

This User Guide will provide with detailed step by step instructions how to use web-interface and send faxes.

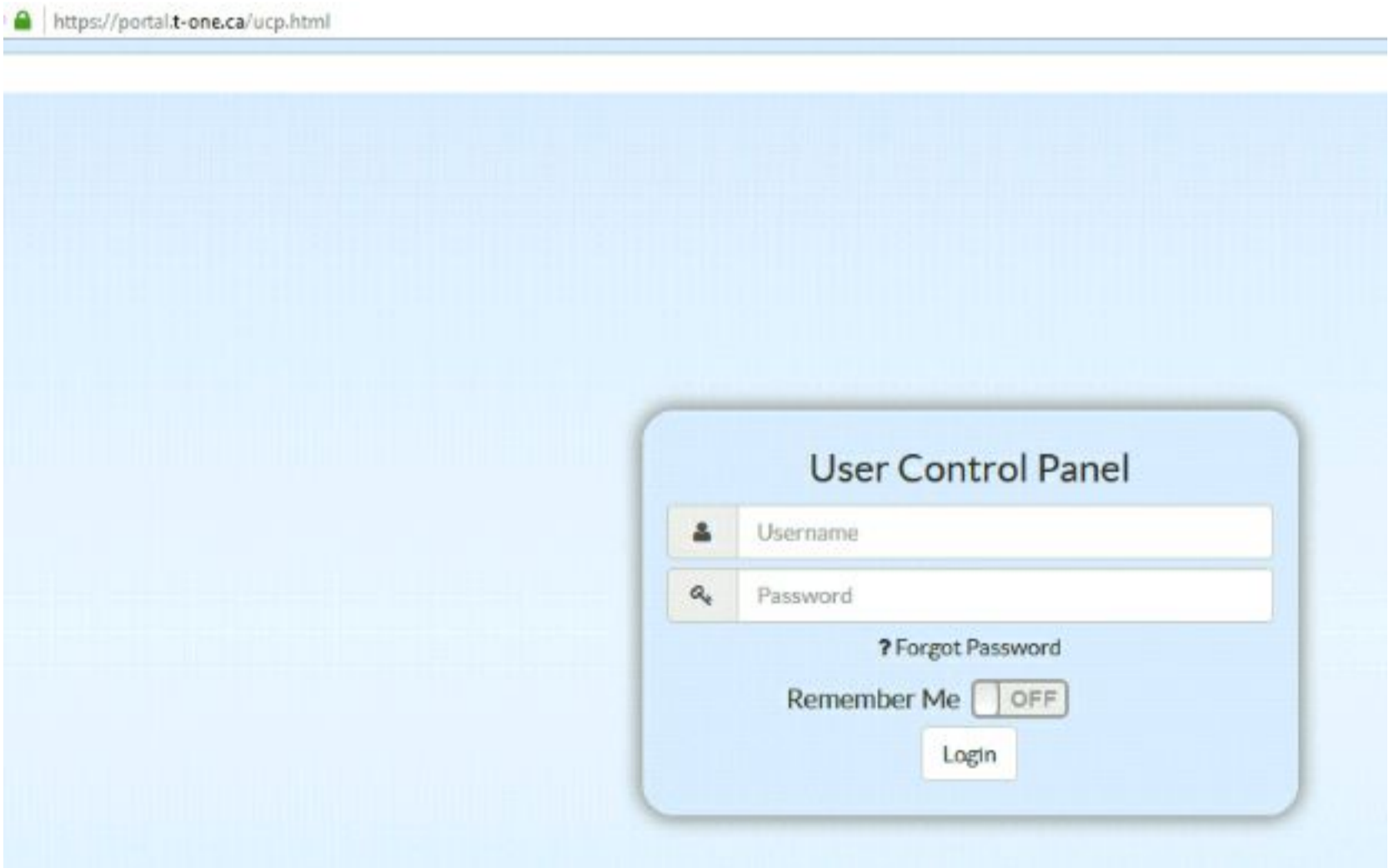
Service Setup

To setup Feb-Fax service you will need to contact our Support Centre at 611 (from Biz-Line) or 1 855-77-BIZ-77 and provide with a list of e-mails you want to be authorized to receive faxes. Once service is set you will be provided with login credentials to the User Control Panel (UCP), where you can manage faxes.

Service Manage

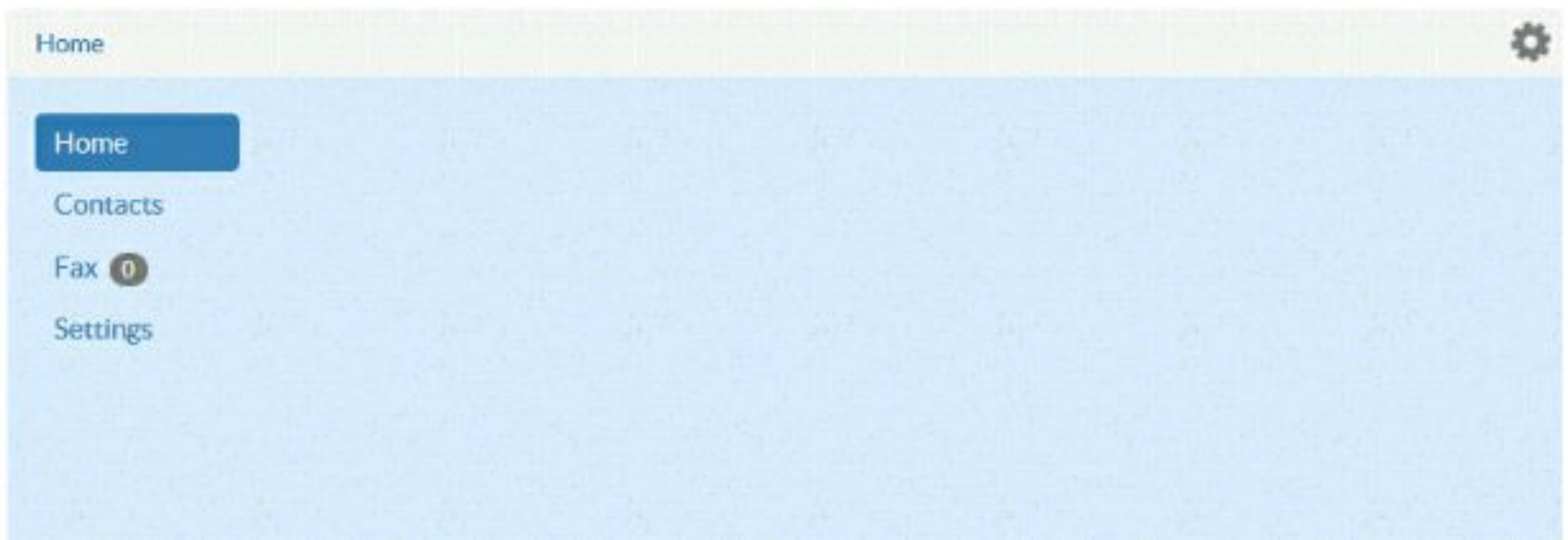
You can easily manage Web-Fax from your User Control Panel.

