



Copyright 2005-2006 Salmantine Trading c.c., Cape Town, South Africa
Patent Pending : ZA PCT 2006/00048
[Http://www.faxplatform.za.net](http://www.faxplatform.za.net)

FaxPL@form

Email to Fax user guide Version 2.2.1

Release Notes

Version 1

November 2006

Copyright 2005-2006 Salmantine Trading c.c., Cape Town, South Africa

Patent Pending : ZA PCT 2006/00048

<http://www.faxplatform.za.net>

Contents

This document contains information on the following topics:

- 1.0 Welcome
- 2.0 System Requirements
- 3.0 Setup
- 4.0 Sending a fax
- 5.0 Credits
- 6.0 Warning and indemnity
- 7.0 Support web links

1.0 Welcome

Thank you for activating Email to Fax

This document contains information on using Email to Fax

2.0 System Requirements

The following lists the minimum system requirements for using the [FaxPl@form](#) Email to Fax Solution:

Any Computer/Laptop running Windows 2000, Millenium, NT or XP & Apple Macintosh Office Outlook/ Outlook Express 2000, Millenium, NT or XP

NB: This service requires online connectivity to the mail server chosen.

3.0 Setup

In order to use FaxOut Email to Fax you will require a login username and password in order to:

- Login to your account
- Activate FaxOut Email to Fax
- Purchase credits (unless credit has been allocated by your company)
- View your fax logs

To access your account you need to login on www.faxfx.net/fxadmin/ wit your username and password allocate to you in the Welcome email when you first signed up.

