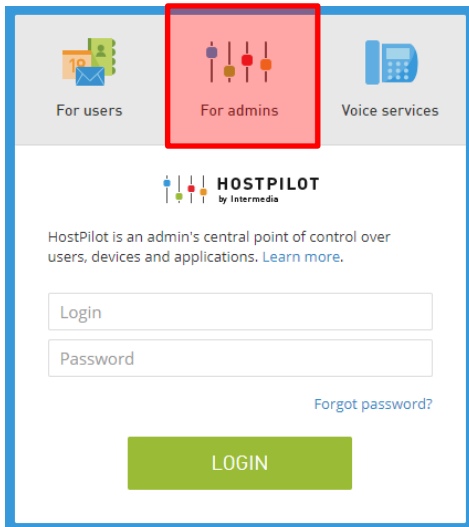


Administrator Intermedia WebFax Software Application Download & Setup

- Log in to your Intermedia Web portal
<https://cp.intermedia.net/ControlPanel/Login?ClientType=UserSettings>

Be sure you have selected the “For admins” tab



From the Main Screen

- Select **[Home]**
- Select **[Unite]**



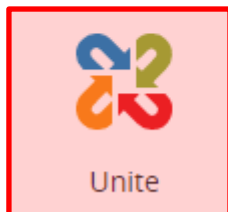
HOME

USERS

SERVICES ▾

ACC

Services



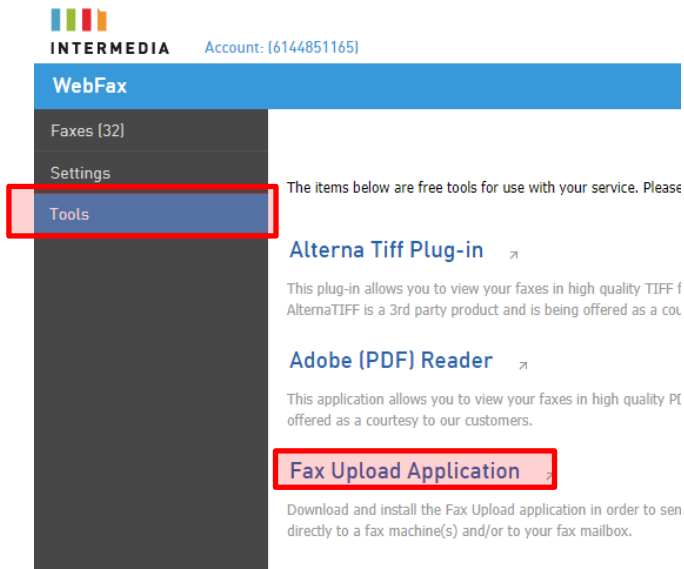
- From the “Cloud PBX” screen select **[Resources & Utilities]**
- To the right under the **[Name]** column select your WebFax service

The screenshot shows the Intermedia Cloud PBX dashboard. The navigation bar includes 'HOME', 'USERS', 'SERVICES', and 'ACCOUNT'. The left sidebar lists various management options: General, Phone Numbers, Auto Attendant, Groups, Locations, Devices, and **Resources & Utilities** (highlighted with a red box). The main content area shows a table of resources with columns for Name, Type, and Extension. A row for 'ABC WebFax' is visible, with its name highlighted by a red box. A 'Delete' button is located below the table.

- Now select **[Setup Faxes, Settings and Tools]**

The screenshot shows the 'Resources & Utilities' page for a 'fax' resource. The left sidebar lists options: General, Phone Numbers, Auto Attendant, Groups, Locations, Devices, **Resources & Utilities** (highlighted), Settings, and Call Report. The main content area has a breadcrumb 'To resources & utilities' and a 'General' section with the instruction 'Use this page to make changes to this web fax.' Fields include 'Type' (Web fax), 'Name' (Webfax), and 'Phone number'. A 'PIN' field has a 'Reset' link. A button labeled 'Setup Faxes, Settings and Tools' is highlighted with a red box. Below is a 'Location' section with a dropdown menu set to 'Main company address' and a 'Save changes' button.

