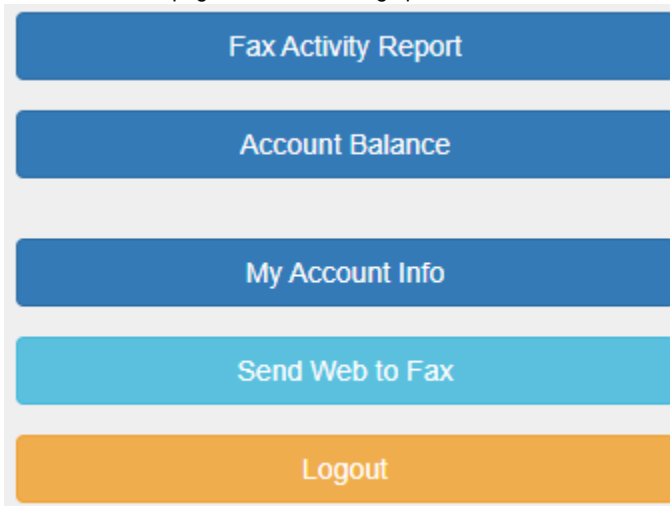


ATG FAX User Guide

Fax Web Portal

<http://fax.atgfw.com>

You should see a page with the following options:



Click on "Send Web to Fax" to send a fax. You should see a page similar to the picture below.

The "Web to Fax" form includes the following elements: "Recipient's name" (text input), "Fax subject" (text input), "Fax number" (text input with a red arrow labeled "1" pointing to it), an "Add" button (with a red arrow labeled "2" pointing to it), a checkbox for "Check here if number is outside North America", a "Destinations" dropdown menu (with a red arrow labeled "3" pointing to it), a "Remove Destination" button, radio buttons for "No cover page" (selected), "General", "Urgent", and "Confidential", a "Cover page message" text area, a red button labeled "Attach up to three documents for faxing", a blue button labeled "Send Fax Now" (with a red arrow labeled "4" pointing to it), and an orange button labeled "Close".

You may add specific items such as the Recipient's name, a Subject, and a cover page, but there are 4 things you must do in order to send a fax.

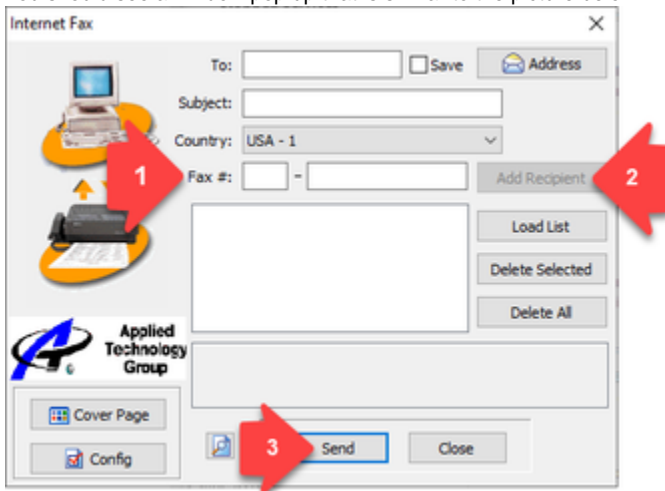
1. Enter the recipient fax number in 10 or 11 digits.
2. Click on Add, and the fax number should show up in the Destinations window.
3. Click on the red button to attach your document(s) to fax.
4. Press Send Fax Now

Limited to 4.8 MB between up to 3 files.

Fax Printer Driver

Once installed, proceed like you are printing a document. When selecting a Printer, choose Internet Fax. Then click Print

You should see a window pop up that is similar to the picture below.



You may add specific items such as the Recipient's name, a Subject, and a cover page, but there are 3 things you must do in order to send a fax.

1. Enter the recipient fax number in 10 digits.
2. Click on Add Recipient and the fax number should show up in the window.
3. Press Send to fax the document

Limited to 100 pages

Email to Fax

If enabled, you can also send faxes by email. Here are the steps as well as a screenshot for an example.

- "To" should be the recipient fax number @ faxmessage.net (ie. 2605551234@faxmessage.net)
- "Subject" should be fax subject as well as username and password of the account (if administrator on the account, you may not be required to enter the username and password)
- All of the information should be entered without the <> brackets
- Limited by email size restrictions

A screenshot of an email composition window. On the left is a 'Send' button with a paper plane icon. The 'To' field contains '<recipient_fax_number>@faxmessage.net'. The 'Cc' field is empty. The 'Subject' field contains '<Subject Here> u=<username_here> p=<password_here>'. Below the subject field is the text '<Fax body here> (Document can also be attached.)'. The entire window is enclosed in a black border.