

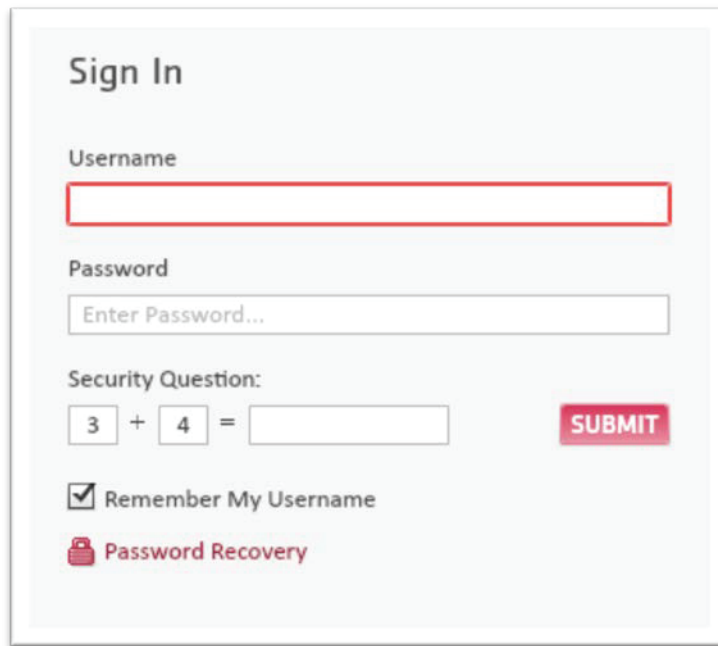


NEXTIVA vFAX
QUICK START GUIDE

Getting Started with Nextiva vFAX

Step 1: Accessing Your Account

After you have purchased Nextiva's Virtual Fax Service, it takes approximately 24 hours to activate. If you don't receive an email, please call us at 1-800-285-7995. After it has fully activated, you will receive your login information for the Virtual Fax Portal at vfax.nextiva.com. You will then be prompted to type in your vFAX credentials, and a security question which is simply a math equation.




Sign In

Username

Password

Security Question:
3 + 4 =

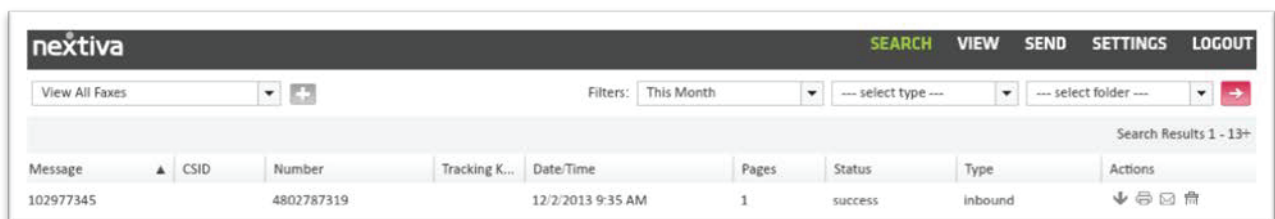
Remember My Username

 Password Recovery

SUBMIT

Step 2: Organize Your Portal Screen





Once successfully logged in, you will be presented with the Search screen. On this screen you will see any recent faxes, both sent and received. On this screen you can filter and organize all of your faxes by date, type, and/or folders which you can create within the settings area.



nextiva SEARCH VIEW SEND SETTINGS LOGOUT

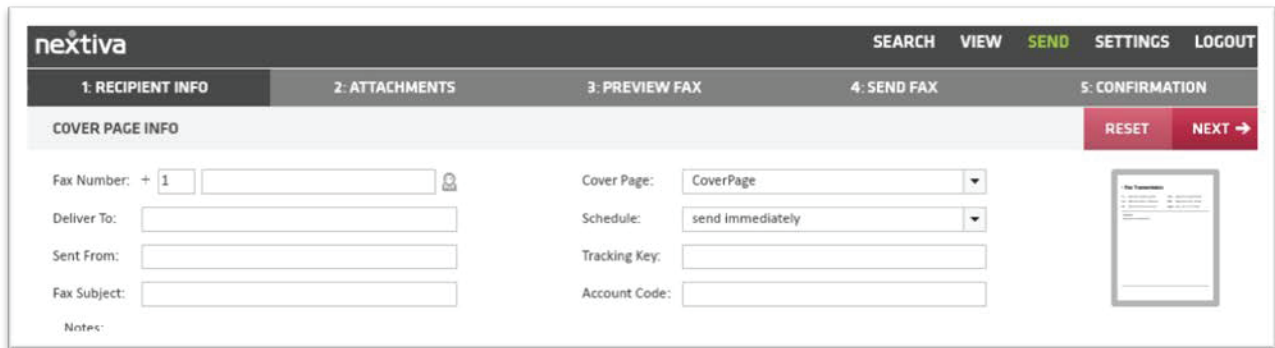
View All Faxes + Filters: This Month --- select type --- --- select folder ---

Search Results 1 - 13+

Message	CSID	Number	Tracking K...	Date/Time	Pages	Status	Type	Actions
102977345		4802787319		12/2/2013 9:35 AM	1	success	inbound	   

