

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: <http://login.virfax.co.za>

The following screen will appear on your screen:



Virtual Fax

Login to FaxCore Web Client

Login:

Password:

Remember me

Login

Copyright © 2007 FaxCore, Inc. All rights reserved.

To protect your account from unauthorized access, FaxCore Web Client automatically closes its connection to your account after a period 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:

The screenshot shows the 'Inbox' page of the Virtual Fax web application. The interface includes a left-hand navigation menu with folders like 'Inbox', 'Outbox', 'Sent', 'Failed', 'Cancelled', 'Hold', 'Trash', and 'Personal Folder'. The main area features a table of messages. A white arrow points to the 'New' button in the top navigation bar.

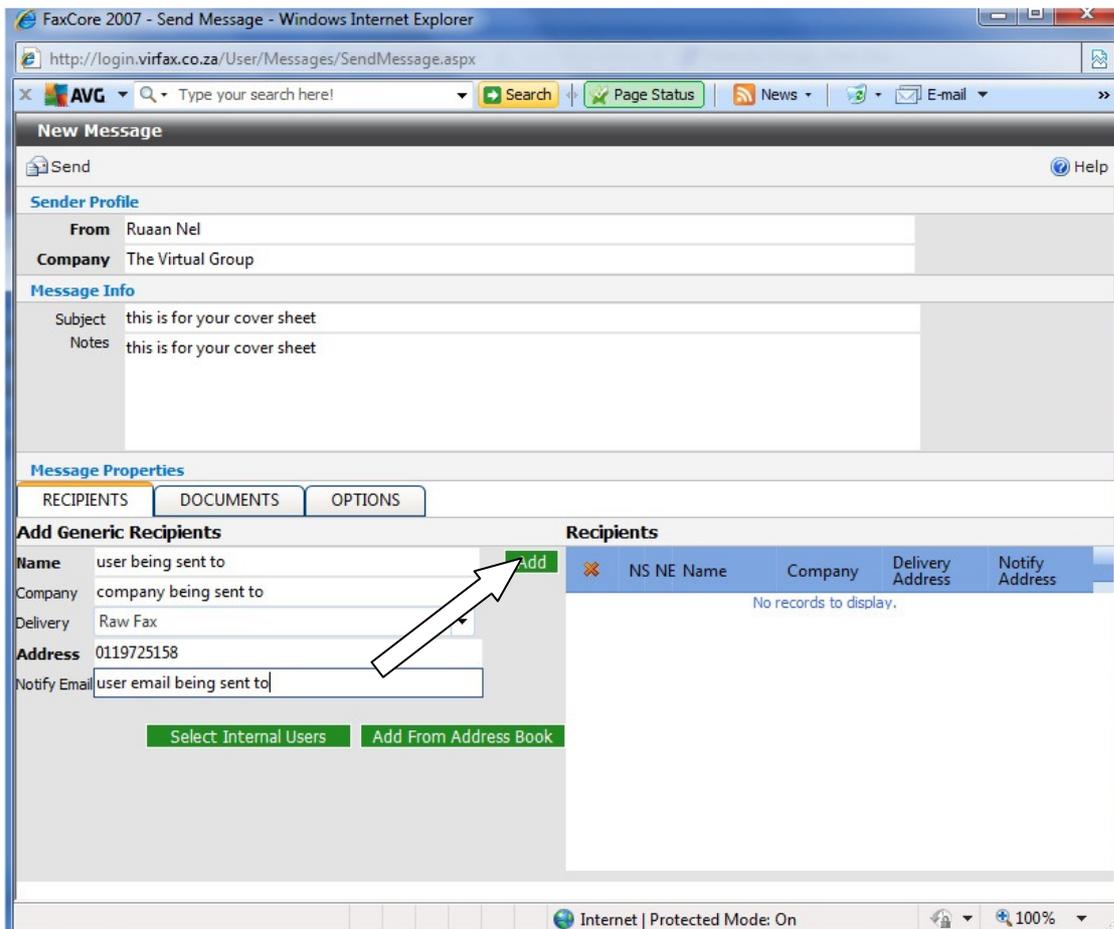
| Date | Message # | From | # of Pages |
|------------------------|-----------|-------------------|------------|
| 2010-12-02 01:33:37 PM | 154568 | The Virtual Group | 1 |
| 2010-11-26 11:25:53 AM | 151328 | The Virtual Group | 2 |
| 2010-11-18 12:45:37 PM | 147295 | The Virtual Group | 1 |
| 2010-11-18 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.

