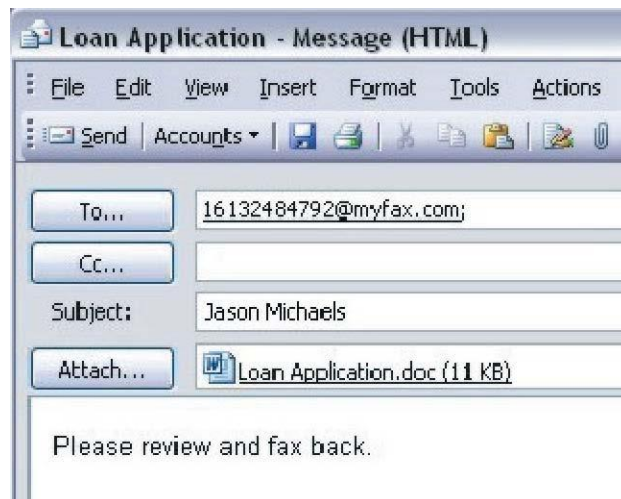




## Virtual Fax Quick Reference Guide

faxing simplified. anytime. anywhere.



1-In the To... line, type the fax number: *<faxnumber>@myfax.com*  
e.g. *16132484792@myfax.com*. Be sure to include the country code, the area code and the fax

number when sending your fax.

2-In the Subject: line, input the name of the person you are sending the fax to. This name will appear in the To: line on the fax itself.

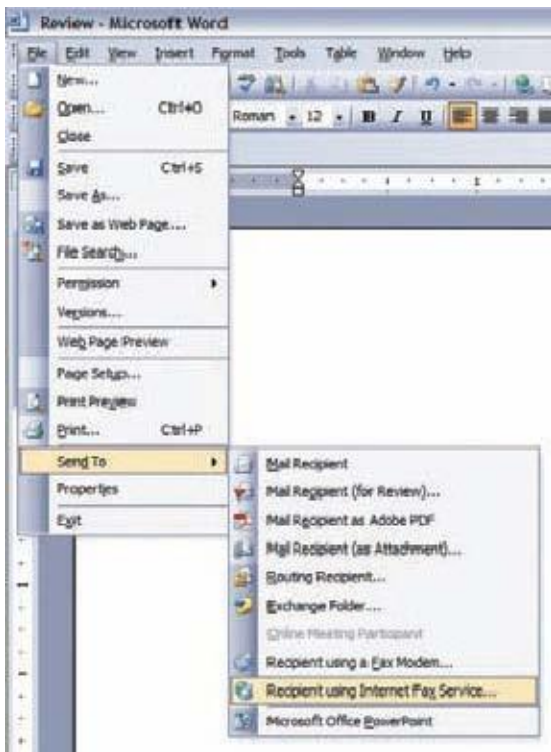
3-Attach the file you want to have faxed. You can attach up to eight documents at one time, plus a cover page, in most common file formats.

4-Click Send.

You will receive an email confirmation once the fax has been sent successfully.



## Sending a Fax by Email



### The Microsoft® Office 2003/2007 integration:

Fax directly from Microsoft Word, Excel®, PowerPoint® and Outlook®. Tap into your existing Outlook address book. To install, go to [www.myfaxcentral.com](http://www.myfaxcentral.com) and click on Send Preferences. Under Microsoft Office Internet Fax Activation, click on the link. Then, in Microsoft Word, Excel or PowerPoint, click File/Send to/Recipient using Internet Fax service. In Microsoft Outlook, click File/New/Internet fax to send a fax.

## User Administration

You can easily manage your settings and run reports online:

- ◆ Change Password
- ◆ Send Preferences
- ◆ Set email addresses, manage cover page options and fax header
- ◆ Receive Preferences
- ◆ Set email addresses, fax file format (PDF or TIFF) and online fax storage options
- ◆ Sent and Received Fax Reports Go to [www.myfaxcentral.com](http://www.myfaxcentral.com) and input your fax number and password.

## Editing the Fax Header

The fax header is the text that appears in the top left corner of the fax. It identifies the sender of the fax. You can change the fax header by going to:

1. **www.myfaxcentral.com**
2. Input your fax number and password.
3. Choose *Send Preferences*.
4. Beside *Fax Header*, type your name, your company name or another unique identifier of your choice and then click *Update*.

## Cover Page Feature

This offers a variety of cover page options. Use one of our cover page templates in Basic, Contemporary, Elegant or Professional formats or create your own custom cover page including your company logo. To access these cover page features:

1. **www.myfaxcentral.com**
2. Input your fax number and password.
3. Choose *Send Preferences/ Manage Cover Page*.

