

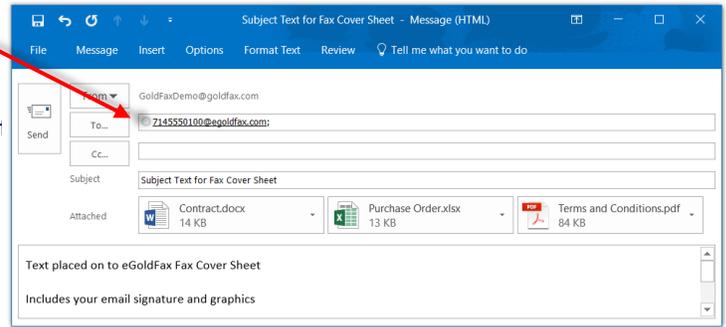
eGoldFax Quick Start Guide

SENDING FAXES

A) DIGITAL DOCUMENTS: Fax from Email



1. **ADDRESS EMAIL TO: FaxNumber@egoldfax.com**
 - Subject and Message text are placed onto the Fax Cover Sheet including email signature, logo graphics
2. **ATTACH** documents (Word, Excel, PDF, TIFF, JPEG, BMP)
3. **CLICK "SEND"**
 - Note: Hyphens, parentheses and spaces are not allowed in the Fax Number
 - Add frequently faxed-to contacts to your email system's address book for quick faxing. Use email format above and include "FAX" in display name of saved contacts for easy searching.



Name	Display Name	Email Address
Example First Example Last	Example First Example Last (user1@example.com)	user1@example.com
Example First Example Last	Example FAX	7145550100@egoldfax.com

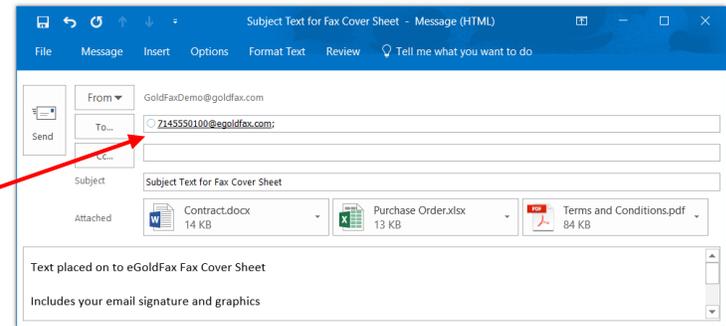
4. FAX CONFIRMATION

- You'll receive a "Fax Confirmation" email (success/failure) for your message. Fax Confirmation sent to "From Email".
- Option: Email Message with Thumbnails of Sent Fax Pages (choose 1 - 4 pages including cover sheet)

B) PAPER DOCUMENTS:

SCAN TO YOUR EMAIL

1. Scan your document to your own email address
2. Open your email, and select "Forward"
3. In the "To:" Field ENTER: FaxNumber@egoldfax.com
4. Update the "Subject" Field to the appropriate subject
5. Send



OR

1. Scan your document to your own email address
2. Save the document in an appropriate folder
3. Create a new email, and in the "To:" Field enter: FaxNumber@egoldfax.com
4. Enter information in the "Subject" Field
5. Attach the document
6. Send

QUESTIONS OR ASSISTANCE? CONTACT:

- Steven Dunning (steven.dunning@lifewaysmi.org) or
- Karen Cascaddan (karen.cascaddan@lifewaysmi.org)