



Quick Start Guide

Getting Started

Login to Your Smartfax Account

Login by going to www.smartfax.com, enter your username and password then click on "Login" in the upper right-hand corner.

Set Your Account Preferences

If you have not yet set your account preferences on the "Settings" section, you will be taken directly there. Set your Inbound, Outbound and General Settings to your liking. If you need help with any particular item, just click on the help icon for additional on-screen help (?).

Sending and Receiving Faxes

Viewing faxes received via the Smartfax web interface

Login to the online web interface (see "Getting Started", above). Click on the "Inbox" folder. You will now be viewing a list of faxes which reside in your Inbox folder. To view a fax, click the magnifying glass icon next to it. Depending on your "Inbound Settings", the fax will open in your PDF viewer or your TIF image file viewer. To rename, move, or delete a fax or to forward it to someone via email or via fax, check the checkbox next to the desired fax and then click the colored icon of your choice. For additional on-screen help, click the "Help" (?) icon in the upper right-hand corner.

Viewing faxes received via email

Faxes will be automatically sent to the email address(es) provided on the "Inbound Settings" tab within the "Settings" online (see "Getting Started", above). In addition, faxes received will automatically be stored in your web Inbox. Faxes sent via email are attached as a PDF file or TIF image, based on your "Inbound Settings". If you need help with any particular item, just click on the click the "Help" (?) icon for additional on-screen help.

Sending a fax via the Smartfax web interface

Login to the Smartfax online web interface (see "Getting Started", above). Click the "Send a Fax" icon and follow the on-screen instructions. If you need help with any particular item, just click on the "Help" (?) icon for additional on-screen help.

Sending a fax via email

Simply send an email to <faxnumber>@smartfax.com where <faxnumber> is the fax number you are sending to (e.g., 8587123600@smartfax.com or 18587123600@smartfax.com). Only emails which come FROM email addresses which you authorize will be processed for faxing. You can administer your list of valid/authorized FROM addresses via the "Outbound Settings" tab within the "Settings" area online. If you choose to enable Password-Protection, the 'Subject Line' of the email should contain your password (and no additional text). By default, the body of your email (if any) will be faxed followed by the attachment(s) (if any) to the fax number(s) indicated in the TO line. Note that you can control whether the email body and/or attachments are faxed by altering the settings via the "Outbound Settings" tab within the "Settings" online.

Sending a fax via email Example

Check out Smartfax! - Message

File Edit View Insert Format Tools Table Window Help

Send Attach Options...

To... 18005551212@smartfax.com

Cc...

Subject: Check out Smartfax!

Attach... smartfax_emailtofax.doc (60 KB)

The Smart Way to Fax
Toll Free and Local numbers for \$6.95/mo

Start your 30-day free trial now

Address the email to <faxnumber>@smartfax.com where <faxnumber> is your recipient's fax number. Example: 8587123600@smartfax.com

Enter a subject, which will appear on the cover page, and note that you need only include the password in the subject field if password protection is enabled.

If desired, attach file(s) to be faxed. See below for a list of valid formats.

The email body can be entered as plain text or HTML formatted text. The email body can be faxed as the first page of the transmission, or you can choose to fax the email body as part of a cover page; in which case the email body will be inserted as the cover page message. These settings are controlled under the "Outbound Settings" tab.

File formats supported for Attachments:

- PDF
- DOC
- XLS (all worksheets with information)
- TXT
- HTML/HTM (any scripting is disregarded)
- PPT
- MSG (embedded email or attachment - ALL layers)
- RTF
- JPG
- GIF
- TIF/TIFF
- PNG
- SNP