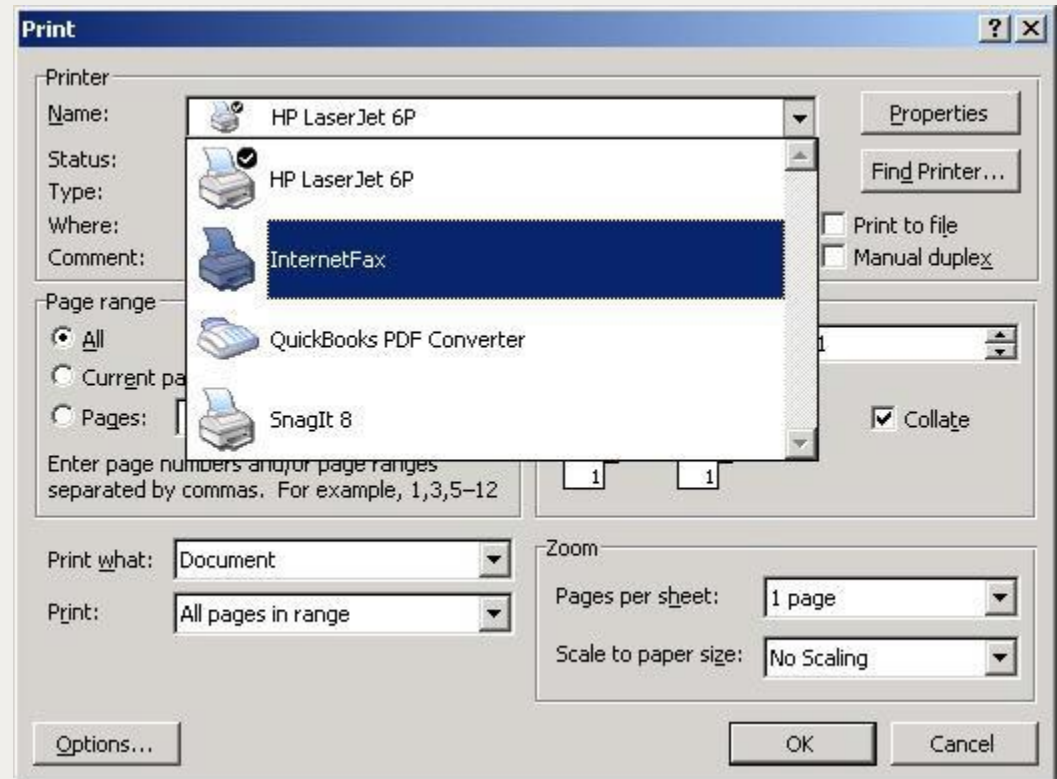
PC to Fax

- From the document application you have created your content in go to the File Menu
- Select File Print



Select the Internet fax printer

- Select the internet fax printer from the list of printers in the Print window
- Select OK to print the document