Step 3: Sending Faxes

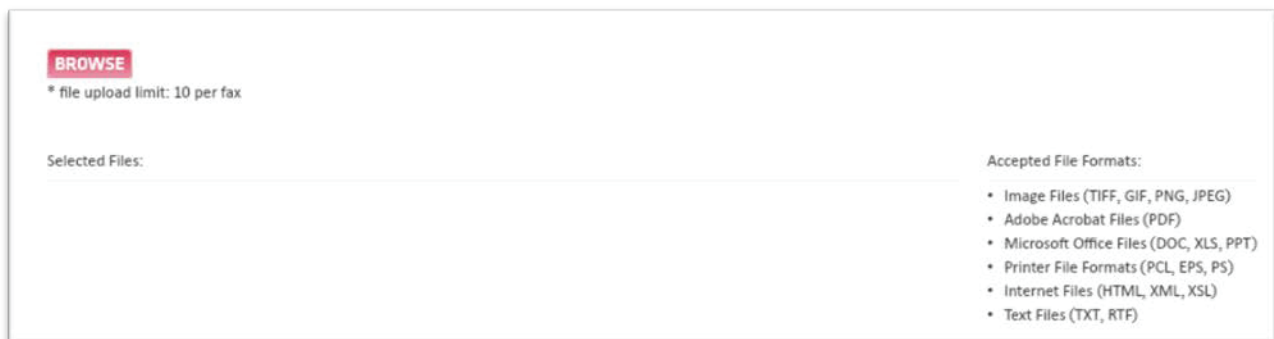
To send a fax, click “Send” from the menu at the top of the page. Fill in any blank fields; please note the only required field is the fax number. The rest of the fields are completely optional based on how the sender wants the fax to look. Click “Next” once you have filled in the desired fields.



The screenshot shows the 'SEND FAX' step in the Nextiva interface. At the top, there is a navigation bar with 'SEARCH', 'VIEW', 'SEND' (highlighted in green), 'SETTINGS', and 'LOGOUT'. Below this is a progress bar with five steps: '1: RECIPIENT INFO', '2: ATTACHMENTS', '3: PREVIEW FAX', '4: SEND FAX' (current step), and '5: CONFIRMATION'. The main form area is titled 'COVER PAGE INFO' and contains several input fields: 'Fax Number' (with a '+1' prefix and a country code icon), 'Deliver To:', 'Sent From:', 'Fax Subject:', 'Cover Page:' (dropdown menu), 'Schedule:' (dropdown menu set to 'send immediately'), 'Tracking Key:', and 'Account Code:'. There are 'RESET' and 'NEXT' buttons in the top right corner. A small preview of the cover page is shown on the right side.

Step 4: Uploading Your Fax Document

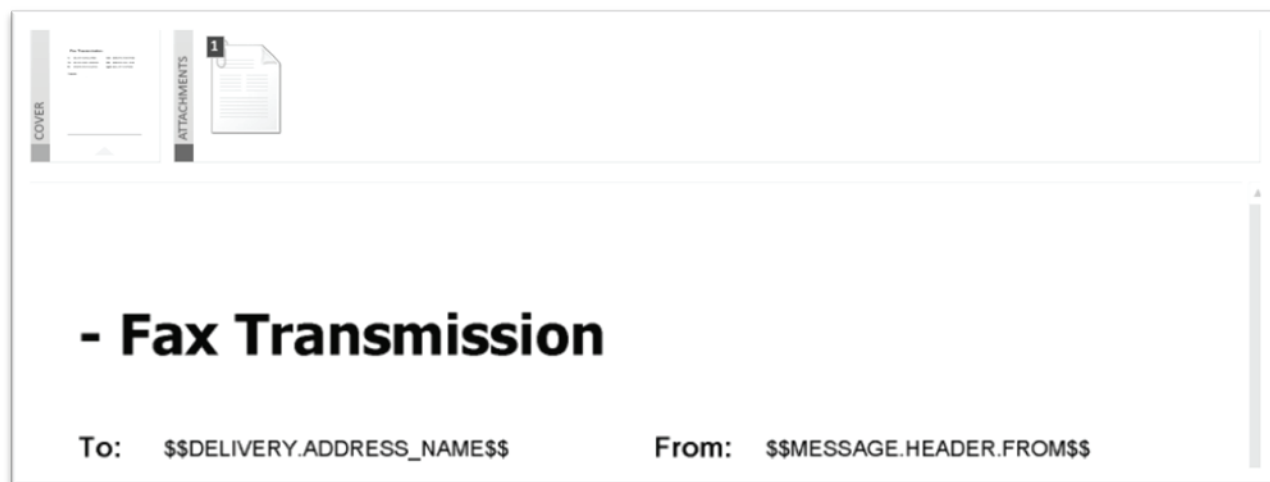
On the next screen is where you will choose the file you want to send. As you can see from the “Accepted file list” we do accept most standard media, however the most popular file types are PDF & Doc. as these are typically smaller files. Simply click “Browse”, and then select the file you wish to send from your computer. Please note there is a limit of 10 attachments per fax. Although there isn't a page limit, we do recommend limiting faxes to 5MB, 10MB being the Maximum file size.