1. Please login to your UCP using the link - <https://portal.t-one.ca/ucp.html>

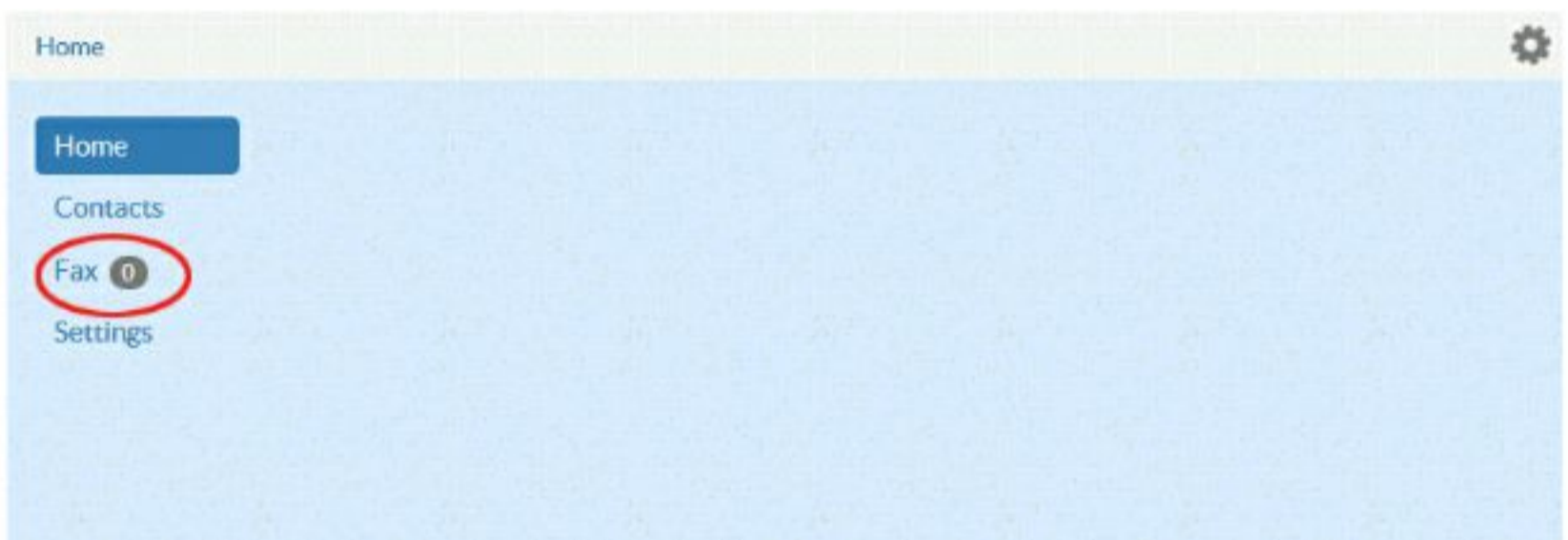


The screenshot shows a web browser window with the address bar displaying <https://portal.t-one.ca/ucp.html>. The main content area has a light blue background with a grid pattern. In the lower right corner, there is a rounded rectangular box titled "User Control Panel". Inside this box, there are two input fields: "Username" with a person icon and "Password" with a key icon. Below the password field is a link that says "? Forgot Password". Underneath that is a "Remember Me" checkbox which is currently set to "OFF". At the bottom of the box is a "Login" button.

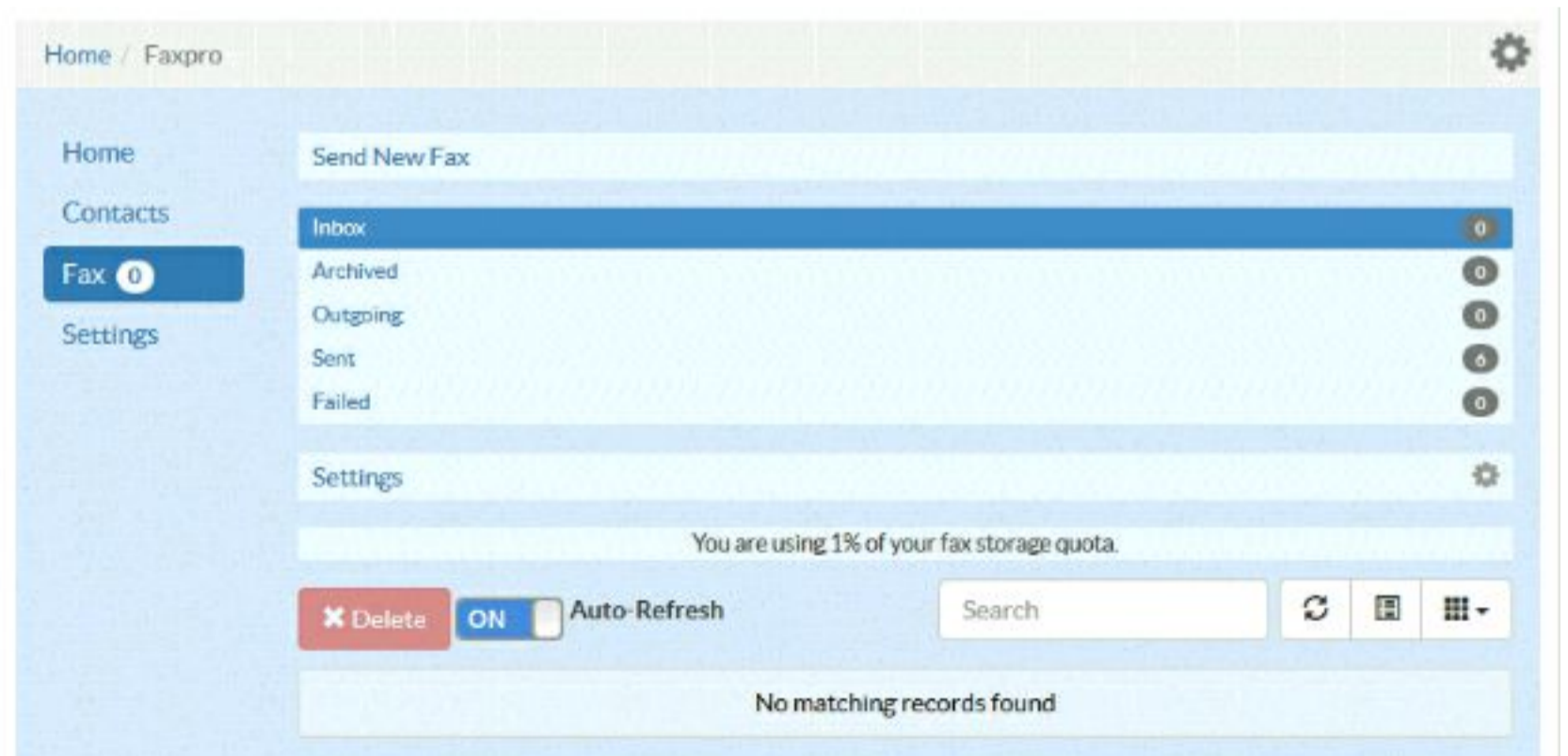
Enter your UCP login credentials and access the dashboard.



