

Fax Upload Program User Guide 3.0

Overview

The Fax Upload Program allows you to send any document from your computer to any fax machine and/or to your Fax Mailbox. Simply choose a document, upload it via the Internet, and send it to the desired location(s). The system then sends it out as a fax to the desired fax machine(s) and/or sends it to your Fax Mailbox.

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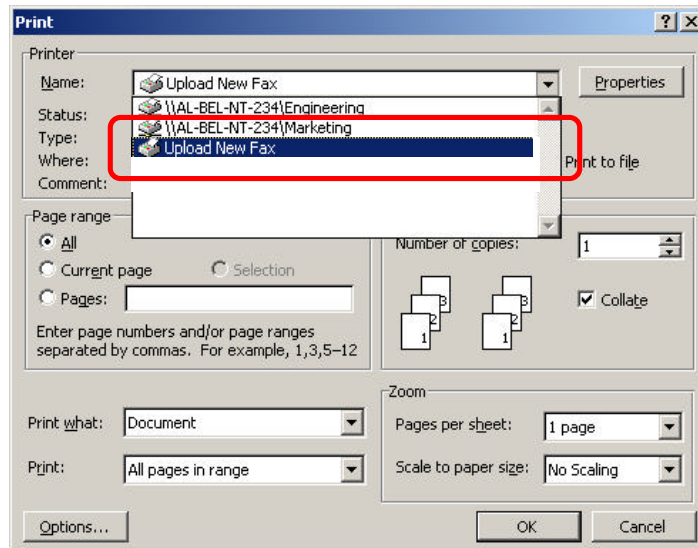
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1. Sending a Fax From Your Computer

The Fax Upload Program allows you to send any type of document as a fax (providing the document is printable) from your Windows-based PC.

To Upload/Send a Fax From Your Computer:

- Step 1: Verify your computer's Internet connection.
- Step 2: Open the document you wish to send.
- Step 3: Select "File", then "Print".
- Step 4: From the Print Dialog box, select "Upload New Fax."
- Step 5: Click the "OK" button



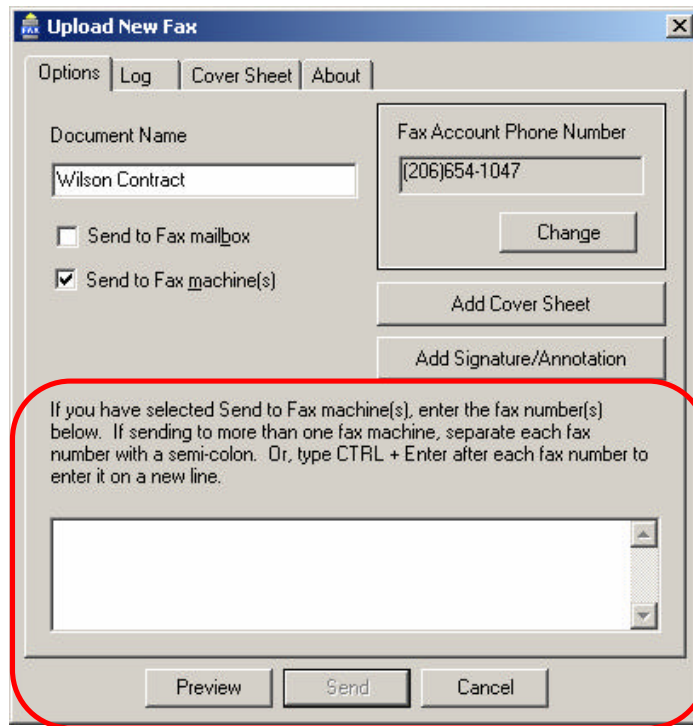
Step 6: Check the appropriate boxes to send the document to one or more fax machines and/or to your Fax Mailbox. Documents sent to fax machine(s) will be received in fax format. Documents sent to your Fax Mailbox can be managed via the Web. This allows you to forward them to any fax machine, forward via email, or view them as .PDF, TIFF, or .JPG.