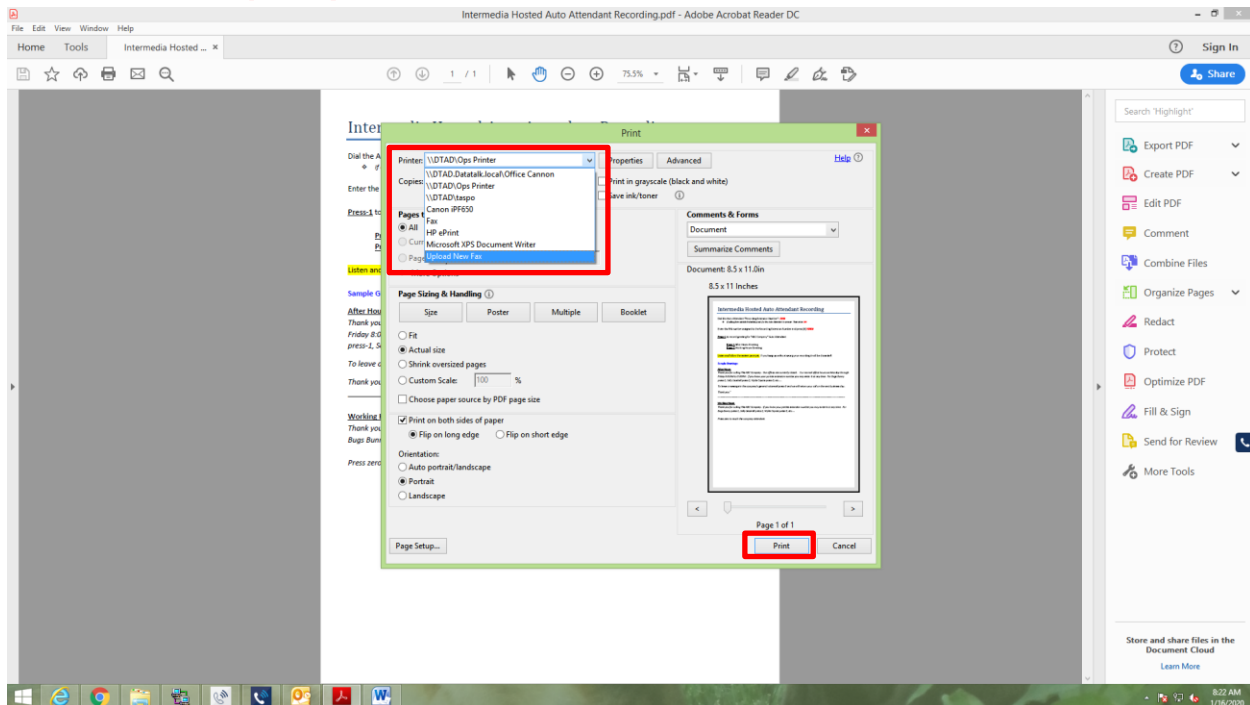
- Select **[Tools]**
- Select **[Fax Upload Application]**
- Install the Fax Upload Application to you P.C.



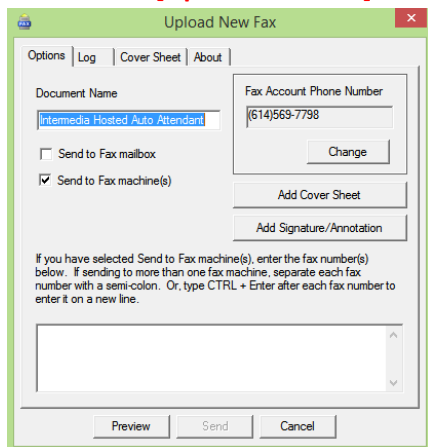
- During the setup process you will be asked for your **WebFax 10-digit telephone number**
- Accept all other default prompts to complete the installation

