

PhoneFusion One™ Outbound Faxing Manual

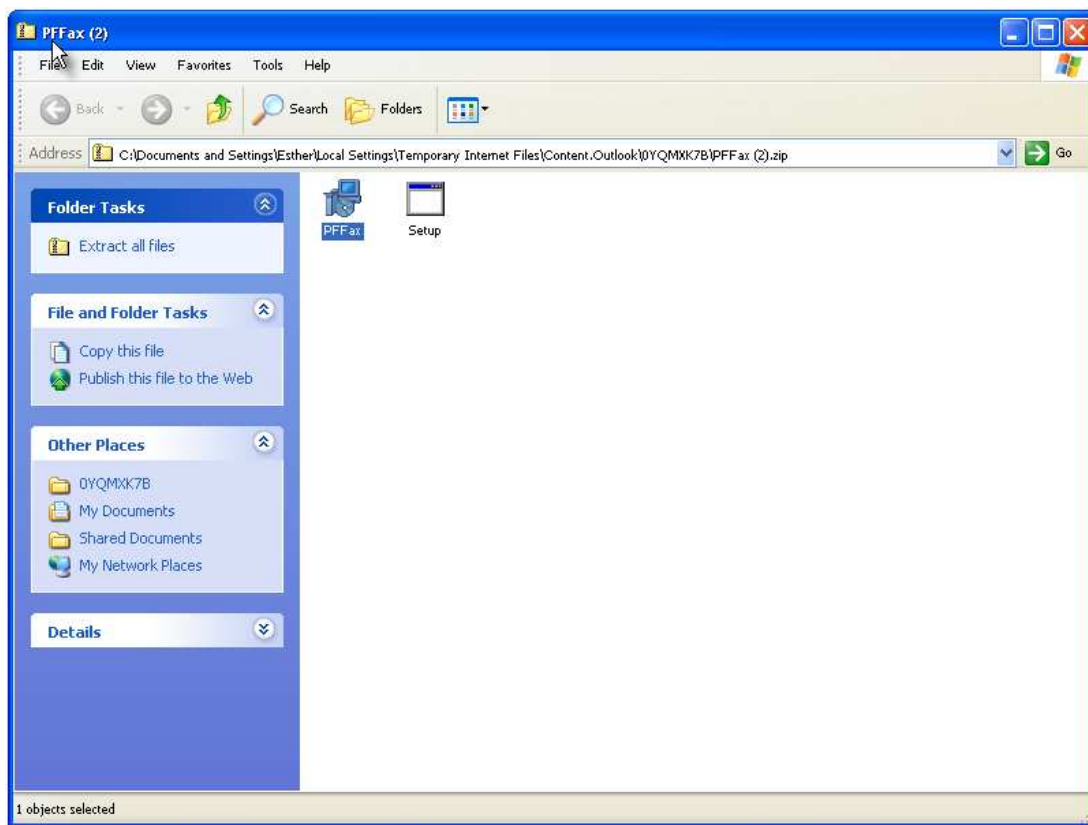
System Requirements: Windows

- Intel® Pentium® III or equivalent processor
- Microsoft® Windows® Vista; Windows XP Professional, Home Edition, or Tablet PC Edition with Service Pack 2; MS Windows 2000 with Service Pack 4
- 1024 Meg or Higher
- Microsoft Internet Explorer 6.0 or 7.0, Firefox 1.5 or 2.0, Mozilla 1.7, AOL 9

Note that Outbound Fax is an optional product that you may not have. Please contact Customer Support if you would like to add Outbound Fax to your current service.

Extracting the Zip File

Double click on the downloaded file. Choose the Setup file.

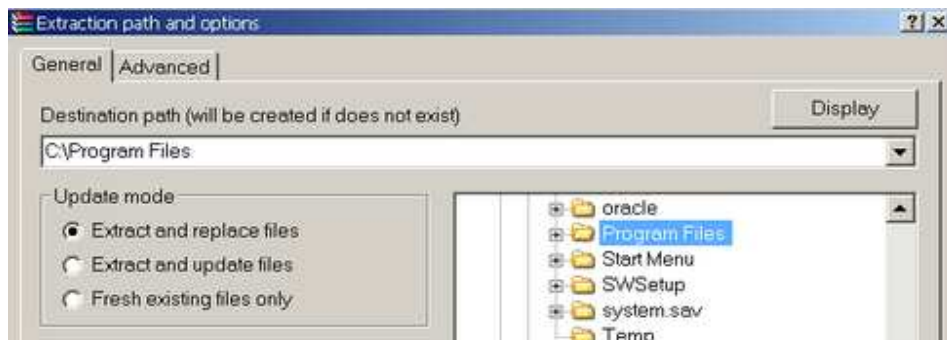


A new window will open asking you to select where you would like the file extracted.

