

ClicktoFax Service Usage Manual

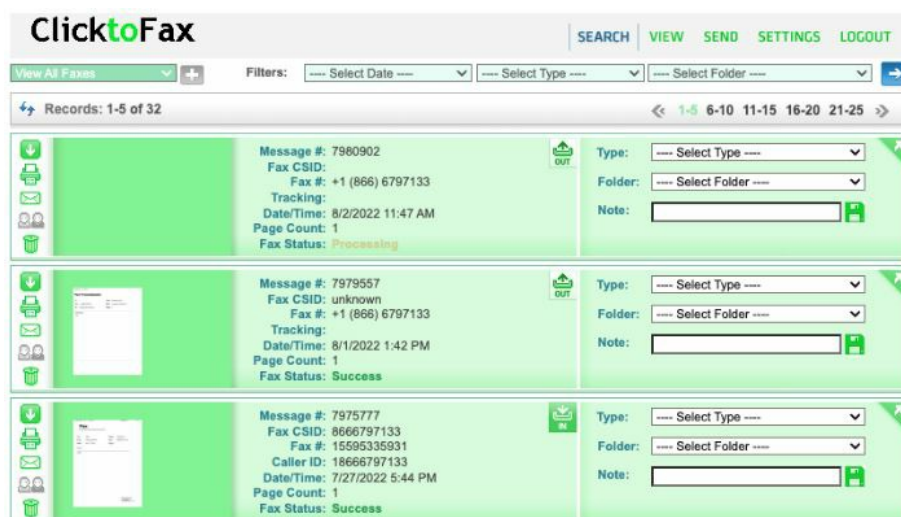
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ClicktoFax

ClicktoFax Service



Log into fax service

- Click on “Fax Login” in the upper right corner of the screen



- Click on “Click to Log into the ClicktoFax Fax Software”



- A new window will open up with the login screen. Enter the Username and Password provided to you by ClicktoFax and click on “Submit”



Configure your Account

- Click on “Settings” to re-configure your user account

- You may edit any of the available fields. To change where your incoming faxes are emailed, change the “Primary Email” field. If you have changed any fields, click on “Save->” at the top right and your information will be saved.
- If you want to change your password, click on the Password selection inside of the Settings menu bar. You will be prompted for your old password as well as a new password. Save this to complete the password change.

- You may also add additional notifications if you want your faxes to go to multiple recipients. Click on the “Notifications” selection on the Settings menu bar. You will also need to set which type of faxes on which you want additional notification. You can choose Inbound, Outbound or both. You also choose the format of notification (PDF or TIF). You can also choose whether to send notification only on Successful faxes or all faxes (including errors). Click Save-> in the top right to save your updates.

Send a fax

- Click on “Send” in the main menu screen and fill in all of the fields with the appropriate information. This will

create your Coverpage. If you wish to send from a different company name, use the “From” field to modify this. For the Fax Number field, if you wanted to fax to 216-555-1212, the number would have to be formatted as 2165551212 (no dashes). Once you have filled out all of the fields, hit the Next-> button in the top right to proceed.

The screenshot shows the 'ClicktoFax' web application interface. At the top, there's a navigation bar with 'SEARCH', 'VIEW', 'SEND', 'SETTINGS', and 'LOGOUT'. Below this is a progress bar with five steps: '1: Recipient Info', '2: Attachments', '3: Preview Fax', '4: Send Fax', and '5: Confirmation'. The current step is '1: Recipient Info'. The main form area is titled 'COVER PAGE INFO:' and includes fields for 'Fax Number' (with a dropdown for '+1' and the value '2165551212'), 'Cover Page' (a dropdown menu), 'Deliver To:' (a text field with 'Person who I want to send to'), 'Schedule:' (a dropdown menu with 'send immediately'), 'Sent From:' (a text field with 'Some Company'), 'Tracking Key:' (a text field), 'Fax Subject:' (a text field with 'Fax Subject'), and 'Account Code:' (a text field). There is also a 'Notes:' section with a text area labeled 'Notes on the Cover Page'. A green 'NEXT ->' button is in the top right corner of the form area, and a 'RESET' button is next to it.

- To add an additional file into the fax (like a Word Document or PDF), hit the Browse Button and select the document you wish to use from your computer. It will be uploaded to the server and attached to your fax. If you have added a file in error, you can hit the 'X' button by the file name to delete it as an attachment to the Fax. Once completed, hit the Next-> button in the top right.