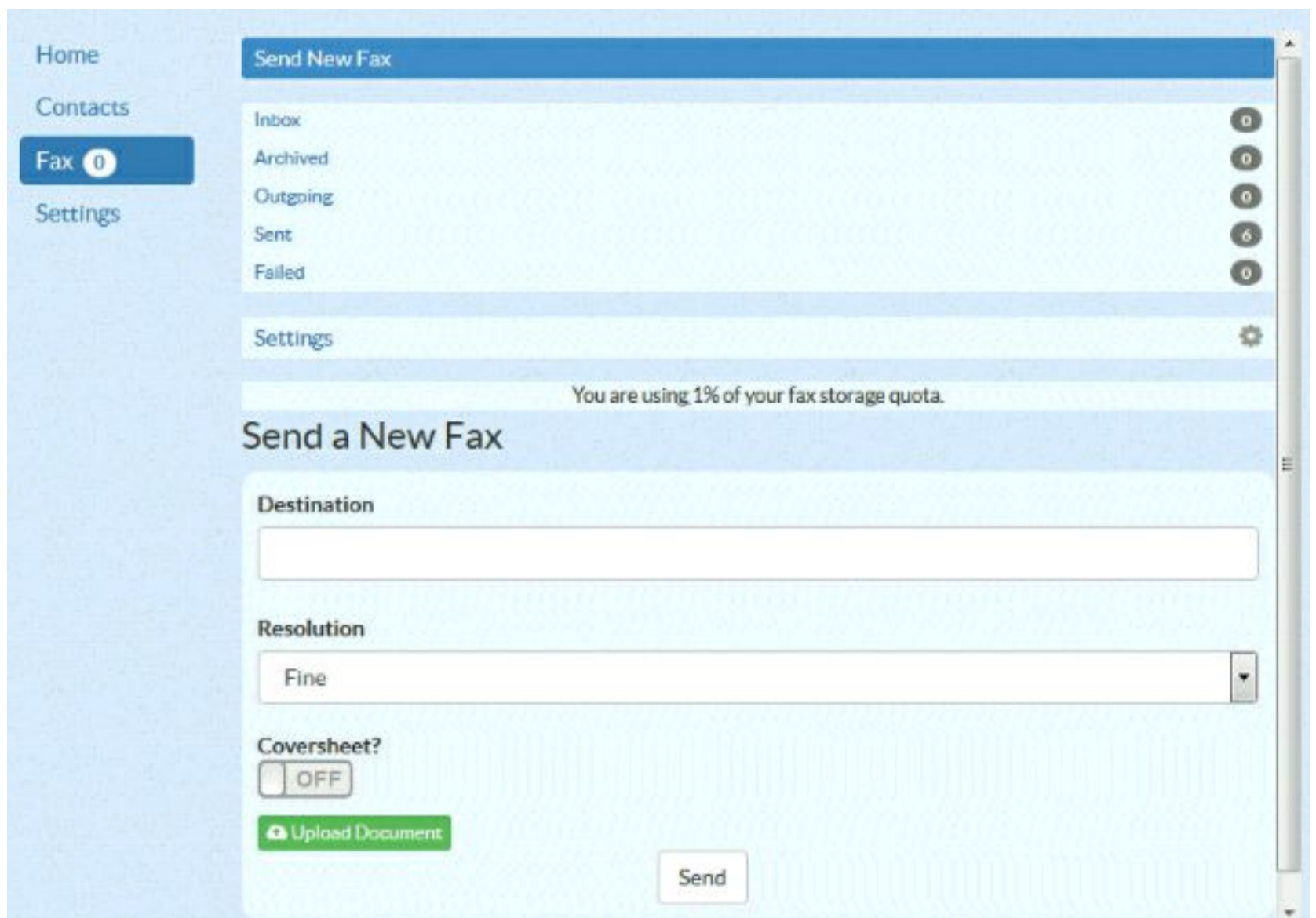
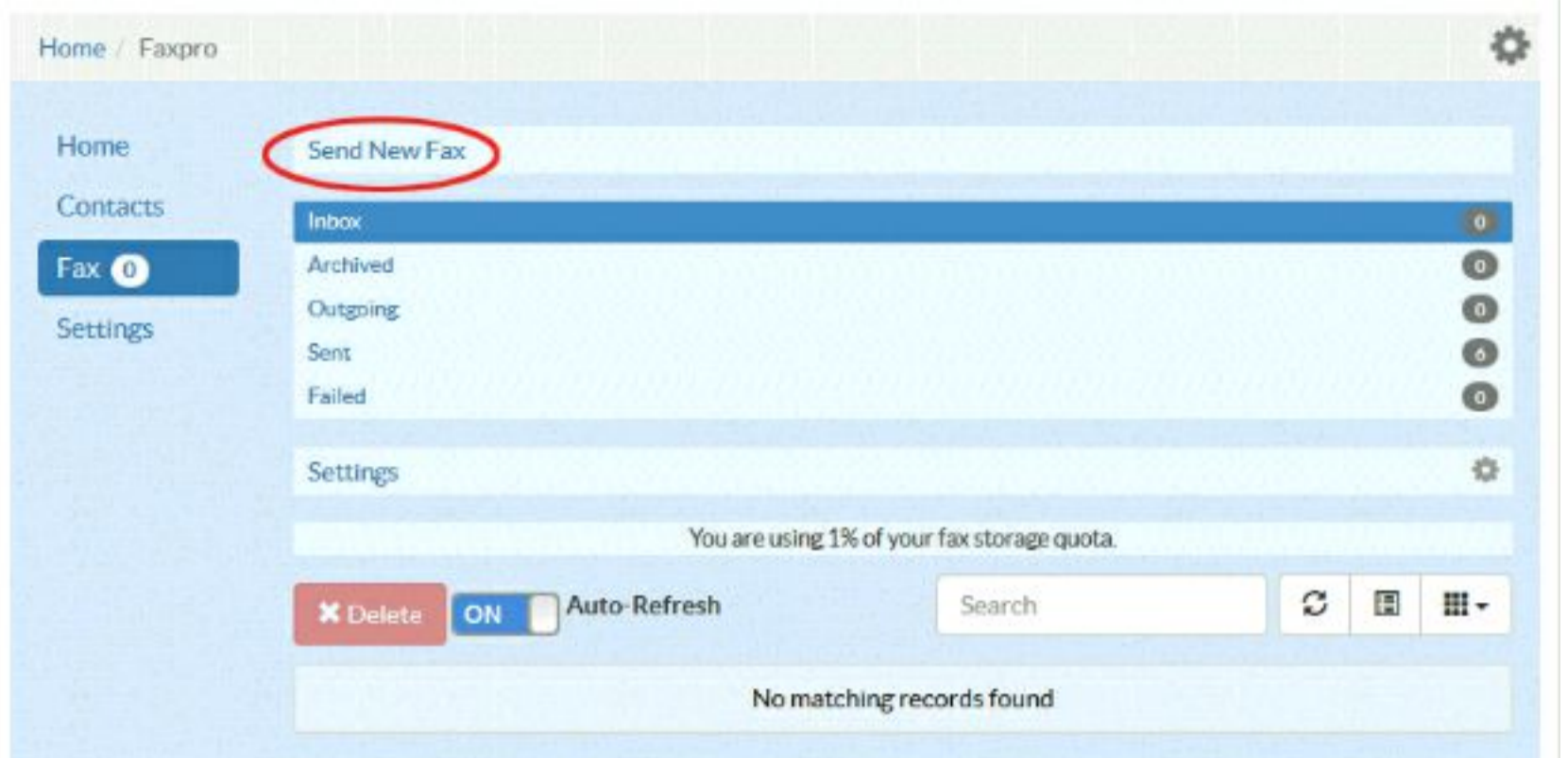
2. In the menu on the left select Fax.



