



# UsVox Virtual Faxing User Guide



## How to Select the Correct Virtual Fax Print Driver

First, you need to know if your computer is running on 32Bits or 64bits



Computers running Windows XP Click Start, right-click My Computer, and then click Properties. The edition of Windows XP you are running is displayed under System near the top of the window. If "x64 Edition" is listed under System, you are running the 64-bit version of Windows XP. If you do not see "x64 Edition" listed under System, you are running the 32-bit version of Windows XP.



Computers running Windows Vista or Windows 7 Click the Start button, right-click Computer, and then click Properties. The System type of Windows Vista or Windows 7 you are running is displayed under System near the top of the window.



Computers running Windows 10 Right click the window icon select 'System' The System type of Windows you are running is displayed under System near the top of the window.

To download UsVox Print Drivers select 32 or 64bits on the button of this page.

# Installing UsVox Virtual Fax Print Driver

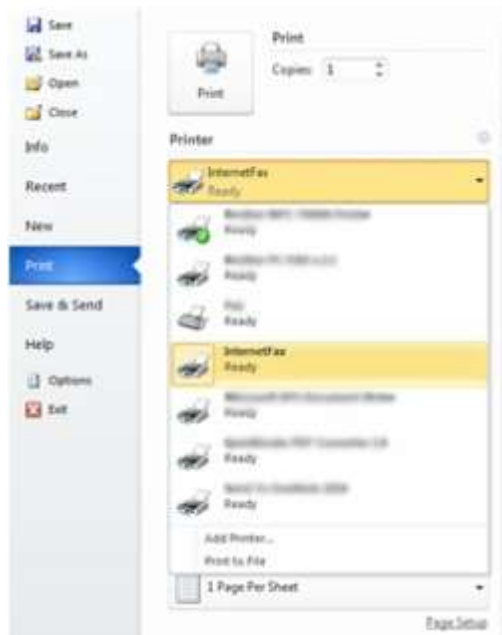
Extract the files from the compress files



Press Setup.exe, following the instructions setup wizard will start.



After the wizard finish installing the program open any document, and go to Print, select 'InternetFax'

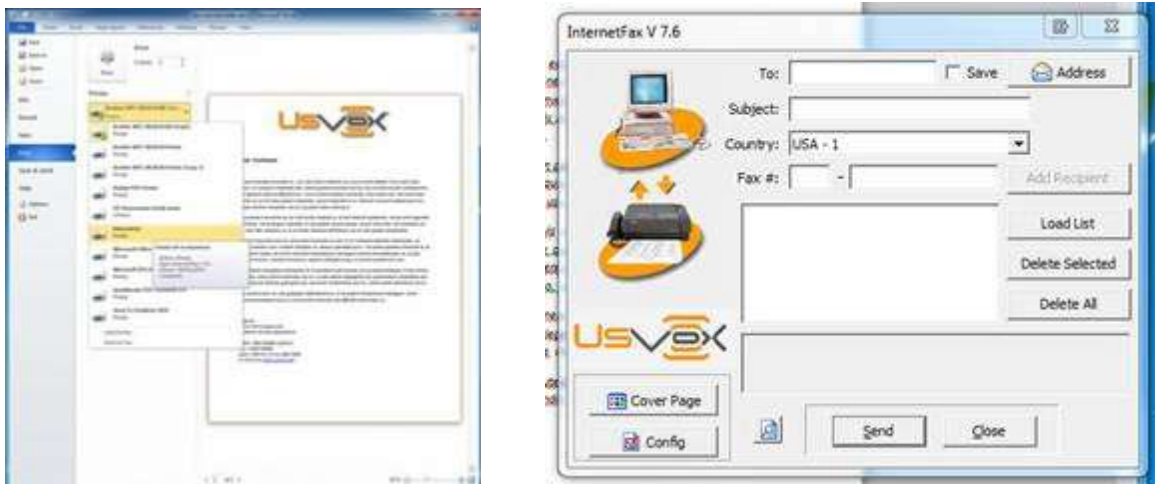


Fill the Information, for 'User Name' and 'Password' please ask your Office Manager or System administrator for 'Authorization' credential sent by UsVox Support Team.



