



Introduction

Virtual Faxing by InCom is the next generation fax hosting service; it is a high-performance service designed to track, document, manage and deliver fax traffic over enterprise networks of any size. Virtual Faxing is technology that adapts to how you use fax every day. Not the other way around. The information provided in this guide instructs users how to send messages using InCom services

Fax Through Your Email

1. Open your email program of choice (Gmail, Outlook, etc...)
2. Compose Email with the following
 - a. **To:** (number you want to fax to)@fax2u.net
 - i. Example: 2082291002@fax2u.net
 - b. **Subject** = Attention Line of Fax
 - c. **Body** = Type what you want included on the cover page
 - d. **Attachment** = Attach document you want to fax
3. Press Send and your email will be sent to your recipients fax machine.

InCom's Fax Portal

This section offers quick step-by-step instructions on sending a message to a single recipient.

1. Go to: www.fax2u.net

A screenshot of the FAX2U.NET login page. The page has a dark blue background with the "FAX2U.NET" logo in large, bold, blue and orange letters at the top. Below the logo is a white rounded rectangle containing the login form. The form includes a "Username" field, a "Password" field, a blue "Login" button with a right-pointing arrow, a "Remember Me" checkbox, and a link that says "Forgot your password? Recover it". At the bottom of the white box, there is a small copyright notice: "Copyright © Fax2U.net, All Rights Reserved".

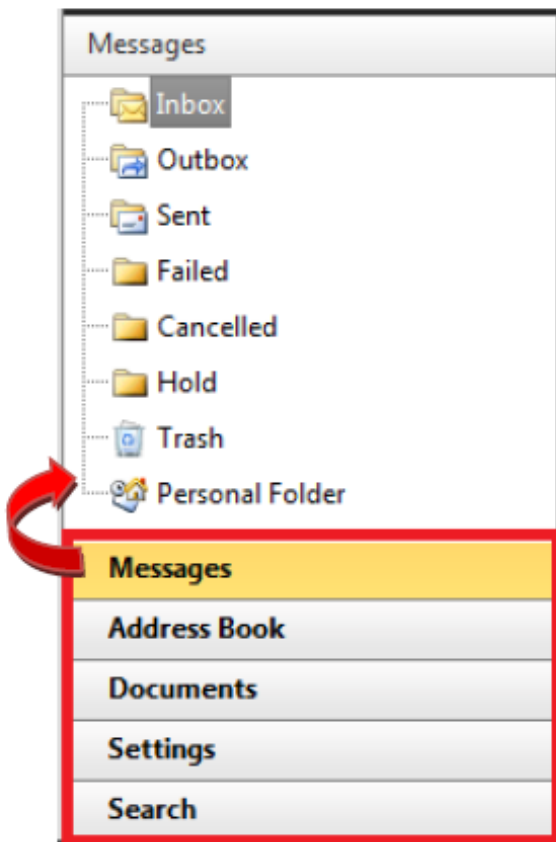
2. Enter your Login and Password
3. Click "Login"



Understanding the User Interface

Virtual Faxing by InCom is a 100% browser-based web application. It possesses a standard look and feel; it is easy to use especially if you have grown accustomed to products like Microsoft Outlook.

Following is an introduction to the user interface. You will find that the interface is consistent throughout the application. The same components are used on each web page. The website consists of five primary sections; all are accessible from the Navigation Pane on the initial page.



The five primary sections are as follows:

Messages

Access this section to manage all incoming and outgoing faxes. When faxes are received, they show in the Inbox. Other folders in this section are the Outbox, Sent, Failed, Cancelled, Hold, Trash, and Personal Folders.

Address Book

The Address Book encourages organization of personal information of those who will receive faxes from you.

Documents

Manage and organize documents.

Settings

Define your personal profile, change your password, and store company, regional, and notification settings.

Search

Search for a particular fax that resides in your fax library



Sending Messages

1. Click **Messages** in the Navigation Pane if not already selected.
2. Click **New** to open a New Message window. The Sender Profile section automatically populates with your name and the name of your company.
3. Enter the Subject and any applicable Notes. Press the [Tab] key to move from one field to the next.
4. Enter the recipient's Name and Fax #. When entering the FAX #, include the area code. No need exists for spaces, dashes, or parenthesis. These fields are bolded to show they are required.

New Message Send

Sender Profile		Tracking Info	
From	Raymond Tong	Tracking No.	
Company	FaxCore, Inc		
Message Info			
Subject	Sample Documentation		
Notes	This is a sample of user guide		
Priority	Lowest		

Recipients Documents Options

Add Generic Add Contact Add User

Generic Recipient		No records to display.					
Name	Company	NS	NE	Name	Company	Delivery Address	Notify Address
Dennis Fong	ABC Consulting						

Name: Dennis Fong
 Company: ABC Consulting
 Delivery: FAX
 Fax #: + 1 720 5511223
 Notify Email: dfong@abc.com

4. Click **Add Generic**. The recipient's name shows in the **Recipients** section.

The recipient's name shows in the Recipients section:

		NS	NE	Name	Company	Delivery Address	Notify Address
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Dennis Fong	ABC Consulting	+1 (720) 551 1223	dfong@abc.com

5. Click the Documents tab.

Recipients Documents Options

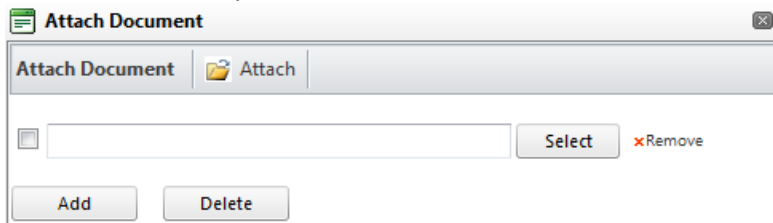
Attach Document

Documents

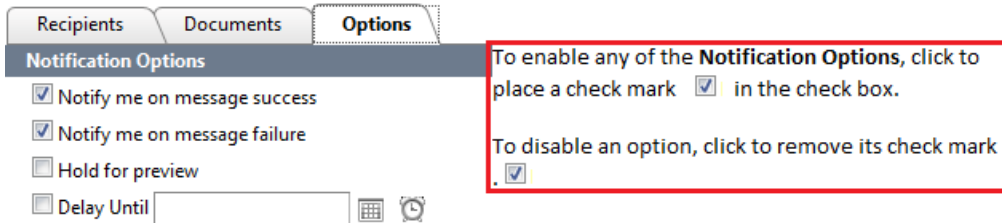
- Default
- Shared Documents



- Click **Select** to locate the document(s) to attach. The Attach Documents dialog box shows. Select a document you want to fax.



- Click **Attach** once all attachments have been selected.
- Click the **Options** tab. Select those settings that apply to each fax or use the defaults defined. Notification Options, the ability to set a priority, and add a billing code become available. You may request notification on successful transmission of the fax or upon its failure to transmit; you may select both options, if you prefer.



- Click **Send** once all recipients have been listed and the appropriate options are set.

Contacting InCom

At InCom, we strive to provide you with the highest quality product support. Submit any questions or concerns at support.incomtelecom.com.