The screenshot shows the file upload interface. At the top left, there is a red 'BROWSE' button. Below it, a note states '* file upload limit: 10 per fax'. The main area is divided into two sections: 'Selected Files:' on the left, which is currently empty, and 'Accepted File Formats:' on the right. The 'Accepted File Formats' list includes: 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).

Step 5: Fax Transmission Detail

This screen will give you a preview of the fax that's being sent, along with the header. Don't worry about the code in the fields of the header page, as this is just a preview of the cover page format. Those are filled in based on what you included in Section 1 of the send fax wizard. If you do not fill in those areas, the code will be blank on the recipient's side. Also note that not all of your attachments and settings will be viewable when you click on them to preview.



Step 6: Filter Settings

Setting filters helps keep your faxes organized. Once you have setup Folders or Types, you can quickly select them before sending the fax. This will make it easier to find and organize your fax later. The options on this screen are completely optional. If you do not wish to use them, click next to send your fax.

Filters allow faxes to be quickly located in the future. You can switch over to the settings tab if needed to modify filter options.

Type: ▼

Folder: ▼

Notes:

Step 7: Fax Confirmation

The fax confirmation page displays details about the fax transmission. It will let you know that the fax has been processed and is currently trying to transmit to the recipient. From the menu at the top of the page, you can click on the “Search” tab, and view the status of the faxes to make sure they were sent successfully or if there were any errors. Please remember our website doesn’t update itself as it is completely flash based, use the red button with the white arrow on the top right of the “Search” screen to refresh the fax log.



Account Settings

The settings page is where you can drill down and get the exact type of notifications and organization that you want with your Nextiva vFAX account.

The Profile Tab:

This is where you enter your name, phone, company and primary email address that you want to send faxes from and receive fax notifications to. This is also where you can choose how you want to be notified, such as on all faxes, only on successful or only on failed fax transmissions. You can do these notifications for both sent and received faxes. You can also add your cellphone number so that you can be notified of faxes while you’re out in the field. Your SMS address is provided to you by you cell phone provider, please contact your cell provider or search the web to find your SMS address. Here are some common ones:

ATT: phonenumber@txt.att.net

T-Mobile: phonenumber@tmomail.net

Sprint: phonenumber@messaging.sprintpcs.com

Verizon: phonenumber@vtext.com

PROFILE	FILTERS	PASSWORD	NOTIFICATIONS	PERMISSIONS
Name: <input type="text"/>	Phone: <input type="text"/>	Company: <input type="text"/>		
Primary Email: <input type="text"/>	Notify On Send: Email all <input type="text"/> pdf <input type="text"/>	Notify On Receive: Email all <input type="text"/> pdf <input type="text"/>		
Primary SMS: <input type="text"/>	all none all success failure	Notify On Receive: SMS none <input type="text"/>		
FaxBridge Receive Device: <input type="text"/>	Behavior: do not print <input type="text"/>	FaxBridge Receive Delivery: no <input type="text"/>		
Cover Page: CoverPage <input type="text"/>	Account Code: <input type="text"/>			

The Filters Tab:

The Filter tab is where you can create the organizational rules for easy archiving. You can create “type” rules such as “Personal” and “Business” and folders that can further those organizational types, such as “contracts” or “follow up”.

PROFILE	FILTERS	PASSWORD	NOTIFICATIONS	PERMISSIONS	SAVE	RESET
	<p>Manage Types</p> <div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> ▼ Types <ul style="list-style-type: none"> ▼ Business </div> <p>Add a new type <input type="text"/> + -</p>					
				<p>Manage Folder</p> <div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> ▼ Folders <ul style="list-style-type: none"> ▼ Contracts </div> <p>Add a new folder <input type="text"/> + -</p>		

The Password Tab:

Change your password by clicking "Password". Please disregard the integration code. Also note this does not change your billing log in info.

The screenshot shows a user interface with four tabs: PROFILE, FILTERS, PASSWORD (highlighted in green), and NOTIFICATIONS. Below the tabs is a section titled "Password Management". It contains three input fields: "Old Password:", "New Password:", and "Confirm Password:". Each label is positioned to the left of its corresponding text input box.

The Notifications Tab:

Under notifications you can specify additional SMS (text/cell phone) or e-mail addresses if you want multiple people to receive the notifications.

The screenshot shows a user interface with five tabs: PROFILE, FILTERS, PASSWORD, NOTIFICATIONS (highlighted in green), and PERMISSIONS. In the top right corner, there are two buttons: "SAVE" and "RESET". Below the tabs, there is a "Notification Type" dropdown menu set to "standard notifications". The main area is divided into three columns: "Notification Address:", "Notify On Send:", and "Notify On Receive:". Each column contains five rows of configuration options. The "Notification Address:" column has a dropdown menu with "email" selected and an adjacent text input field. The "Notify On Send:" and "Notify On Receive:" columns each have two dropdown menus, both with "none" selected.

Questions? Call (800) 285-7995 to speak with a Nextiva vFAX specialist or you can email vfax@nextiva.com

