

Faxing Quick Start Guide

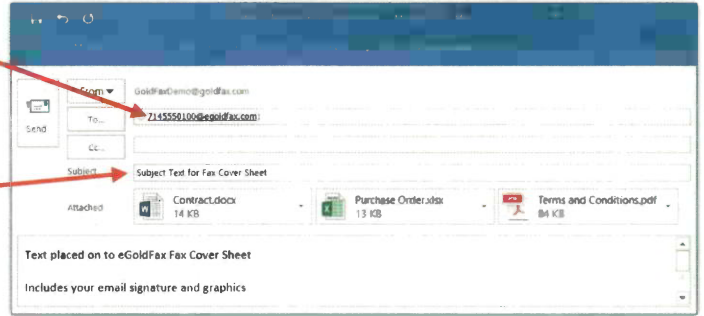
SENDING FAXES

A) DIGITAL DOCUMENTS: Fax from Email



1. ADDRESS EMAIL TO: FaxNumber@egoldfax.com

- Subject and Message text are placed on to the Fax Cover Sheet including email signature, logo graphics
- To populate the "To:" field on the coversheet add /TO=InsertNameHere after the subject. **Example:** Subject Text for Fax Cover Sheet /TO=Michael Knight.



2. ATTACH documents (Word, Excel, PDF, TIFF, JPEG, BMP) to email message

3. CLICK "SEND"

- Auto Fax Cover Sheet
- 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 include "FAX" in display name of saved contacts for easy searching.

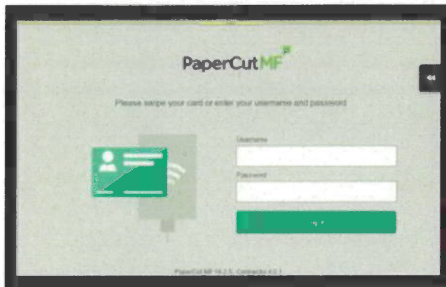
Name	Display Name	Email Address
Example First Example Last	Example First Example Last (user1@example.com)	user1@example.com
Example First Example Last	Example First FAX	7145550100@egoldfax.com

4. FAX CONFIRMATION

- You'll receive a "Fax Confirmation" email (success/failure) for your records. Fax Confirmation sent to "From Email".

B) PAPER DOCUMENTS: Fax Using PaperCut

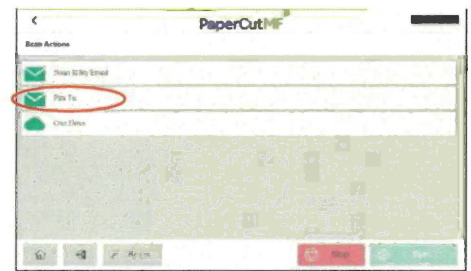
****You must use a paper cover sheet when faxing from the printer. These are available next to each printer****



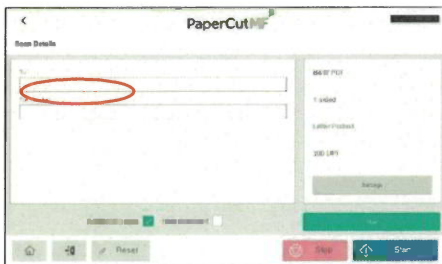
1. Login with Badge



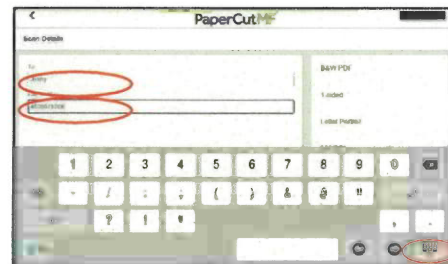
2. Select Scan



3. Select "Fax To:" Option

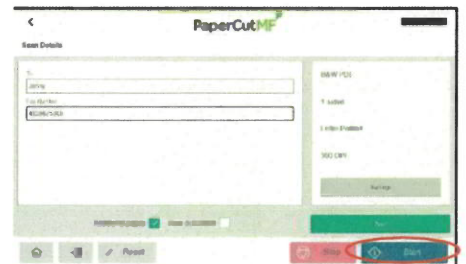


4. Touch the To: field to enter a recipient.



5. Enter Recipient & Fax Number with Area code, then press the down keyboard button.

****No need to put a leading "9"****



6. Press "Start"