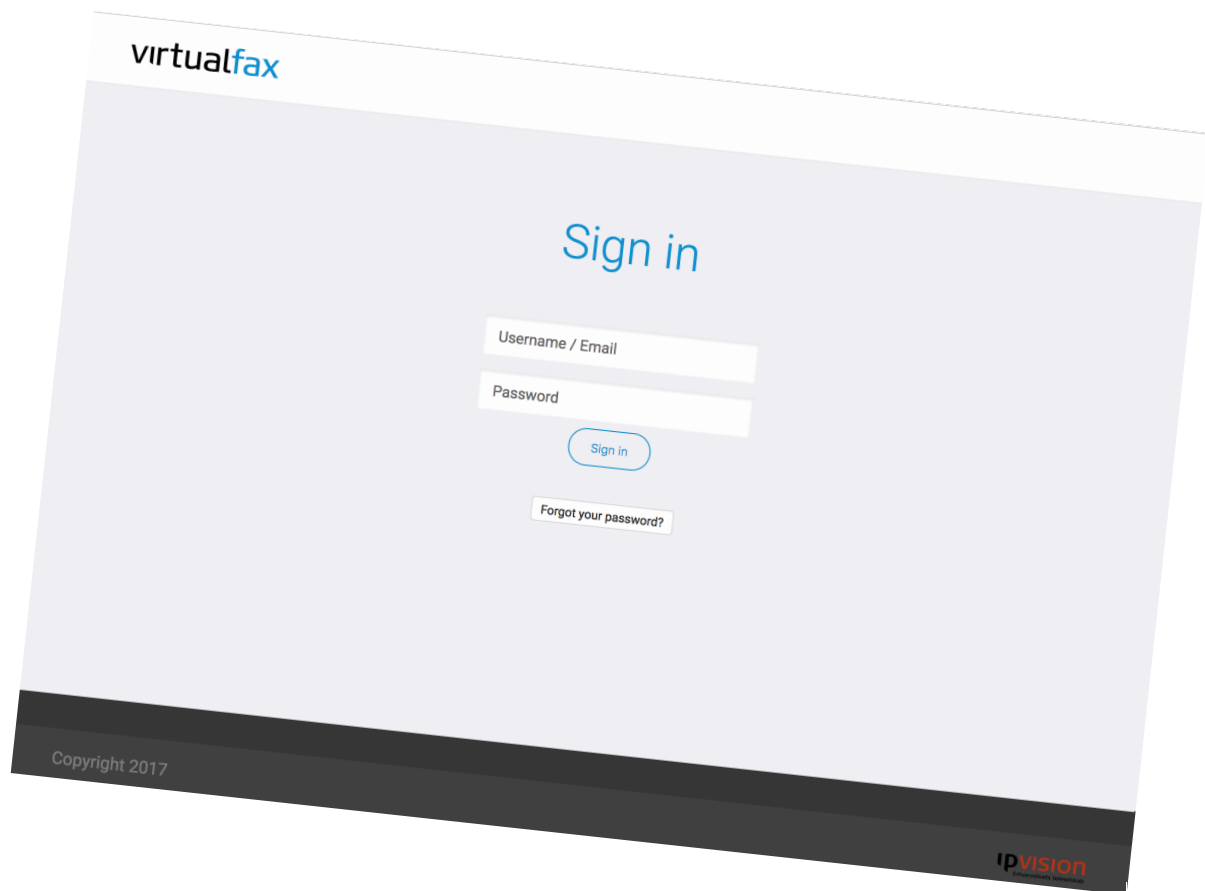


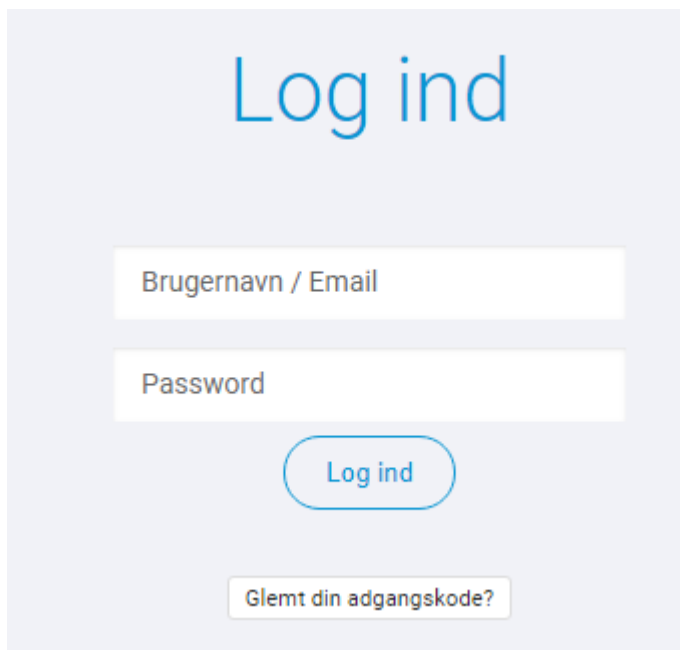
Virtualfax Interface Guide



When you sign up for Virtualfax at ipvision, we make sure to set up the basic settings and set up the user, who needs to receive/send fax.

If you have corrections or further users needs to be added, this guide can show you how to do so. An unlimited amount of senders/receivers can be added, without any extra cost.

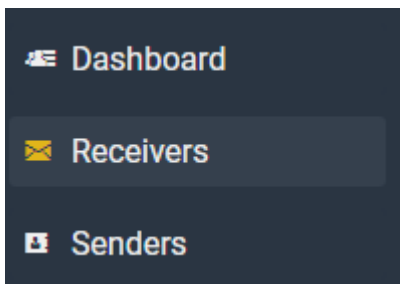
When your Virtualfax account were created, we sent you an e-mail with login information to Virtualfax.dk
Log in to www.virtualfax.dk



The image shows a login interface with a light blue background. At the top, the text "Log ind" is displayed in a large, blue, sans-serif font. Below this, there are two white input fields with rounded corners. The first field is labeled "Brugernavn / Email" and the second is labeled "Password". Below the password field is a blue button with rounded corners and the text "Log ind". At the bottom of the form area, there is a white button with rounded corners and the text "Glemte din adgangskode?".

Receivers

This is where you define the settings for receiving Virtualfax.



Add a receiver

1. Click on the "Add Receiver" button.

[+ Add Receiver](#)

2. In the "FAX NUMBER" menu you choose a fax number.

FAX NUMBER

None