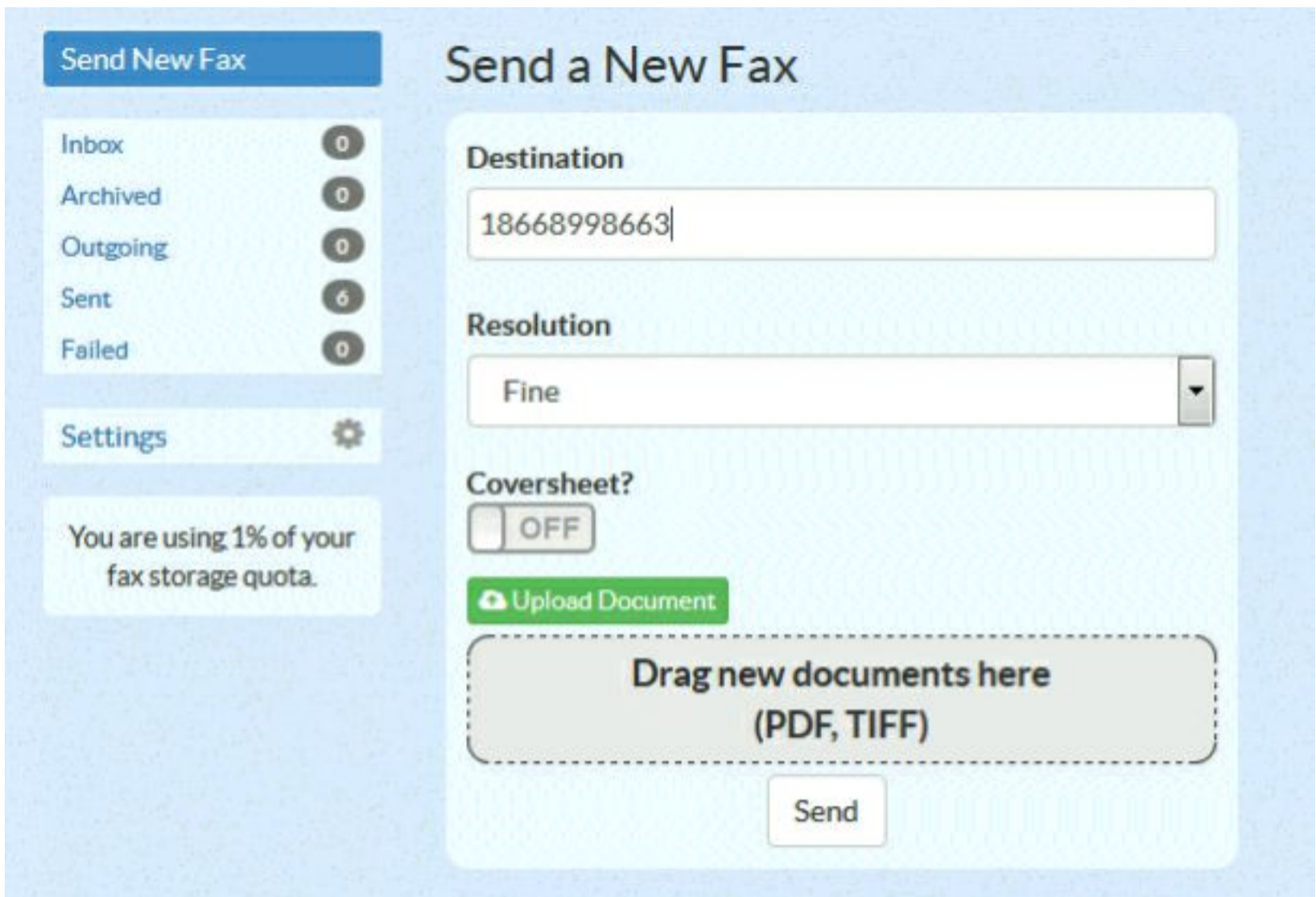
Here you can manage inbox, sent and archived faxes and also send a fax.



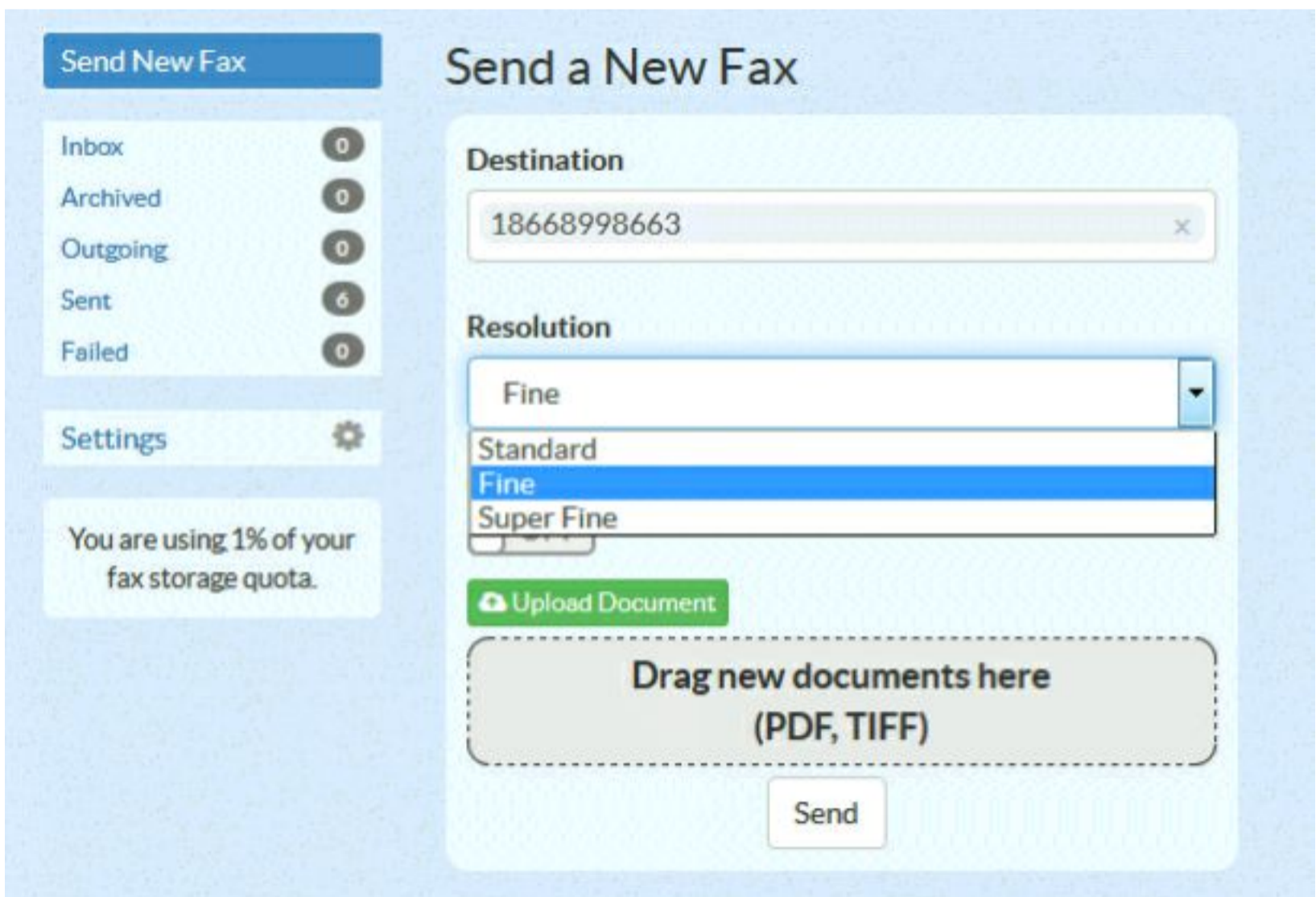
3. To send a fax please select Send New Fax option.