The screenshot shows a window titled "Upload New Fax" with a close button in the top right corner. Below the title bar are four tabs: "Options" (selected), "Log", "Cover Sheet", and "About".

The main area contains the following elements:

- Document Name:** A text box containing "Wilson Contract".
- Fax Account Phone Number:** A text box containing "(206)654-1047" and a "Change" button below it.
- Send to Fax mailbox:** An unchecked checkbox.
- Send to Fax machine(s):** A checked checkbox. This checkbox and the one above it are enclosed in a red rectangular box.
- Buttons:** "Add Cover Sheet" and "Add Signature/Annotation" buttons are located below the checkboxes.
- Text:** A paragraph of instructions: "If you have selected Send to Fax machine(s), enter the fax number(s) below. If sending to more than one fax machine, separate each fax number with a semi-colon. Or, type CTRL + Enter after each fax number to enter it on a new line."
- Text Area:** A large empty text area with a vertical scrollbar on the right side.
- Bottom Buttons:** "Preview", "Send", and "Cancel" buttons.

Step 7: To send a document to one or more fax machines, enter the 10 digit fax number(s) in the field provided. To send to multiple fax machines, separate each fax number with a semi-colon, or press “CTRL” and “Enter” and enter each fax number on a separate line.



Step 8: Click the “Send” button to send document(s) to one or more fax machines and/or to your Fax Mailbox.

Note: Sending a fax may take up to 3 seconds per page, depending on the size and type of document being faxed and the speed of your Internet connection.

2. Adding a Cover Sheet

Before sending your document, you may want to add a cover sheet.

Setting up Your Cover Sheet For the First Time:

Step 1: Click on the “Cover Sheet Tab” at the top of the window

Step 2: Fill in your name, company name, phone number and any footer information you wish to add (such as confidentiality wording).

Step 3: All information added will be automatically saved, and will auto-populate into any cover sheet you begin

To continue and add a cover sheet to a specific document, click the “Options” Tab and follow the next set of instructions.

The screenshot shows the 'Upload New Fax' dialog box with the 'Cover Sheet' tab selected. The 'From' section is highlighted with a red box and contains the following information:

From:	
Name	Joe Parker
Company	ACE Properties
Phone Number	206-555-5555

The 'Footer' section is also highlighted with a red box and contains the following text:

Footer
IMPORTANT NOTICE: The following material is intended for user only
the individual or entity to which it is specifically addressed and should

At the bottom of the dialog box, there are three buttons: 'Preview', 'Send', and 'Cancel'.

Adding a Cover Sheet Before Sending a Document:

Step 1: Click the “Add Cover” Sheet button

Step 2: Fill the recipient’s name, company name, and the document subject. Add additional comments in the “Comments” box.

Step 3: Click the “OK” button to return to the main options page.

You may remove/edit the cover sheet at anytime before sending the fax.

NOTE: If you are sending the document to more than one fax number, the fax numbers will NOT show up in the Fax Number field.

The screenshot shows a 'Cover Sheet' dialog box with the following fields and values:

- To:** Name: Sue White, Company: White Mortgage, Fax Number(s):
- From:** Name: Joe Parker, Company: ACE Properties, Phone Number: 206-555-5555
- Number of pages, including cover: 12
- Date: 4/26/2006
- Subject: New Contract
- Comments: Here is the updated contract.
- Footer: IMPORTANT NOTICE: The following material is intended for user only the individual or entity to which it is specifically addressed and should

Buttons at the bottom: Preview Cover Sheet, Cancel, OK.

3. Signature and Annotation

You may add your signature or any text annotation to a document you want to send as a fax. To do this, first you must load your signature.

