EVOLVE IP

THE CLOUD STRATEGY COMPANY™

Evolve IP Cloud Fax

USER GUIDE

Cloud Fax Instructions:

I.   Getting Started

1. Please review the details provided Cloud Fax Number to the users in the EIP- Internal Beta Cloud Fax workbook.

2. Each user is set up with 200 or 1000 pages for inbound and outbound faxing. Pages can be pooled with other users in a group. Any additional pages will be considered overage.

3. Email to Fax is set up by DEFAULT and is ready to use immediately.

4. The Windows Driver client to send OUTBOUND-only from any application, is available for download here:

- 32bit or 64bit: https://support.evolveip.net/display/EIKB/Cloud+Fax+Downloads

*Please NOTE: The login to the driver client is noted in the Cloud Fax workbook. In order to authenticate to the driver with the **Cloud Fax Login** and **Cloud Fax Password**.*

II.   Desktop Faxing Instructions:

1. **Email to Fax:**

- Use your email client to send FROM your registered email address.

- TO field will point to the destination fax number.
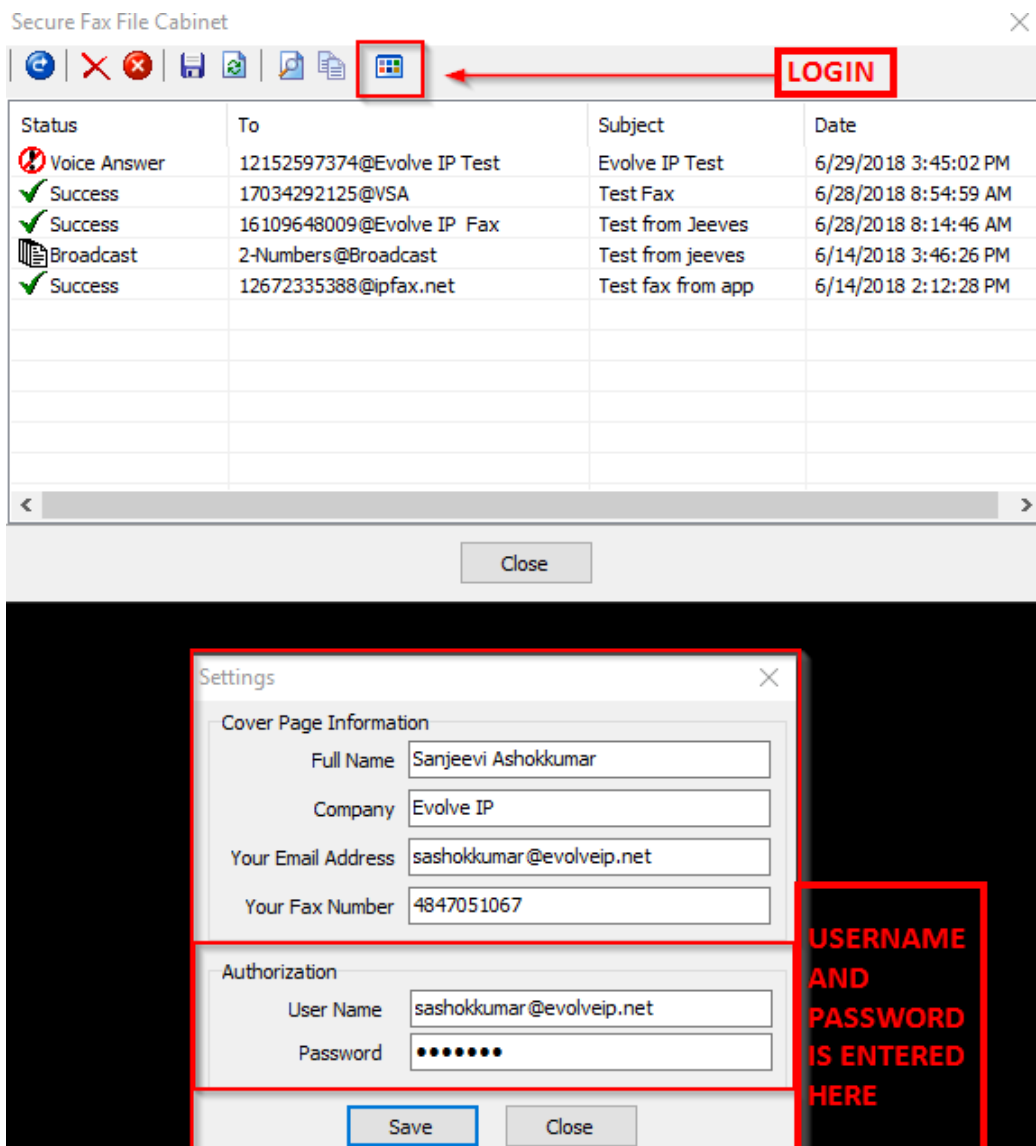
- Please Include a one (1) in front the FAX DID

The domain will ALWAYS point to **@ipfax.net** **For ex.** 16109648009@ipfax.net

2. Fax Driver Client:

Step 1: Once the driver client is downloaded and installed. The option to PRINT to "Internet Fax" will now be available on all applications. Please login to the driver client with the credentials provided *(NOTE: See screenshot reference – Pg. 2)*
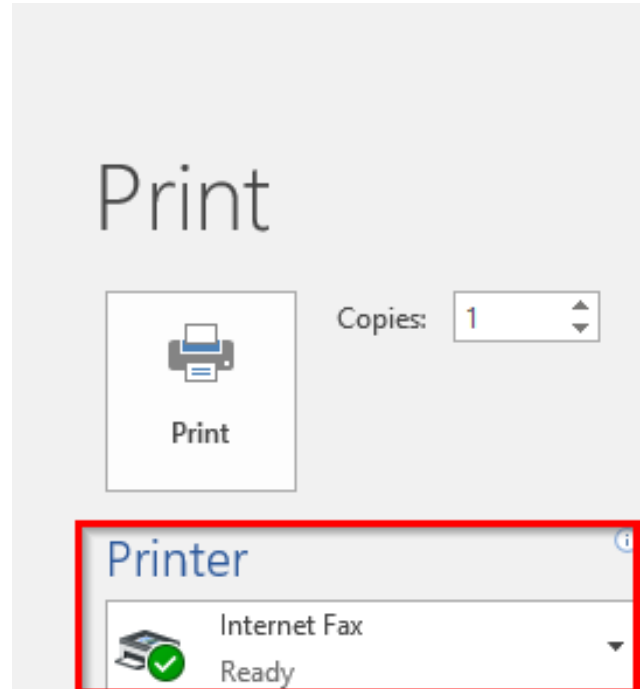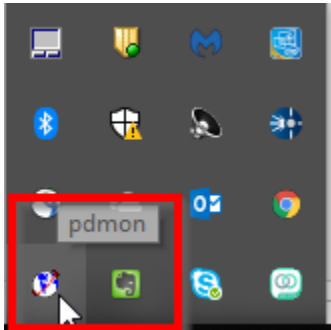
Step 2: Use the Driver client to send the document which is default w/ TLS encryption. *(NOTE: See screenshot reference – Pg. 3)*

STEP 1: (Screenshot Reference) – Fax Driver Client

STEP 2: (Screenshot Reference) – Fax Driver Client

i.   Print to Internet Fax

NOTE: The following "driver" will be active on your workstation and running as a task in the background. Use any application to Print to Internet Fax to bring up the application to **SEND** the fax from the desktop.

ii.   **SEND** to destination via Cloud Fax client