The screenshot shows the 'Send Message' page. The 'New Message' form includes sections for 'Sender Profile' (From: Ruan Nel, Company: The Virtual Group), 'Message Info' (Subject, Notes), and 'Message Properties' (RECIPIENTS, DOCUMENTS, OPTIONS). The 'Recipients' section is active, showing a table with columns for Name, Company, Delivery Address, and Notify Address. The table is currently empty, displaying 'No records to display.'

| Name | Company | Delivery Address | Notify Address |
|------------------------|---------|------------------|----------------|
| No records to display. | | | |

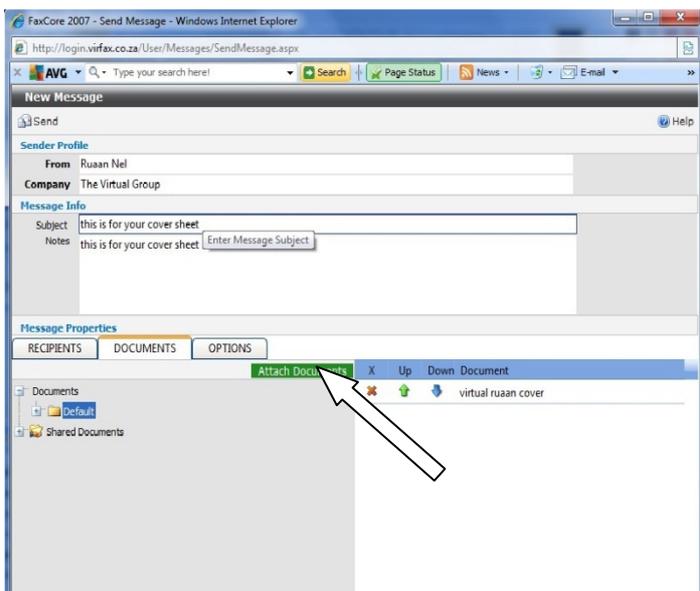
Enter all the relevant details in the given fields as per below:



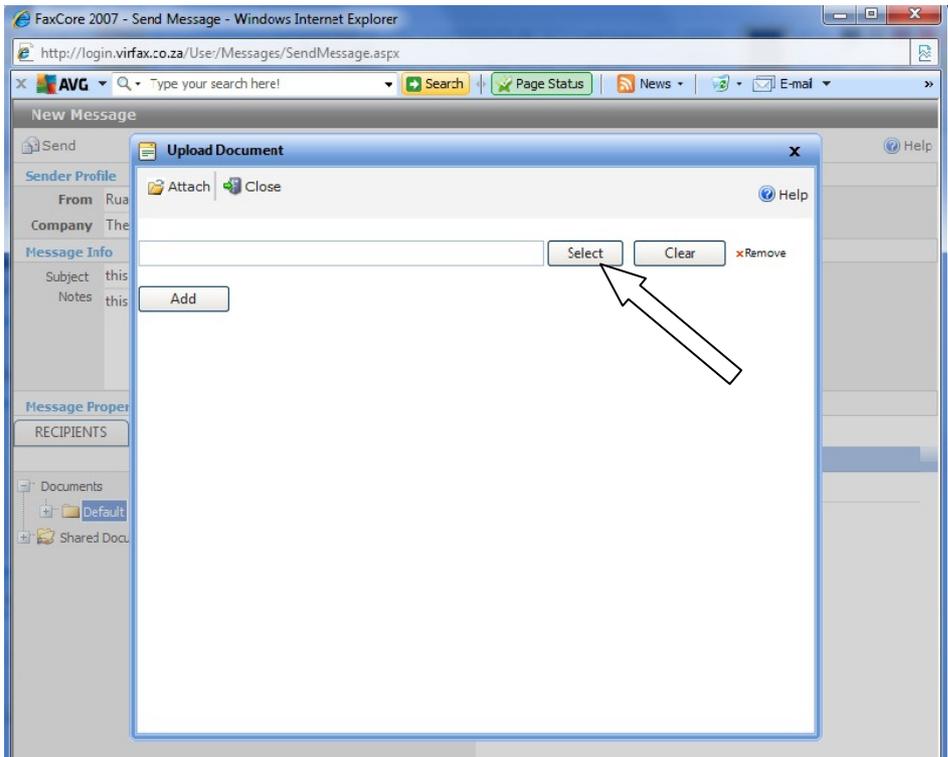
Once all the details are entered select the add button.