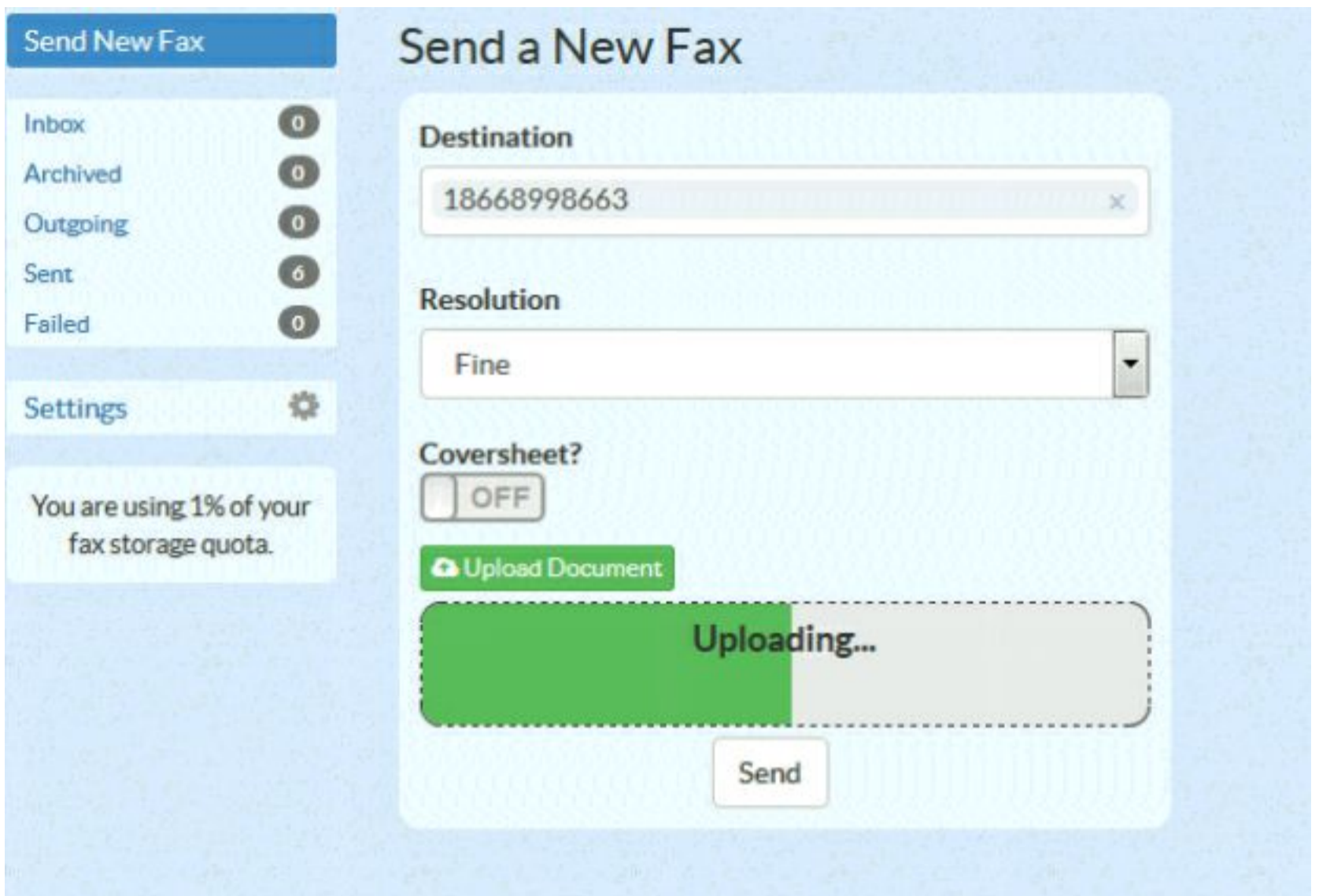
Enter the fax number of the Recipient into Destination field (with or without 1).



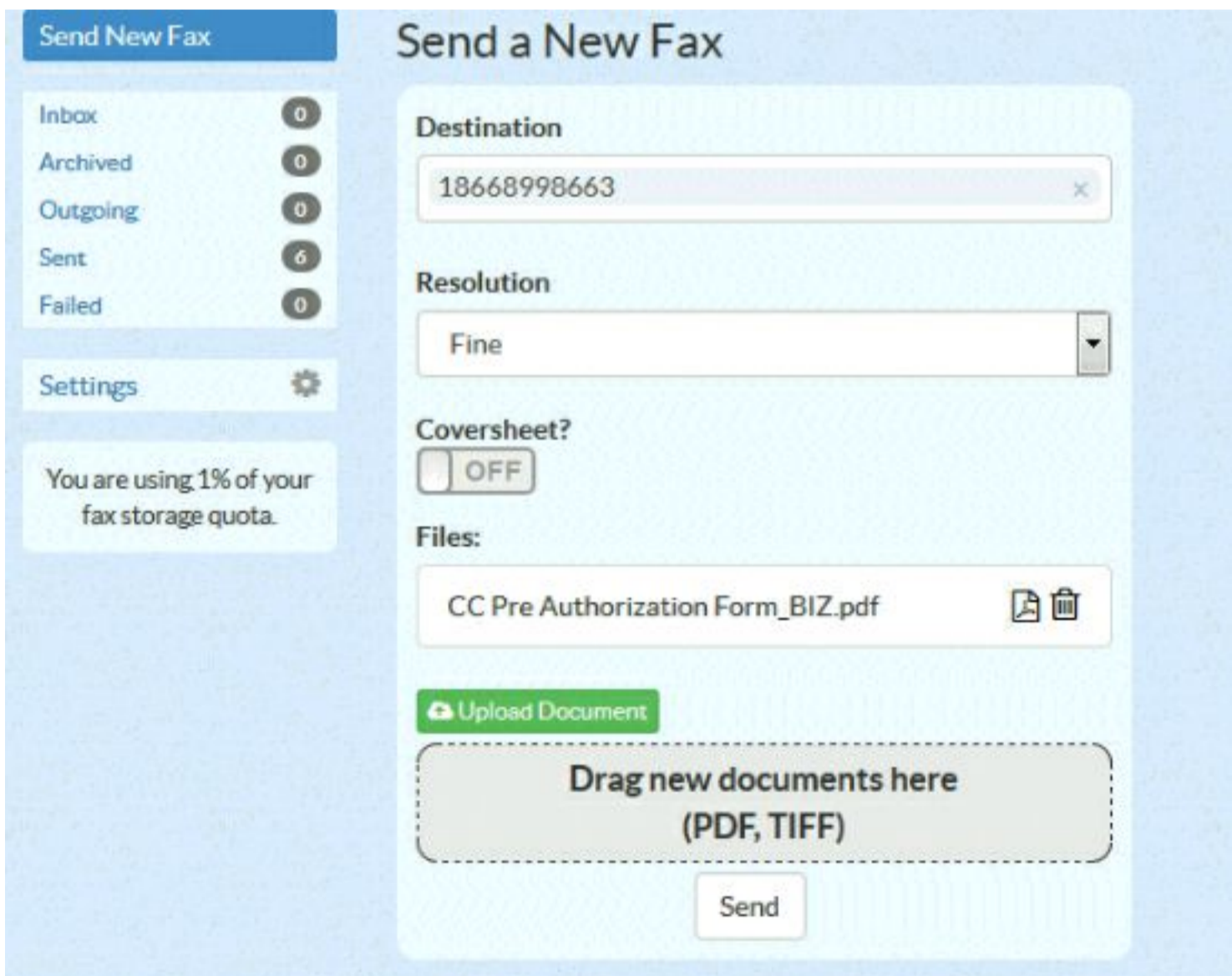
Select the resolution: standard, fine or superfine.



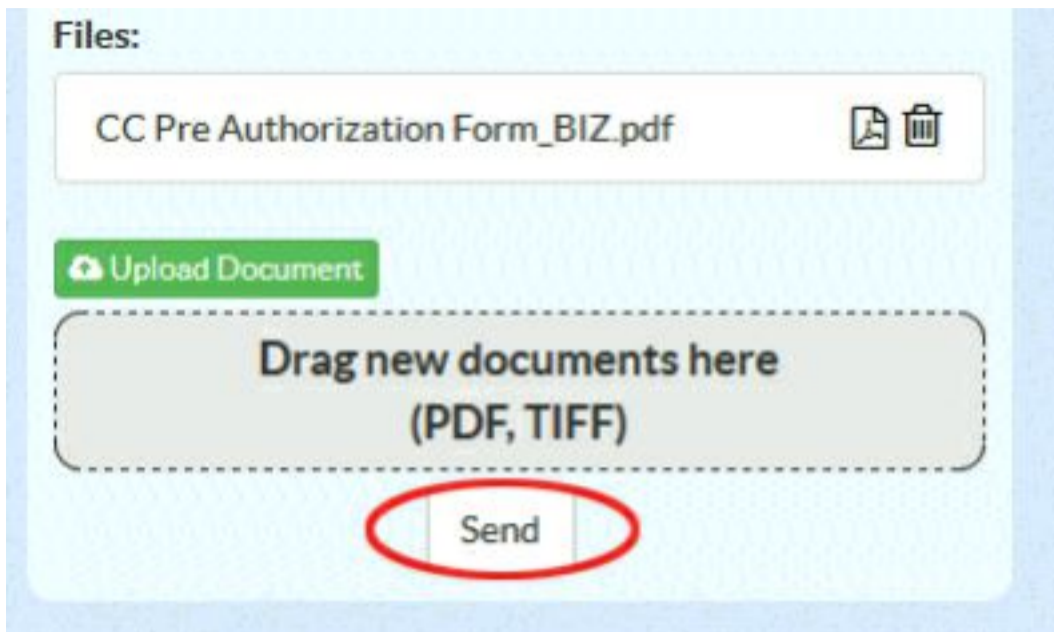
And attach the DFT or TIFF file or few files.



