



faxing simplified. anytime. anywhere.



MyFax for Lotus Notes

The MyFax for Lotus Notes® application allows Lotus Notes users to send electronic faxes while maintaining a detailed log entry for each fax sent. Users can include a cover page, indicate paper size, orientation, flag fax status, and apply a billing code for charge back purposes.

Sending a Fax

Faxes can be sent directly from within Lotus Notes using MyFax. A cover page and up to nine file attachments may be included in the fax. Other fax options include:

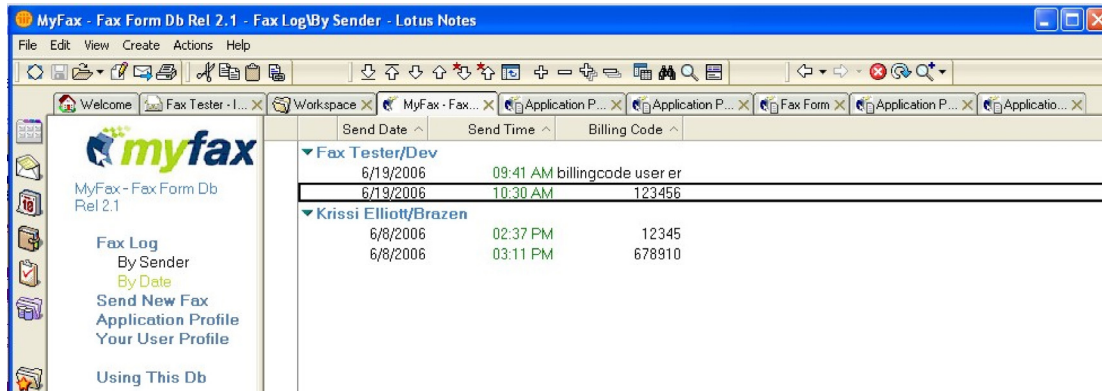
- ▶ Billing Code
- ▶ Paper Orientation
- ▶ Page Size
- ▶ Fax Status

The screenshot shows the 'Fax Form - Lotus Notes' application window. The interface includes a menu bar (File, Edit, View, Create, Actions, Text, Help) and a toolbar. The main content area is titled 'Fax Center 06/28/2006' and contains the following fields and options:

- Cover Page:** Yes No
- Country:** USA/Canada Foreign
- Recipient(s):** Please include country and area code (e.g. 1866412333). Fields for **Number:** and **Name:** are provided. Below these are 'Add', 'Remove', and 'Contacts' buttons. A note states: 'To add, type in the number/name of the recipient and click Add. To remove, select recipient(s) and click Remove. Click on Contacts to select a recipient from your address book.'
- Subject:** A text input field.
- Message:** A text area with a note: 'Attach up to 9 Documents (Place your cursor in the field above, then select File, Attach...). Click to view a list of accepted document types.'
- Billing Code:** A text input field with a note: 'Task: your faxes with an optional billing code.'
- Paper Size:** A dropdown menu showing 'Letter (8.5" x 11")'.
- Landscape:** No Yes
- Your Fax Status:** A list of checkboxes:
 - Urgent
 - For Review
 - For Information
 - Please Comment
 - Please Reply - ASAP

Monitor your Fax History

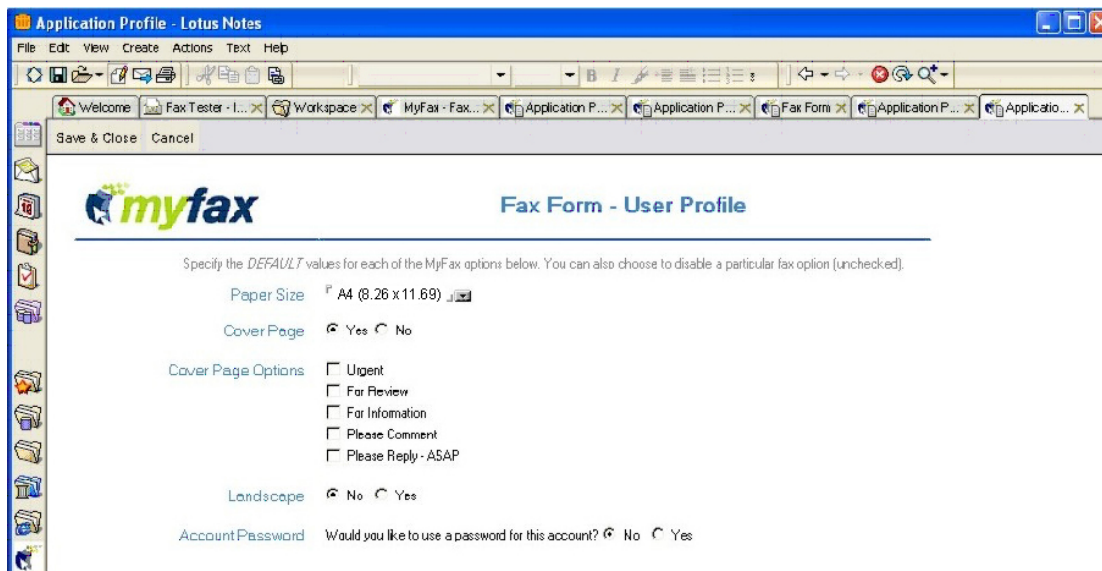
Each time a fax is sent, a record is added to the Fax Log. This log includes the date and time the fax was sent, the billing code and fax sender. Sort your sent fax history reports by Sender or by Date.




Send Date	Send Time	Billing Code
▼ Fax Tester/Dev		
6/19/2006	09:41 AM	billingcode user er
6/19/2006	10:30 AM	123456
▼ Krissi Elliott/Brazen		
6/8/2006	02:37 PM	12345
6/8/2006	03:11 PM	678910

Manage your User Profile

Users can specify the default values for fax options such as paper size, cover page, fax status, and so on. Each time a fax is sent, it is done so based on the default values set in the User Profile.



Specify the *DEFAULT* values for each of the MyFax options below. You can also choose to disable a particular fax option (unchecked).

Paper Size A4 (8.26 x 11.69) 

Cover Page Yes No

Cover Page Options

- Urgent
- Far Review
- Far Information
- Please Comment
- Please Reply - ASAP

Landscape No Yes

Account Password Would you like to use a password for this account? No Yes

System Requirements

The following requirements are needed to use the MyFax for Lotus Notes application:

- ▶ A valid MyFax account.
- ▶ Domino server running versions 5.0.10 or above.
- ▶ Lotus Notes client running versions 5.0.10 or above.

Note: The MyFax for Lotus Notes application is not supported using a web browser client. The MyFax for Lotus Notes application can be configured for use by specified Lotus Notes users from a central location on the Domino server or individually by users from within their Lotus Notes mail file.

For more information on the MyFax for Lotus Notes Application, please contact MyFax Sales.

About MyFax

MyFax is the fastest growing Internet fax service used by individuals, small, medium, and large businesses to send and receive faxes using existing email accounts or the web. MyFax offers services in North America and Europe, including the United Kingdom, to industries recognized among the fastest growing adopters of internet fax including finance, insurance, real estate, healthcare, transportation and government. More than 15,000 new customers subscribe to MyFax each month. Additional information is available at www.myfax.com and www.myfax.uk.com.

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