## Sending a Fax using UsVox Virtual Fax Print Driver

Open the document you wish to fax, press PRINT and select INTERNET FAX, press PRINT and a pop up window will open



Fill the information 'To:' who is going, the 'Subject:' of the fax, select the county if need it (outside the US extra charges will apply) 'Country:', and the fax number 'Fax #:' 'Attention:' They are two boxes. On the first box type, ONLY the area code of the fax you wish to send the fax, at the second box type the rest of the phone number

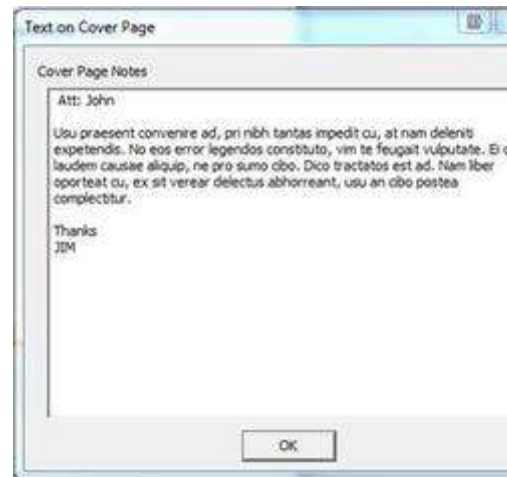
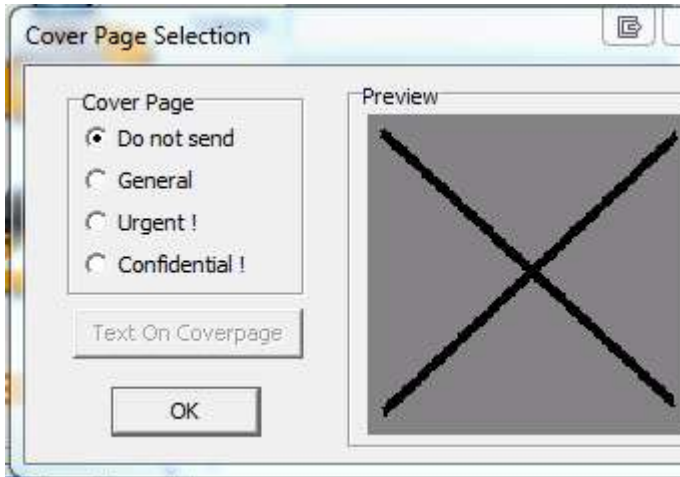
Fax #:  -

Press 'SEND'

To send a Fax Cover Page (Cover sheet)

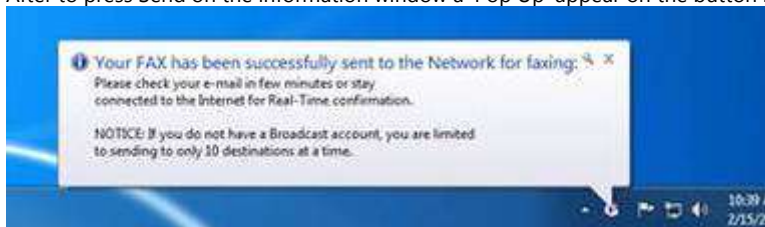
Press 'Cover Page' button, on the information window, select the type of cover, and press the 'Text On Coverpage' button to write the message and press 'OK'

After you press 'OK', the information window will open again, Press 'SEND'

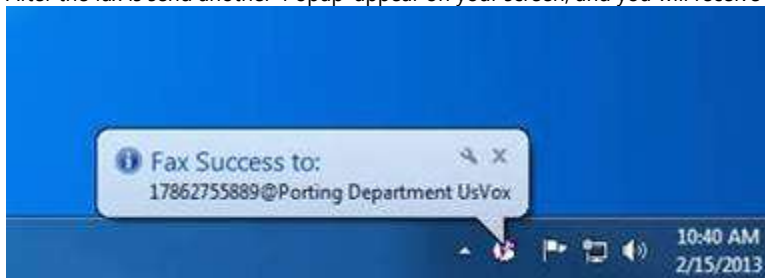


Screen fax Status notification

After to press Send on the information window a 'Pop Up' appear on the button left of your computer screen.



