



EVOLVE IP

Evolve IP Cloud Fax

USER GUIDE

Cloud Fax Instructions:

I. Getting Started

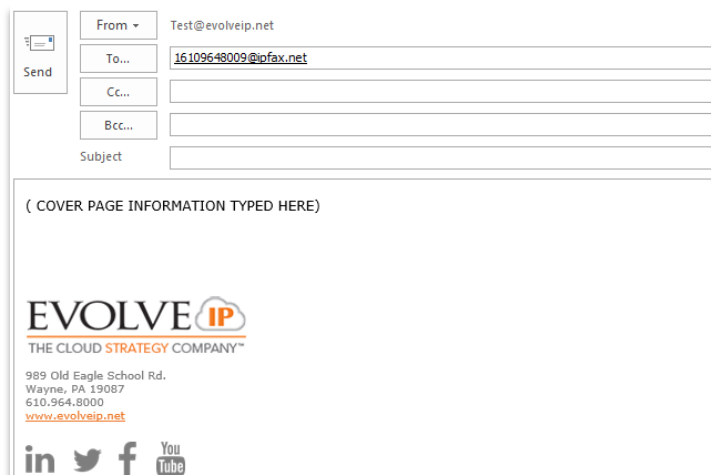
1. Please review the details provided Cloud Fax Number to the users in the EIP- Internal Beta Cloud Fax workbook.
2. Each user is set up with 200 or 1000 pages for inbound and outbound faxing. Pages can be pooled with other users in a group. Any additional pages will be considered overage.
3. Email to Fax is set up by DEFAULT and is ready to use immediately.
4. The Windows Driver client to send OUTBOUND-only from any application, is available for download here:
 - 32bit or 64bit: <https://support.evolveip.net/display/EIKB/Cloud+Fax+Downloads>

*Please NOTE: The login to the driver client is noted in the Cloud Fax workbook. In order to authenticate to the driver with the **Cloud Fax Login** and **Cloud Fax Password**.*

II. Desktop Faxing Instructions:

1. Email to Fax:

- Use your email client to send FROM your registered email address.
- TO field will point to the destination fax number.
- Please Include a one (1) in front the FAX DID



Send

From - Test@evolveip.net

To... 16109648009@ipfax.net

Cc...




Bcc...

Subject

(COVER PAGE INFORMATION TYPED HERE)

EVOLVE IP
THE CLOUD STRATEGY COMPANY™

989 Old Eagle School Rd.
Wayne, PA 19087
610.964.8000
www.evolveip.net

in   

The domain will ALWAYS point to @ipfax.net For ex. 16109648009@ipfax.net

2. Fax Driver Client:

Step 1: Once the driver client is downloaded and installed. The option to PRINT to “Internet Fax” will now be available on all applications. Please login to the driver client with the credentials provided (*NOTE: See screenshot reference – Pg. 2*)

Step 2: Use the Driver client to send the document which is default w/ TLS encryption. (*NOTE: See screenshot reference – Pg. 3*)

STEP 1: (Screenshot Reference) – Fax Driver Client

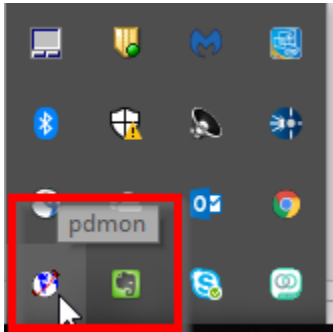
The screenshot displays the 'Secure Fax File Cabinet' application window. The main area shows a table of fax logs with columns for Status, To, Subject, and Date. A red box highlights the 'LOGIN' button in the top right corner, and a red arrow points to the application icon in the taskbar. Below the table is a 'Close' button.

Status	To	Subject	Date
Voice Answer	12152597374@Evolve IP Test	Evolve IP Test	6/29/2018 3:45:02 PM
Success	17034292125@VSA	Test Fax	6/28/2018 8:54:59 AM
Success	16109648009@Evolve IP Fax	Test from Jeeves	6/28/2018 8:14:46 AM
Broadcast	2-Numbers@Broadcast	Test from jeeves	6/14/2018 3:46:26 PM
Success	12672335388@ipfax.net	Test fax from app	6/14/2018 2:12:28 PM

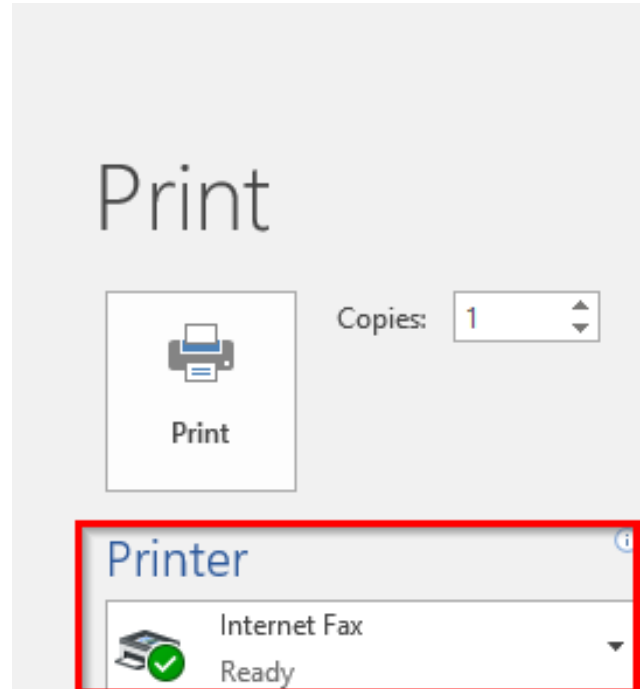
Below the application window, a 'Settings' dialog box is shown. It contains two sections: 'Cover Page Information' and 'Authorization'. The 'Cover Page Information' section has fields for Full Name (Sanjeevi Ashokkumar), Company (Evolve IP), Your Email Address (sashokkumar@evolveip.net), and Your Fax Number (4847051067). The 'Authorization' section has fields for User Name (sashokkumar@evolveip.net) and Password (masked with dots). A red box highlights the 'Save' button. To the right of the dialog box, a red box contains the text: 'USERNAME AND PASSWORD IS ENTERED HERE'.

STEP 2: (Screenshot Reference) – Fax Driver Client

i. Print to Internet Fax



NOTE: The following “driver” will be active on your workstation and running as a task in the background. Use any application to Print to Internet Fax to bring up the application to **SEND** the fax from the desktop.



ii. SEND to destination via Cloud Fax client

A screenshot of the 'Internet Fax' application window. The window contains the following elements:

- To:** A text input field with a 'Save' checkbox and an 'Address' button.
- Subject:** A text input field.
- Country:** A dropdown menu currently showing 'USA - 1'.
- Fax #:** A text input field with a hyphen separator.
- Buttons:** 'Add Recipient', 'Load List', 'Delete Selected', and 'Delete All' are located on the right side.
- EVOLVE IP THE CLOUD STRATEGY COMPANY™** logo is at the bottom left.
- Buttons:** 'Cover Page' and 'Config' are at the bottom left.
- Buttons:** 'Send' and 'Close' are at the bottom center.