

About MegaPath Fax Pro

MegaPath Fax Pro allows users to manage, send, and receive faxes from an authorized email address or through the MegaPath Fax Pro Portal.

Receive a Fax via Email

- Each person that wishes to send/receive faxes must be added to the system as a User. Users are then added to a Group which is assigned to the Inbound Routing rule for a fax number.
- When a fax is sent to a number provisioned as part of the MegaPath Fax Pro service, the fax will forward as an attachment to all Users that are assigned to the Group that is associated with the fax number.


Send a Fax via Email

- In order to send a Fax via email, the email account that you are sending the fax from must be associated with the user and email address provisioned in the MegaPath Fax Portal.
- Using your email client send you can send a document in the following format and it will go to the intended recipient of the fax.

“destination fax number”@fax.megapathvoice.com

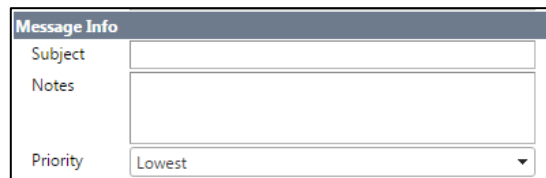
NOTE: the destination fax number can start with a 1, dashes, and dots but should NOT contain any spaces.

View Received Faxes via the Web Interface

1. Log into the MegaPath Fax Pro Web Interface at <http://fax.megapathvoice.com>
2. Go to Messages > Inbox
 - NOTE – After logging in, the default view is of your Inbox. Double-click on the message line that you want to view. Or click on the View Message  icon

Send a Fax via the Web Interface

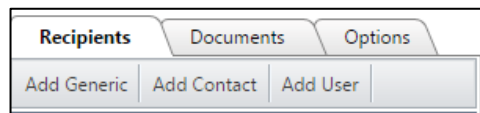
1. Log into the MegaPath Fax Pro Web Interface
2. Go to the Messages tab and click on New
3. Populate the fields in the Message Info section using the descriptions listed below
 - o Subject: Enter a subject for the fax message here
 - o Notes: These are the Notes will show up on the Cover Page
 - o Priority: This is a priority for outbound faxes sent by this domain.



The screenshot shows a form titled "Message Info" with three main sections: "Subject" with a text input field, "Notes" with a larger text area, and "Priority" with a dropdown menu currently set to "Lowest".

4. Selecting Recipients

- o The recipient is the person that will receive the fax. A recipient can be one of the following:
 - Generic: This is a person that isn't already a contact
 - Contact: This is a person that you have already set up in your address book
 - User: This is an internal user that is setup on your MegaPath Fax Pro account



The screenshot shows a tabbed interface with "Recipients", "Documents", and "Options" tabs. Below the tabs are three buttons: "Add Generic", "Add Contact", and "Add User".

- o Add generic recipients by populating the fields listed below and then hit the Add Generic button
 - Name: Enter the recipient's name here
 - Company: Enter the recipient company name here
 - Delivery: Leave this at 'Fax'
 - Fax #: Enter the recipient's fax number here
 - Notify Email: Enter the email address you want 'Send' and 'Error' notifications sent to
 - Add to address book: Check this box if you want to save this recipient to your Personal Address Book

Recipients Documents Options

Add Generic Add Contact Add User

Generic Recipient

Name *

Company

Delivery Fax

Fax # +1

Notify Email username@domain.com

Add to address book

- o Add an existing Contact or User by hitting the Add Contact button or the Add User button
 1. Confirm that the recipient you added shows up in the section to the left
 2. Check the NS (notify on send) and NE (notify on error) boxes as needed

NS	NE	Name	Company	Delivery Address
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Paul Bryan	The Bryan Group	+1203284625

5. Adding a Document

1. Click on the Documents Tab and Click on the Attach Document Button

Recipients Documents Options

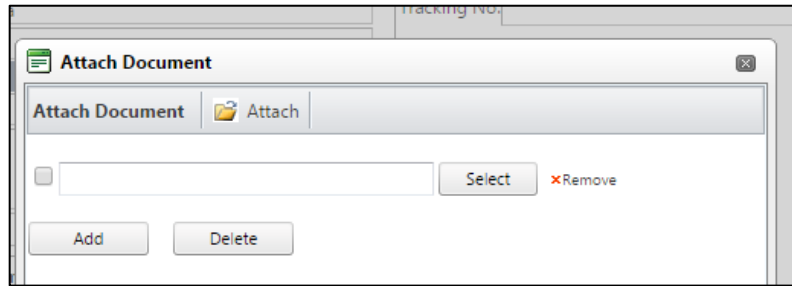
Attach Document Document

Default CoverPage

Documents

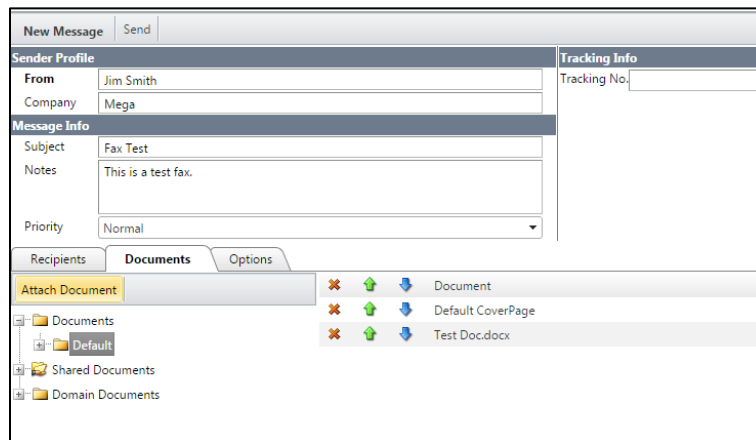
- Default
- Shared Documents
- Domain Documents

2. Browse and Attach the necessary document(s)



6. Sending the Fax

1. Verify that the document(s) show up under the Default Cover Page on the right side
2. Hit the Send button at the top of the pop-up window



Search for an Inbound or Outbound Fax

- To search for a fax, log into the MegaPath Fax Pro Web Interface and go to the Search menu. Set the criteria by which you want to search and hit the Search button. All results will show up on the screen below the search box.