Sending A WebFax From Your Desktop

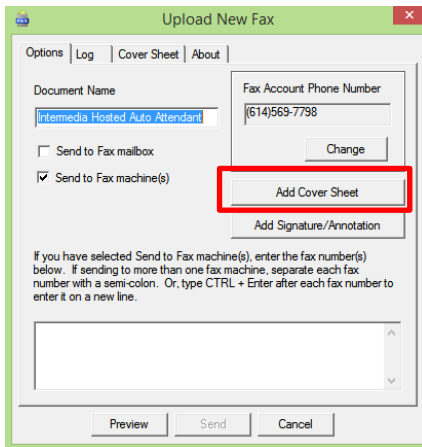
- Open the document you intend to fax
- Select your **[PRINT]** option as if you were going to print this document
- Under the **[PRINTER]** tab drop down menu choose **[UPLOAD NEW FAX]**
- Then select **[PRINT]**



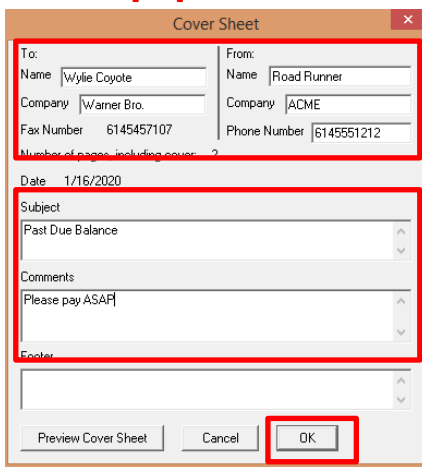
- The **[Upload New Fax]** dialog box will appear



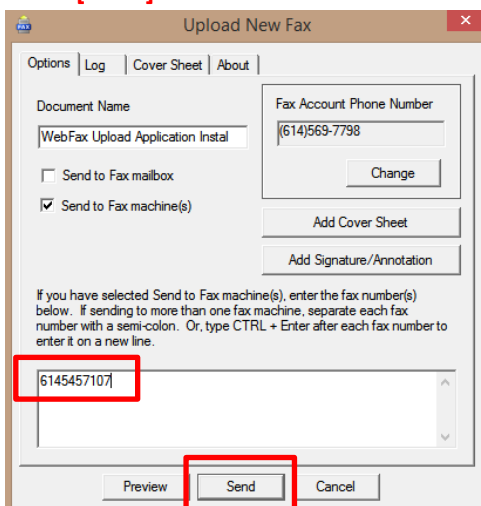
- From the dialog box you may now create a cover sheet for your new fax by choosing **[Add Cover Sheet]**



- Complete the cover sheet with information you may require
- Then click **[OK]**



- You will be returned to the **[Upload New Fax]** dialog box
- Enter the telephone number to send the fax
- Press **[Send]**

