

eGoldFax Quick Start Guide

SENDING FAXES

A) DIGITAL DOCUMENTS: Fax from Email (Computers, Smart Phones)

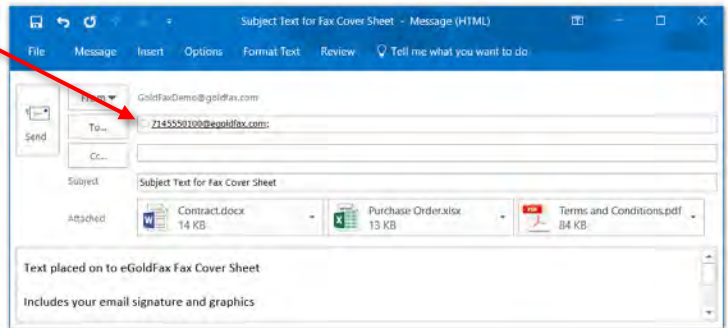
1. ADDRESS EMAIL TO: FaxNumber@egoldfax.com

- Subject and Message text are placed on to the Fax Cover Sheet including email signature, logo graphics

2. ATTACH documents (Word, Excel, PDF, TIFF, JPEG, BMP)

3. CLICK "SEND"

- Auto Fax Cover Sheet - Customize with customer logo, confidentiality statement (contact support to set up)
- Note: "1" before fax number and hyphens are optional
- International fax numbers: Enter 011, country code, area or city code, and phone number followed by @egoldfax.com
- Note: Parentheses are not allowed in the Fax Number
- Add frequently faxed-to contacts to your email system's address book for quick faxing. Use email format above and include "FAX" in display name of saved contacts for easy searching.



Name	Display Name	Email Address
Example First Example Last	Example First Example Last	user1@example.com
Example First Example Last	Example FAX	7145550100@egoldfax.com

4. FAX CONFIRMATION

- You'll receive a "Fax Confirmation" email (success/failure) for your record. Fax Confirmation sent to "From Email".
- Option: Email Message with Thumbnails of Sent Fax Pages (choose 1 - 4 pages including cover sheet)

B) PAPER DOCUMENTS: Scan-to-Email Multi Function Products (MFPs)

1. SELECT Scan-to-Email from MFP Touch Panel

2. In the "TO:" Field ENTER: FaxNumber@egoldfax.com

3. SCAN THE DOCUMENT

- Option: Select contacts from MFP's Email Address Book. Use email format above and include "FAX" in display name of saved contacts for easy searching.
- Option: Enter Message, Subject, specify the email sender

SCAN-TO-EMAIL MFP



RECEIVING FAXES

- Keep existing fax numbers by transferring (porting) to eGoldFax
- Obtain additional fax numbers (Local and Toll Free)
- Route faxes to multiple email addresses (PDF attachment)
- Option: Received fax email (no fax attachment)
- Option: Received fax email with fax download link



ENTERPRISE OPTIONS

- Route received faxes and sent fax confirmations to Network Folders and Printers
- Advanced received fax actions: Save XML metadata, Execute SQL statement, Execute program