

ADAMS HOSTED FAX QUICK START GUIDE

Adams Hosted Fax provides the convenience and security of a private fax machine right in your browser. Adams Hosted Fax works with the Adams VIP Hosted Unified Communications solution, and is managed in the Customer Administration Portal.

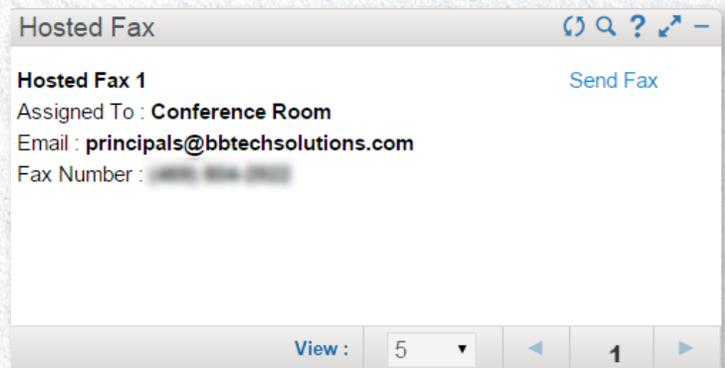
Log-in

- Go to vip.adams.net
- Enter your username and password.
 - If you do not have your username and password, please contact your company administrator.
- Locate the Hosted Fax widget.

Your assigned fax number and the email address used to receive faxes are located in the Hosted Fax widget in your Customer Administration Portal. You can write them below for reference.

Your Fax # _____

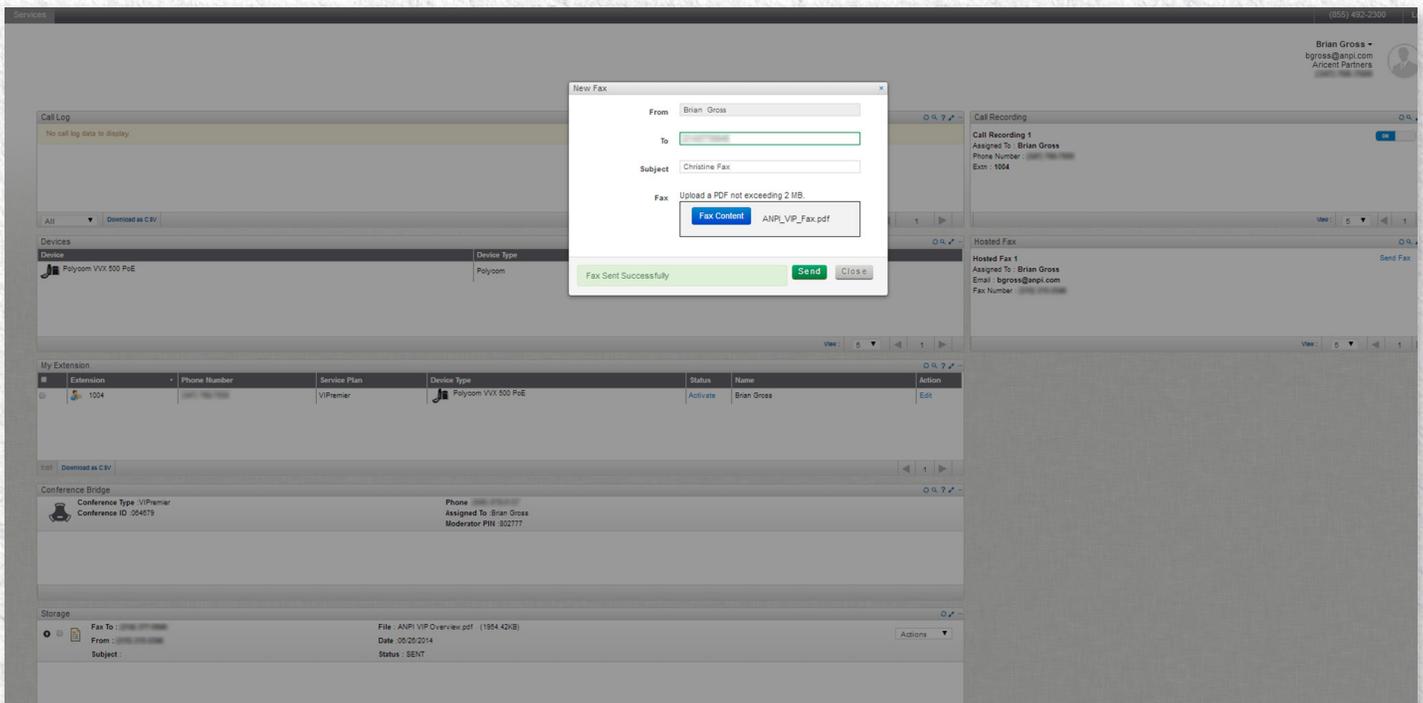
Email Address _____



Sending a Fax

Faxes can be easily sent through your Customer Administration Portal.

