



PrestoFax User Guide

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Incoming Faxes

Your incoming faxes will be delivered to the e-mail addresses registered under your account (the same ones from which you can send faxes using the e-mail to fax feature). The faxes are delivered as PDF attachments. Your incoming faxes can also be accessed via the PrestoFax web interface. Please refer to page 6 for instructions on accessing your incoming faxes.

Inbox		
From	Subject	Received
pfsupport@prestofax.com	Fax received: 4035551212	Mon 04/05/2009 7:49 PM
joe.smith@abc.com	Upcoming Meeting	Mon 04/05/2009 7:05 PM
pfsupport@prestofax.com	Fax received: 2045551212	Mon 04/02/2009 3:09 PM

Outgoing Faxes

To send a fax from your e-mail client, simply send the e-mail to thefaxnumber@prestofax.com. The fax number should be the 10 digit number (area code plus number) for faxes sent to locations within the North American numbering plan. If you are sending a fax elsewhere internationally, the fax number should be 011 + country code + number. Your Fax Validation Code must be included somewhere in the Subject line. Also, you must send the message from one of the e-mail addresses registered for fax receipt and delivery (see further below). The body of the e-mail and all attachments will be sent. Most common document formats are supported.

The screenshot shows an email composition window with the following fields:

- To...**: 4165551234@prestofax.com
- Cc...**: (empty)
- Bcc...**: (empty)
- Subject**: Information you Requested 12345

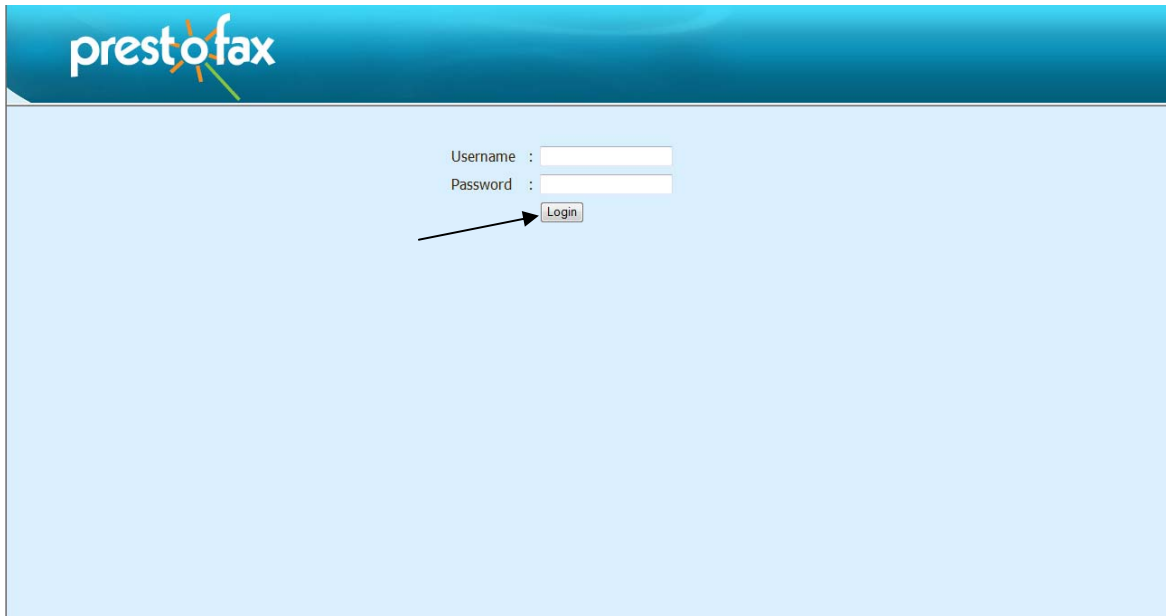
A callout box labeled "Fax Validation Code" has an arrow pointing to the "12345" portion of the subject line.

You can also send faxes from the PrestoFax web interface. Please refer to page 8 for instructions on sending faxes from the PrestoFax web interface.

PrestoFax Web Interface Instructions

Logging into the PrestoFax Web Interface

Go to www.prestofax.com and click on Login
Enter your user name (your e-mail address)
Enter your Password
Click on "Login"



The screenshot shows the PrestoFax web interface. At the top, there is a blue header with the "prestofax" logo. Below the header, the main content area is light blue. In the center, there is a login form with two input fields: "Username :" and "Password :". Below these fields is a "Login" button. An arrow points to the "Login" button.

Adding or Updating E-mail Addresses, Fax Validation Codes and Passwords

Click on the "Settings" tab. Here you can change the e-mail address to which incoming faxes are delivered and from which outgoing faxes can be sent. You can add additional e-mail addresses by clicking on the "Additional fax e-mail addresses" link.

You can also change the password that is used for logging into the web interface.