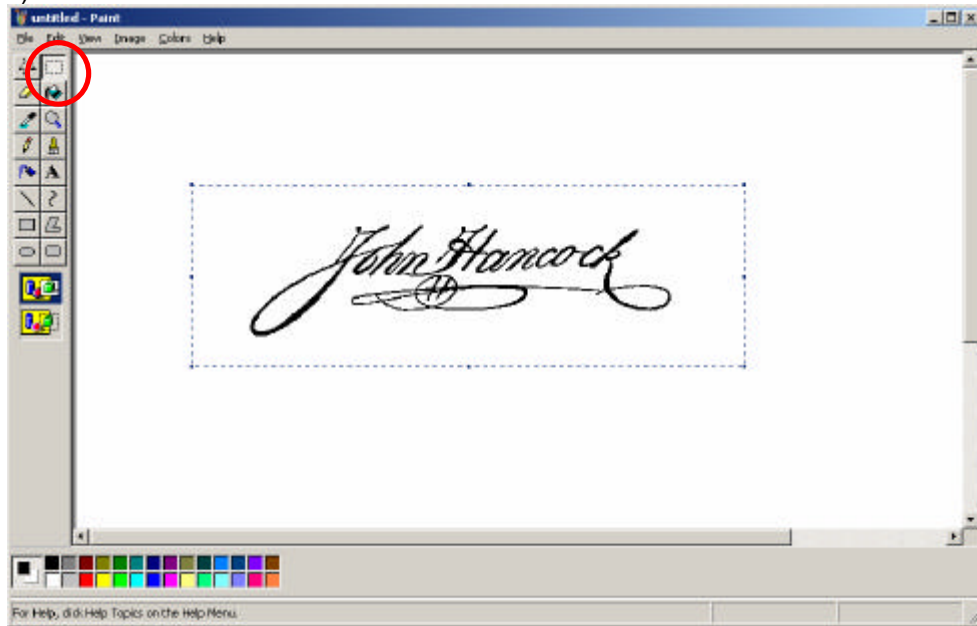
Loading your signature:

Step 1. Write your signature on a blank piece of paper

Step 2. Scan your signature into your computer

Step 3. Use Microsoft Paint to open the file that contains your signature

Step 4. Use the selector tool to highlight your signature (draw a rectangle around it)



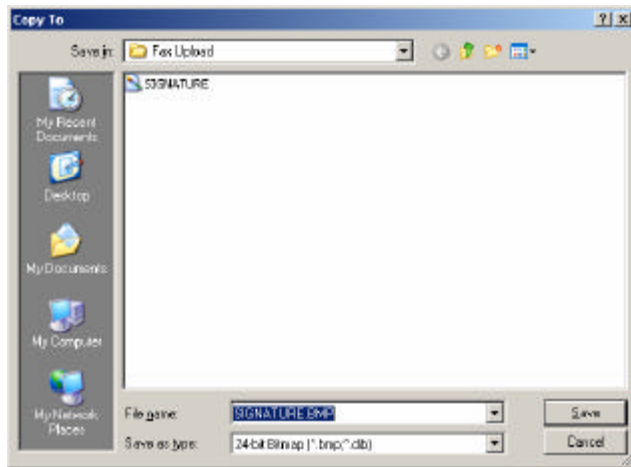
Step 5. Right click on your signature and select Copy

Step 6. Click Edit

Step 7. Select Copy To

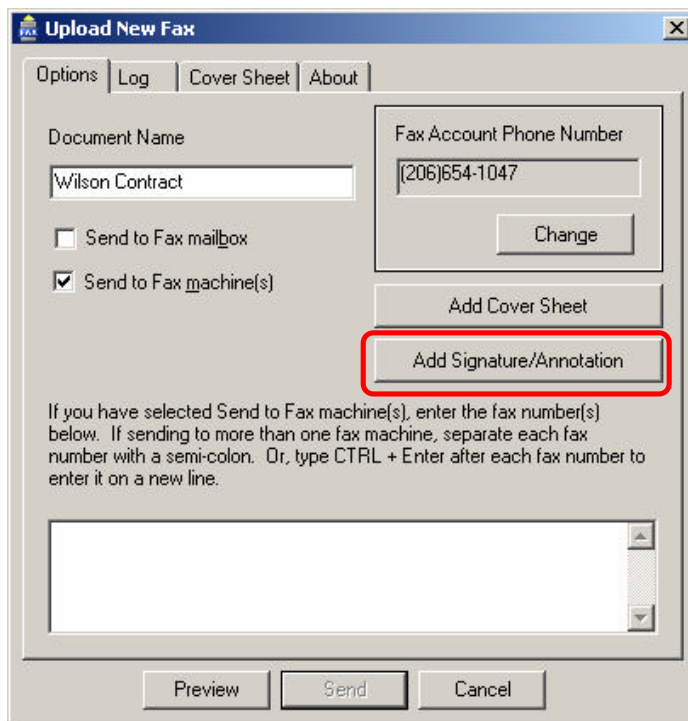
Step 8. In the Save In drop down box, navigate to Program Files/Fax Upload