- In the Hosted Fax widget, click on Send Fax. A box labeled New Fax will pop up.
- Enter the recipient's fax number by clicking the blank area next to To. Enter the phone number only, no spaces or hyphens.
- Enter a subject line at Subject to name the fax. This will help you identify your fax in your Storage widget later.
- To attach a document to fax, click the blue Fax Content button. You will be able to navigate through your desktop to find the document you wish to send. Only PDF and TIFF files can be uploaded. File size is maximum of 20 MB.
- Click the green Send button on the lower right-hand corner. You will see the message, "Sending."
- Once the fax is sent, you will see the message, "Fax Sent Successfully."
- Click the Close button.
- To confirm the fax reached your recipient, check the status in the Storage widget.



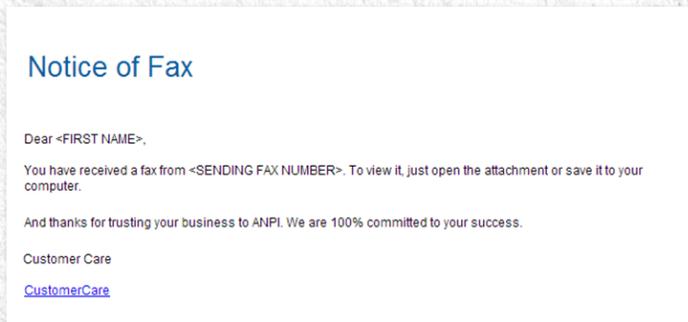
email: business@adamstel.com
phone: 217-214-8708
address: 3555 N. 24th Street, Quincy, IL 62305
website: adams.net



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Receiving a Fax

Faxes are received directly to your email, and automatically stored in your Customer Administration Portal. When you receive a fax, it will be in the form of a PDF attached to an email.

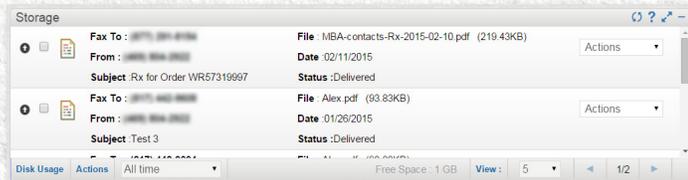


Storage

All sent and received faxes are stored in the Storage widget in your Customer Administration Portal. If you have Call Recording, these files are stored here, as well. 1 GB of storage is included with your Adams VIP seat; more storage can be purchased.

To view a previously sent or received fax:

- Find the Storage widget in your Customer Administration Portal. To expand the widget, click on the double arrow in the upper right-hand corner.
- The following information can be displayed for each file:
 - Fax To
 - Fax From
 - Subject
 - File Name
 - Date Sent
 - Status: (Sent or Fail)
- Using the pull-down on the right-hand side of each stored file, you can perform the following actions:
 - Delete
 - Download
 - Email
 - Resend Fax
 - View



To email or delete multiple files from your storage:

- Click on the small box next to the document icon within each file.
- Click all files you wish to email or delete.
- Click Actions in the lower left-hand corner of the widget.
- Click Email or Delete.
 - If emailing, a box will appear for you to input the recipient's email address.
 - If deleting, a box will appear for you to confirm the deletion.

To view files stored within a certain time frame:

- Click on the arrows of the pull-down located next to "Actions" in the lower left-hand corner.
- Click on the time frame you wish to view:
 - Today
 - This Week
 - Last Week
 - This Month
 - Last Month
 - All Time
- The files stored in that time frame will be displayed.

To adjust how many files are viewed at one time:

- Click on the arrows of the pull-down located next to "View" in the lower right-hand corner.
- Click on the number of files you wish to view at one time:
 - 5
 - 10
 - 20
 - 50
 - 100
- That number of files will appear to the right of file view number. To advance forward and backward through pages, click on the arrows before and after the file number.

If there are any questions or issues, please contact Adams Customer Care at 217-696-4611.

email: business@adamstel.com
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