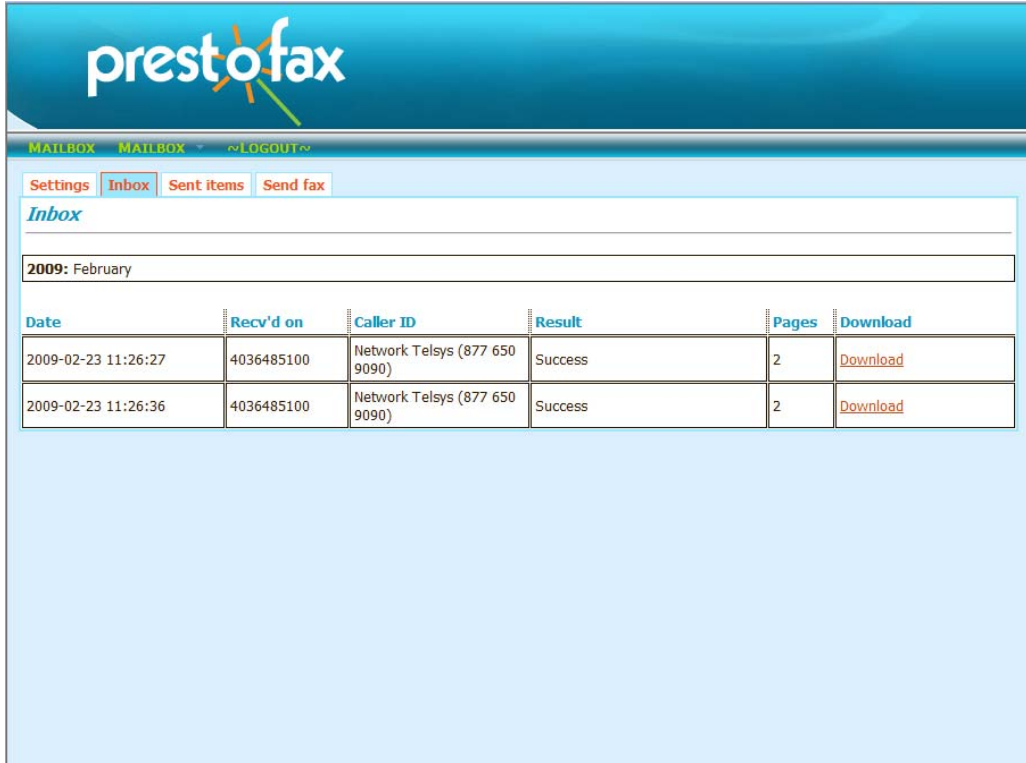
The Fax Validation Code can also be set or changed (if applicable). The Fax Validation Code must be included anywhere in the Subject line when using the e-mail to fax feature.



The screenshot displays the PrestoFax web interface. At the top, the "prestofax" logo is visible. Below the logo, there are navigation tabs: "MAILBOX", "MAILBOX", and "LOGOUT". The main content area shows a "Settings" tab selected, with sub-tabs for "Inbox", "Sent items", and "Send fax". The "Contact settings" section contains the following text: "The Email address you enter below is the username that you will use to login to this web interface. It is also the e-mail address to which incoming faxes will be sent and the e-mail address from which you can send outgoing faxes. The Password below is the password that you will use to login to the web interface. If you change the Email address or Password, the system will return you to the login screen after you click on Accept. The Fax Validation Code must be entered in the Subject line when you are sending a fax from your e-mail client, rather than sending it from this web interface." Below this text are three input fields: "Email address:" with the value "joe.sample@abccompany.com", "Password:" with the value "1234562", and "Fax validation code:" with the value "12345". A link for "Additional fax email addresses" is located between the email and password fields. At the bottom of the form are "Accept" and "Cancel" buttons.

Accessing Incoming and Outgoing Faxes

Access your incoming faxes by clicking on the Inbox tab. A complete list of your incoming faxes will appear (categorized by month). To open or save a particular fax, just click on the Download link.



The screenshot displays the PrestoFax web application interface. At the top, the 'presto fax' logo is visible. Below the logo, there are navigation tabs: 'MAILBOX', 'MAILBOX', and 'LOGOUT'. A secondary set of tabs includes 'Settings', 'Inbox', 'Sent items', and 'Send fax'. The 'Inbox' tab is currently selected, showing a list of incoming faxes for the month of February 2009. The list is organized into a table with columns for Date, Recv'd on, Caller ID, Result, Pages, and Download.

Date	Recv'd on	Caller ID	Result	Pages	Download
2009-02-23 11:26:27	4036485100	Network Telsys (877 650 9090)	Success	2	Download
2009-02-23 11:26:36	4036485100	Network Telsys (877 650 9090)	Success	2	Download

Click on the Sent Faxes tab to access your sent faxes. To open or save a particular fax, just click on the Download link.



