# **lifeWays**



# 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.



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-		Message	Insert	Options	Format Text	Review	${igodoldsymbol Q}$ Tell me what you want to do					
1	۳ <b>ــــ</b> Send	To 2145550100@egoldtax.com;										
1		Attached	subject	Contract.do	acy.	-	Purchase Order.xlsx	Terms 84 KB	and Condit	ions.pdf	•	
	Text placed on to eGoldFax Fax Cover Sheet Includes your email signature and graphics										*	



#### 4. FAX CONFIRMATION

- You'll receive a "Fax Confirmation" email (success/failure) for your record. 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



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	Subject Attached		ext for Fax Cov Contract.doc 14 KB		-	Purchase Order.xlsx 13 KB	• J	Terms and Conditions.pdf 84 KB
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