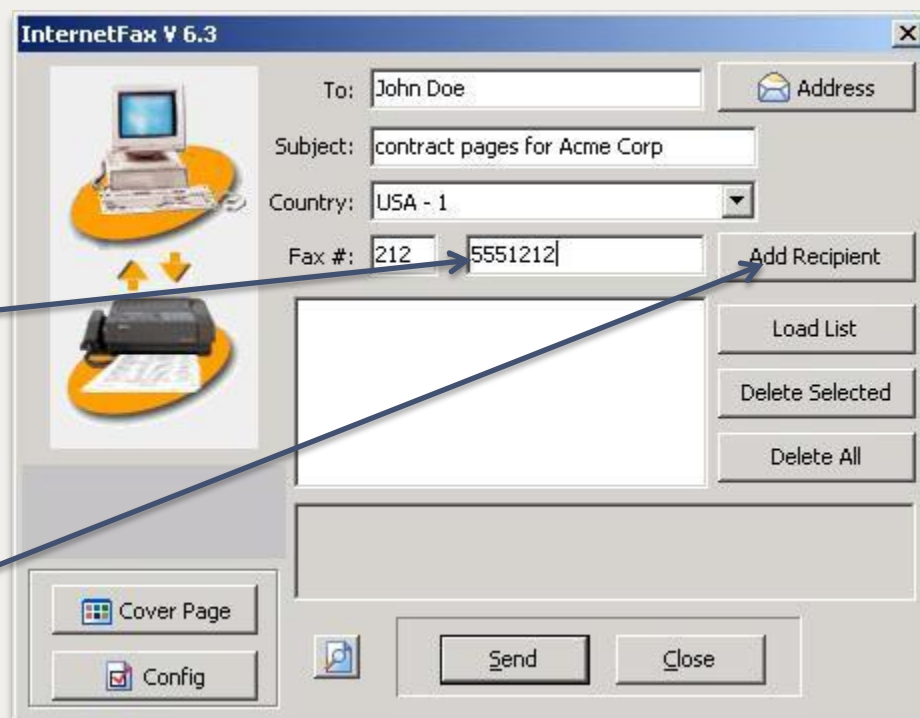


Enter recipient information

- Enter the recipient information
- Click ADD recipient

Enter the recipient number using NO dashes

Click ADD recipient after you enter the number



The screenshot shows the 'InternetFax V 6.3' application window. On the left, there is a graphic of a computer and a fax machine. The main area contains the following fields and controls:

- To:** John Doe (with an 'Address' icon button)
- Subject:** contract pages for Acme Corp
- Country:** USA - 1 (dropdown menu)
- Fax #:** 212 5551212 (with an arrow pointing to the '5551212' part from the callout box)
- Add Recipient** button
- Load List** button
- Delete Selected** button
- Delete All** button
- Cover Page** button
- Config** button
- Send** button
- Close** button

After recipient is added

- After you click ADD recipient, your contact will be added to the list
- To add another recipient enter the contact number and click ADD recipient
- New contact will show when you have clicked ADD

Your recipient will show up here after you click
ADD

InternetFax V 6.3

To: Last Name First Name

Subject: contract pages for Acme Corp

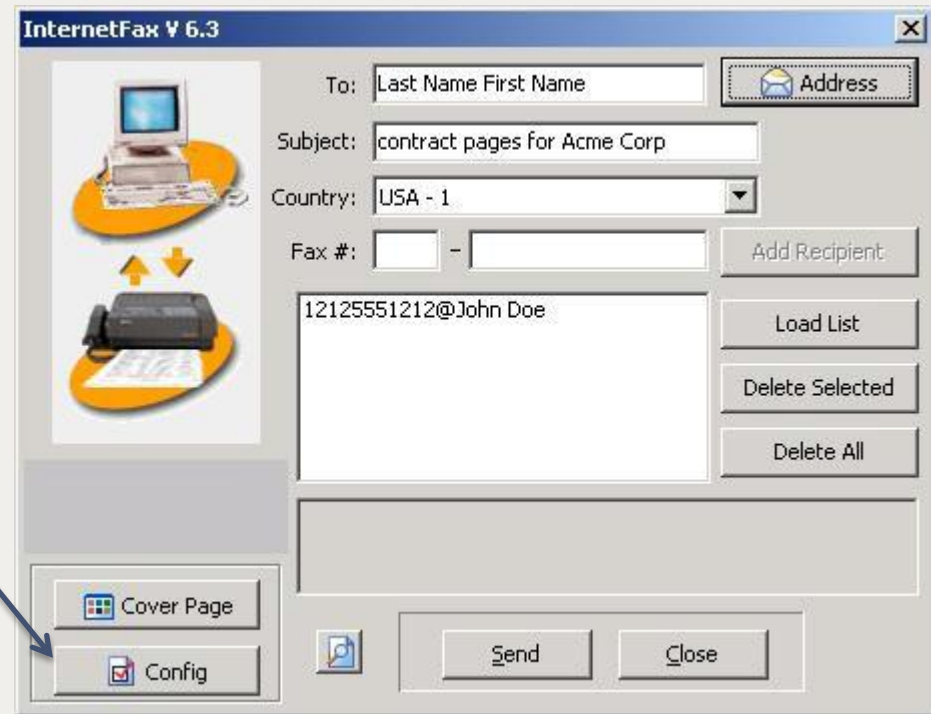
Country: USA - 1

Fax #: -

12125551212@John Doe

Enter your information

- Click the configuration button



Enter the configuration information

- This includes information about your and your account
- You only need to enter this information once.