Select to store this file in your C: drive. The application should be extracted to your Program Files folder on your C: drive unless you want it stored in a different location.

The path is:

C:\Program Files\PhoneFusion



Two files will be extracted to the folder selected

- Setup File
- PFFax File



Installation procedures for Microsoft® Windows® Windows XP Professional, Home Edition, or Tablet PC Edition with Service Pack 2; Microsoft Windows 2000 with Service Pack 4; Windows 2003 Server

Double click on the 'Setup' file.



A new window will open.

Welcome to PhoneFusion One's Fax Set up Wizard

Click on 'Next.'

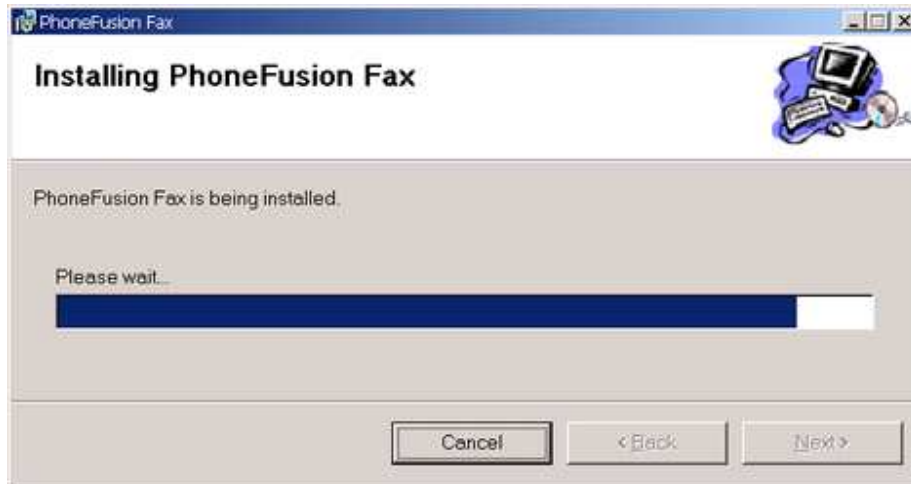


Confirm Installation

Click on 'Next.'

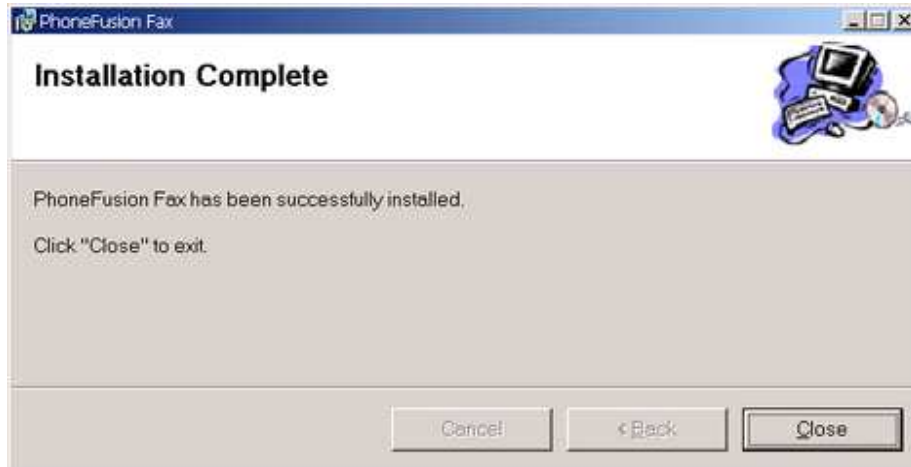


The software will begin to download as shown here.



When the program has downloaded successfully you will see the screen below.

Installation is now complete. Click on Close.



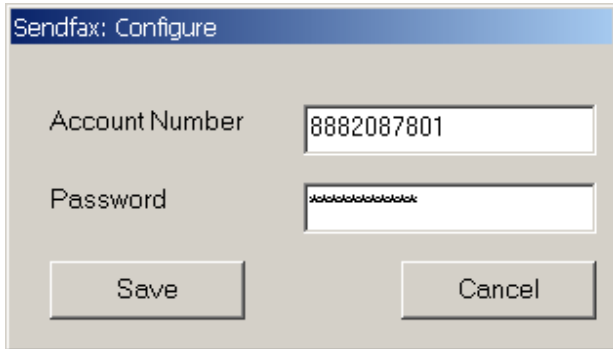
Configuring Outbound Fax

The first time you want to send a fax you will be asked to configure the Outbound Fax feature.