Sending a Fax

To send a fax from the web interface, just click on the Send Fax tab, specify the fax number and add any notes that will help you indentify the fax later. You can then choose to add a cover page, or not.



The screenshot shows the 'Send fax' form in the prestofax web interface. The header includes the 'prestofax' logo and navigation links for 'MAILBOX', 'MAILBOX', and 'LOGOUT'. Below the header, there are tabs for 'Settings', 'Inbox', 'Sent items', and 'Send fax'. The 'Send fax' tab is active, and the form contains the following elements:

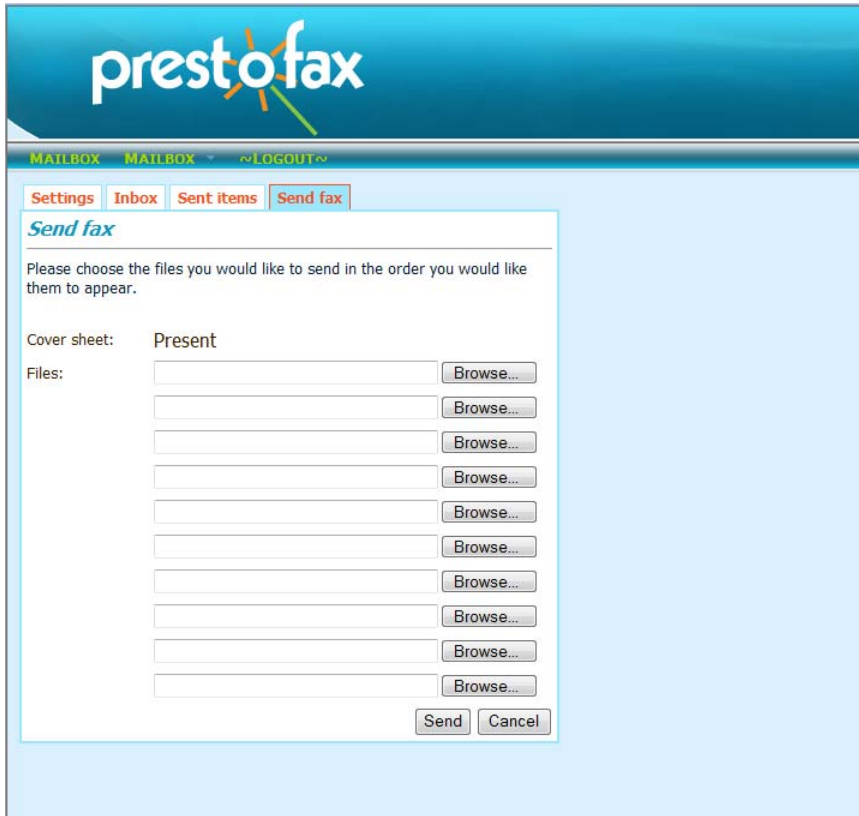
- Send fax** (Section Header)
- Enter the destination fax number then choose if you would like a cover sheet or not. You can also provide notes which will allow you to find this fax when looking for it in the future.
- Fax to:**
- Notes:**
-



The screenshot shows the 'Fax' details page in the prestofax web interface. The header includes the 'prestofax' logo and navigation links for 'MAILBOX', 'MAILBOX', and 'LOGOUT'. Below the header, there are tabs for 'Settings', 'Settings', 'Inbox', 'Sent items', and 'Send fax'. The 'Send fax' tab is active, and the page displays the following information:

- ABC Company** (Company Name)
- 100, 123 - 4 Avenue S.W.** (Address)
- Calgary, AB** (City)
- T2P1C2** (Postal Code)
- May 19, 2009 05:24pm** (Date and Time)
- Fax** (Section Header)
- To:** Jim Example
- From:** Joe Sample
- Fax:** 403-555-1234
- Fax:** 416-333-1234
- Cc:**
- Pages:**
- Re:** Requested Information
- Comments:** This is the information you are waiting for.

You can then add one or more attachments and click Send.



The screenshot shows the PrestoFax web interface. At the top is the PrestoFax logo. Below it is a navigation bar with 'MAILBOX', 'MAILBOX', and '~LOGOUT~'. A secondary navigation bar contains 'Settings', 'Inbox', 'Sent items', and 'Send fax'. The 'Send fax' section is active and contains the following elements:

- Send fax** (Section Header)
- Instruction: "Please choose the files you would like to send in the order you would like them to appear."
- Cover sheet: Present
- Files: A list of 10 empty text input fields, each followed by a "Browse..." button.
- Buttons: "Send" and "Cancel" buttons at the bottom right of the form area.

Logging out of the System

Once you are finished, if you click on “~Logout~”, the system will log you out:

