



# AireSpring Internet Fax

## User Guide – Portal and Email Access





## [Send an aireFAX through the Web Portal User Interface at aireFAX.com](#)

Click here to learn how to use aireFAX through the Web Portal



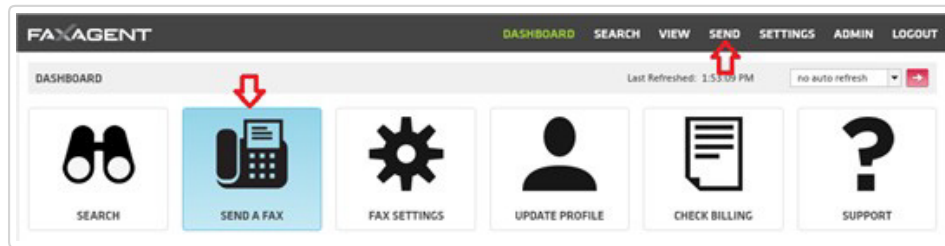
## [Send an aireFAX by Email](#)

Click here to learn how to send an aireFAX by Email

## Web Portal User Interface

### Step-by-step:

1. Login to your portal.
2. Select the Send option either from your dashboard or the from the tabs listed.



### 3. Recipient Info

- Fill in the pertinent information□ this will translate directly onto the fax cover page.

A screenshot of the 'RECIPIENT INFO' form in the FaxAgent web portal. The form is divided into two columns. The left column contains fields for 'Fax Number' (with a dropdown and a plus sign), 'Deliver To' (text input), 'Sent From' (text input), 'Fax Subject' (text input), and 'Notes' (a large text area). The right column contains fields for 'Cover Page' (dropdown), 'Schedule' (dropdown), 'Tracking Key' (text input), and 'Change Code' (text input). At the top right of the form, there are 'RESET' and 'NEXT →' buttons. The form is part of a multi-step process, with tabs for '1: RECIPIENT INFO', '2: ATTACHMENTS', '3: PREVIEW FAX', '4: SEND FAX', and '5: CONFIRMATION'.

- o **Fax Number (required):** The fax number you are sending to.
- o **Deliver To:** The name of the person you are faxing.
- o **Sent From:** Defaults to your user name, but you can update it here.
- o **Fax Subject:** Subject of the fax.
- o **Notes:** Shows in the body of the cover page.

o **Cover Page:** Select whether or not your fax is sent with a cover page or choose between available cover pages.

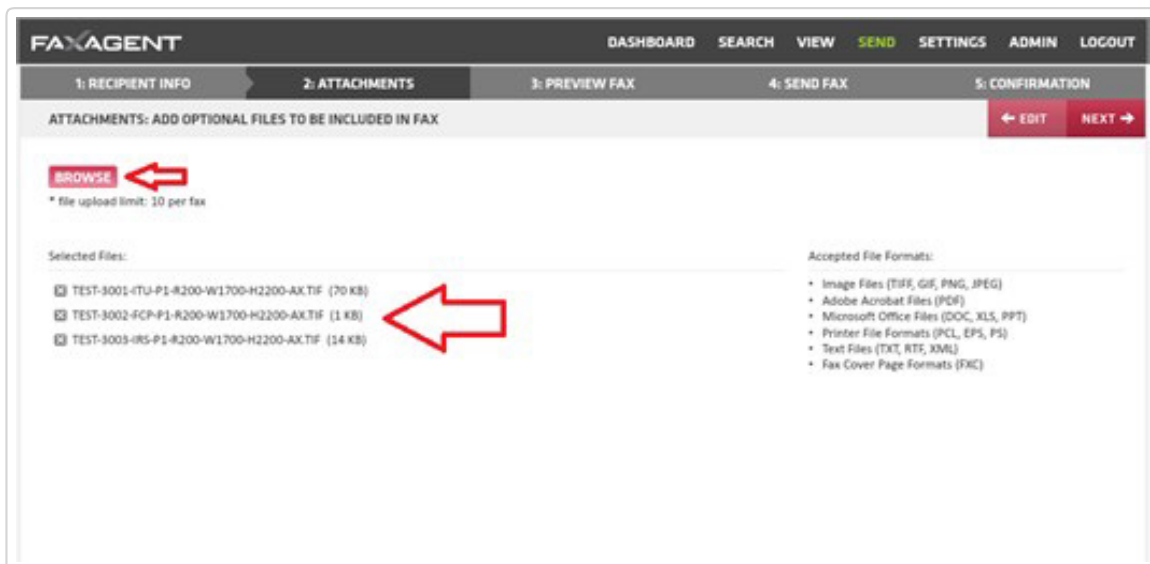
o **Schedule:** Choose to send immediately or delay sending to a future date.

o **Tracking Key and Charge Code:** Open fields that are searchable for future use (client codes, billing, etc.).

- Once completed to your satisfaction select the **NEXT** button in the top right.

## 4. Attachments

- If you're faxing an attachment select BROWSE to find your document.



You can select up to 10 attachments per fax.

- Once you have the documents attached select **NEXT** in the top right.

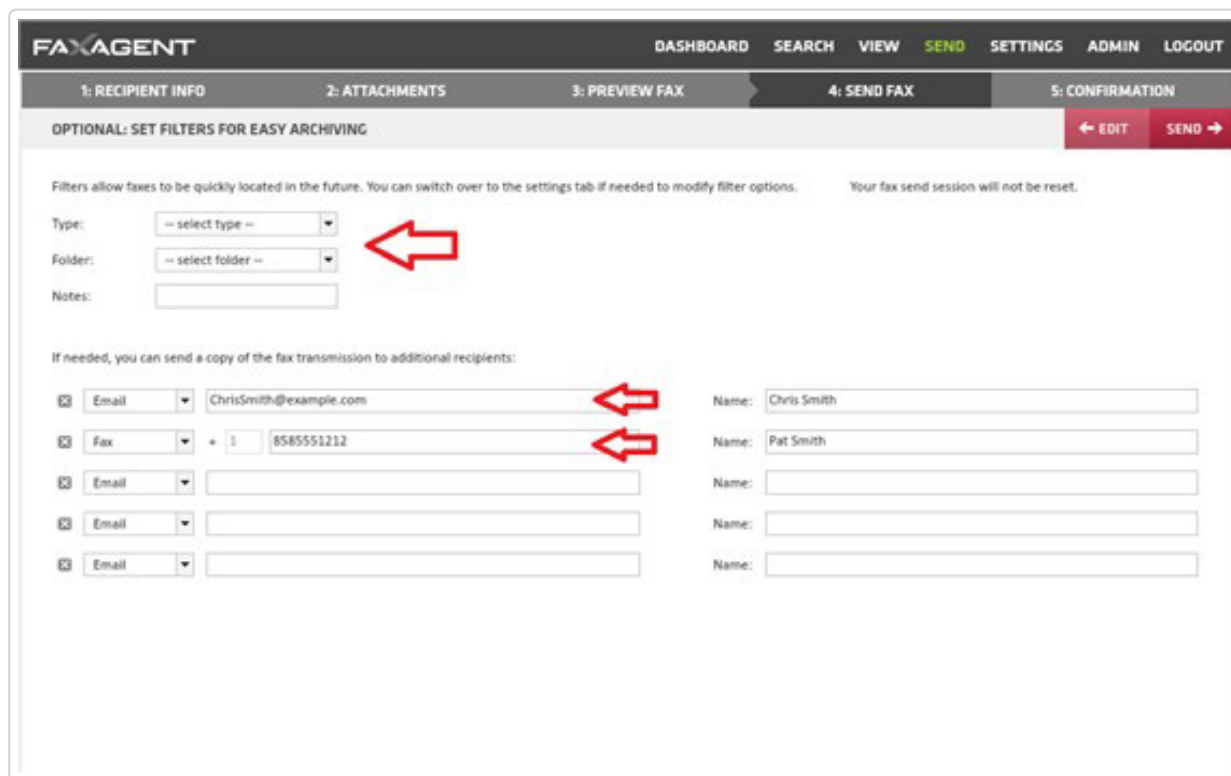
## 5. Preview Fax

- From the Page Preview page you will see how many documents you've attached and the layout of the cover sheet.

o Please note that no information will show in the example.

- Select **NEXT** in the top right.

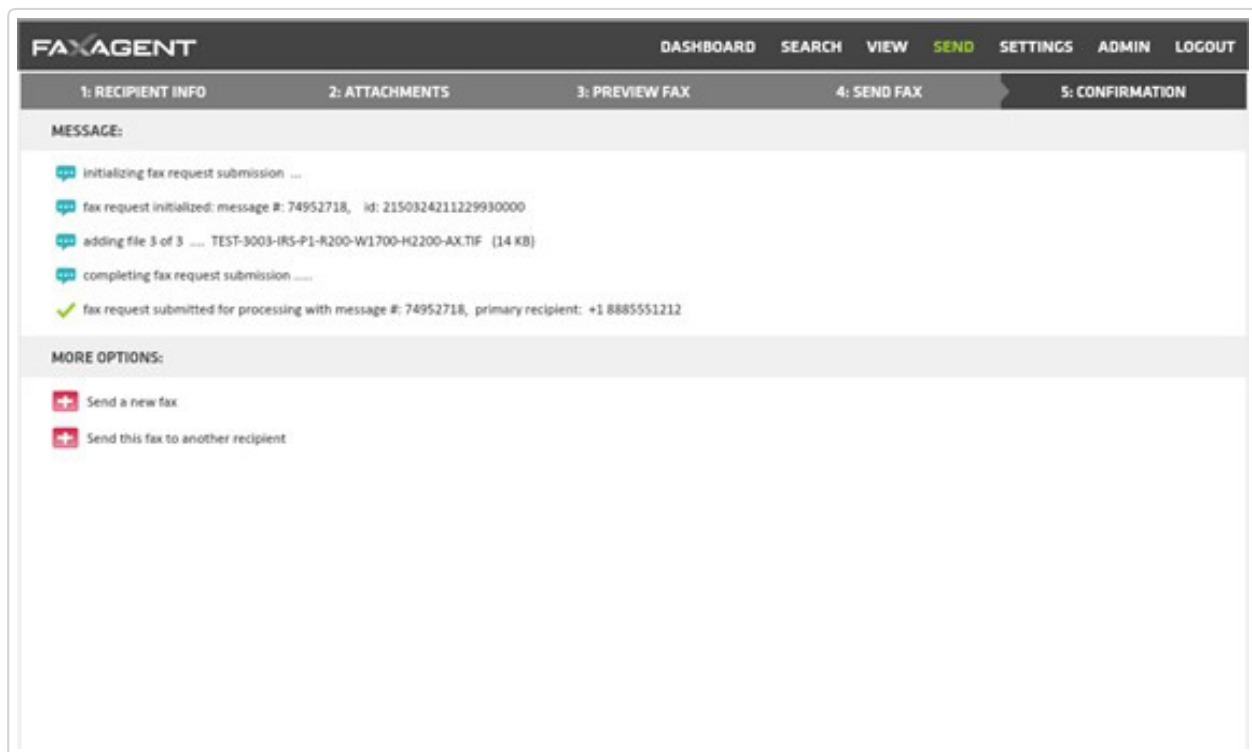
## 6. Send Fax



From this page you can add a Type, Folder or add notes that are searchable in the future when looking for this fax again.

- You can also include up to 5 other recipients of the fax via email or fax delivery.
- Once you've made your selection (or left this blank) hit **SEND** in the top right.

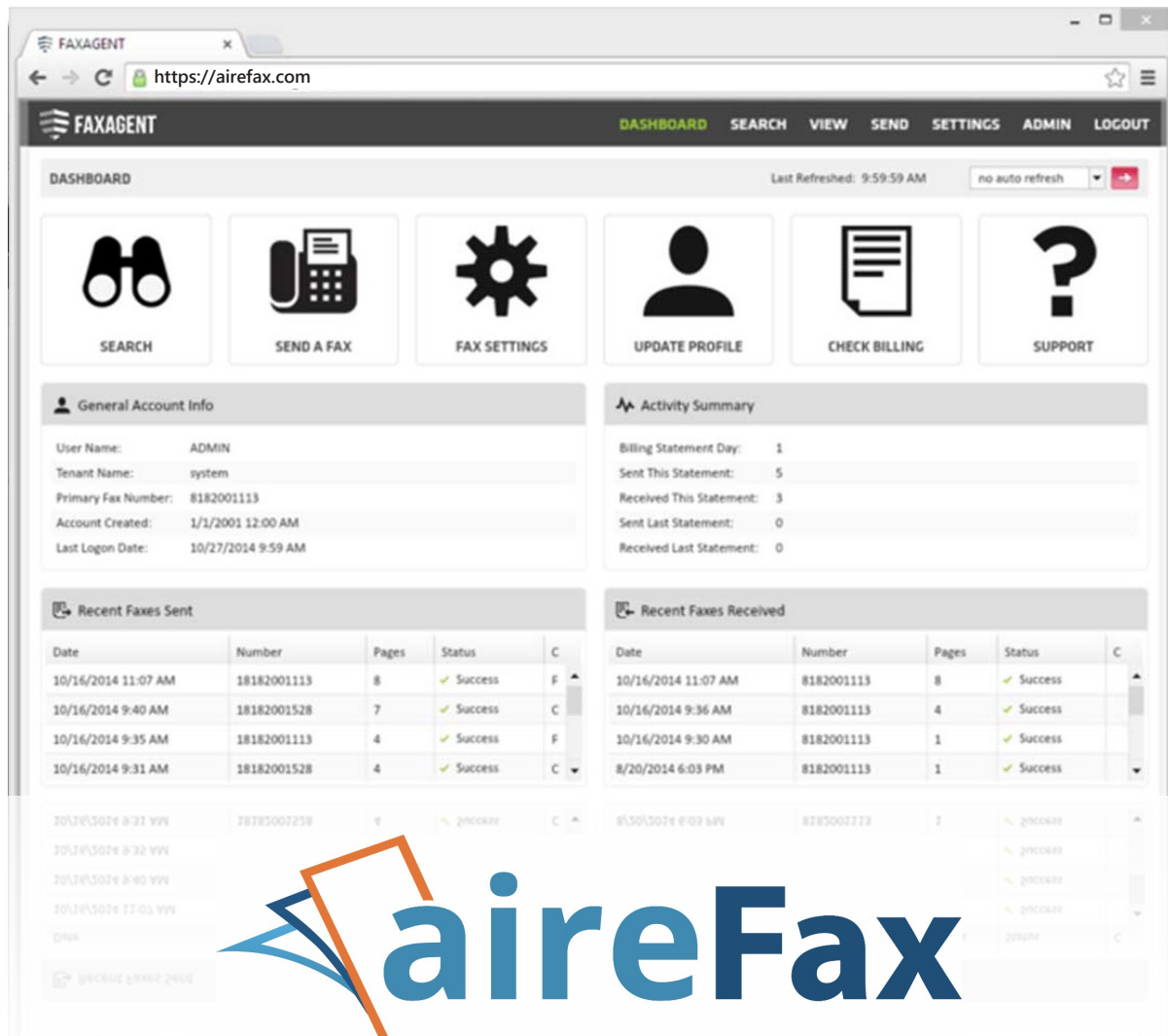
## 7. Confirmation



This page gives you a summary of information about the sent fax:

- Message #
- How many attachments were included
- The primary recipient
- And the fax number you are sending to

You can also choose to Send a new fax or Send this same fax to someone else.



The screenshot shows the FAXAGENT web interface. At the top, there's a navigation bar with 'DASHBOARD', 'SEARCH', 'VIEW', 'SEND', 'SETTINGS', 'ADMIN', and 'LOGOUT'. Below this is a dashboard with several widgets:

- SEARCH**: Represented by a magnifying glass icon.
- SEND A FAX**: Represented by a fax machine icon.
- FAX SETTINGS**: Represented by a gear icon.
- UPDATE PROFILE**: Represented by a person icon.
- CHECK BILLING**: Represented by a document icon.
- SUPPORT**: Represented by a question mark icon.

Below the widgets are two summary sections:

- General Account Info**:
 

User Name:	ADMIN
Tenant Name:	system
Primary Fax Number:	8182001113
Account Created:	1/1/2001 12:00 AM
Last Logon Date:	10/27/2014 9:59 AM
- Activity Summary**:
 

Billing Statement Day:	1
Sent This Statement:	5
Received This Statement:	3
Sent Last Statement:	0
Received Last Statement:	0

At the bottom, there are two tables for recent activity:

- Recent Faxes Sent**:
 

Date	Number	Pages	Status	C
10/16/2014 11:07 AM	18182001113	8	Success	F
10/16/2014 9:40 AM	18182001528	7	Success	C
10/16/2014 9:35 AM	18182001113	4	Success	F
10/16/2014 9:31 AM	18182001528	4	Success	C
- Recent Faxes Received**:
 

Date	Number	Pages	Status	C
10/16/2014 11:07 AM	8182001113	8	Success	
10/16/2014 9:36 AM	8182001113	4	Success	
10/16/2014 9:30 AM	8182001113	1	Success	
8/20/2014 6:03 PM	8182001113	1	Success	

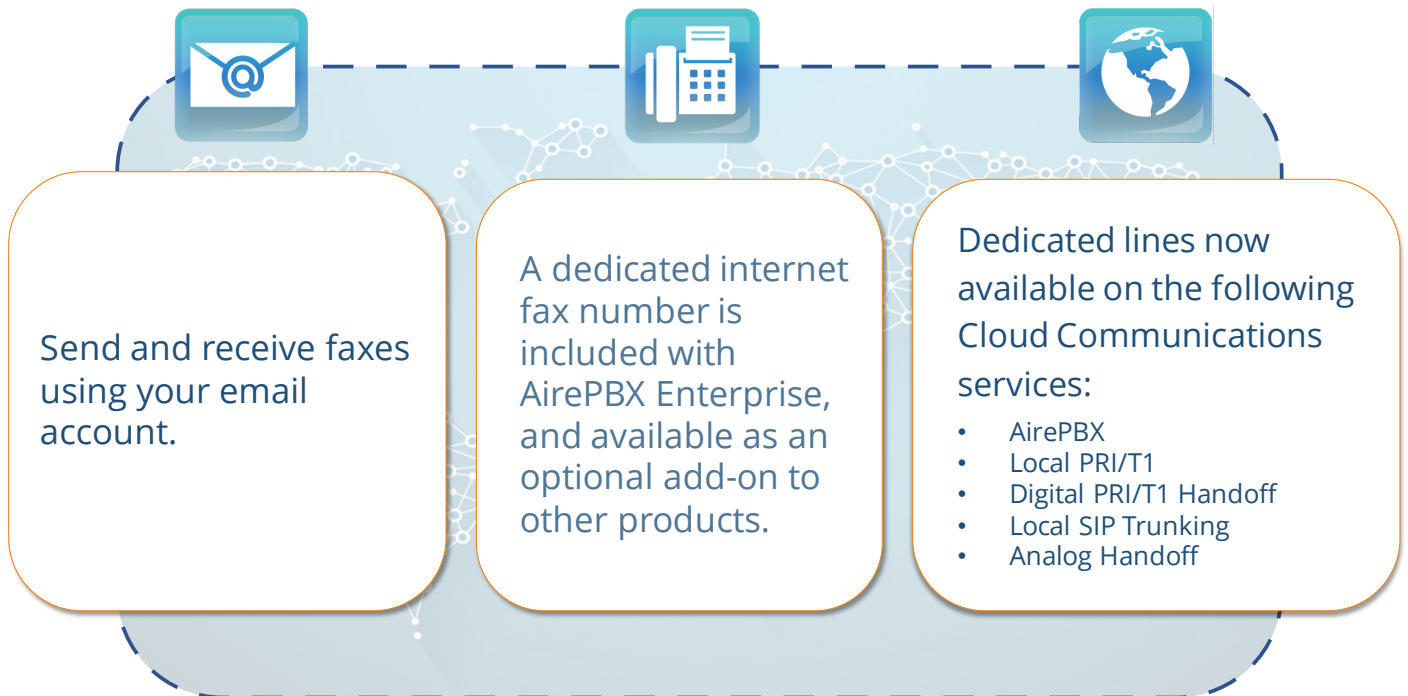


Easily manage your faxes using our online portal\*

*\*Portal access not available with dedicated internet fax DIDs when included with AirePBX Enterprise.*

## Step-by-step instructions for using your Internet Email FAX access.

### 1. AireSpring Internet Fax





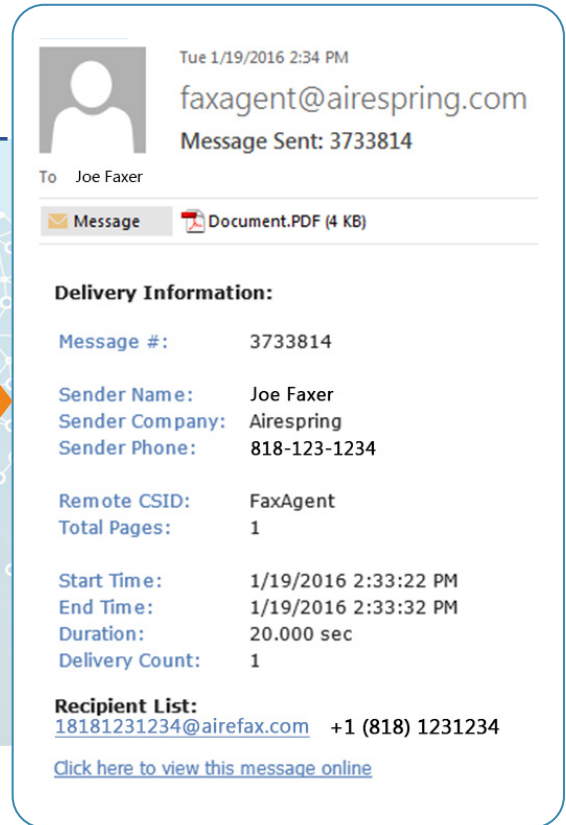
## 2. Send an AireFax using Email

**1[FAXNUMBER]@AireFAX.com**

You must enter 1 before the number.



**A receipt will be sent to your email.**



Tue 1/19/2016 2:34 PM  
faxagent@airespring.com  
Message Sent: 3733814

To Joe Faxer

Message Document.PDF (4 KB)

**Delivery Information:**

Message #: 3733814

Sender Name: Joe Faxer  
Sender Company: Airespring  
Sender Phone: 818-123-1234

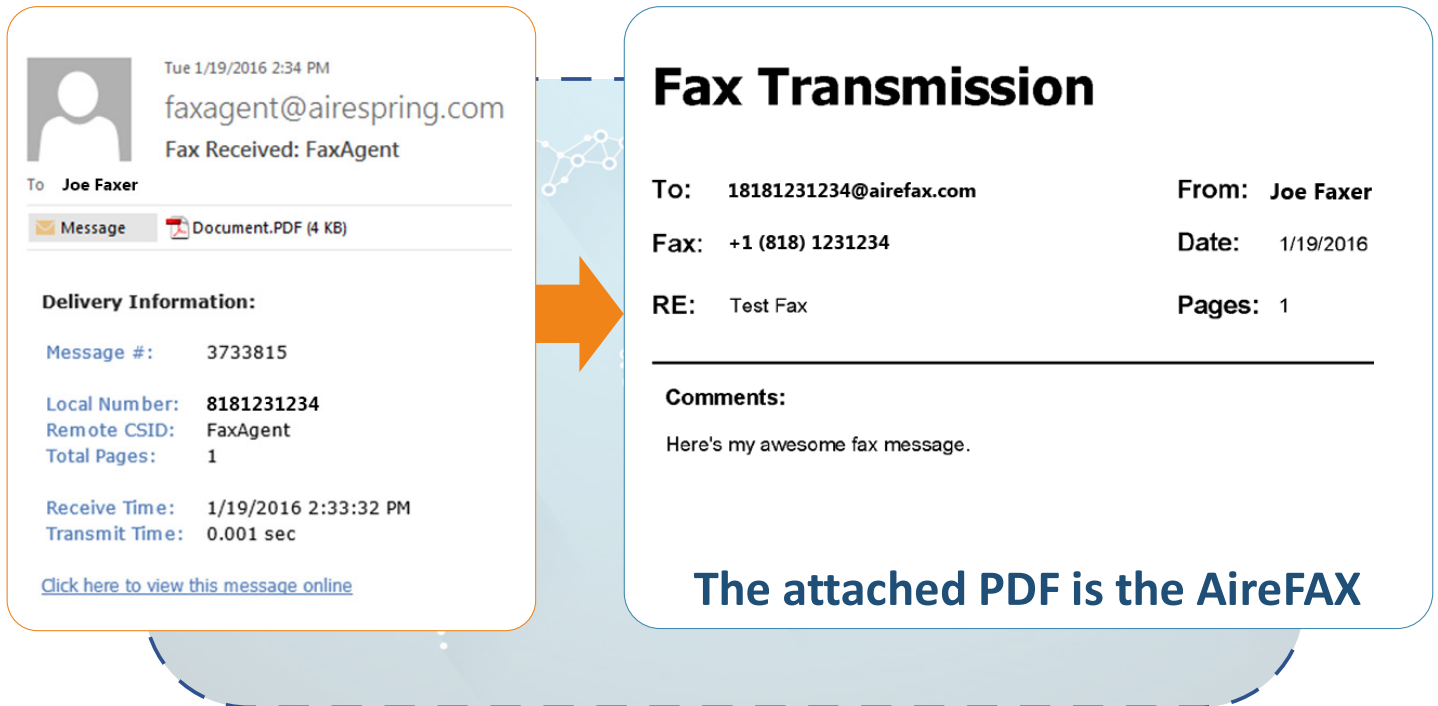
Remote CSID: FaxAgent  
Total Pages: 1

Start Time: 1/19/2016 2:33:22 PM  
End Time: 1/19/2016 2:33:32 PM  
Duration: 20.000 sec  
Delivery Count: 1

**Recipient List:**  
[18181231234@airefax.com](mailto:18181231234@airefax.com) +1 (818) 1231234

[Click here to view this message online](#)

## 3. Receive an AireFax using Email



**Fax machines will receive an AireFAX as normal.**