

vFax: Quick Start Guide

With TouchTone vFax you can quickly and easily send faxes from anywhere you have Internet access via the vFax Web Portal, and conveniently receive faxes by e-mail (as an attachment).

You can also use your fax machine by adding an Axacore fax bridge (see page 3).

The vFax Web Portal gives you the ability to send a new fax and change the

- Fax number
- Delivery instructions
- Subject
- Cover page
- When you would like the fax sent

You can also quickly and easily add email addresses and notification preferences for more efficient fax distribution.

Web Portal

fax.touchtone.net

Initial Login

- 1. Enter Your **Username** (the email address that you provided TouchTone at sign up. This is the email address where you will receive your faxes).
- 2. Answer the **Security Question.**
- 3. Click on Password Recovery as there will be no default or temporary password value set.
- 4. You will be prompted to enter your primary email address a second time and then click Next.
- 5. An email will be sent to your primary email address with a verification code.

Resetting Your Password

1. Click on the Password Tab.

FAXAGENT	г			DASH	IBOARD	SEARCH	VIEW	SEND	SETTINGS	LOCOUT
PROFILE FILTE	RS PASSWORD	NOTIFICATIONS	PERMISSIONS	BILLING					SAVE	RESET
Password Manager	ment			User Identity						
Old Password:				Username:	bberry@a	arena1.com				
New Password:					username r	must be a valid e	email or end	with: @arer	aone	
	password must be at least and 1 lowercase character	6 characters and contain 1 d	igit, 1 uppercase,	Integration Code:						
Confirm Password:										
Please enter your of	d password, new passwor	d, and new password confi	rmation.							

- 2. Enter your old password, followed by new password and confirmation.
- 3. Click the Save.



Sending a Fax

1. From the Dashboard, click on Send a Fax,



- 2. Enter the Fax Number, Deliver To, Subject, Cover Page template, and when you would like the fax sent in the **Schedule** drop down menu.
- 3. You also have the option of entering your individual corporate Tracking Key or Charge Code for departmental budgeting purposes.
- 4. Enter a note on the cover page, if desired.
- 5. Click Next.
- 6. Click **Browse** to upload the document you would like to fax.
- 7. The acceptable file formats are listed on the right hand side of the page.
- 8. Click **Next** and you will see a preview of your fax.
- 9. Click **Next** to CC any recipients you would like on the fax transmission.
- 10. Click Send
- 11. You will see your fax transmission progress in the next window. From this final window you also have the option to send a new fax or send this same fax to another recipient.

Changing and Adding Email Addresses

- 1. Click on Settings
- 2. Click on **Profile**

	\frown												
	FAXAL	ENT					DASHBOARD	SEARCH	VIEW	SEND	SETTINGS	LOGOUT	
>	PROFILE	FILTERS	PASSWORD	NOTIFICATIONS	PERMISSIONS	BILLING					SAVE	RESET	
		/											

- 3. Here, you can change the primary email address and your notification preferences.
- 4. Click Save

To add email addresses

1) Click Notifications.

FAXA	GENT					DASHBOARD	SEARCH	VIEW	SEND	SETTINGS	LOGOUT
PROFILE	FILTERS	PASSWORD	NOTIFICATIONS	PERMISSIONS	BILLING					SAVE	RESET
Standa	rd Notifications										
Not	ification Address:				Notify On Send:			Notify On	Receive:		
🖾 en	ail	•			none	▼ none	•	none	•	none	•
🖾 en	ail	•			none	▼ none	-	none		none	•

- 2) Here, you can add email addresses and your notification preferences.
- 3) Click Save



Axacore Fax Bridge

If you are utilizing a traditional fax machine with your vFax account, you will need to install an Axacore fax bridge.

Installation

Simply connect your Ethernet cable from your network jack to the WAN port and your fax line to the Fax port.



To stop receiving via email notifications and only receive faxes on your fax machine:

1. Click Settings and t	hen Profile.		
FAXAGENT		DASHBOARD SEARCH	VIEW SEND SETTINGS
PROFILE FILTERS PASSWORD	NOTIFICATIONS PERMISSIONS	BILLING	SAVE
Display Nagre:	Phone:	Company:	Fax CSID:
Ben Gerry		Company.	inherited Fax Server
Primary Email:	Notify On Send: Email	Notify On Receive: Email	Caller Id:
bberry@arena1.com	all 💌 attachment 💌	all 💌 attachment 💌	inherited • 6463622500
Primary SMS:	Notify On Send: SMS	Notify On Receive: SMS	Area Code:
	none	none	inherited 💌
FaxBridge Receive Device:	FaxBridge Send Behavior:	FaxBridge Receive Delivery:	
•	do not print 👻	no 🔻	
Email Attachment Format:	Account Code:		
pdf 💌			
Cover Page:	Primary Fax Number:	Notification Icon Legend:	
	2122319625	 notifications disabled 	
	All Assigned Fax Numbers: 2122319625	local notification attachments disabled	

- 2. Here you can turn email notifications on and off and set other notification preferences.
- 3. You can stop printing fax confirmations here the **FaxBridge Send Behavior** drop down menu.

For further assistance with vFax, please call 800-900-5474.