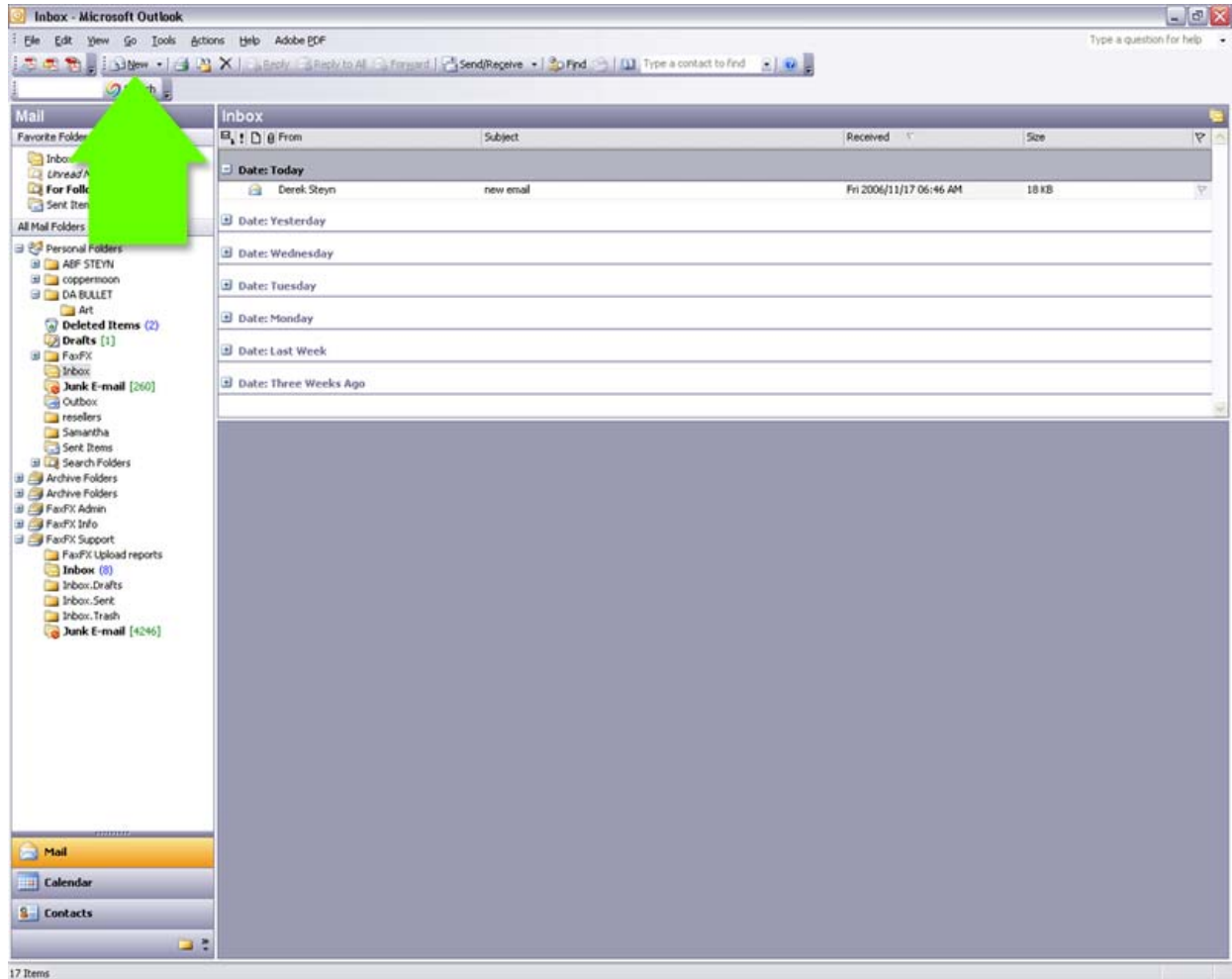
Once logged in

1. Click on the **"FaxOut"** and follow the on-screen prompts to complete the activation.

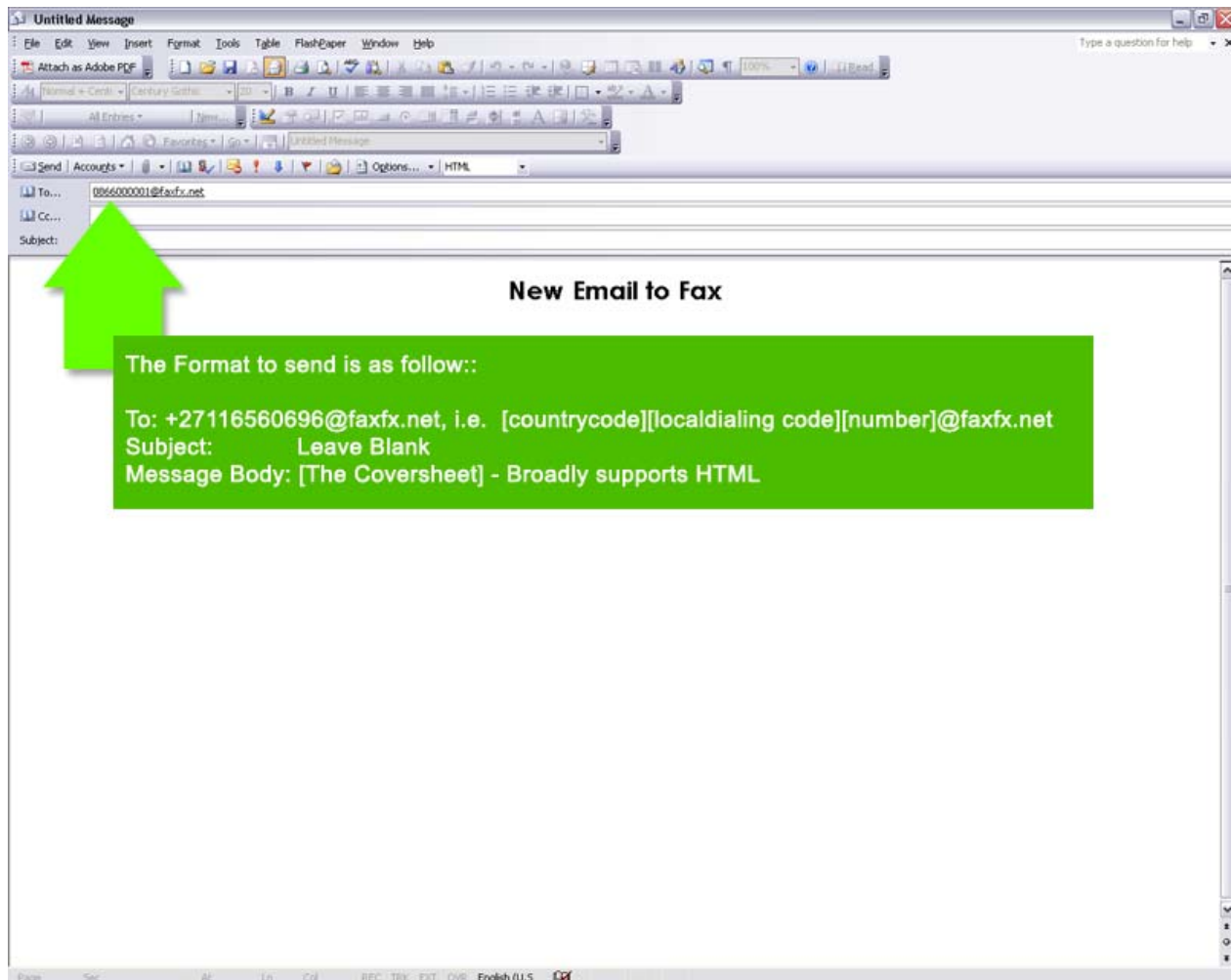
Note: If you have the [FaxPl@form](#) Print to Fax Driver installed on your computer, you do not need to uninstall the driver for Email to Fax to work, and you do not need to uninstall the driver.