Send Fax Instructions page 6.

Before PhoneFusion One can generate the fax document that needs to be sent, you will need to enter your complete PhoneFusion One phone number and pass code in the Sendfax Configure box.

When you are done, click on 'Save.'

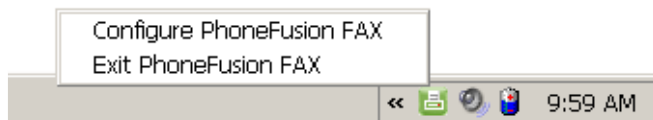



If you click on Cancel, PhoneFusion One will cancel the configuration box and display the screen shown to the left.



The Outbound Fax icon will be displayed in your taskbar on your desktop when the application is running.

If you have not added your PhoneFusion One phone number to this application, right click on the Outbound Fax icon to configure your PhoneFusion One phone number to send faxes.

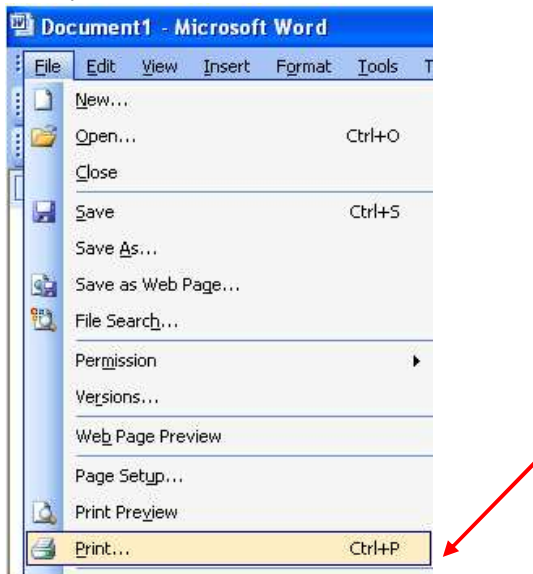


If you have more than one PhoneFusion One phone number you want to use to send a fax, before you send the fax you will need to re-configure the Account Number the Outbound Fax feature will use. Simply type in the phone number and pass code for the account you would like to use and you will be able to send the fax.

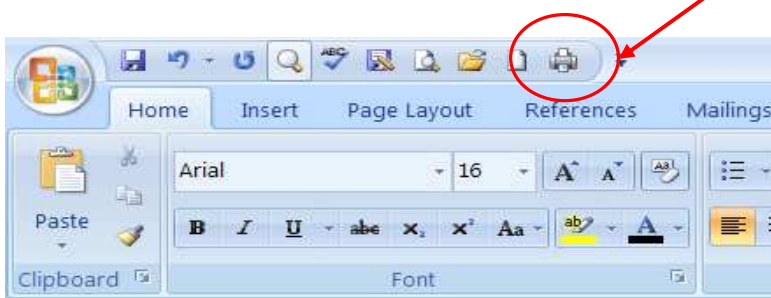
Sending a Fax

To send a fax, use the 'Print' option available in your toolbar or in a Web browser.

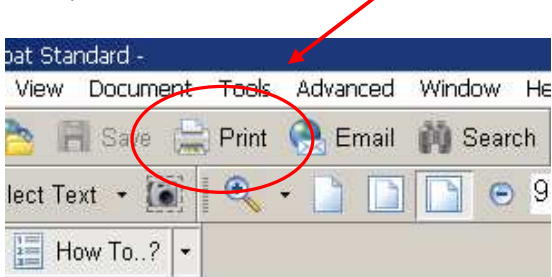
Example 1:



Example 2:



Example 3:

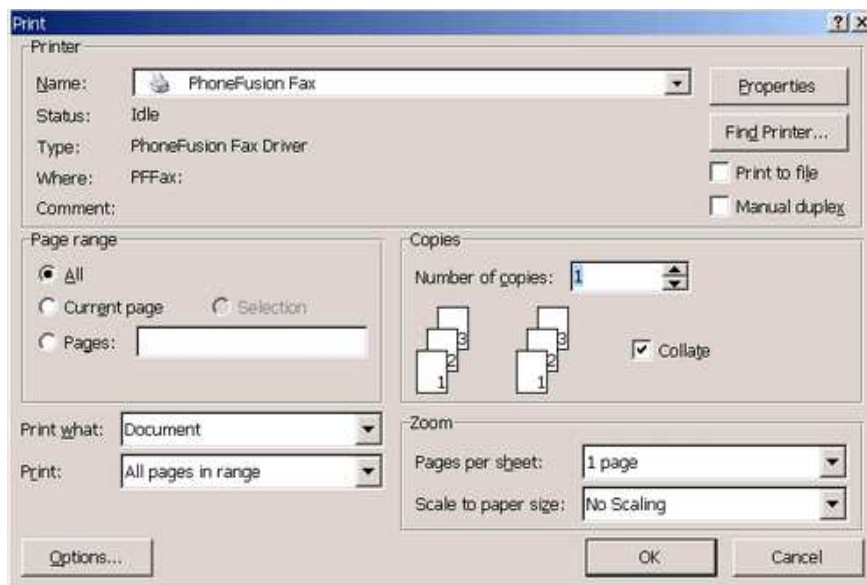


PhoneFusion One Fax

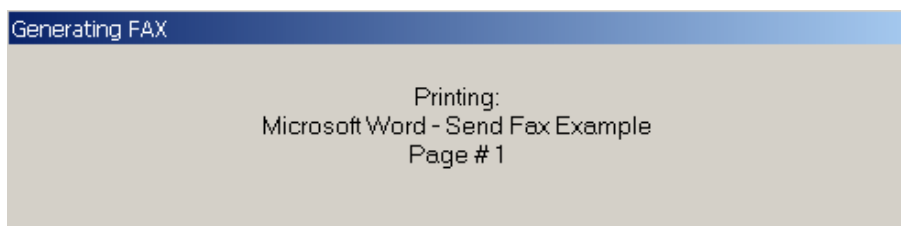
After you select 'Print' the printer dialog box will open.

PhoneFusion One Fax service will show up as a printer in the dropdown box where your printers are listed (click on the arrow next to the field that displays your printer name).

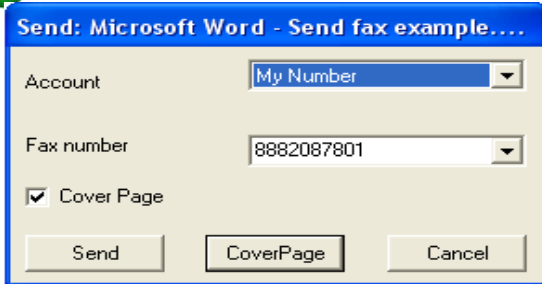
Select the PhoneFusion Fax as your printer and click on OK.



PhoneFusion One will begin generating the fax. This may take a few seconds depending on the size of the file you are trying to send.



After the file has generated successfully, the following box will open.



Send: Microsoft Word - Send fax example....

Account: My Number

Fax number: 8882087801

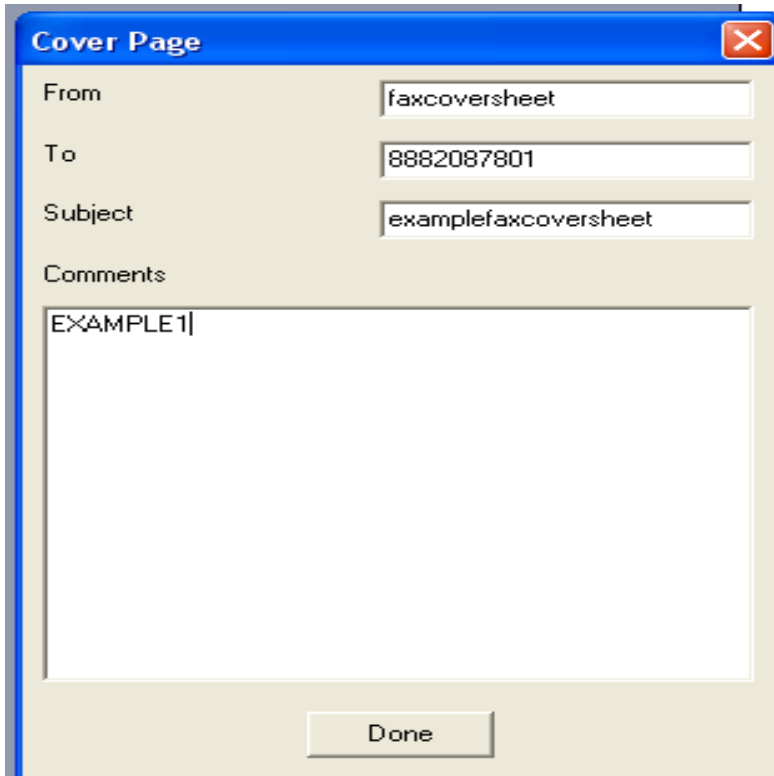
Cover Page

Send CoverPage Cancel

If you want to attached a Fax Cover sheet to your fax, please check the box next to 'Cover Page'.

