



UsVox Virtual Fax Guide

Web Portal Administration



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User Console Portal

Login into web portal

To login at the User console portal, please go to <http://www.usvox.com/login.html>



Fax Login

Internet Fax Login
The web-based user interface of Internet Faxing
can be customized to suit the needs of your
business office.



[Administrator_guide.pdf](#)

[Download File](#)

Fax Login

Press the login button at Fax User console.

Fill the information with the user name and login for the company administrator console

Login (Username)

Password

[Admin Login](#)

Main Menu

At login you will see the administration menu.

The Menu consist of 4 main parts:

Report

Account Balance

Web to Fax

My Account info

Report	Account Balance
Web to Fax	My Account Info
Logout	

Report

You will be able to get 5 types of reports selecting the date.

All faxes, Successful Faxes Only, Fax & Voice to Email Only, Processing Fax Only, Fail Faxes Only.

Select the following options to create a report

Report Option: Detailed Report
 Date Period: Today
 Start Date: 10/19/2010 End Date: 10/19/2010
 Call Status: All Faxes
 Rows on page: 60
 Report Type: Show on screen
 Show Report Close

Account balance

The screen will show the account balance and the usage of each user account.

Close **Account balance**
 Account Balance: 10.00 Help

Payment History Help

Payment ID	Date	Amount	Old Total	Description
1 found.	1/1/1970 3:00:00 AM	0.00	0.00	

Edit Account information.

Close
Edit Your Account Informations

User ID **141130**
Login **UserName**
Password *
Verify Password *
Account No **141130** PIN No
First name *
Last name *
Email * (Changing the Email will change your login)
Phone No *
Fax No Included in fax header for PC 2 FAX (32 char max)
Address *
Address 2
City *
State *
Postal Code (Zip) *
Country *
Time Zone *
Fax 2 Email Number
Fax 2 Email - Email
☒ Send Fax 2 Email as PDF doc
Report Email
Report Fax

Save Cancel

* Indicates required fields.

Web to Fax Feature

Fill the information need it:

Mane 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.

Close
Web To Fax

To (Name):
Fax Subject:
Fax Number(s):

Format Example to USA: 1503XXXXXXX (1, area code, local number)
Max 10 numbers

Help

Message:

Attach: Browse...

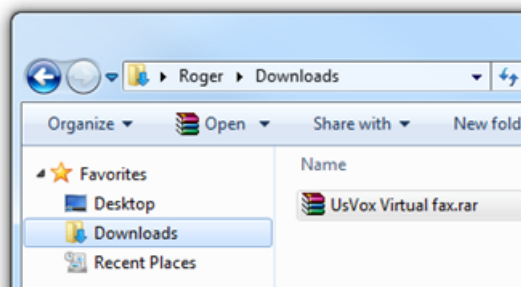
The maximum size for the attachment is 2MB

Send Fax Now!

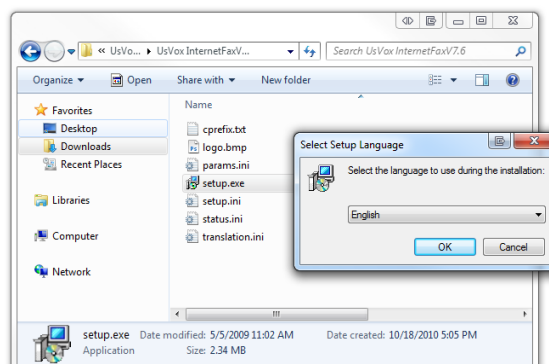
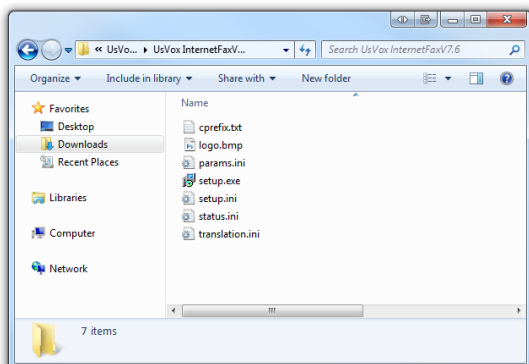
Print Driver for Pc to Fax

How to Install: UsVox Virtual Fax Print Driver and send a fax.

