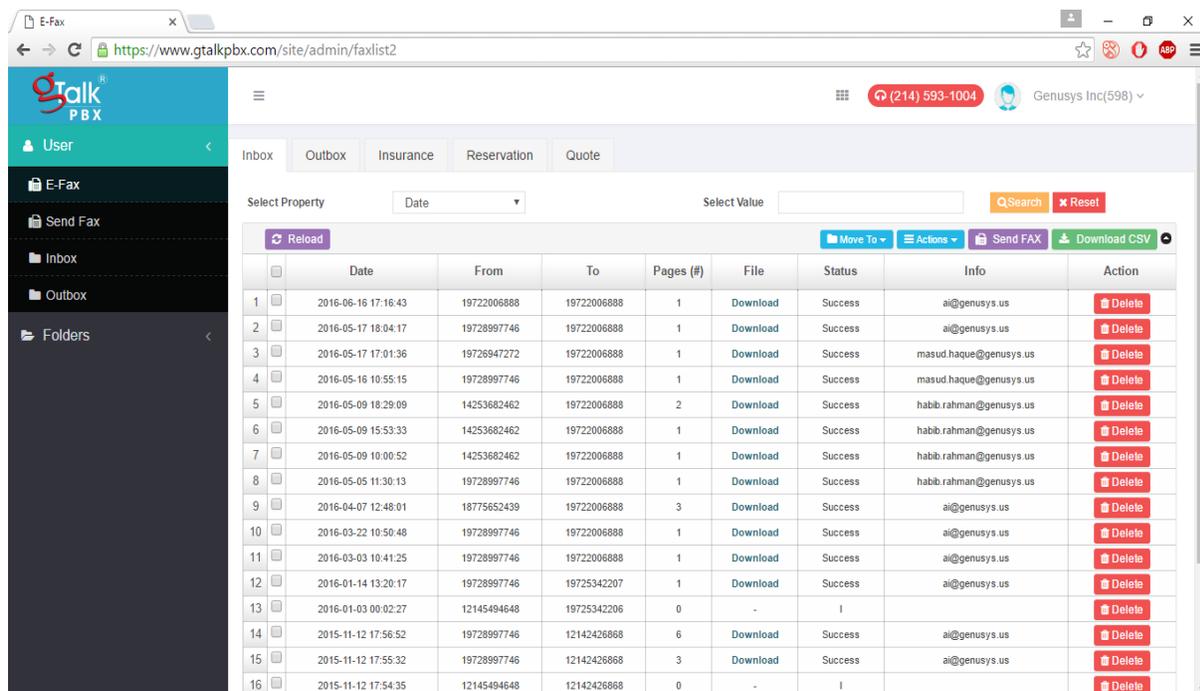


gTalk® PBX E-FAX USER GUIDE

1. Introduction:

gTalk® IP PBX system supports E-Fax service. You may receive fax messages in a designated email and send Fax messages to any fax number.



The screenshot displays the gTalk PBX E-Fax administration interface. The left sidebar contains navigation options: User, E-Fax, Send Fax, Inbox, Outbox, and Folders. The main content area shows a list of received fax messages with columns for Date, From, To, Pages (#), File, Status, Info, and Action. The messages are listed in descending order of date, with the most recent at the top. Each message has a 'Delete' button in the Action column.