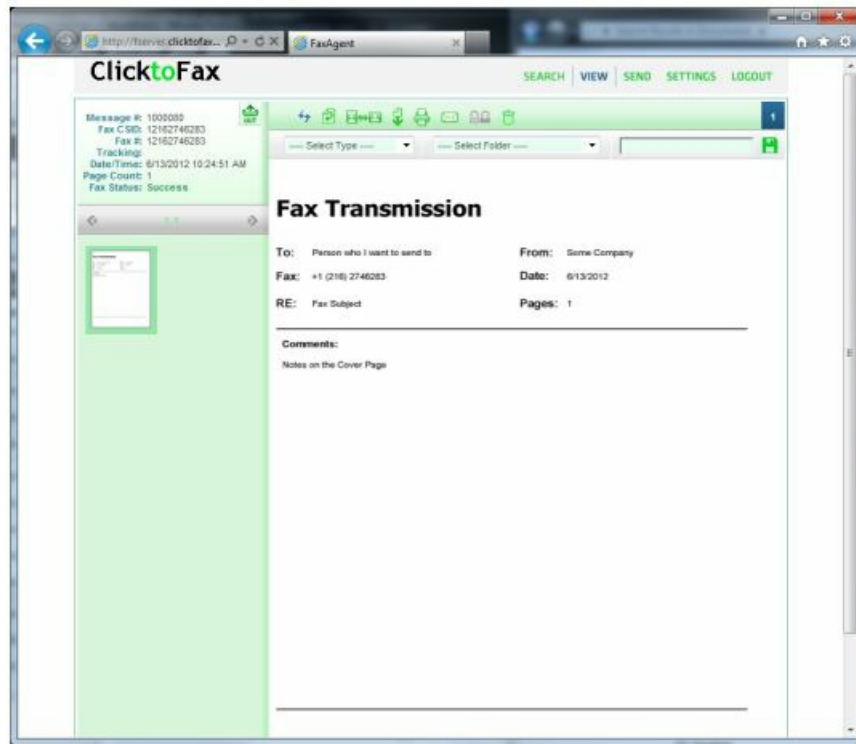
The screenshot shows the 'ClicktoFax' web application interface at the '2: Attachments' step. The progress bar at the top shows '1: Recipient Info', '2: Attachments' (current), '3: Preview Fax', '4: Send Fax', and '5: Confirmation'. The main form area is titled 'ATTACHMENTS: Add optional files to be included in fax'. It features a 'BROWSE' button and a 'Selected Files:' section. Under 'Selected Files:', there is a checkbox next to the file name 'WhitePages_PRO_API_Implementation_Guide.pdf'. To the right, there is a list of 'Accepted File Formats:' including Image Files (TIFF, GIF, PNG, JPEG), Adobe Acrobat Files (PDF), Microsoft Office Files (DOC, XLS, PPT), Printer File Formats (PCL, EPS, PS), Internet Files (HTML, XML, XSL), and Text Files (TXT, RTF). A green 'NEXT ->' button is in the top right corner of the form area, and an 'EDIT' button is next to it.

- Preview – Next you can Preview the fax to make sure it looks as intended. If everything looks good, hit “Next->”

otherwise you can hit “Edit” to go back to previous steps and fix whatever is incorrect

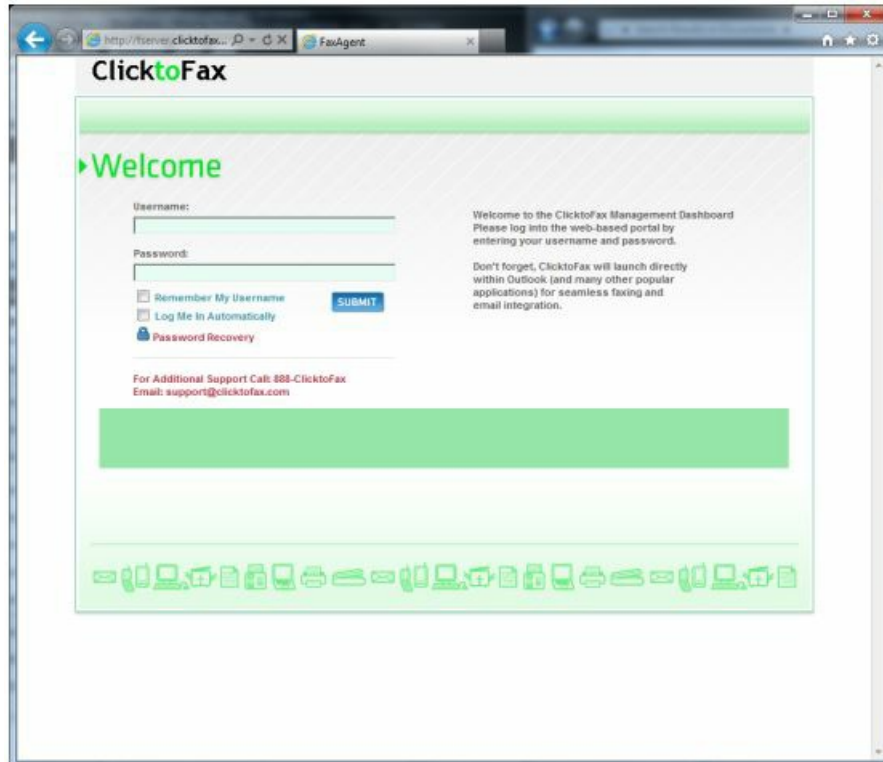
- Send Fax – On this screen, to send a fax you hit the “Send->” button in the top right. You also have the ability to add a few additional recipients if you wish to send the fax to multiple destinations. You can always return to previous steps of the sending process by hitting the ‘Edit’ button at the top right.

- Confirmation – Once the fax has been sent, you will see a confirmation screen. It will indicated your fax is queued to be sent out and what destination number is set. You can option to send a new fax or send this same fax to an additional recipient. At this point the sending of a fax is complete. Feel free to click on the View selection at the top navigation block to see the fax you have sent.



Logout

- To log out of the web system, hit the 'Logout' button in the top right of the primary navigation menu. You will be returned to the Login Screen.



Additional Support

- If you need additional support, please email: support@clicktofax.com and we will respond back to you quickly indicating your request is being handled.

Thank you for signing up!

-The ClicktoFax Team.

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