

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 for 32bit and 64 bit here:

*** DOWNLOAD HERE***

- 32bit: <u>https://sync.evolveip.net:510/shares/file/7a89f0ac15524c/</u>
- 64bit: https://sync.evolveip.net:510/shares/file/e68a5f8dba568e/

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

	From +	Test@evolveip.net					
Send	То	<u>16109648009@ipfax.net</u>					
	Cc						
	Bcc						
	Subject						
(COVER PAGE INFORMATION TYPED HERE)							
EVOLVE IP							
989 Old Eagle School Rd. Wayne, PA 19087 610.964.8000 <u>www.evolveip.net</u>							
in	Ƴ f	You Tube					

The domain will ALWAYS point to *@ipfax.net* For ex. <u>16109648009@ipfax.net</u>



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

Secure Fax File Cabinet	Secure Fax File Cabinet X						
🕝 🗙 🔇 🖶 [3 🖉 🖻 🔳	•			LOGIN		
Status	То		Sub	oject	Date		
🗶 Voice Answer	12152597374@Evo	olve IP Tes	t Evo	lve IP Test	6/29/2018 3:45:0	2 PM	
✓ Success	17034292125@VSA		Tes	t Fax	6/28/2018 8:54:5	9 AM	
✓ Success	16109648009@Evolve IP Fax		c Tes	t from Jeeves	6/28/2018 8:14:4	6 AM	
Broadcast	2-Numbers@Broadcast		Tes	t from jeeves	6/14/2018 3:46:2	6 PM	
✓ Success	12672335388@ipfax.net		Tes	t fax from app	6/14/2018 2:12:2	8 PM	
<						>	
			Close				
Set	Settings ×						
	Cover Page Informat	tion					
	Full Name	Sanjeevi	Ashokkumar				
	Evolve IP						
Your Fried Address		sashokkumar@evolvein.net					
	Your Fax Number	48470510)67				
	• the start				- USERNAME		
Authorization				AND			
	User Name sashokkumar@evolveip.net			PASSWORD			
	Password ••••••				IS ENTERED		
	S	ave	Close				



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	Print Copies: 1
background. Use any application to Print to Internet Fax to bring up the application to SEND the fax from the desktop.	Printer C Printe

ii. SEND to destination via Cloud Fax client

Internet Fax		×
	To: Save	Address
	Subject:	
Carrier State	Country: USA - 1	\sim
*	Fax #:	Add Recipient
		Load List
		Delete Selected
		Delete All
	N.	
E Cover Page	_	
Config	Send Close	2