	Date	From	To	Pages (#)	File	Status	Info	Action
1	2016-06-16 17:16:43	19722006888	19722006888	1	Download	Success	ai@genusys.us	Delete
2	2016-05-17 18:04:17	19728997746	19722006888	1	Download	Success	ai@genusys.us	Delete
3	2016-05-17 17:01:36	19728947272	19722006888	1	Download	Success	masud.haque@genusys.us	Delete
4	2016-05-16 10:55:15	19728997746	19722006888	1	Download	Success	masud.haque@genusys.us	Delete
5	2016-05-09 18:29:09	14253682462	19722006888	2	Download	Success	habib.rahman@genusys.us	Delete
6	2016-05-09 15:53:33	14253682462	19722006888	1	Download	Success	habib.rahman@genusys.us	Delete
7	2016-05-09 10:00:52	14253682462	19722006888	1	Download	Success	habib.rahman@genusys.us	Delete
8	2016-05-05 11:30:13	19728997746	19722006888	1	Download	Success	habib.rahman@genusys.us	Delete
9	2016-04-07 12:48:01	18775652439	19722006888	3	Download	Success	ai@genusys.us	Delete
10	2016-03-22 10:50:48	19728997746	19722006888	1	Download	Success	ai@genusys.us	Delete
11	2016-03-03 10:41:25	19728997746	19722006888	1	Download	Success	ai@genusys.us	Delete
12	2016-01-14 13:20:17	19728997746	19725342207	1	Download	Success	ai@genusys.us	Delete
13	2016-01-03 00:02:27	12145494648	19725342206	0	-	I		Delete
14	2015-11-12 17:56:52	19728997746	12142426868	6	Download	Success	ai@genusys.us	Delete
15	2015-11-12 17:55:32	19728997746	12142426868	3	Download	Success	ai@genusys.us	Delete
16	2015-11-12 17:54:35	12145494648	12142426868	0	-	I		Delete

2. Receiving E-Fax

Anyone may send fax message to your 10-digit fax number. The fax message will be received as a PDF file attachment in your designated email address with an email notification to you. The received fax message will also be archived in your E-Fax Inbox folder.

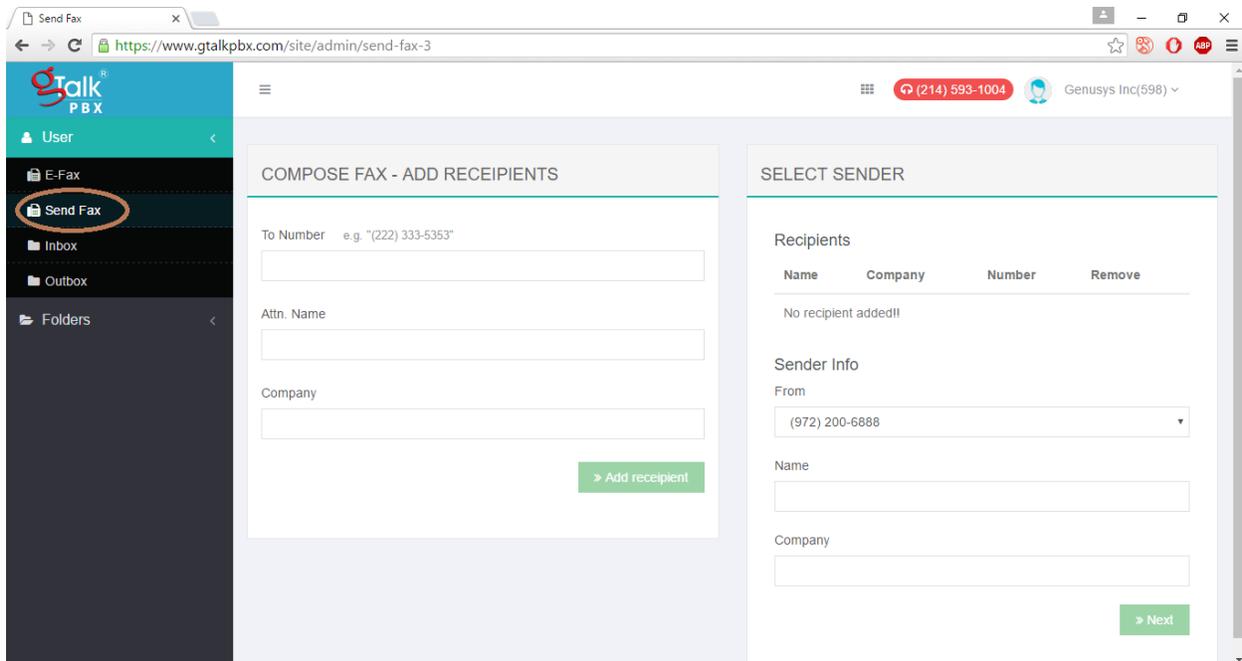
3. Sending E-Fax:

Follow the below procedure to send a fax message:

- Produce a PDF file of the message you want to send as Fax. It can be easily done by producing a scanned copy of the document.

b. Go to www.gtalkpbx.com. Click on **'Login'** (top right corner). Click on **'Log In'** under the box designated for 'Extension User Login'. Login by using the email address (registered in your E-Fax account) and your unique password xxxxxxxx . (If you do not have password call gTalk customer care at 214-593-1004.

c. Click on the **'Send Fax'** button in the menu bar on the left.

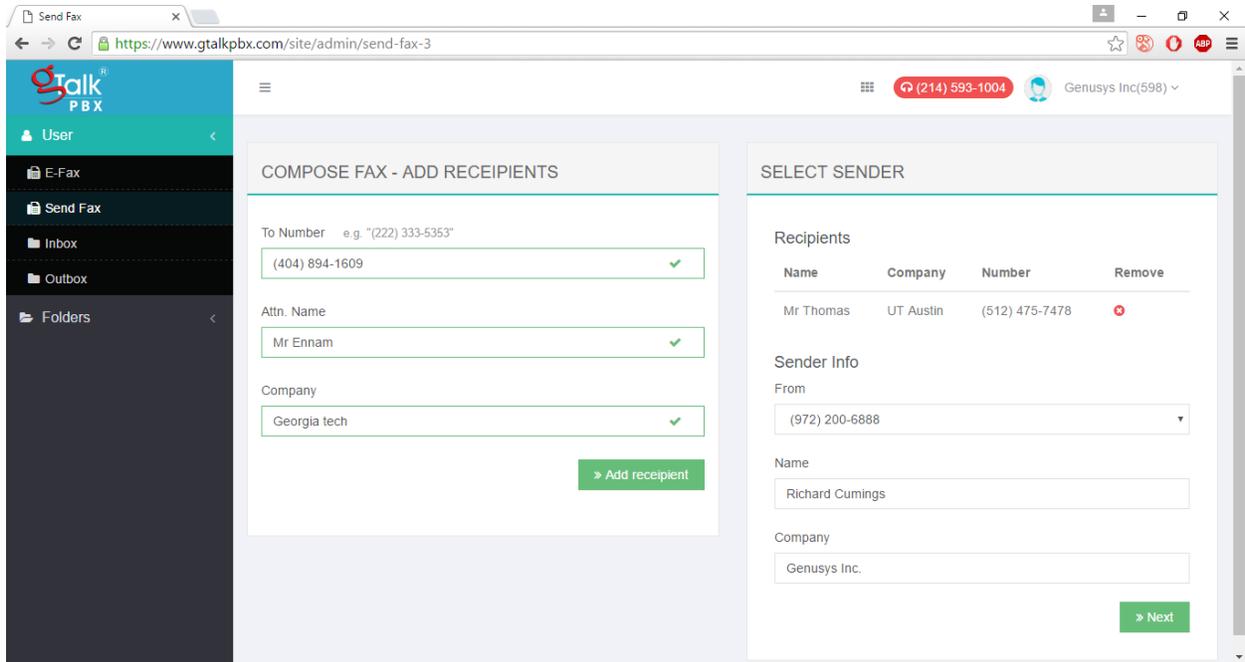


The screenshot shows the gTalk PBX web interface. The left sidebar contains a menu with 'Send Fax' highlighted. The main content area is divided into two panels: 'COMPOSE FAX - ADD RECIPIENTS' and 'SELECT SENDER'. The 'COMPOSE FAX' panel has fields for 'To Number' (with an example '(222) 333-5353'), 'Attn. Name', and 'Company', and an 'Add recipient' button. The 'SELECT SENDER' panel has a 'Recipients' table (currently empty), 'Sender Info' section with a 'From' dropdown (showing '(972) 200-6888'), and fields for 'Name' and 'Company', with a 'Next' button.