3. In the "EMAIL" field you write the e-mail address, which needs to receive the fax.

EMAIL

kundeservice@ipvision.dk

4. In the "BCC EMAIL" field you have the option of adding an e-mail address, if your fax needs to be received BCC to an extra e-mail address.

BCC EMAIL

support@ipvision.dk

5. In the "DOCUMENT TYPE" field you choose what file formats are allowed to be received.

DOCUMENT TYPE



PDF



TIF



PS

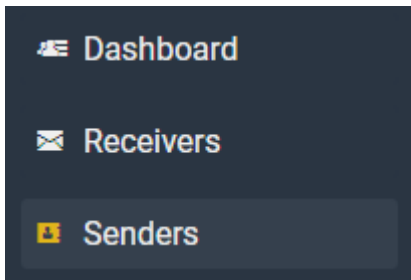
6. Click on "Create Receiver".

[Create Receiver](#)

The receiver is now created and is able to receive Virtualfax via e-mail.

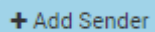
Senders

This is where you define the settings for sending Virtualfax.



Adding a sender

1. Click on the "Add Sender" button.

A light blue rectangular button with a white plus sign and the text 'Add Sender'.

2. In the "EMAIL" field you write the e-mail address, which needs to be able to send the Virtualfax.

EMAIL

aaa@ipvision.dk

3. In the "BCC EMAIL" field you have the option of adding an e-mail address, if your fax always needs to be sent BCC to an extra e-mail address.

BCC EMAIL

bbb@ipvision.dk

4. In the "FAXNUMMER" menu you choose a fax number.

FAX NUMBER

None

5. In the "TSI" field you have the option of typing a name/company name/number, which will be shown on the fax as the sender.