Details will appear on the right hand side under recipients.

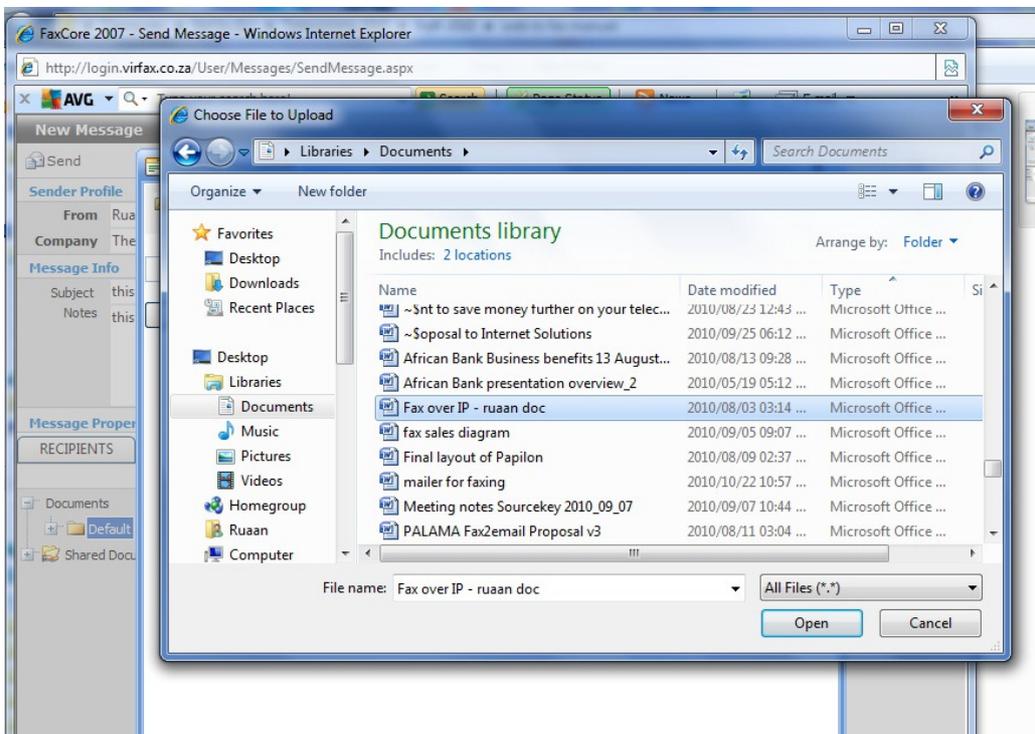
The next step is to select the Documents tab