Once you select this box the button on the botton of the screen will appear as active.

Click on the CoverPage button and you will see the following:



Cover Page

From: faxcoversheet

To: 8882087801

Subject: examplefaxcoversheet

Comments: EXAMPLE1

Done

Create your fax cover sheet and select done.

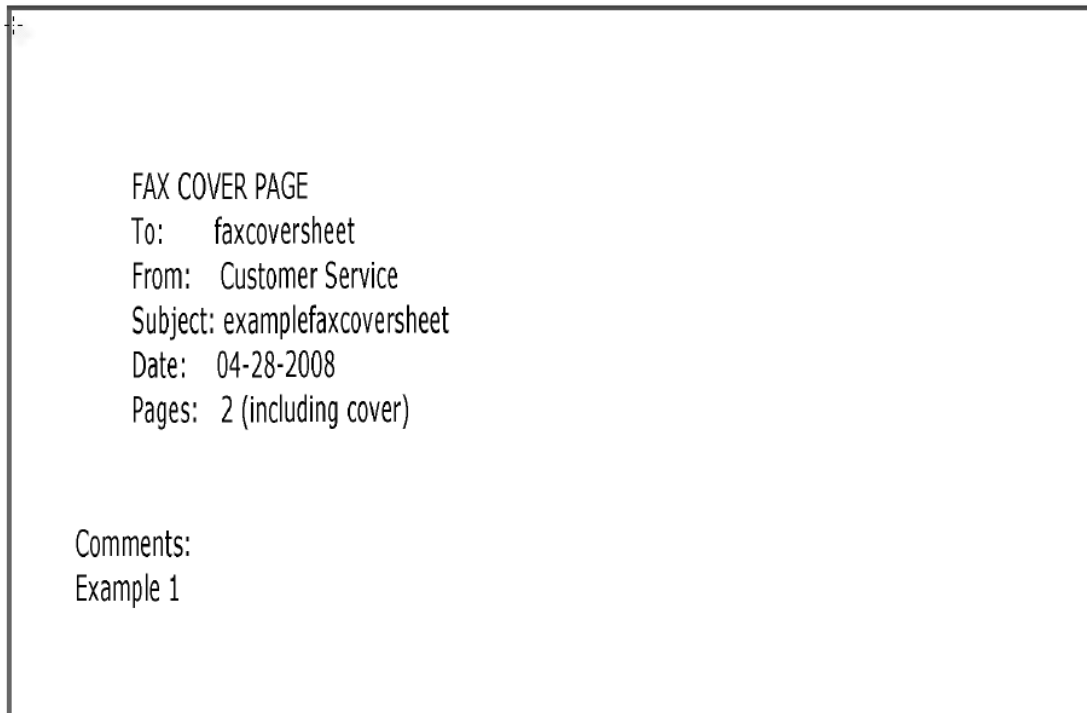
- The fax cover page information that you save will be stored for future faxes. If you choose to send a fax with a cover page, this will be the default fax cover sheet that will be sent. To change the contents of the cover page, you will have to select the 'CoverPage' button and configure the information for that specific fax.
- Date and time are automatically added to each cover sheet at the time that they are sent.

Once you select 'Done' you will return to the send fax window.

Enter the fax number where you want to send this document and click on 'Send.'

NOTE: The name of the document or Web page you are faxing is displayed in the tool bar. In this example, the fax being sent is a Microsoft Word document with the file name: Send Fax Example.