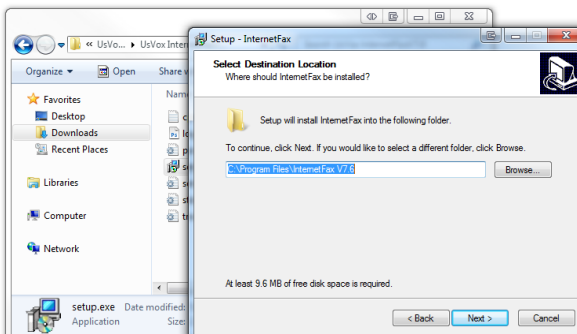
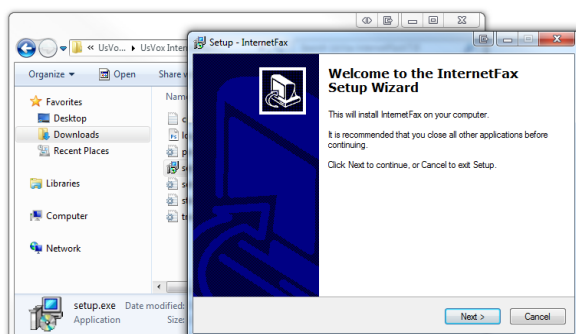
1. Download driver from <http://www.usvox.com/virtual-fax.html> Extract the files from the compress files



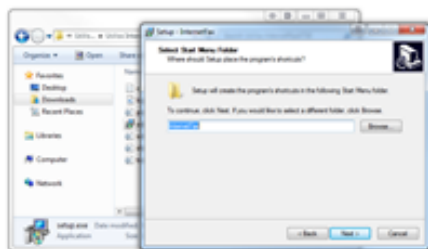
2. Now press setup.exe and follow the instructions



