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.
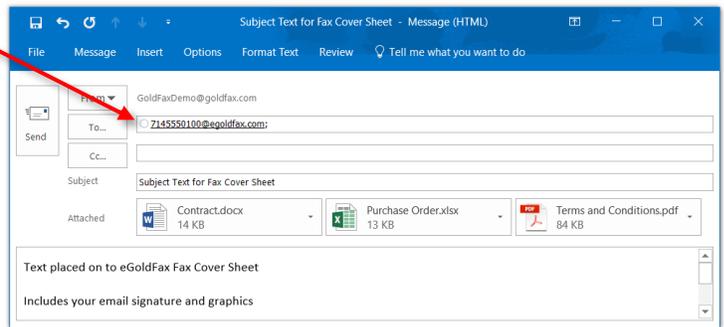
4. FAX CONFIRMATION

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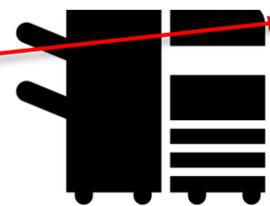
RECEIVING FAXES
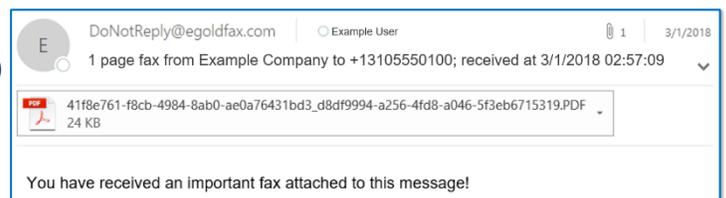
- Keep existing fax numbers by transferring (porting) to eGoldFax
- Obtain additional fax numbers (Local and Toll Free)
- Route faxes to multiple email addresses (PDF attachment)
- Option: Received fax email (no fax attachment)
- Option: Received fax email with fax download link

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