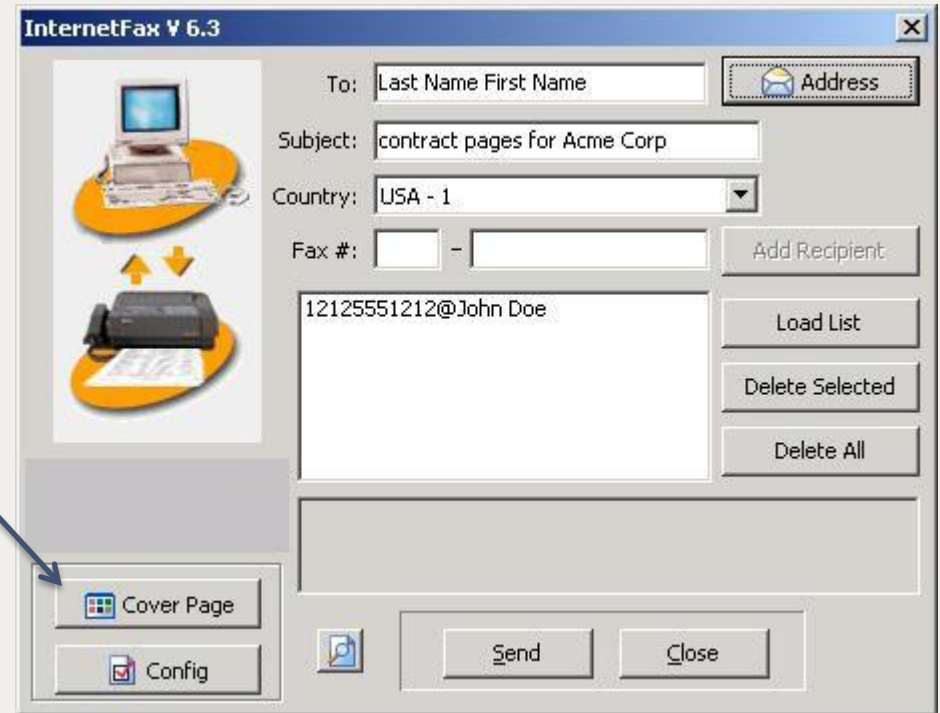
This information is used on the cover page of the fax, if you choose

This is your account information

The image shows two overlapping dialog boxes from a software application. The background dialog is titled "Settings" and contains the following fields: "Cover Page Information" (a sub-header), "Full Name" (with placeholder text "[enter your name here]"), "company name - optional", "email address", "return fax number", "username", and "Password" (with masked characters "*****"). At the bottom of the "Settings" dialog are "Save" and "Close" buttons. The foreground dialog is titled "Cover Page Selection" and contains: "Cover Page" with radio buttons for "Do not send", "General" (which is selected), "Urgent !", and "Confidential !"; a "Text On Coverpage" button; and an "OK" button. A "Preview" window within the "Cover Page Selection" dialog shows a sample fax cover page with the word "FAX" in large bold letters and some horizontal lines representing text. A blue callout box points from the "Password" field in the "Settings" dialog to the "This is your account information" text.

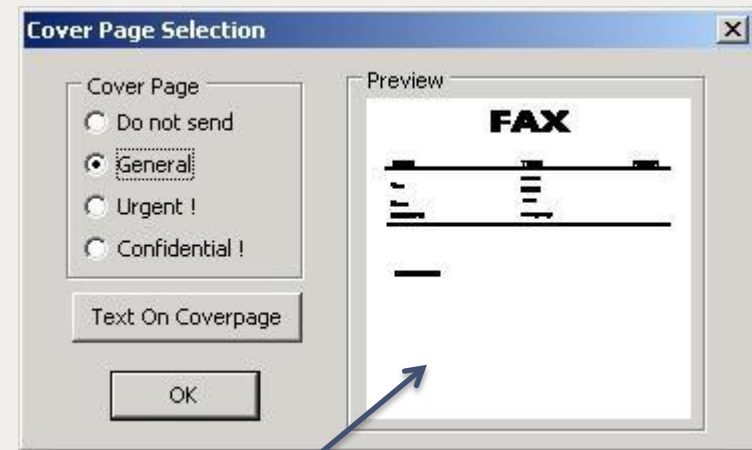
Adding a cover page to your fax

Click on the Cover Page button



Select a cover page type

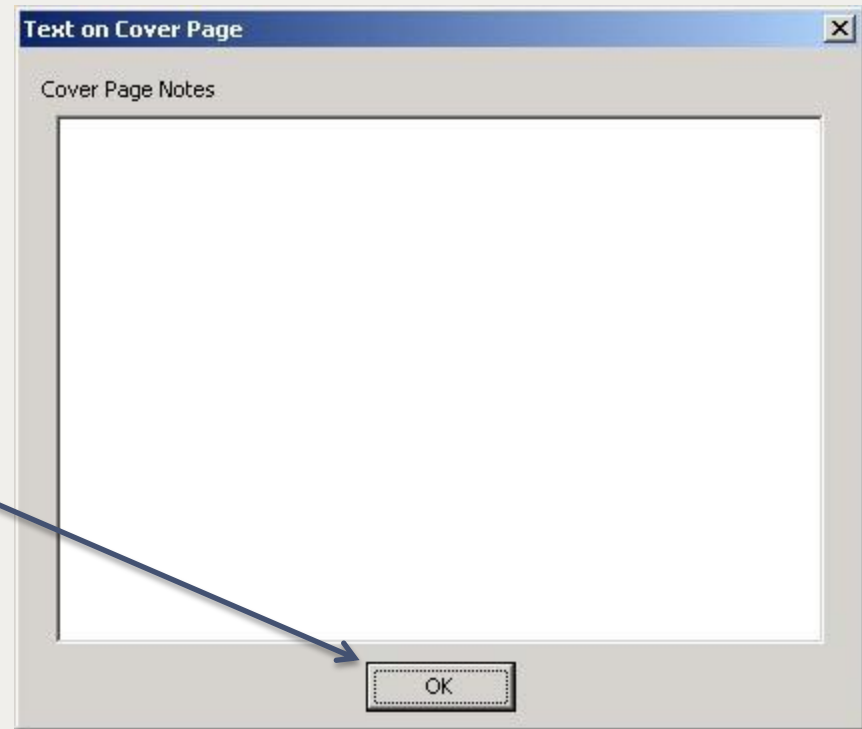
- Select one of the three cover page types
- Click on the *Text On Coverpage* to fill out data
- This data will be presented on the cover page



This shows a thumbnail image of the cover page

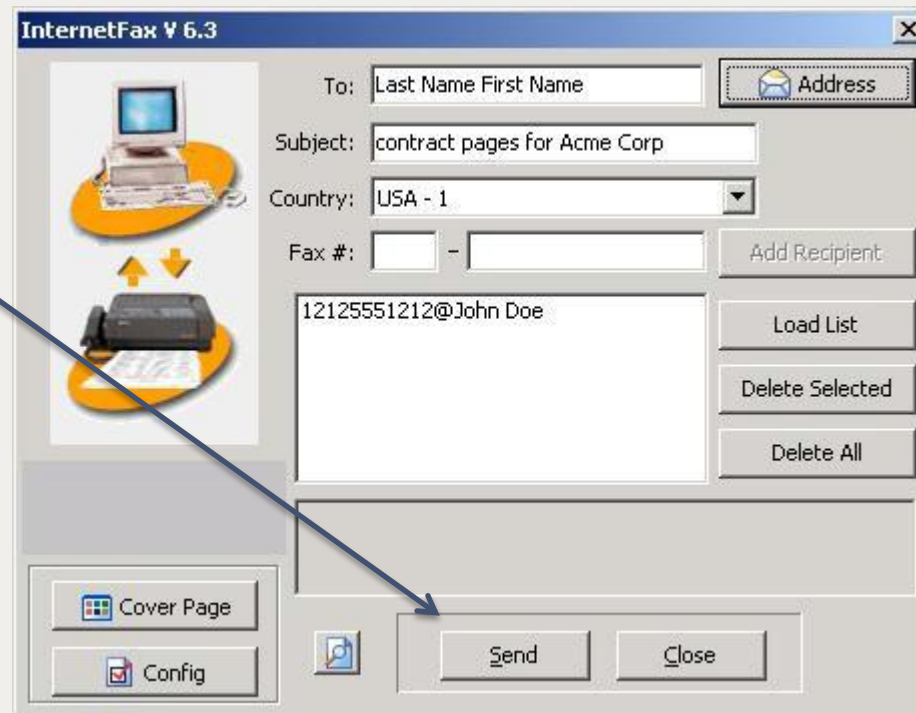
Enter cover page information

- This information will be presented on the cover page of the fax
- Click the OK button to save



Click Send

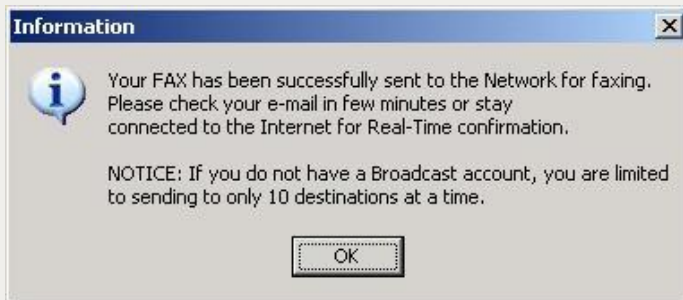
- Click send to send your fax



Confirmations and history

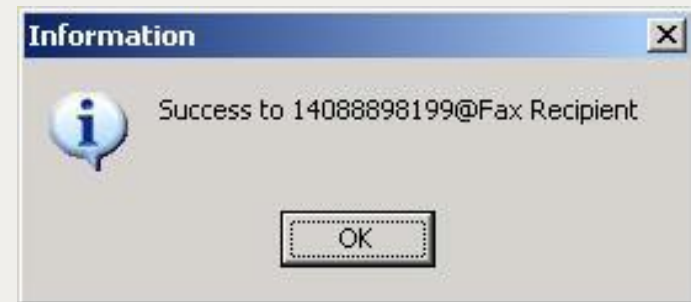
Confirmation

This screen confirms that the system has received your fax and is attempting to send.



Fax complete

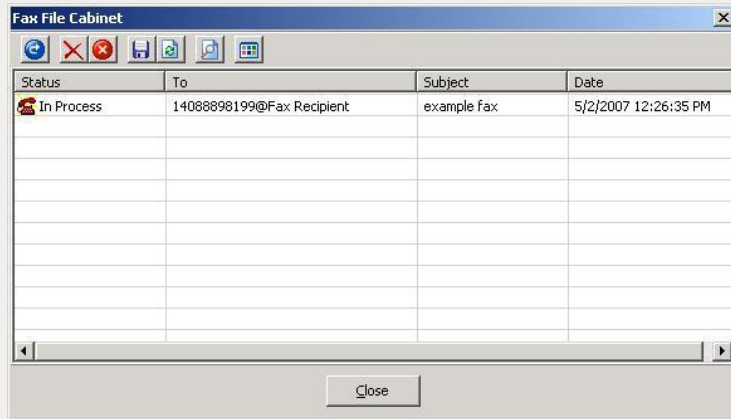
- Confirms your fax was successfully sent.
- You will receive an email confirmation as well.



Confirmation and history

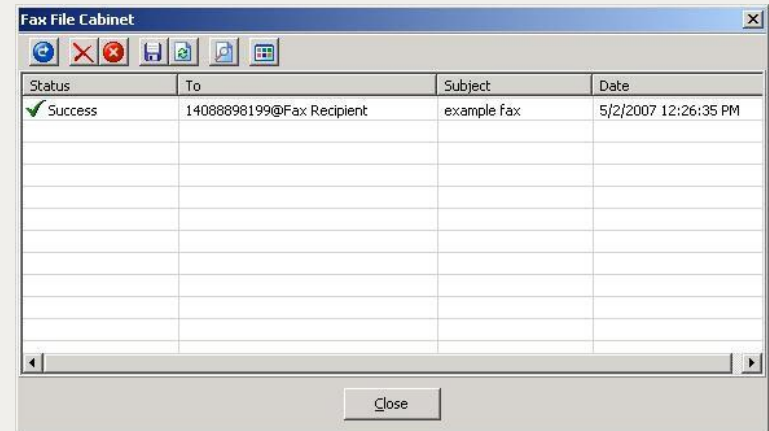
Confirmation

- This shows the history of the faxes you have sent and those that are pending send



Confirmation

- Shows what faxes have been successfully sent



Need more information?

For more questions on **ESI Fax Services** or other **Cloud Services**

Visit us at [ESI Technical Support](#)

Tested with Windows 8, Windows 7 x64/x86, Windows XP x64/x86, Windows Vista x64/x86. Does not support any version of Windows Server or Terminal services, and No Mac OS support.

This software installs a printer on your system that connects to a listening service on an HTTP service within our fax network so that data can be uploaded to our servers and then transmitted as a fax. This program behavior has been confirmed to cause certain Anti-Virus programs to identify the software as a possible Trojan/malware. We have seen this behavior with: AVG, Trend-Micro, and Panda AV. Please disable Anti-Virus protection during the installation and add this file to your exception lists where possible.