4. Preparation for Sending Fax:

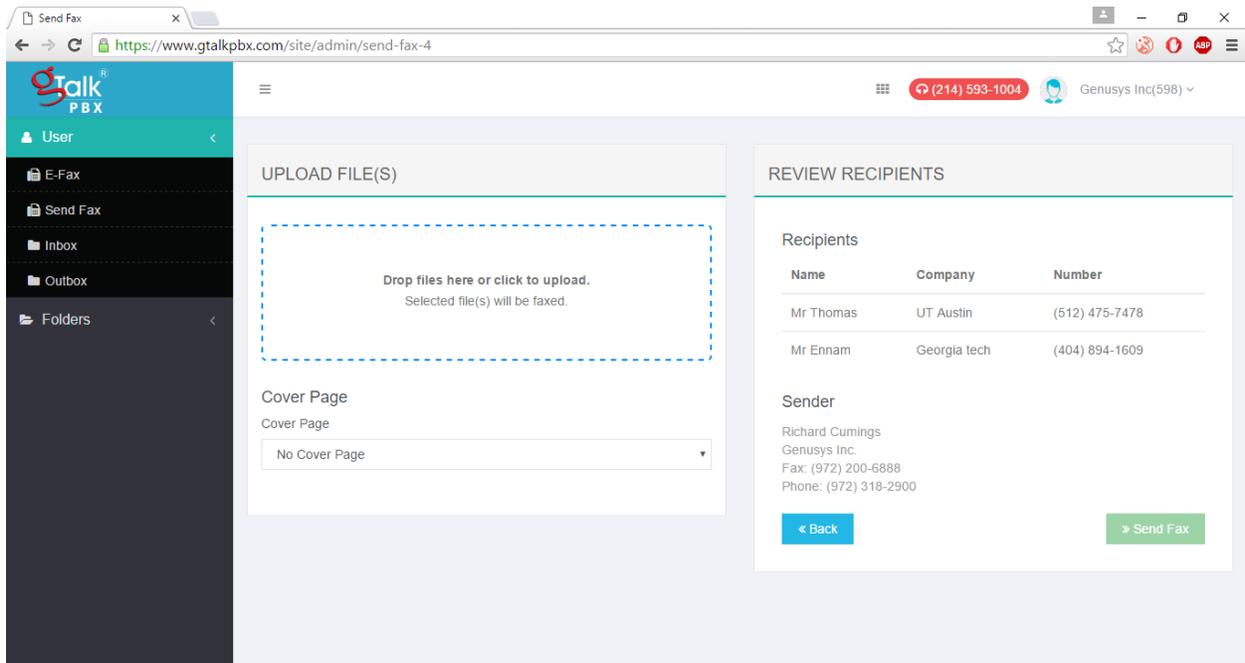
(a) Enter **'Recipient's fax number'**, **'Attention name'** and **'Company name'**. Click on **'Add Recipient'** to add a recipient. You may add multiple recipients to simultaneously send the same fax.