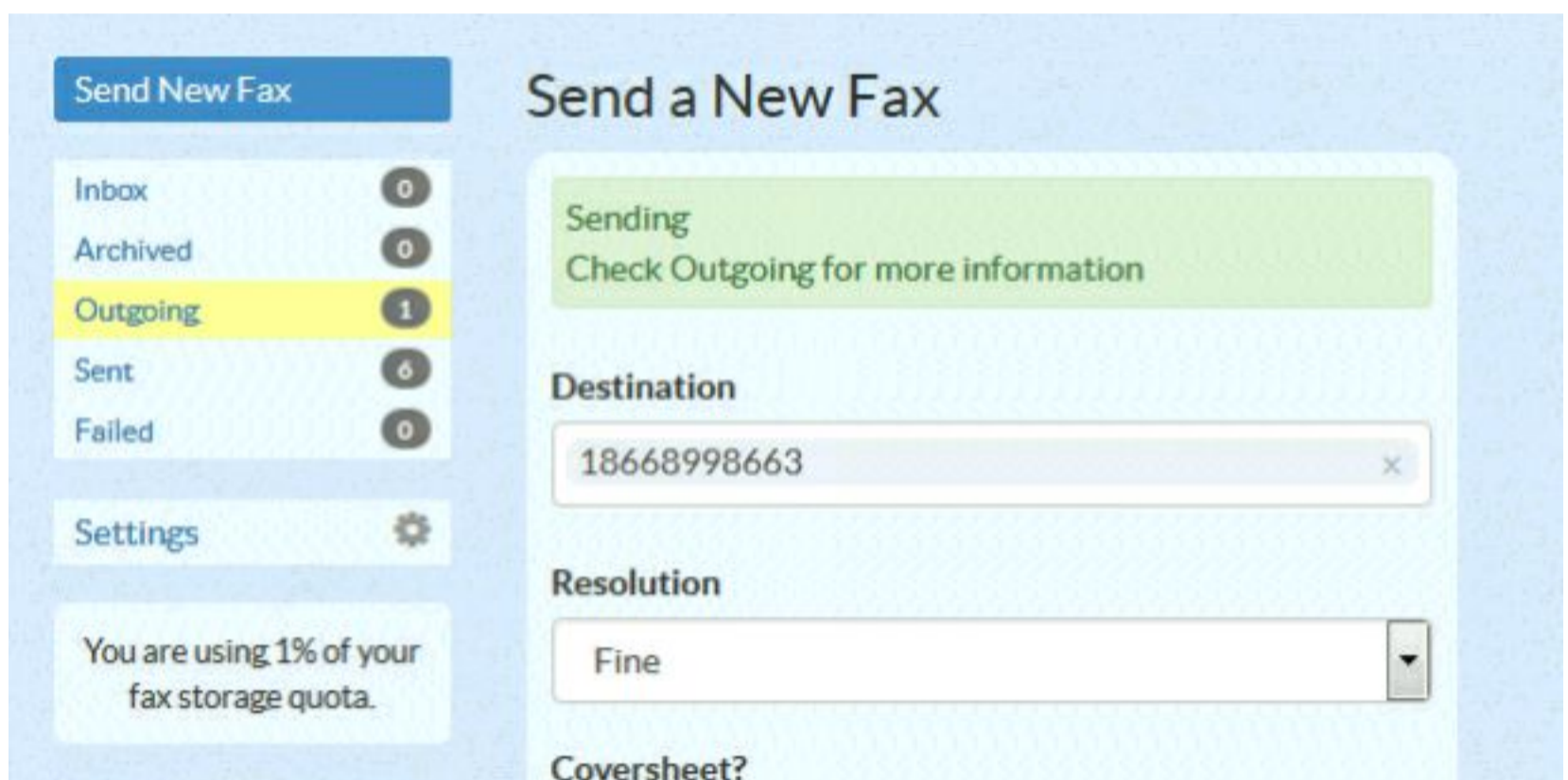
Make sure it has been fully uploaded.



And press Send.































You can observe the transmission status of sent faxes in the Outgoing folder.



Date	To	Status	Pages	Controls
03/17/16 07:24:05pm	18668998663	In Progress	1	  

Showing 1 to 1 of 1 rows

When fax transmission is completed the entry will be moved to Sent folder.

Date	To	Status	Pages	Controls
03/17/16 07:24:05pm	18668998663	OK	1	   
03/10/16 02:12:27am	[REDACTED]	OK	2	   
03/10/16 01:46:17am	[REDACTED]	OK	2	   
03/10/16 01:37:50am	[REDACTED]	OK	2	   
03/10/16 01:36:20am	[REDACTED]	OK	2	   
03/10/16 01:33:18am	[REDACTED]	OK	2	   
03/10/16 01:29:44am	[REDACTED]	OK	2	   

Showing 1 to 7 of 7 rows

Where you can Preview the sent file:


Date	To	Status	Pages	Controls
03/17/16 07:24:05pm	18668998663	OK	1	   

Home Faxpro

- Home
- Call Events Logs
- Contacts
- Fax**
- Settings

Fax Preview

Page 1 of 1 Automatic Zoom



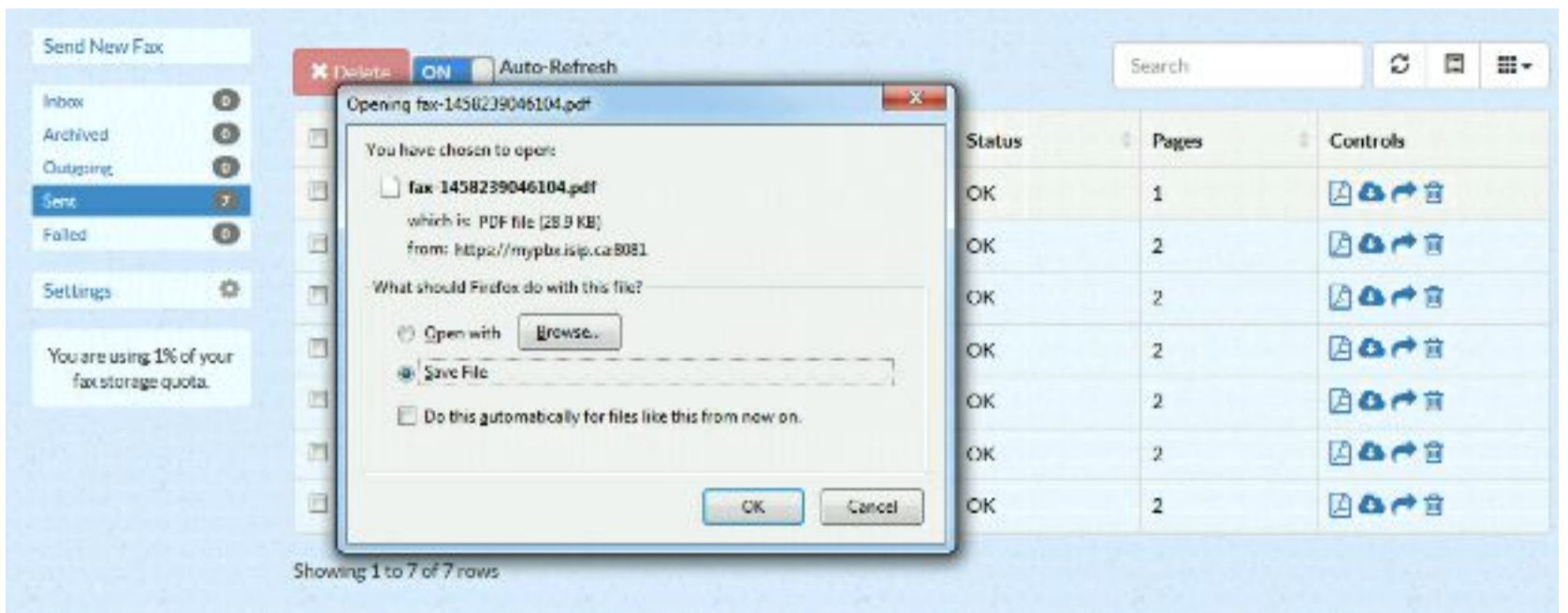
Send New Fax

- Inbox
- Archived
- Outgoing
- Sent**
- Failed
- Settings

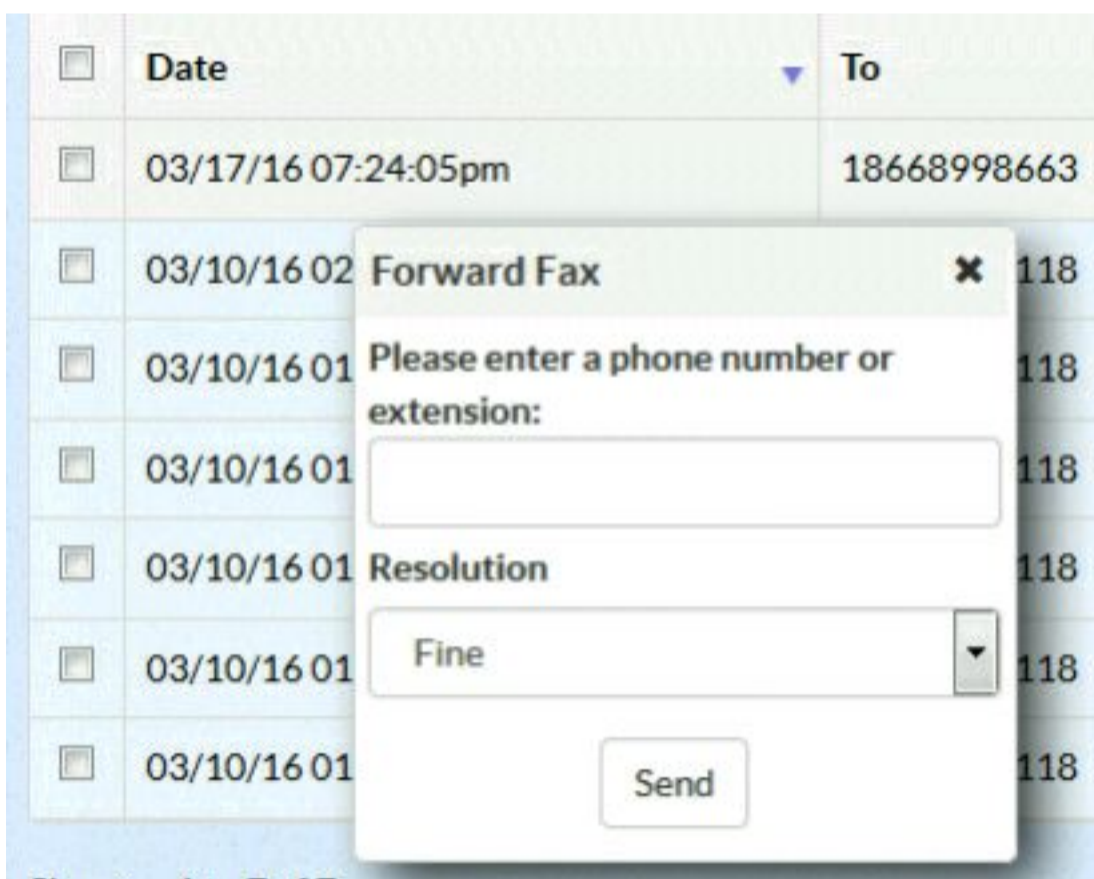
You are using 1% of your fax storage quota.

Download:

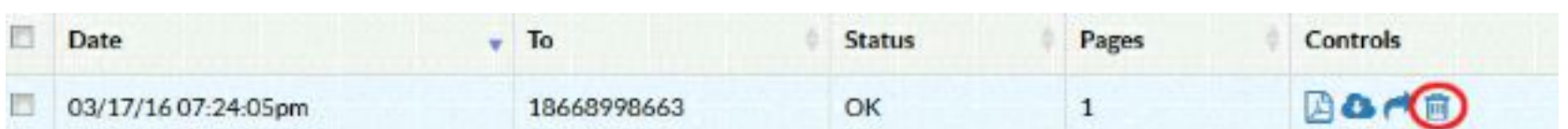
Date	To	Status	Pages	Controls
03/17/16 07:24:05pm	18668998663	OK	1	   



Forward to another Recipient by entering it's number or extension, selecting the resolution and pressing Send button:



Or remove it from the list.



You will also receive an e-mail with transmission report and document preview.

Outgoing fax results ● Inbox x

 **fax@t-one.ca**
to me ▾

Sent to [18668998663](#)
Status: OK
At: Thu, 17 Mar 2016 14:24:59 -0400
On [redacted]
For extension: /

Biz-Line™

© 2016 T-One Fax & Copy Services Inc.

1-800-361-1111

fax-14582390461...

4. To send a fax with coversheet please enable the appropriate option in the sending form:

Send New Fax

- Inbox 0
- Archived 0
- Outgoing 0
- Sent 7
- Failed 0

Settings ⚙

You are using 1% of your fax storage quota.

Send a New Fax

Destination

Resolution

Fine ▾

Coversheet?

ON

Recipient Name

Fill the fields with desired information.

Coversheet?
 ON

Recipient Name
Biz-Line

Message
This is a coversheet example for E-Fax User Guide.

1290



My Name
Biz Line


My Telephone
1 855 7724977

My Name
Biz Line

My Telephone
1 855 7724977

My Email
example@no-mail.com

Files:
CC Pre Authorization Form_BIZ.pdf  

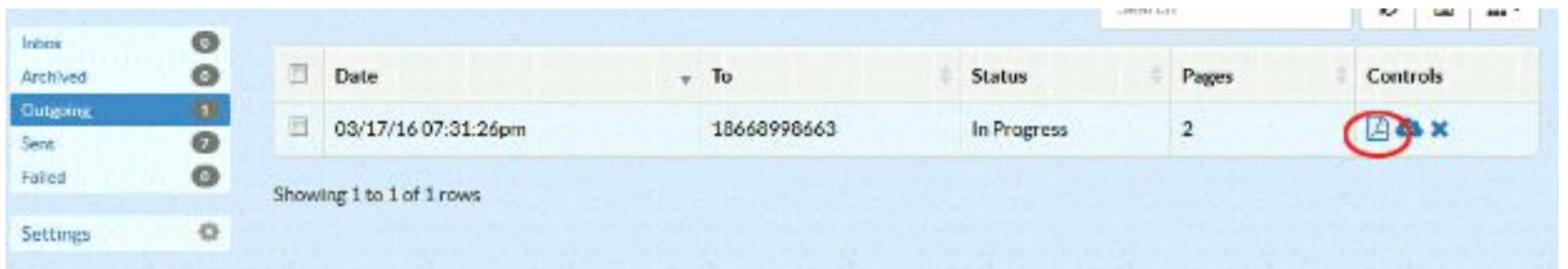
 Upload Document

Drag new documents here
(PDF, TIFF)

Send

Attach file and press Send.