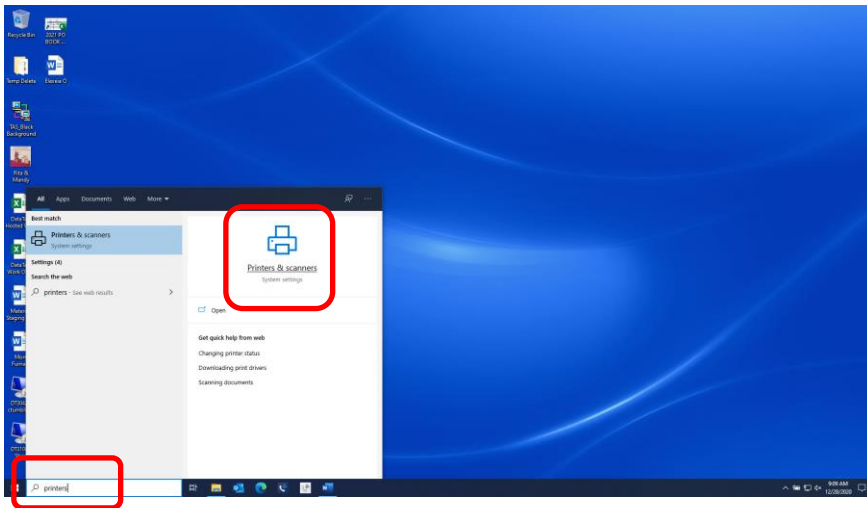


Note regarding Windows 10 printer settings

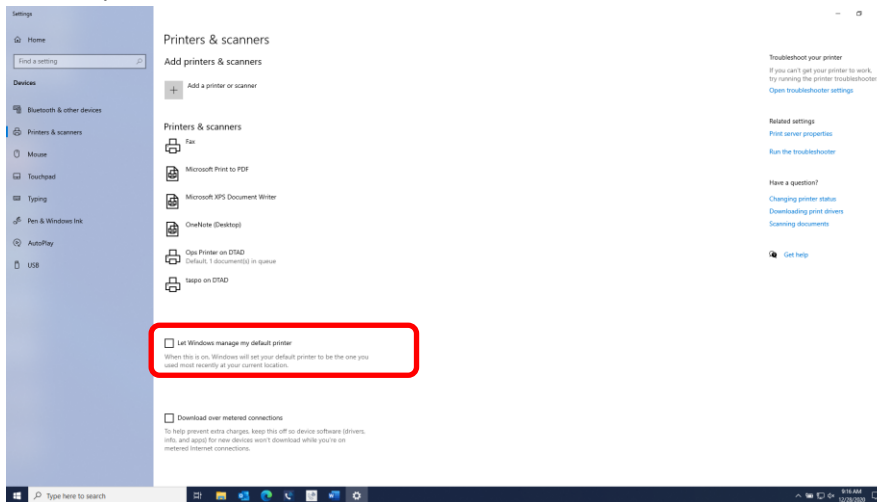
By default, Windows 10 will automatically select the default printer based on the “LAST” selected printer. Because “Upload New Fax” is considered a printer Windows 10 will now make this your default printer. After sending a fax the next time you choose to print an item it is possible that the “Upload New Fax” will launch.

To turn this option off in Windows 10:

- In desktop search bar type “printers”
- Then click on Printers & scanners



- In the Printers & scanners settings screen uncheck the “Let Windows manage my default printer”



End-User Web-Fax Portal Access

- Log in to your Intermedia Web portal
<https://cp.intermedia.net/ControlPanel/Login?ClientType=Voice>
- Select the [VOICE SERVICES] tab
- Enter YOUR 10-digit assigned fax number (I.E. 6145551212) *See your administrator for your fax number*
- Enter your 4-digit PIN (I.E. 65653232) *See your administrator for your PIN*

Nice to see you!

For users For admins **Voice services**

Log in to manage individual voice services, including 800 numbers, Internet faxing and more.

6145551212

65653232

Remember me [Forgot PIN?](#)

LOGIN

- From the [Faxes] menu you can
 - View New/Received faxes
 - View any Saved/Uploaded faxes
 - Send a new fax
 - View your Sent Fax Log

WebFax

Faxes [2]

