

INTERFAXX SERVICE

Account Name:
Pin Number:
Dear Sir.

We thank you for subscribing to our Interfaxx service. The cutting edge technology that allows you to send fax through the Internet at **fractions of prices of conventional** telephone networks. Your account is a 6 in 1 facility that would enable you do the following:

- **Fax to fax**
- **Desktop to fax**
- **Fax to E-mail**
- **E-mail to fax**
- **Fax Broadcast**
- **Email Broadcast**
- **Virtual Mail-receive email on your fax machine**

HOW TO USE

(a) Fax to fax

No additional equipment is required, just your **regular fax** machine. How to use is as easy as a.b.c. as follows:

- (i) **Dial our access number: 270 2272**
- (ii) You will be prompted by a beep. Enter your pin number above followed by # (hatch key), **(be sure your phone is set to TONE dial mode)**.
- (ii) If you entered your pin correctly, you would be prompted by another beep. Then enter your destination as normal followed by #. e.g. fax to USA is dialled as: 00917706831234#.

(b) Desktop to fax

From your desktop you can send any Windows application document as fax to anywhere in the world without having to print it. To do this,

- (i) Just enter **lagos.interfaxx.com** using any of your regular browser. You must be on Internet.
- (ii) A **dialogue box** will appear requesting for your user ID and password, enter **your pin number as user ID for password leave empty**.
- (iii) A set of features would appear, scroll down to Desktop to fax and click.
- (iv) Click on d2f software to download (save to Desktop). This takes less than 10 seconds to complete.
- (v) When downloading is completed, click on the **d2f icon** that would appear on your Desktop. This automatically installs the Interfaxx printer as your **alternative printer** and it is ready to use.
- (vi) To send fax, produce any windows application from your computer or import medium
 - then go to file, click on print
 - from printer dialogue box draw down to select **Interfaxx printer** and fix the number of pages you want to send as fax.
 - ok it, a **dialogue** box will appear requesting for your destination number.
 - Enter your destination number starting with 009 .

(c) Fax to E-mail

This facility would enable you send fax to a set of **12 frequently used e-mail addresses**. To activate this, make the list of the e-mail addresses and send it to us. Citilink would activate and assign distinct telephone numbers to each e-mail address. Example: xyz@hotmail.com could be assigned telephone similar to 0090311201. To send a fax the to that email address just dial 0090311201# from your fax machine and send your fax. You can change list at any time by informing us.

(d) **E-mail to fax**

This is the least used by customers. The reason is simple, since the recipient has a fax number, most people prefer to print the document and send it as fax. However, where you opt to use this feature, the following is applicable:

- (i) Compose a new mail
- (ii) Then type the following as the e-mail address to send the mail to:
e2f-pin-destination-secret@lagos.interfaxx.com
 - i.e. (1) the pin is your pin number
 - (2) destination is your destination number starting with 009
 - (3) others are default.

(e) **Fax Broadcast**

This facility will enable you send the same message with your letter head and logo to multiple recipients, e.g. 1 page or set of pages to 100, 1000-2000 recipients, etc all at once.

How to do BROADCAST FAX

Step 1: Prepare your numbers in MSWord or Excel as shown below:

Example: xxxxxxxx; Local number within Lagos eg 26xxxxxx
0YYxxxxxxx; Outside Lagos eg 042xxxxxx for Enugu
00917706931245; Int'l destination
00917706734469;

Note: * It must be in a single column

* Each number must start with 009 for Int'l destinations and end with semi colon ;

* Each number on a line.

*** You are strongly advised to load numbers in small batches (100 to 200 numbers) otherwise if you do not have enough virtual balance in your account the system will not allow the BCF at all until you bring your account to the required balance.**

Step 2: When you are ready to load, using any web browser, enter **lagos.interfaxx.com** (no need for www.) Two boxes will appear as shown below.

User ID:

Password:

Step 3: * Click on item **4 Broadcast Fax**.
* Click on **Fax-list** to enter the fax numbers you are sending BCF to.

Step 4: Click on making new list. A page similar to the page below will appear.

List ID #:

(Here, enter any 3 or 4 digit numbers of your choice, e.g. 101, 235, 202, 1080, etc).

List description:
(Here, enter any description you like, e.g. Moses, Emeka, etc).

Use cover sheet with this list (please IGNORE)

IGNORE THIS BOX

Step 5: To go to the second box (Box number 2 below):

* Copy and paste the numbers you want to Broadcast as shown:

```
XXXXXXXX;  
0YYXXXXXXXX;  
00917706931245;  
00917706734469;
```

***then go down and save.**

Step 6: You are now ready to do the BCF, go to the TOP and see the **number** the system **has assigned** you for the BCF. Use that number to send your fax from your regular fax machine or **d2f**.

Step 7: After sending the fax, **wait**, the system will send to your fax machine a copy of the fax you have sent for reconfirmation. If the **quality** is Ok, dial the touch-tone number provided there to **FINALLY BROADCAST** your fax. If the **quality** is not Ok, **IGNORE**, and repeat until you get a good quality.

FAX CONFIRMATIONS

When you send a fax, **it is important** you confirm whether your fax is delivered or not. There are 2 ways to confirm whether your fax is delivered as follows:

1) **Polling fax log**

- * From your fax machine, dial our access number **270 2272**, enter your pin # when prompted to do so.
- * When prompted by another beep, enter **00900D** followed by # sign key. The **letter "D" represents** the number of **days** you want to pull the fax log, i.e.
D = 1, you would get fax log for today
D = 2, you would get fax log for 2 days
D = 7, you would get fax log for 7 days, etc

2) **Through Internet**

- (i) On your regular browser enter – **lagos.interfaxx.com**
- (ii) Enter your **pin # as user ID**, **NO password** required. A set of features would appear. Click on recent faxes to **check your fax and your balance**.

Enjoy the Services while thanking you for your patronage.

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