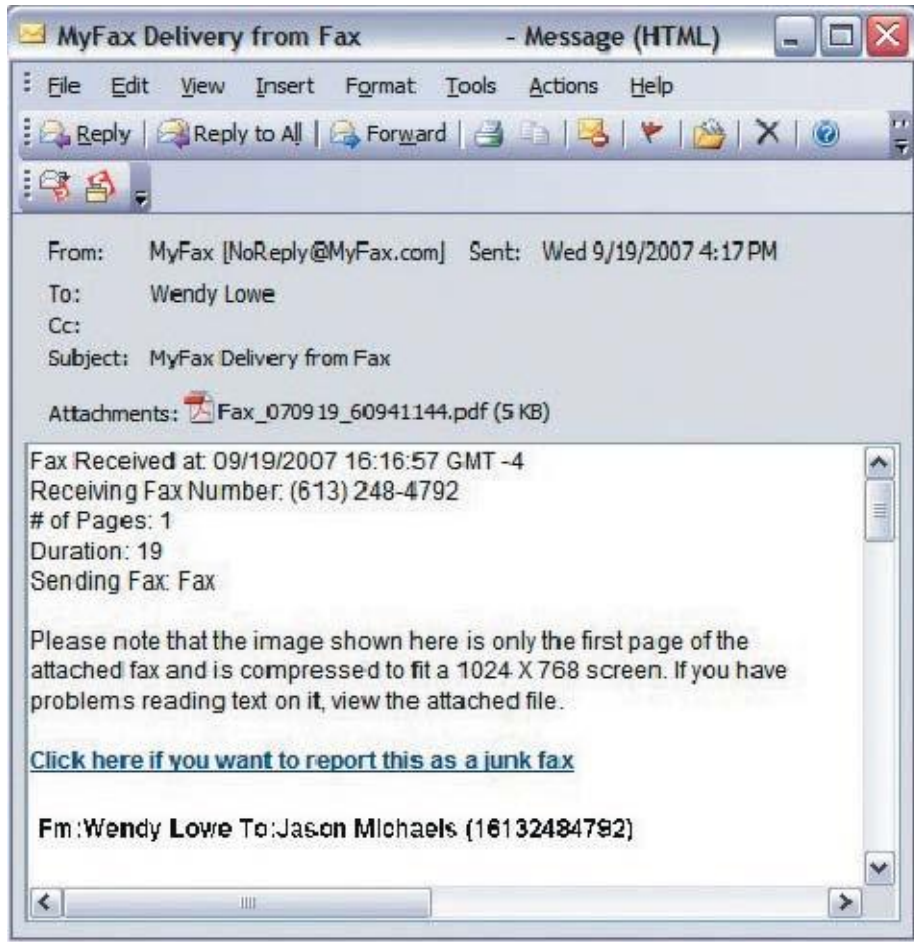
## Sending and Receiving Faxes via the Web

The screenshot displays the myfaxcentral website interface. At the top, the logo and date (September 20, 2007) are visible. The user is logged in as Mark Stanley with User ID 770191 and MyFax Number (866) 203-0637. The main content area is titled 'Send a Fax' and includes a 'Preview' button and a 'SEND' button. The form is divided into several sections: 'Add Recipient(s)' with a 'Name' field and a 'Recipient List (3 of 50)' containing three entries; 'Country Code: Fax Number:' with a dropdown for '+1' and a 'Number Format' field; 'Add recipient from Contact Book' with a 'Default' dropdown and an 'Open' button; 'Add a Contact List' with a 'Browse' button and an 'Add' button; 'Attach Document(s)' with a 'Select Paper Size' section (radio buttons for Letter, Legal, and A4) and a 'Browse for a document' section with a 'Browse' button and an 'Add' button. A left sidebar contains navigation links for 'Send a Fax', 'Inbox', 'Send Faxes', 'Outbox', 'Contact Books', 'My Account', and 'My Preferences'.

To send and receive faxes via the web:

Go to [www.myfaxcentral.com](http://www.myfaxcentral.com). Input your fax number and password. Click *Send a Fax* to send a fax or click *Inbox* to download your received faxes.

## Receiving a Fax by Email



Faxes sent to your number will be received in your email inbox. You can set your preferences to receive faxes at up to five different email addresses. Received faxes will be delivered to you in PDF format. The first page of the fax appears in the email body so you can get a quick glance at the content of the fax. Once received, faxes can be stored in a local or network directory, printed, deleted or forwarded to another recipient. For users not wishing to receive faxes in their email, you have the choice of receiving email or text message on your cell phone alerts that a new fax has been received. You can then access the fax online at [www.myfaxcentral.com](http://www.myfaxcentral.com).

To modify your received fax preferences:

- 1 [www.myfaxcentral.com](http://www.myfaxcentral.com)
- 2 Input your fax number and password
3. Choose *Receive Preferences*