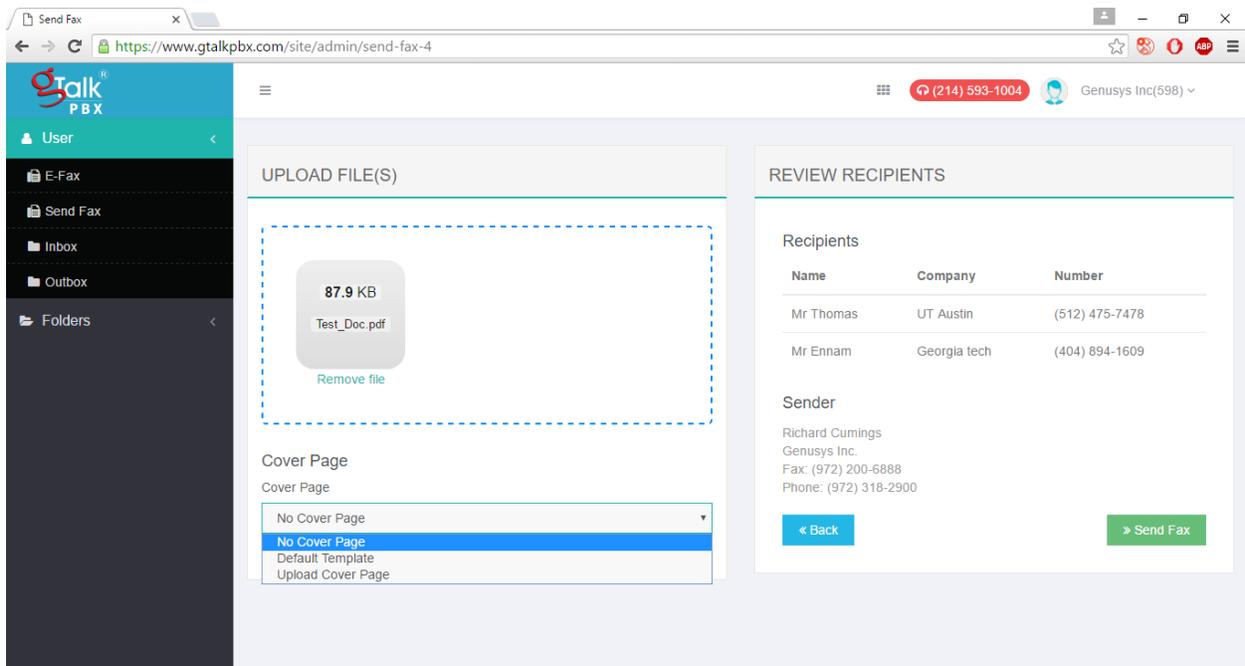
(b) Select **'Sender's fax number'**, **'Sender's name'** and **'Company name'** and then click on **'Next'** button.



5. Upload the fax content (PDF file only).

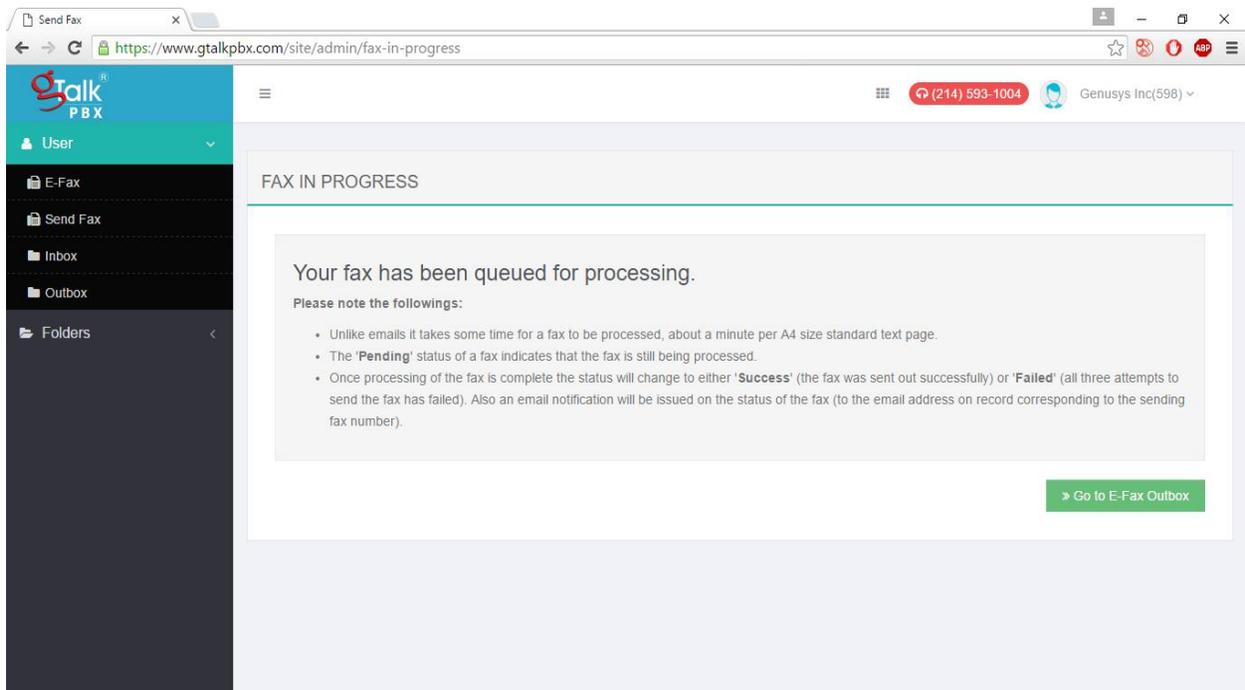
You may upload multiple files. Select 'No Cover Page' or 'Default Template' or 'Upload pre designed cover page'.