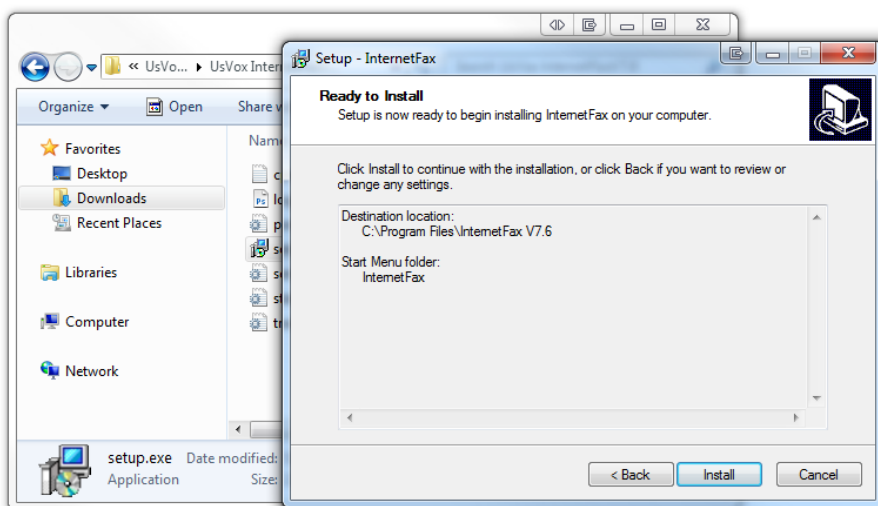
3. The wizard will start



4. Press next and Install

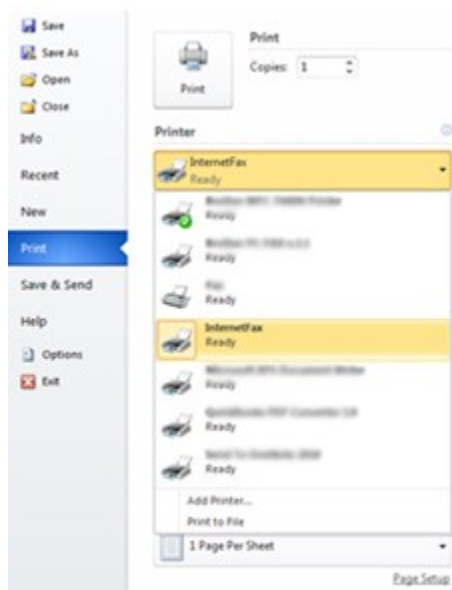


5. Repeat each steps to add drivers to each computer using the UsVox Virtual Fax services

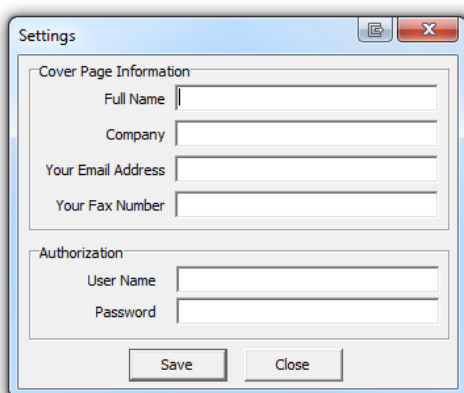
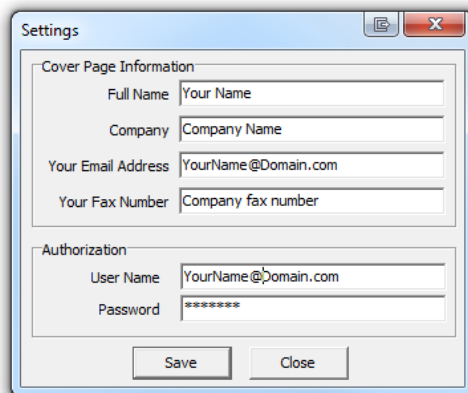


Print 2 Fax

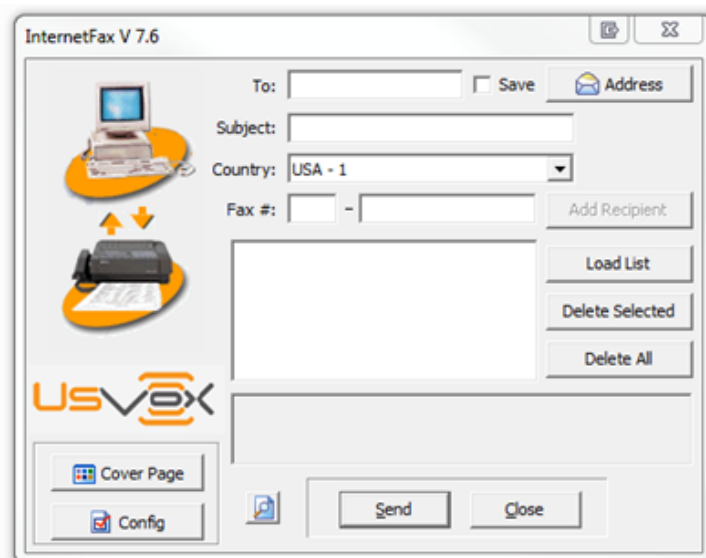
Open any document, and go to print, select 'InternetFax'



Fill the information, please ask you UsVox Virtual Fax administrator for 'Authorization' credential.

Fill the information, if you are sending an international fax please change the correspondent country of fax recipient and type only the city, area code, and the fax number.



Press send at any time to send the Fax

Email to fax

Email to fax

Format:

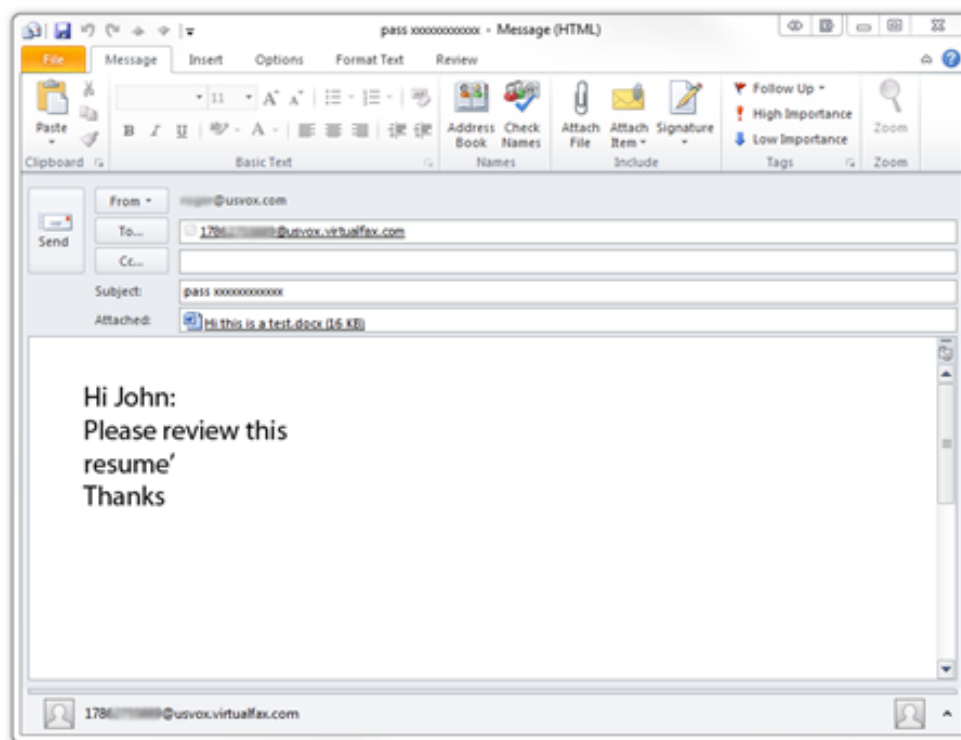
- 1) Email to Fax must be sent to: destinationnumber@usvox.com
- 2) FAX MUST be send from the email address they are registered to on the system as the system utilizes the 'from' email address as their Username or Login.
The USER MUST be registered in the system with their email address as their Login/Username.
- 3) The 'Subject' line of the email MUST include the word 'pass' followed by the User's password
- 4) Email to Fax must be sent in Plain Text format
- 5) Clients may attach ONE document for faxing. Almost all attachment formats are supported.
- 6) 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.
- 7) 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.
- 8) 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



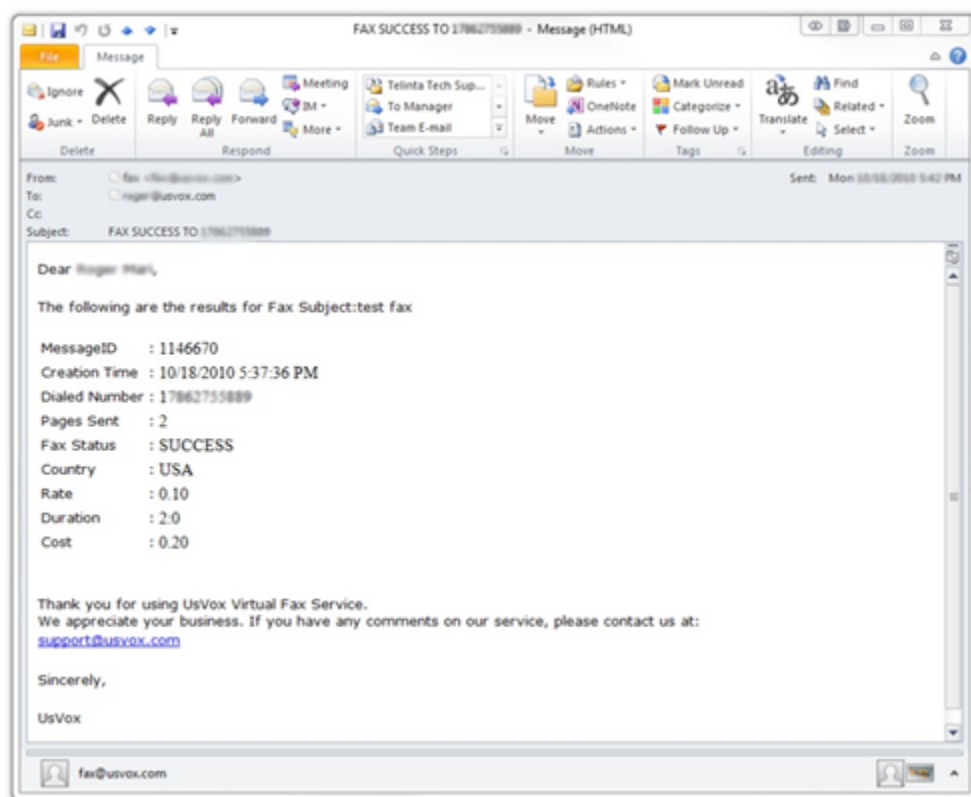
Body of email

Hi John:
Please review this resume'
Thanks

In the above example, the fax would be sent to the US number 1786XXXXXX (all email to fax number must be country code, area code, number format...no prefix such as 011 for international)

John Smith would be the recipient.
Secret is the User's password
The body of the email would appear on the cover page of the fax sent.

A success full email will be received from our servers.



Microsoft Office faxing

UsVox Virtual Fax offer Microsoft Office faxing enabling clients to send faxes directly from Microsoft Office 2003/2007 and Outlook (other versions will not work).

Copy the registration text file and edit to fit your company. (On next page)
<http://www.usvox.com/windows-registry-editor-version-500.html>

You will need to edit ONLY the following lines:

- "SignUp"="your signup link here, e.g. <http://domain.com/signup.htm>"
- "FSPName"="Your Company Name here"
- "FSPHome"="your web site address, e.g. <http://domain.com>"
- "Provider"="Your Company Name here"

Replace only what is in **Red** with relevant information.