After the fax is send another 'PopUp' appear on your screen, and you will receive an email notification from our services servers

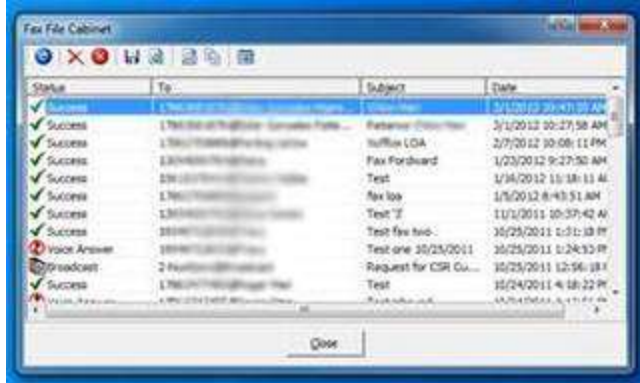


# How to manage your UsVox Virtual Fax










At the computer Right corner of the screen click on the 'show hidden icons' Right click on the UsVox Virtual Fax Icon, Click on show.

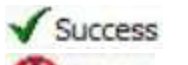
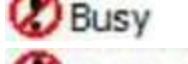
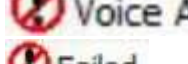
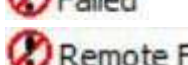
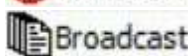

The Virtual Fax control panel window opens with the history of old faxes sent , status of active faxes and multiple icons.



## Control Panel Icon List

-  RESEND icon is used to resend the fax or to change the Recipient
-  DELETE icon removed the fax from the history list
-  SAFE TO FILE icon is use to safe the fax history list on on an excel format (this icon will not safe the fax)
-  REFRESH icon refresh the history list
-  VIEW FAX IMAGE icon shoe the fax send on a image viewer
-  COVER PAGE NOTE icon show the cover page use for the fax send
-  SETTINGS icon open setting window, show at: How to Install UsVox Virtual Fax Print Driver

## Status Icons List

-  **Success** SUCCESS, Fax was send successful
-  **Busy** BUSY Recipient Fax line was busy after the system try 3 times
-  **Voice Answer** VOICE ANSWER Recipient Fax line was answer by a person or Voice mail
-  **Failed** FAILED Recipient Fax line with problem, noise, cancel signal, etc.
-  **Remote Fax Err.** REMOTE FAX ERROR Remote fax cancel the fax or hang up the call
-  **Broadcast** BROADCAST Fax was send to multiple Recipients

# Web to Fax

Login at the Web Fax User console portal, Fill the information with the user name and login for the company administrator console.

Login (Username)

Password

[Admin Login](#)

After login you will see the administration menu, press Web to Fax

Fill the information need it, Name of the recipient, a subject, Fax number (please read and follow the instructions at screen), a message (This will show as cover sheet), Attach the file you wish to fax. You can send one page fax at the Message section as a cover sheet.