TSI

Ipvision A/S

6. The "TAGS" field is for administrative use only, which can be used to categorize the user. For example, you could define what department the user belongs to. Alternatively you could define the users full name, so that there is an easy overview of different users, if you have multiple users. The usernames or department names will be shown in an overview, where you can sort by tags, or just easily see which users are using the same tags.

TAGS

× Ipvision kundeservice

7. The "HIGH-RES" button defines, whether you want to send your fax in high resolution or not.

HIGH-RES



8. The "PDF ONLY" button defines whether the fax should contain the PDF file only, or also the e-mail as well.

PDF ONLY



9. The "ATTACH FAX TO REPORT" button defines whether you want the specific fax attached, when you receive the automatic fax report e-mail.

ATTACH FAX TO REPORT



10. The "TECH INFO IN RAPPORT" defines whether you want technical information in the automatic report e-mail, when a fax can't be delivered to your fax receiver.

TECH INFO IN REPORT



11. The "MAIL HEADER" define if you want the text from the e-mail subject field included in your fax as a header.

MAIL HEADER



12. The "FILETYPES" buttons define what file types are allowed to attach to your Virtualfax e-mail.

FILETYPES



13. The "RETURNFILETYPES" buttons define what file types are allowed to receive in the report e-mail you receive back.

RETURNFILETYPES



14. The "HYLAFAX CLIENT" define whether you use Hylafax or not. Hylafax is software that can be used for administrating, automating and API controlling fax. Read more about the 3rd part product on Hylafax.org

HYLAFAX CLIENT



15. Login and password needs to be filled out, if you are using Hylafax.

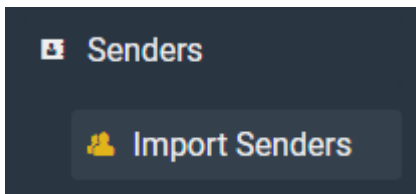
16. Click on "Create Sender".

Create Sender

The user is now created and can send Virtualfax via Outlook or any other mail client.

Import Senders

This function can be used to create multiple senders via an excel file.



Download this template (faxupload.xlsx).

1. Fill out minimum the e-mail address and the fax number in the excel file.

	A	B	C	D	E
1	e-mail	faxnummer	TSI	Høj opløsning	Kun PDF
2	aaa@ipvision.dk	88887778	ipvision A/S	true	false

2. Click the "Choose File" button and select the excel file.
3. Click the "Upload" button.

Upload Spreadsheet file

SPREADSHEET FILE

Choose File No file chosen

Upload

4. On the next page you define, what the different columns in the excel file contain.

Choose rows and columns from file

Deselect all	Email	Fax number
<input checked="" type="checkbox"/>	aaa@ipvision.dk	88887778

At the column containing the e-mail address, you click in the menu above and select "Email".

At the column containing the fax number, you click in the menu above and select "Fax number".

When all columns are defined, you click the "Next" button.

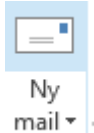
On the next page you are shown an overview of the content. If something is not right, it will show in the top of the page under "invalid data", where you then need to fix the error.

All valid data are shown in the bottom, and when you are satisfied you click the "Import rows with valid data". The users will now be created.

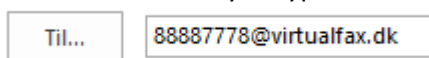
VIRTUALFAX

Sending a Virtualfax via Outlook

1. Create a new e-mail. (Shortcut in Outlook: CTRL + N)



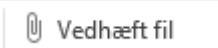
2. In the "TO" field you type in the faxnumber@virtualfax.dk as receiver. F.ex. 88887778@virtualfax.dk



3. The subject field is can be filled out as well (optional).



4. Attach one or more PDF files, which contain the fax content itself.



5. Send the e-mail.



Send a test fax to yourself

We recommend that you send yourself a test fax to your own fax number, in order to verify that the service is working like intended.

If you experience any issues, or have questions at all, you are always welcome to contact ipvision Customer Service via e-mail: kundeservice@ipvision.dk or by phone: 88887777 - type 3 for Customer Service.