Settings

Tools

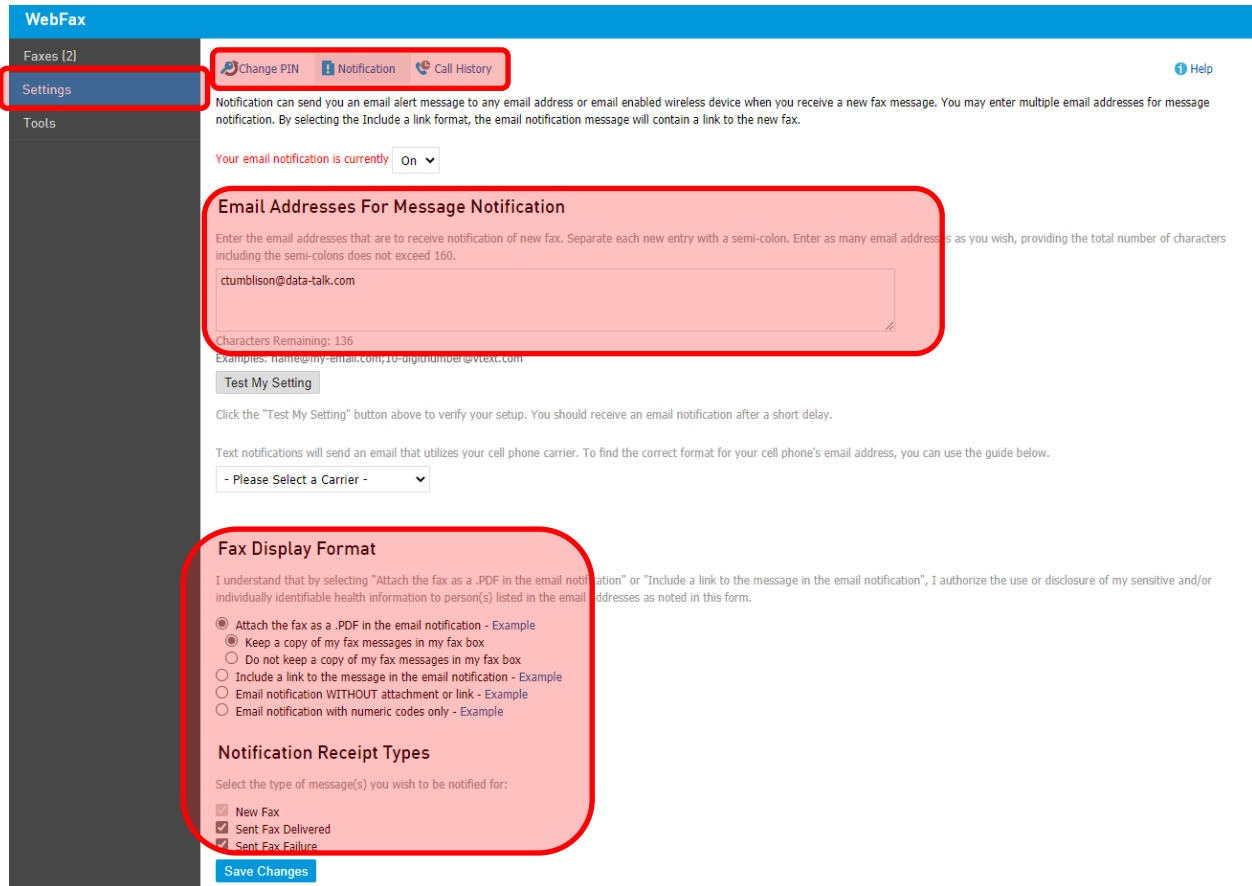
New / Received Saved / Uploaded Send a Fax Sent Fax Log

You have used 0.195% of your fax storage space. Please note that faxes which are 90 days or older are automatically deleted.

		Date and Time	Caller ID/Description	Pages	Play	View Fax	Forward
<input type="checkbox"/>	!	May 26, 2021 08:29 AM	16143693337	1		TIFF JPG PDF	Forward
<input type="checkbox"/>		Mar 26, 2021 12:52 PM	6145457120	2		TIFF JPG PDF	Forward

Move to Saved Download Delete

- From the [Settings] menu you can
 - Change your access PIN
 - Change your delivery email address
 - Change Display/Delivery options



- From the [Tools] menu you can
 - Download a reader to view your faxes
 - Download the print driver required to send a fax *(Note when setting up this print driver on your computer you will be required to provide YOUR personal 10-digit fax number)*