**Web To Fax**

To (Name):

Fax Subject:

Fax Number(s):  Format Example to USA: 1500XXXXXXX (1, area code, local number)  
Max 10 numbers

Message:

Attach:

The maximum size for the attachment is 2MB

# Email to fax

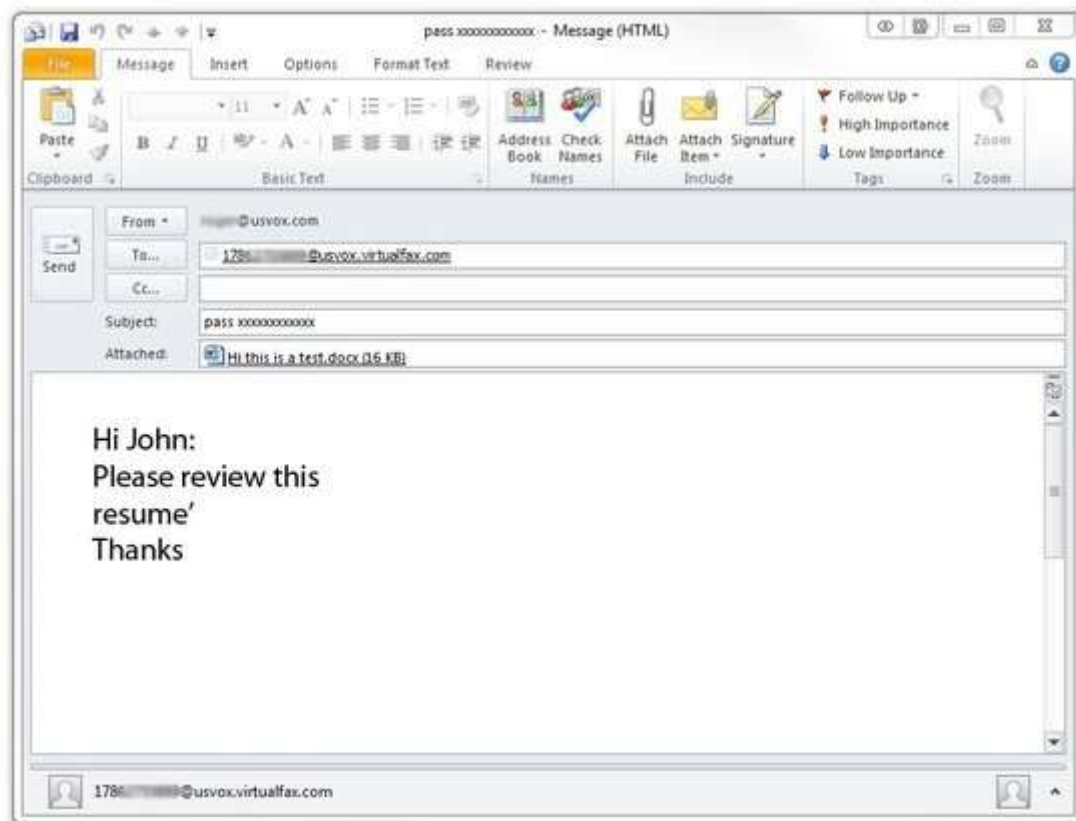
- Email to Fax must be sent to: destinationnumber@usvox.virtualfax.com
- FAX MUST be send from the email address they are registered to on the system as the system utilizes the 'from' email address as their Username or Login.
- The USER MUST be registered in the system with their email address as their Login/Username.
- The 'Subject' line of the email MUST include the word 'pass' followed by the User's password
- Email to Fax must be sent in Plain Text format
- Clients may attach ONE document for faxing. Almost all attachment formats are supported.
- Anything in the body of the email will be included in the cover page of the fax. An empty body will result in no cover page being sent and only the attachment being faxed.
- Clients may include the fax recipient's name (on cover page) by including it as the first words in the 'Subject' field of the email.
- Clients may include a subject for the fax by including: 's=subject' in the 'Subject' field of the email for faxing. (The word subject to be replaced by actual subject)

Example of addressing of email for faxing:

To: 15032213080@ usvox.virtualfax.com

Subject: John Smith s=resume' pass secret (Only the password is used on the example: pass 'XXXXXXXXXXXXXXXX' as password number)

Attachment: Hi this is a test.doc



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