

### Welcome to stratafax

You are using one of the most innovative and intuitive cloud fax solutions available today. With stratafax, sending and receiving a fax is as easy as sending and receiving an email.

Below you will find the quick and simple steps to easily login to your stratafax service and begin faxing.

### **User Login**

To begin using stratafax, go to the login website, <u>https://fax.stratafax.com</u>, and enter the username and password assigned to you. (See Figure 1.)

stratafax User Login Website: fax.stratafax.com

S	stratafax	
	Username	
	Password	
	Login → □Remember Me	
	Forgot your password? Recover it	

#### Figure 1: stratafax login screen

Once logged in, you will see your stratafax inbox. You'll notice this inbox looks very similar to a Microsoft<sup>™</sup> Outlook<sup>™</sup> inbox. (See Figure 2.)

atarax					Help 🔹 Admin Panel Logo
s(a)el	Inbox 3 New + Actions +	Move - O Refresh 5 minut	les × Search: Search	4	
inbox	🗆 💁 🕼 🖬 💩 🖓 Date	Message No	From Pages	Tracking Status	
Outbox			T	ters are no records in the current folder.	
3 Sert					
Failed					
Cancelled					
Hold					
Tresh					
🖗 Fersonal Folder					
g Span					
lauren					
Advers Back					
COMPANYA DOOR					

Figure 2: stratafax Inbox





Navigation is very easy, and similar to the navigation interface of Outlook<sup>™</sup>. In the bottom left corner of the screen is the main directory (see Figure 3), and in the top left corner of the screen are the sub-directories (see Figure 4.)

Messages	
Address Book	
Documents	
Settings	
Search	
Figure 3: Main Directory	

Messages
🔂 Inbox
🔂 Outbox
🔁 Sent
····· 🚞 Failed
····· 🚞 Cancelled
····· 🚞 Hold
····· 🔯 Trash

Figure 4: Sub-Directories





### Sending a Fax

Sending a fax with stratafax is as simple as sending an email.

#### Sending a Fax from the stratafax Web Client

From the stratafax web client inbox, select "New" from the top menu bar. (See Figure 5.)

ratafax					Help 👻 Admin Panel Logout
essages	nbox 😥 New - Action - 1	Nove 👻 😌 Refresh 🛛 5 minutes 👻 Search:	Search		
🔁 Inbox		Message No From	Pages Tracking	Status	Call
Outbox			There are no record	s in the current folder.	

Figure 5: Sending a New Fax

When the New Message window opens, you will see your name and company name appear under Sender Profile. Complete the information under Message Info to include a Subject and any desired Notes for the recipient. (See Figure 6.)

To address the fax, click "Add Contact" on the Recipients tab if you would like to select a user from your address book.

	Send					
nder Profile			Tracking Info			
rom	Jason Smith		Tracking No.			
Company	stratafax		_			
ssage Info						
Subject						
Notes						
Priority	Lowest	•				
Recipients	Documents Options					
dd Generic	Add Contact	× NS N	IE Name	Company	Delivery Address	Notify Addre
ieneric Recipi	ent			Empty record.		
ame						
Company						
Company Delivery	Fax •					
Company Delivery Fax #	Fax ▼ +1					
Company Delivery Fax # Notify Email	Fax  +1 username@domain.com					
Company Delivery Fax # Notify Email	Fax  +1 username@domain.com Irress book					
Company Delivery Fax # Notify Email	Fax  +1 usemame@domain.com Iress book					
Company Delivery Fax # Notify Email	Fax					

Figure 6: New Message Window





If the recipient is not in your address book, click "Add Generic" and enter the recipients contact details. You can add the contact to your address book by clicking the box, "Add to address book." (See Figure 7.)

To attach a document, select "Attach Document" from Documents tab and follow the prompts to select the document to be sent. (See Figure 8.)

Add Generic Generic Recip	Add Contact	Ittach Document No records to display.
Name Company Delivery Fax #		Default     Shared Documents     Domain Documents
Notify Email	username@domain.com dress book	Figure 8: Attaching a Document

Figure 7: Addressing a Fax

#### Sending a Fax Directly from Your Desktop

To send documents directly from your desktop, open the document to be sent and select "Print" from the File menu and select "stratafax IP Printer" as the printer option and follow the prompts.

For more information, refer to the "stratafax Print to Fax for Users" guide.



### Sending a Fax via Email

To send a fax via your email application, create a new email and address the fax to the user's fax number using the following format: <u>10digit@fax.stratafax.com</u> in the "To" line.

The body of email will be sent as the cover page along with any attached documents.

#### Sending a Fax via MFPs or Fax Machines

To send a fax via a Multi-Function Printer (MFP), ensure the device is enabled to send across stratafax. Find the scan to email or email to fax function and enter the recipients fax number using the following format: <u>10digit@fax.stratafax.com</u>. Press the Send button to send the fax.

To send a fax via a traditional fax machine, ensure the device is enabled to send across stratafax, which typically requires a device called an ATA to be attached to the fax machine. Send the fax as you would today by entering the recipient's fax number and pressing Send. The fax will be sent securely over the cloud.

### **Receiving a Fax**

Inbound faxes can be viewed from your email inbox, along with your email messages, or using the stratafax Web Client. From either client, open the fax message to see the date and time the fax was received (see Figure 9.) Open the attachment to see the faxed document (see Figure 10.)

	<mark>/@stratafax.com</mark> Samuel B H Williams	
38479965 907 19 KB	43691.DOCUMENT.pdf	
Delivery Informa	tion:	
Message #:	3643432	
Remote CSID:	stratafax	
	1	
Total Pages:	1	
Total Pages: Receive Time:	2/10/2021 11:04:50 AM	

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Figure 10: Fax attachment