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

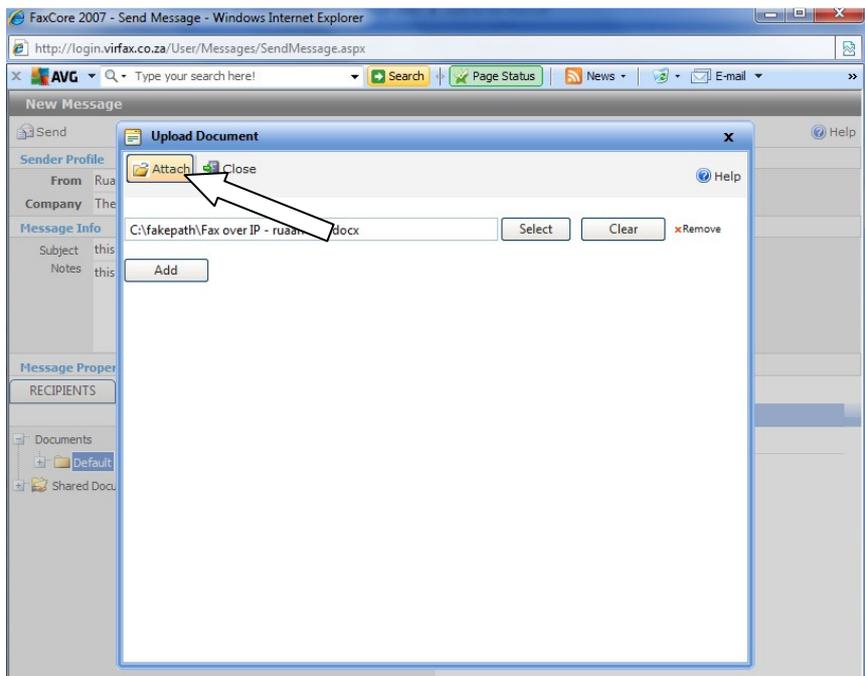


Select the select button to select your document to fax.

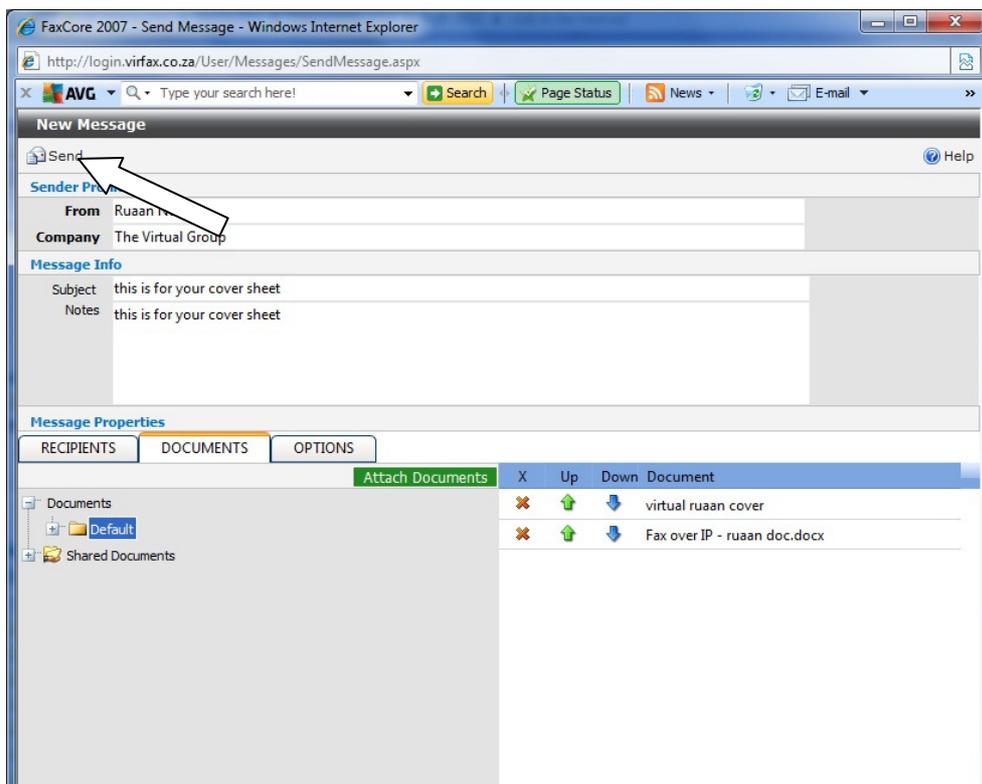


Once the document is selected – select the open button.

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



Select the attach button.



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.