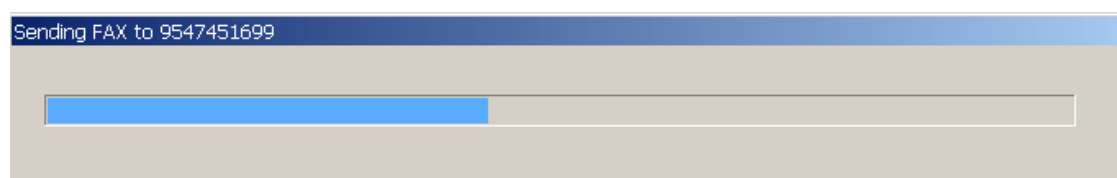
Here is an example of what the fax cover sheet looks like:



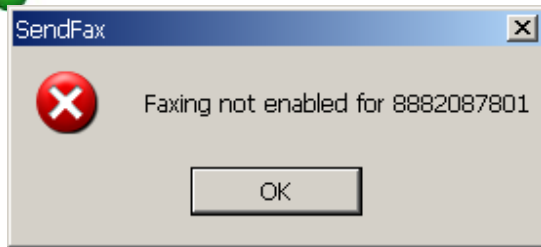
FAX COVER PAGE
To: faxcoversheet
From: Customer Service
Subject: examplefaxcoversheet
Date: 04-28-2008
Pages: 2 (including cover)

Comments:
Example 1

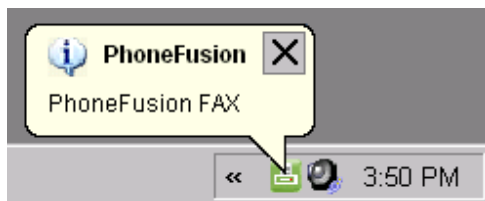
A window will show you the progress of the fax as it is being uploaded for transmission. The speed of your network connection and the number of pages will impact the time it takes to be uploaded. After the fax has been uploaded, it will be scheduled for delivery.



If the fax feature is not on, you will get this error message.



When PhoneFusion One Outbound Fax is running, it will be minimized on your desktop tool bar.



Once you have set up your PhoneFusion One Outbound Fax, you should attempt to send a test fax using the instructions on pages 6-9. If you are unable to send the fax, try to reinstall the software. If you have further problems, contact Customer Service for additional assistance.

Faxing can be tested by sending a fax to your own PhoneFusion One number and having the fax emailed to you to see how the cover page and fax will look.

Outbound faxing is smart. If you have a 10 page fax and page 5 has an error, PhoneFusion Outbound Fax will restart only from page 5. This feature is automatic and cannot be changed, but results in lower costs and cuts down on wasted paper and ink.

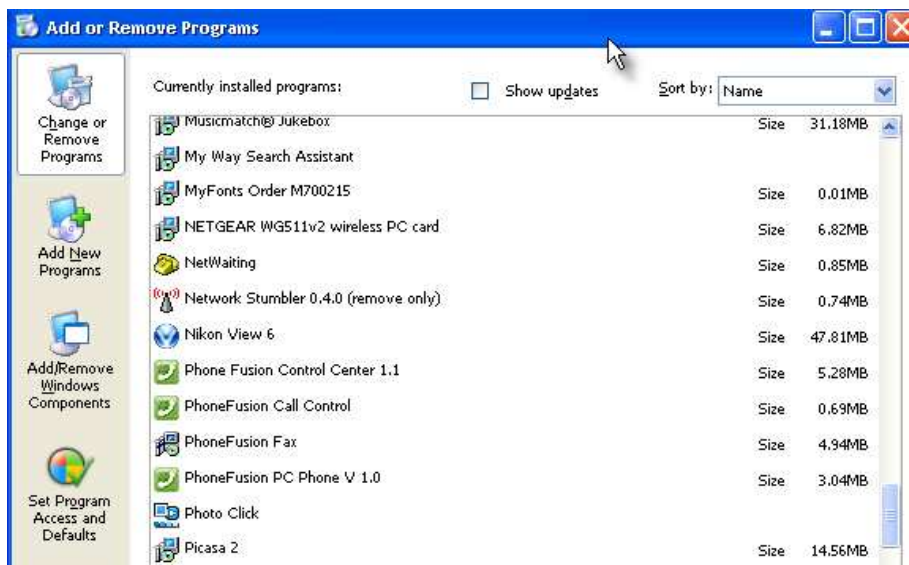
How to Uninstall Outbound Fax

If you no longer require PhoneFusion One Outbound Fax on your computer, go to your Control Panel on your computer by pressing the Start button on the bottom of your screen.





Once you have reached the Control Panel, choose Add or Remove Programs. All of the programs will load into a screen like the one below (this will take a minute or two).



Select the file named PhoneFusion Fax. Once highlighted, you will have the option to select 'Change' or 'Remove.' Click on 'Remove.'



Your computer will now uninstall the PhoneFusion One Outbound Fax program from your computer.