



Nextcom's Virtual Fax Set Up and Users Guide

Receiving Fax:

You will receive faxes in the email address that is synced with your fax number upon activation. The fax will be attached as a pdf file to the email that you receive.

Sending Fax:

There are two ways you can send out Faxes.

1. Web Browser:

Open a new browser and head to <https://secure.ipfax.net/user.htm> .Enter your login credential provided by Nextcom. To fax out click on web to fax button. Fill in the name, subject and number. **Please note to include 1 before the fax number you are trying to fax to.** Hit the red “upload the file” button and insert your file. You can insert up to three attachments, and each attachment should be smaller than 5 MB in size. Hit send fax now. Once the recipient receives the fax, you will get a confirmation on the email address that is assigned to your fax number.

2. Printer Driver:

Follow the instructions below to add our fax services as a printer option to your computers.

For 64 bit download:

<http://download.pangea-comm.com/ftp/printdrivers/InternetFax-v11a-TLS-64bits.zip>

for 32 Bit download:

<http://download.pangea-comm.com/ftp/printdrivers/InternetFax-v11a-TLS-32bits.zip>

- Open the zip file that has been saved; find Setup.exe to run the installation.
- If you get an open file security warning hit “run”.
- Select Language and hit OK.
- On the window pup up hit OK.
- On the next window hit Next.
- On the next window to save the name, hit OK to save the default name,
- On the next window hit “install”.
- Hit ok in the next to pop ups and then finish.
- Now on the bottom right of your screen there is a white and blue globe added. Right click on the globe and hit show.
- In the window “fax file cabinet”, click the setting button.
- Fill out the top section of the pop up “cover page information” with your name, company, email address and fax number.

- **If you use one single fax number in your company, make sure you enter the email address that is assigned to your fax number.**
- Under authorization fill out the username and password provided by Nextcom. And then hit Save.
- Now close all fax related windows.
- To send fax out, open your file and hit Print. From the print menu, choose internet fax option and hit ok to print.
- In the window that opens up, enter the recipient name, subject, fax number 3 digit prefix and the 7 digits , with no dash, all digits in the next box. Hit add recipient.
- If you like to choose a cover page, you can click on the cover page and chose any of the options available. This step is unnecessary.
- Hit send. Once your fax is received by the recipient you will get a pop up notification on your bottom right corner of your screen as well as a confirmation email on your synced email address.

3. Email to Fax

If you would like to try email to fax, please send from your email account to destinationnumber@ipfax.net (e.g.15032213080@ipfax.net) don't forget the '1' for country code. You can attach up to three files for faxing.

If you need help setting up the fax, please open a request by email to customercare@nextcom.net.