



iTalk FAX function list and quick user guide:

Thanks for signing up with iTalk FAX service. This service helps you create an electronic archive of all incoming and outgoing faxes and save on ink and paper. If you have any questions, please contact support at (866) 284-4815 and select option 2.



Incoming faxes: you will receive the incoming faxes in your email set in the web portal. To add more email addresses to the recipient list or modify the main email address, please login to you web portal at fax.accessplug.com and enter your username and password.

To change the recipient email address or to add more emails:

- Under navigation, select “Account Settings” and change the main email address or add more emails to receive the same fax.

To set file type: Under navigation, select “Account Settings” and select pdf or jpg as the file type. Incoming faxes will be converted to the selected file type and sent to the emailed address(es) set in the account settings.

To view a history of the received faxes, please click on the INBOX

To view a history of the sent faxes, please click on the Sent items.

To send a new fax, please select “Send New Fax” from the top menu bar (as shown in the following picture) and follow these instructions:

Logged-in as admin | **Send New Fax** | Check Fax | Logout

SEND FAX

Fax number: Address Book: Pejman

Send fax:

Immediately

Send on: 2010 August 30 — 23 : 44

Cover page: Default

Upload file:

- Enter fax number or select from address book. If you want to send to more than one fax number, just add more fax numbers and separate them by “,”



- Schedule the fax delivery (now or send later)
- Choose to send a cover page (you need to create one)
- Upload the file you want to fax. Please click on the browse button and find the location of the file you want to fax. You can select DOC, PDF, JPG and text files. Any other file format will be rejected.
- If you want to preview the file before you send, click on the little magnifier next to the file name.
- If you want to delete the file you just uploaded, please click in the X next to the file name
- If you want to add more files, just click on the browse button and keep adding more files. You can use the magnifier next to each uploaded file, to review the file or click on the “Preview” button to view the whole document you are about to fax (including the cover page)
- If you are happy with the way the document looks, please click on the send button to transmit the fax.
- You will receive a confirmation on the web portal that the fax is queued.

Please visit us at www.italksip.com to learn more about our products and services