4.0 Sending a fax.

Step 1 - Create a new email

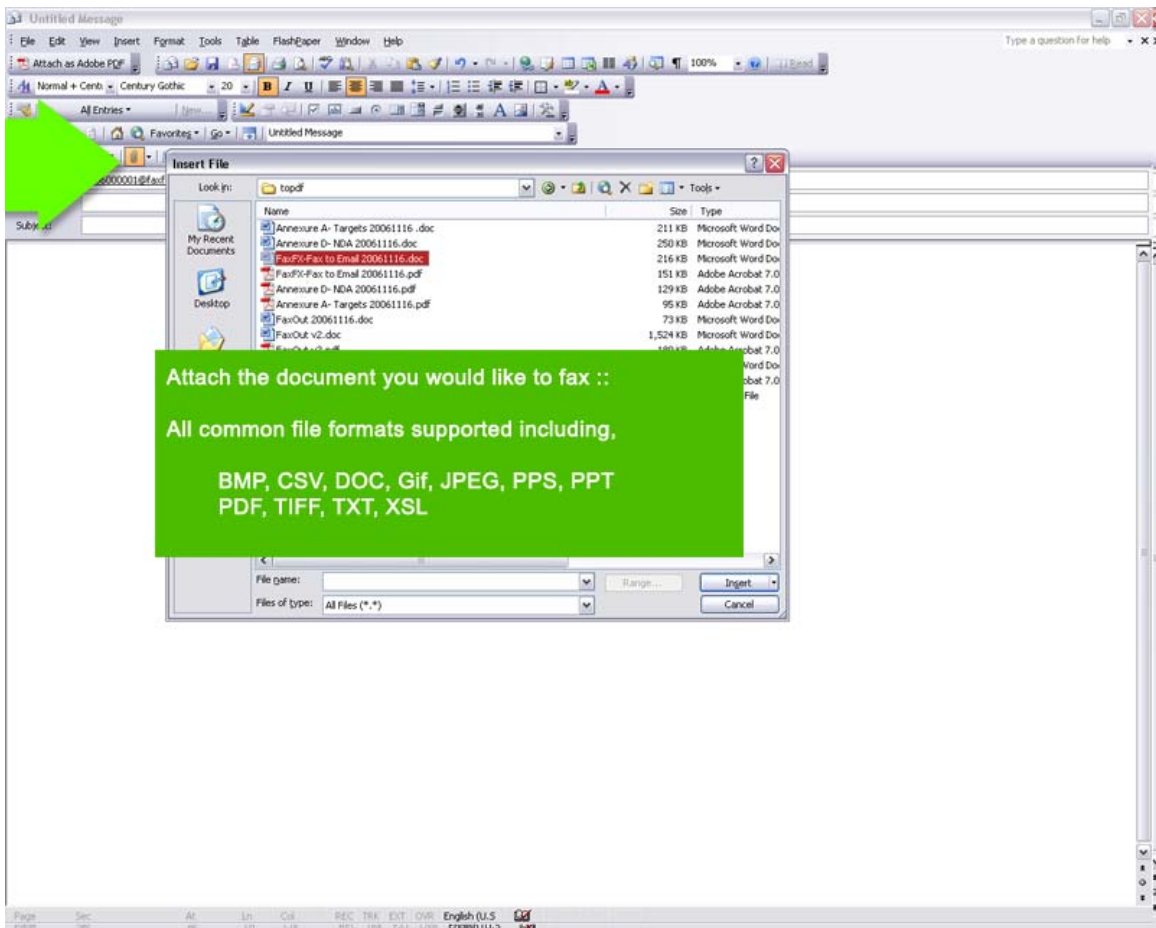


Step 2 - Enter the recipient's details

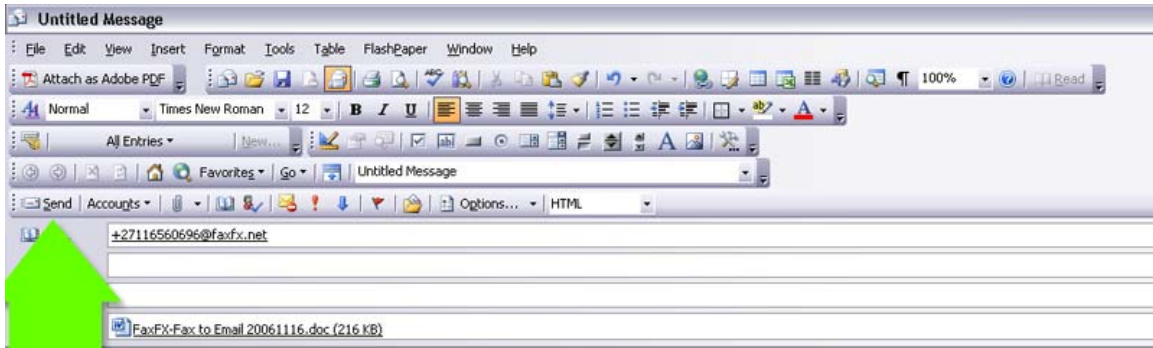


Step 3 – Attach all the documents you want to fax

- You can attach multiple documents
- You can attach mixed documents i.e. PPT, PPS, DOC etc.
- We will deliver the fax in either PDF, TIFF, PS format



Step 4 – Send your fax



Email To Fax

NB: This service requires online connectivity to the mail server chosen.

Note: The fax will be delivered instantly. You will also receive status and delivery confirmation reports via email.

5.0 Credits

Before you can fax you will need your service to be activated by your agent and/or administrator and you will need to buy some credits (unless your company administrator has done so for you already).

Step 1

Logon to the Fax Service provider's website with the username and password you got in your Welcome email.

Note: if you cannot remember your login details simply contact your Fax services provider and request your details be resent to you.

Step 2

Click on the "FaxOut" icon

Step 3

Complete the 5 easy steps

6.0 Warning and indemnity

We **STRONGLY** suggest you use Print2Fax rather than email to fax for;

- Security reasons
- Pre-checked layout and format of the document/s to be sent as the format translation may vary from user to user

Email Spoofing Description

- Email spoofing may occur in different forms, but all have a similar result: a user receives email that appears to have originated from one source when it actually was sent from another source. Email spoofing is often an attempt to trick the user into making a damaging statement or releasing sensitive information (such as passwords).
- Read more and view the indemnity www.faxfx.net/Indemnity-Email-to-Fax.pdf

7.0 Web links and support information

FaxPL@form is the Intellectual Property provider and can be contacted should you fail to be able to contact your Fax Provider - we will forward you the correct contact and support information

Web: Main <http://www.faxplatform.za.net/>

E-mail: Technical Support support@faxplatform.za.net