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.
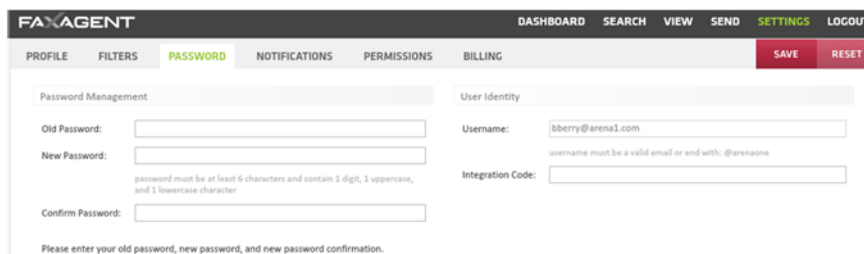
Web Portal

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.
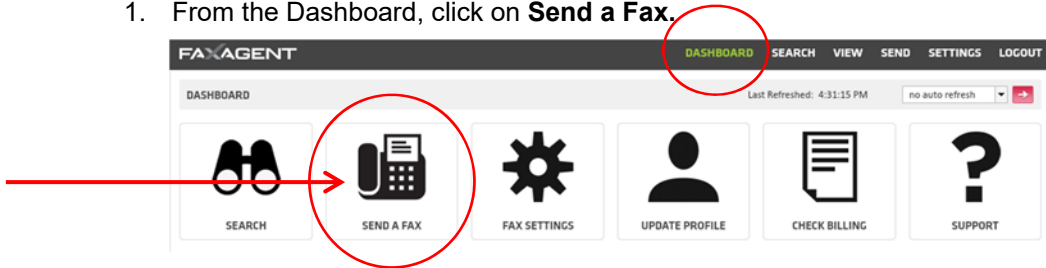
Resetting Your Password

1. Click on the Password Tab.

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.

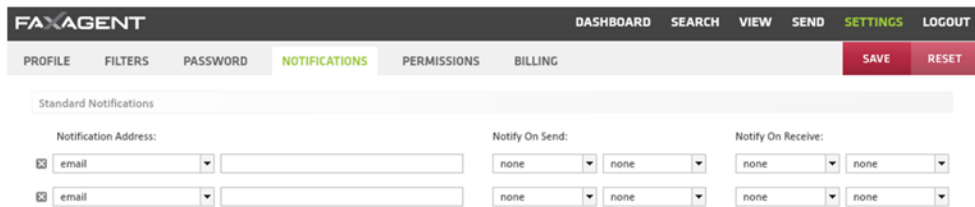### Changing and Adding Email Addresses

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

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

To add email addresses

1) Click **Notifications.**

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 then **Profile.**

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.