Please note, you will find each of these lines to edit in the upper and lower section of the text file.

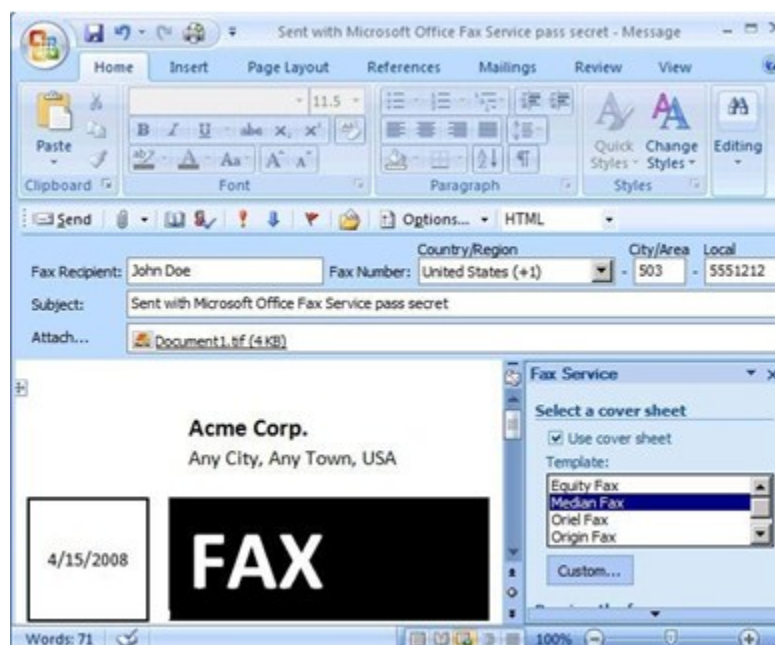
Once you have finished editing the file, save it with whatever name you wish (e.g. abcmicrosoftfax) and with a .reg extension. It then becomes a registry file.

Double click the file and it edit your PC's registry enabling MS Office Faxing.

To send a fax:

Open any Microsoft Office file you want to fax, and go to the Office Button, then to Send and select Internet Fax.

You will be presented with the following:



- Fill in your cover page or select not to send a cover page

- Fill in the recipient information
- Send in HTML format

Send the fax - a confirmation email will be sent to you upon completion or failure of the fax.

Please notice, you must include the word 'pass' followed by your password (represented by the word 'secret') in the subject line of the fax. This is an added security feature and will not be seen by the recipient of the fax.

The uninstall file (no need to edit) can be downloaded from:

<http://www.usvox.com/uninstallwindows-registry-editor-version-500.html>

or copy, following this page.

Registration text file

Windows Registry Editor Version 5.00

```
[HKEY_CURRENT_USER\Software\Microsoft\Office.0\Common\Services\Fax]
"SignUp"="your signup link here, e.g. http://domain.com/signup.htm"
"DisallowCustomCoversheet"=dword:00000001
"DoNotConvertMailBody"=dword:00000000
"UseCoverSheet"=dword:00000001
"TicketOptions"=dword:00000001
"NoFax"=dword:00000000
"CostButton"=dword:00000000
"FaxAddress"="%D <%F@efaxpro.com>"
"FSPName"="Your Company Name here"
"FSPHome"="your web site address, e.g. http://domain.com"
"Provider"="Your Company Name here"
"FSPAccountType"=""
```

```
[HKEY_CURRENT_USER\Software\Microsoft\Office.0\Common\Services\Fax]
"SignUp"="your signup link here, e.g. http://domain.com/signup.htm"
"DisallowCustomCoversheet"=dword:00000001
"DoNotConvertMailBody"=dword:00000000
"UseCoverSheet"=dword:00000001
"TicketOptions"=dword:00000001
"NoFax"=dword:00000000
"CostButton"=dword:00000000
"FaxAddress"="%D <%F@efaxpro.com>"
"FSPName"="Your Company Name here"
"FSPHome"="your web site address, e.g. http://domain.com"
"Provider"="Your Company Name here"
"FSPAccountType"=""
```

The uninstall file

The uninstall file Windows Registry Editor Version 5.00

```
[-HKEY_CURRENT_USER\Software\Microsoft\Office.0\Common\Services\Fax]
[-HKEY_CURRENT_USER\Software\Microsoft\Office.0\Common\Services\Fax]
```