Step 9. Save your signature and name it SIGNATURE.BMP



Adding a Signature or Annotation

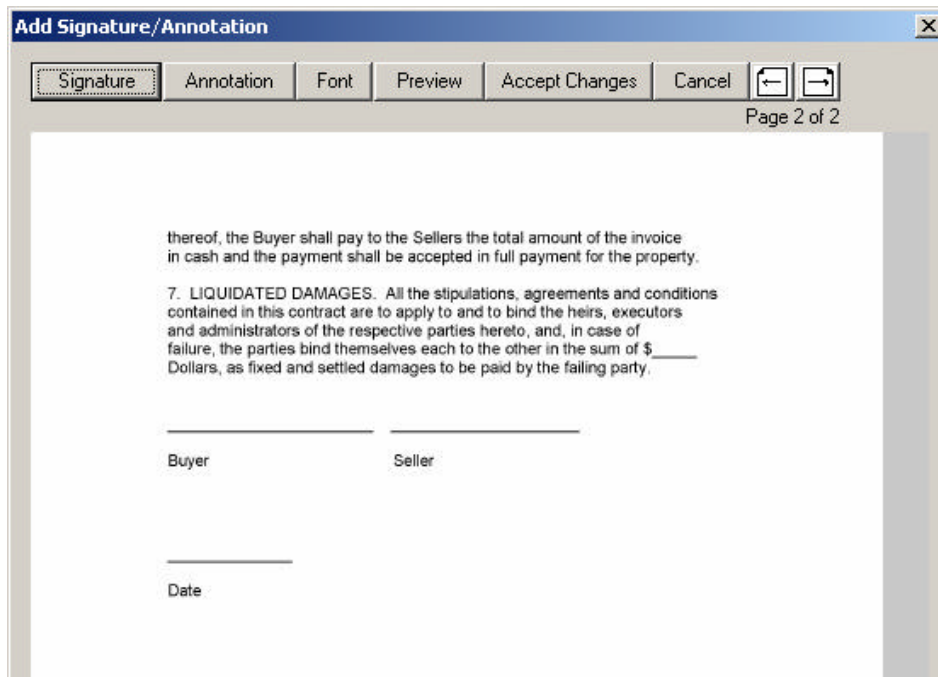
To add your signature or any type of text annotation to a document you wish to send as a fax, click the Add Signature/ Annotation button.



The screenshot shows the 'Upload New Fax' dialog box with the following elements:

- Document Name: Wilson Contract
- Fax Account Phone Number: (206)654-1047
- Send to Fax mailbox:
- Send to Fax machine(s):
- Buttons: Add Cover Sheet, Add Signature/Annotation (highlighted with a red rectangle), Preview, Send, Cancel
- Instructions: If you have selected Send to Fax machine(s), enter the fax number(s) below. If sending to more than one fax machine, separate each fax number with a semi-colon. Or, type CTRL + Enter after each fax number to enter it on a new line.

To place your signature on the document, click the Signature button then move the signature icon to where you want your signature to appear.



To **Resize** the signature- Place your mouse pointer on the boarder, click and drag outward.

To **Move** the signature- Right click on the signature, select Move, then move the signature to the desired location.

To **Delete** the signature- Right click on the signature then select Delete.

To add an annotation to your document, click the Annotation button then move the annotation icon to where you want the annotation to appear. Begin typing in the field provided.

To **Change Font** in the annotation- Highlight the text within the annotation box you wish to change, then right click. Choose Font and make your changes.

To **Move** the Annotation- Right click on the annotation, select Move then move the signature to the desired location.