While fax is being passed to the Recipient you can preview the sent file with coversheet:



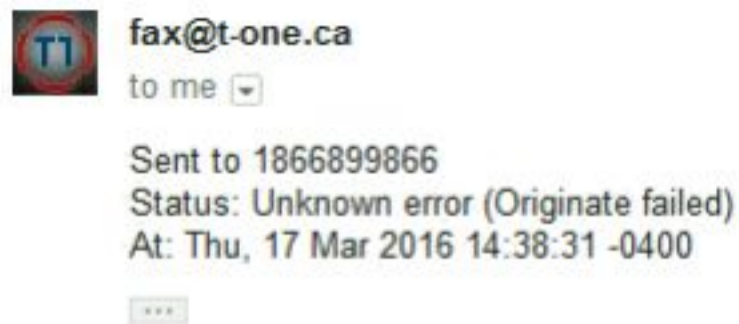
And cancel the fax sending if you need to make some corrections.



In case if fax was not delivered, the file will appear in Failed folder.



And you will receive a failed delivery report to your e-mail.



On the example above the fax number was incomplete and this is why delivery has failed. In case if your fax sending has failed please check if the number was entered correctly.

5. You can also update default E-Fax service settings if they do not suit your needs, despite we strongly recommend to consult with Biz-Line representative before making any changes.



Each parameter has prompts, so you could customize E-Fax depending on your preferences. Here you can set up the e-mail address to receive incoming faxes to.

Send New Fax

Inbox 0

Archived 0

Outgoing 0

Sent 8

Failed 1

Settings

You are using 1% of your fax storage quota.

Fax Settings

Fax Email ⓘ

john@tdl.net

Enter an email address where faxes sent to this extension will be delivered.

Attachment Format ⓘ

PDF

Store Locally? ⓘ

OFF

Outgoing Station ID ⓘ

18889898663

Outgoing Header ⓘ

T-ONE CORPORATION

Select the PDF and/or TIFF format for the incoming files will be converted to.

Attachment Format ⓘ

PDF

PDF

TIFF

both

OFF

Outgoing Station ID ⓘ

If you want the received faxed to be delivered not only to mailbox, but also stored at our server enable Store Locally option.

Store Locally? ⓘ

ON

Chose this option to have faxes stored by the server; accessible via the ARI.

You can also setup the outgoing Caller ID. For example, if you have multiple fax numbers and want to switch them.

Outgoing Station ID ⓘ

The outgoing Fax Machine Identifier. This is usually your fax number.

The coversheet Name, Telephone and E-Mail can also be preset in appropriate fields.

Outgoing Header ⓘ

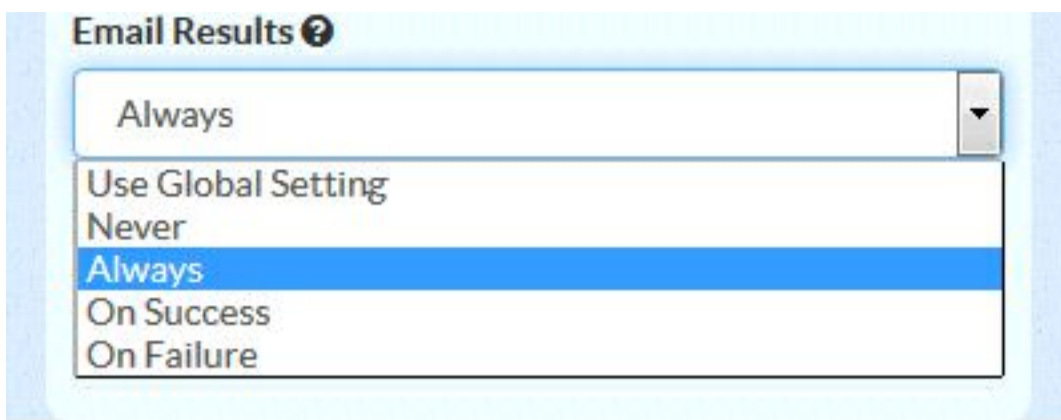
The outgoing Fax Machine Headers. This usually contains the name of the person or entity sending the fax.

Coversheet Name ⓘ

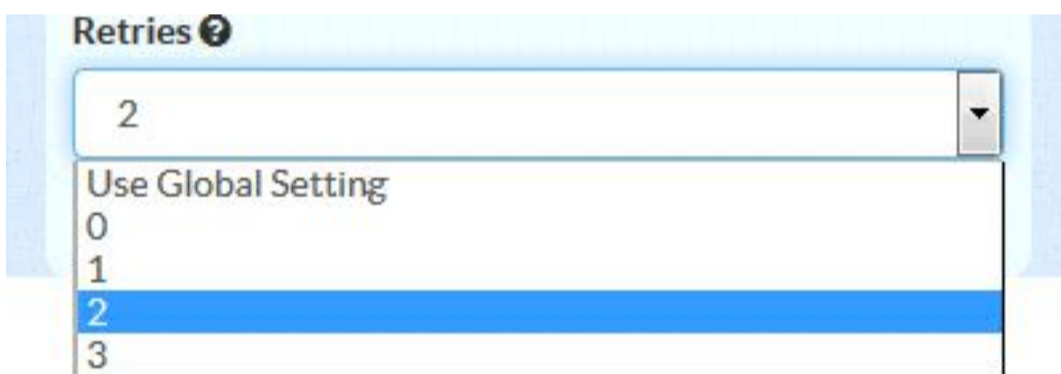
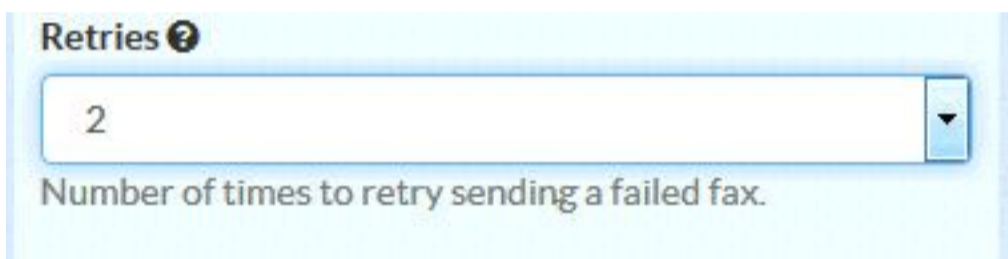
Coversheet Telephone ⓘ

Coversheet Email ⓘ

You also have a chance to set the e-mail results options (to receive never, always or on unsuccessful/successful fax transmission).



And the last available option is the quantity of retries - attempts of E-Fax to send the fax:

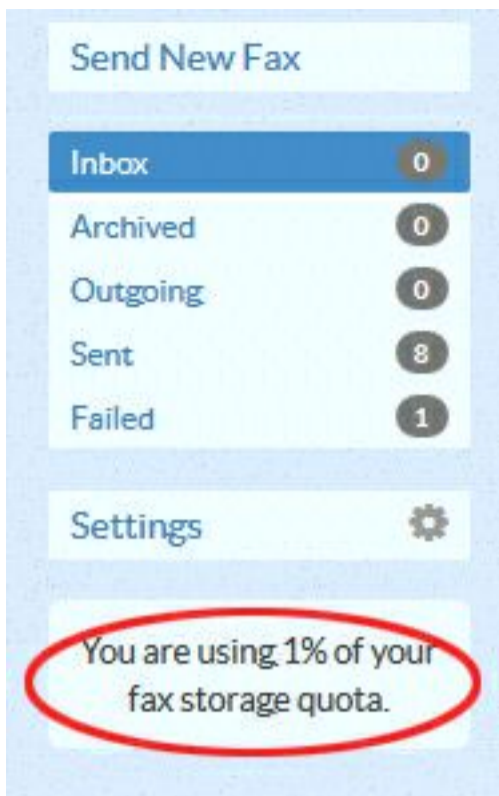


Any changes made in Settings will apply automatically within few seconds.

6. All faxes are stored in folders, where you can search necessary faxes by number and also select the way they are displayed.



Please pay attention, that each E-Fax service has the allowed quota of fax pages stored. If it is exceeded the oldest faxes will be removed automatically, so you would not miss new.



We highly recommend to clean the folders time to time in order to avoid the removing of important information.