6. Press the 'Send fax' button.

The fax message will be sent by the system and notified through an email. Also the sent fax will be archived in the E-Fax Outbox folder.



	Extn.	Date	From	To	Pages (#)	File	Status	Info	Action
1	598 - e-Fax	2016-07-22 12:11:46	19722006888	14048941609	1	Download	Success		Delete
2	598 - e-Fax	2016-07-22 12:11:46	19722006888	15124757478	0	-	Pending		Delete
3	100101	2016-07-09 16:22:33	19722006888	19722686060	1	Download	Success		Delete
4	598 - e-Fax	2016-07-09 14:52:36	19722006888	19722686060	0	Download	Failed		Delete
5	100101	2016-07-03 19:34:28	19722006888	19728997746	0	Download	Failed		Delete
6	598 - e-Fax	2016-06-29 06:06:00	19722006888	14048941609	1	Download	Success		Delete
7	598 - e-Fax	2016-06-29 06:06:00	19722006888	15124757478	1	Download	Success		Delete
8	507 - Masud Haque	2016-06-22 17:17:57	19722006888	19728997746	2	Download	Success		Delete
9	507 - Masud Haque	2016-06-22 17:03:37	19722006888	19728997746	2	Download	Success		Delete
10	507 - Masud Haque	2016-06-22 17:00:33	19722006888	19728997746	2	Download	Success		Delete
11	100101	2016-06-22 16:05:14	19722006888	19728997746	2	Download	Success		Delete
12	100101	2016-06-22 15:15:47	19722006888	19728997746	1	Download	Success		Delete
13	507 - Masud Haque	2016-06-22 14:44:35	19722006888	19728997746	1	Download	Success		Delete
14	507 - Masud Haque	2016-06-22 14:31:11	19722006888	19728997746	1	Download	Success		Delete
15	100101	2016-06-22 14:27:14	19722006888	19728997746	1	Download	Success		Delete
16	100101	2016-06-20 18:55:40	19722006888	19728997746	0	Download	Failed		Delete

7. Folders

- a. Default folders are **'Inbox'** and **'Outbox'**. You may create and manage more folders according to your requirements.
- b. **Move Archived Fax Files between Folders.** You may move fax from one folder to another to suite your needs. To do so simply select the fax files you want to move and then select folder name under the **'Move To'** drop down list.

8. Mark as Read/Unread:

You may mark incoming and outgoing Fax messages as **'Read'** or **'Unread'**. Select the fax files you want to mark. Select **'Mark as Read'** or **'Mark as Unread'** from **'Action'** drop down list.

9. Re-send Fax:

From Outbox folder, you may re-send any existing sent/failed faxes. Select the fax/faxes you want to re-send. Select **'Re-send Fax'** from **'Action'** drop down list.

Questions and Support on E-Fax Matter:

Email: support@gtalkpbx.com

Call Center: (214) 593-1004