To **Delete** the Annotation- Right click on the annotation then select Delete.

To **Preview** how your document will look with the signature and/or annotations, click the Preview button

Once you have added your signature and annotations, click the Accept Changes button

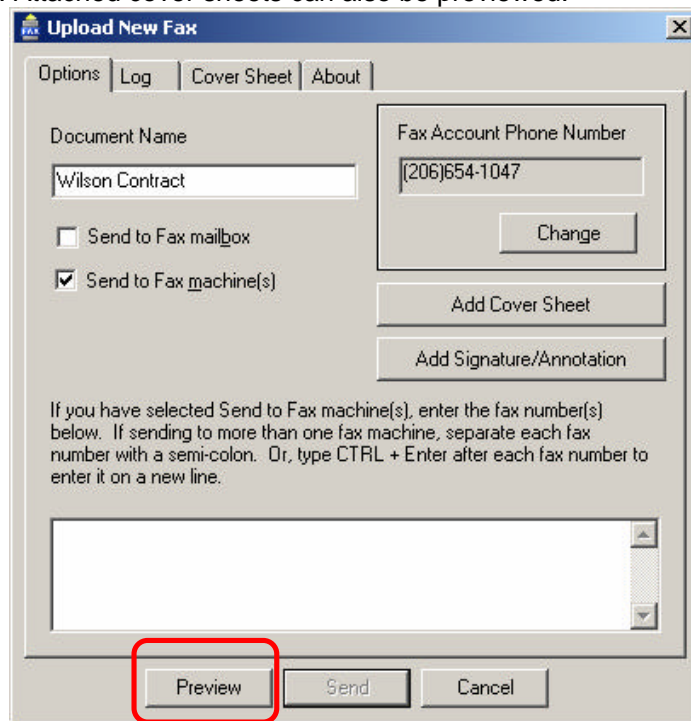
4. Previewing a Fax

Before sending your document, you may preview how it will appear when printed from a fax machine.

To Preview a Fax:

Step 1: Click the “Preview” button. Your document will open in a separate window, allowing you to preview how it will look when printed from a fax machine.

Note: Attached cover sheets can also be previewed.



The image shows a screenshot of the "Upload New Fax" dialog box. The dialog has a title bar with a close button. Below the title bar are tabs for "Options", "Log", "Cover Sheet", and "About". The "Options" tab is selected. The dialog contains the following fields and controls:

- Document Name:** A text box containing "Wilson Contract".
- Fax Account Phone Number:** A text box containing "(206)654-1047" with a "Change" button to its right.
- Send to Fax mailbox:** An unchecked checkbox.
- Send to Fax machine(s):** A checked checkbox.
- Buttons:** "Add Cover Sheet" and "Add Signature/Annotation".
- Text:** "If you have selected Send to Fax machine(s), enter the fax number(s) below. If sending to more than one fax machine, separate each fax number with a semi-colon. Or, type CTRL + Enter after each fax number to enter it on a new line."
- Text Area:** A large empty text area for entering fax numbers.
- Bottom Buttons:** "Preview", "Send", and "Cancel". The "Preview" button is highlighted with a red rectangle.

5. Changing Your Fax Account Phone Number

Your Fax Account Phone Number allows you to receive incoming faxes (it may also contain additional communications features). To change this number, simply update your Fax Upload Program with the new number (there is no need to reinstall the Fax Upload Program).

To Change your Fax Account Phone Number:

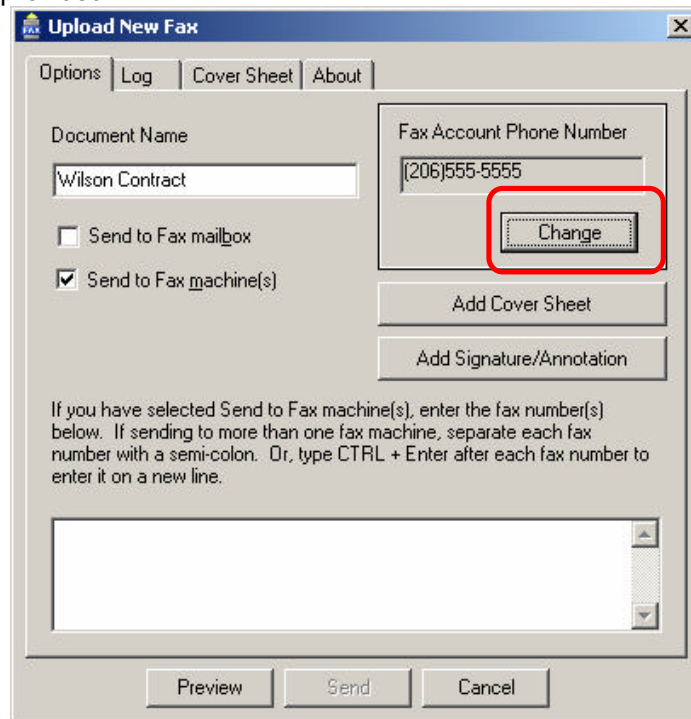
Step 1: Click the “Start” button.

Step 2: Select “Programs”.

Step 3: Select “Fax Upload”.

Step 4: Select “Fax Upload”.

Step 5: From the “Option” Tab, click the “Change” button below your current Fax Account Phone Number and enter you new Fax Account Phone Number in the box provided.



Step 6: Click the “OK” button to save the change.

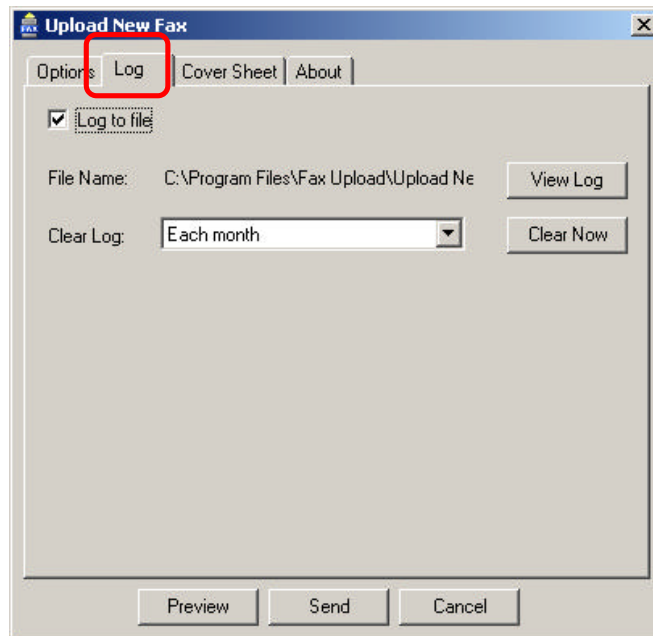
6. Fax Upload Log

The Fax Upload Log allows you to view a list of all the documents you have uploaded, as well as all documents you have sent to fax machines and/or to your Fax Mailbox. The Fax Upload Log contains:

- Date and Time Sent
- Document Name
- Total # of Pages
- List of Fax Number(s) Sent To
- Sent to Fax Mailbox (Yes or No)
- Status (Upload Successful/Upload Unsuccessful/Error Message)

To View the Fax Upload Log:

- Step 1: Click the "Start" button.
- Step 2: Select "Programs".
- Step 3: Select "Fax Upload".
- Step 4: Select "Fax Upload".
- Step 5: Click the "Log" tab at the top of the window.



Step 6: Click the “View Log” button.

To Clear the Fax Upload Log:

Click “Clear Log Now” button on “Log” tab.

To Automatically Clear Fax Upload Log:

Choose a time frame for automatic clearing of your Fax Upload Log on the “Log” tab. Your choices are:

- Never
- Before Each Upload
- Every Day
- Every Week
- Every Month

7. Uninstalling the Fax Upload Program

The Fax Upload Program comes with a built-in uninstall utility.

To Uninstall the Fax Upload Program:

Step 1: Click the "Start" button.

Step 2: Select "Programs".

Step 3: Select "Fax Upload".

Step 4: Select "Uninstall".