Virtual Web to Fax Manual

Introduction

This manual is for the purpose to explain to use the Virtual Fax Web to Fax tool. To access the tool follow the document step by step and sending faxes from your PC will be as easy as sending an e-mail.

Step 1:

Open your internet browser.

In the URL section enter the following address: <u>http://login.virfax.co.za</u> The following screen will appear on your screen:

	Virtual 📭
	Login to FaxCore Web Client
Login: Password:	Remember me
Сор	yright © 2007 FaxCore, Inc. All rights reserved.
To protect your account from u	nauthorized access, FaxCore Web Client automatically doses its connection
to your account after a perio	d of inactivity. If your session ends, refresh your browser, and then login
	again.

Login with your username and password:

Username = your e-mail address

Password = your 087 number allocated by the Virtual Fax team.

Once entered you will be welcomed by the following screen:

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- Failed	Date Date	Message #	From	# of Pages
Cancelled	🔲 🖂 2010-12-02 01:33: PM	154568	The Virtual Group	1
Trash	🔲 🖂 2010-11-26 11:25:53 AM	151328	The Virtual Group	2
🛨 🧐 Personal Folder	🔲 🖂 2010-11-18 12:45:37 PM	147295	The Virtual Group	1
	🔲 🖂 2010-11-18 12:27:10 PM	147271	The Virtual Group	1
	🔲 🖂 2010-11-09 02:02:06 PM	142035	The Virtual Group	1
	🔲 🖂 2010-11-01 12:18:17 PM	137218	The Virtual Group	1
	🔲 🖂 2010-10-29 12:16:22 PM	136383	The Virtual Group	1
	🔲 🖂 2010-10-29 12:15:11 PM	136382	The Virtual Group	1
	🔲 🖂 2010-10-29 08:51:42 AM	136111	The Virtual Group	1
	🔲 🖂 2010-10-28 09:35:00 AM	135550	The Virtual Group	1
	🔲 🖂 2010-10-28 09:32:44 AM	135541	The Virtual Group	1

Select New from the screen that appears.

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Enter all the relevant details in the given fields as per below:

Once all the details are entered select the add button.

Details will appear on the right hand side under recipients. The next step is to select the Documents tab

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Select the attach documents button (this will be the to select the document that you would like to fax.

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Select the select button to select your document to fax.

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		African Bank presentation overview_2	2010/05/19 05:12	Microsoft Office	
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Once the document is selected – select the open button.

The file will appear in the text box next to select and clear.

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Select the attach button.

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The document will be listed under the right hand side just after the cover page line

The final step is to send the fax by selecting the send button in the top left hand corner.

A successful send of a fax will be displayed by the following screen.

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