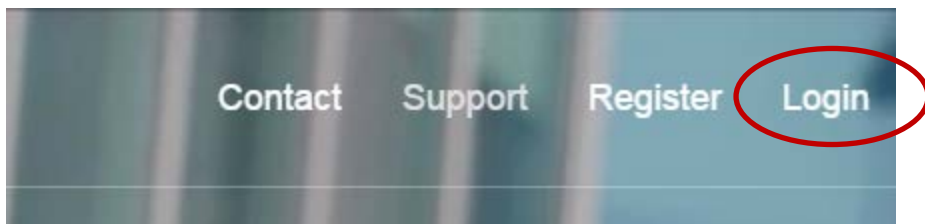


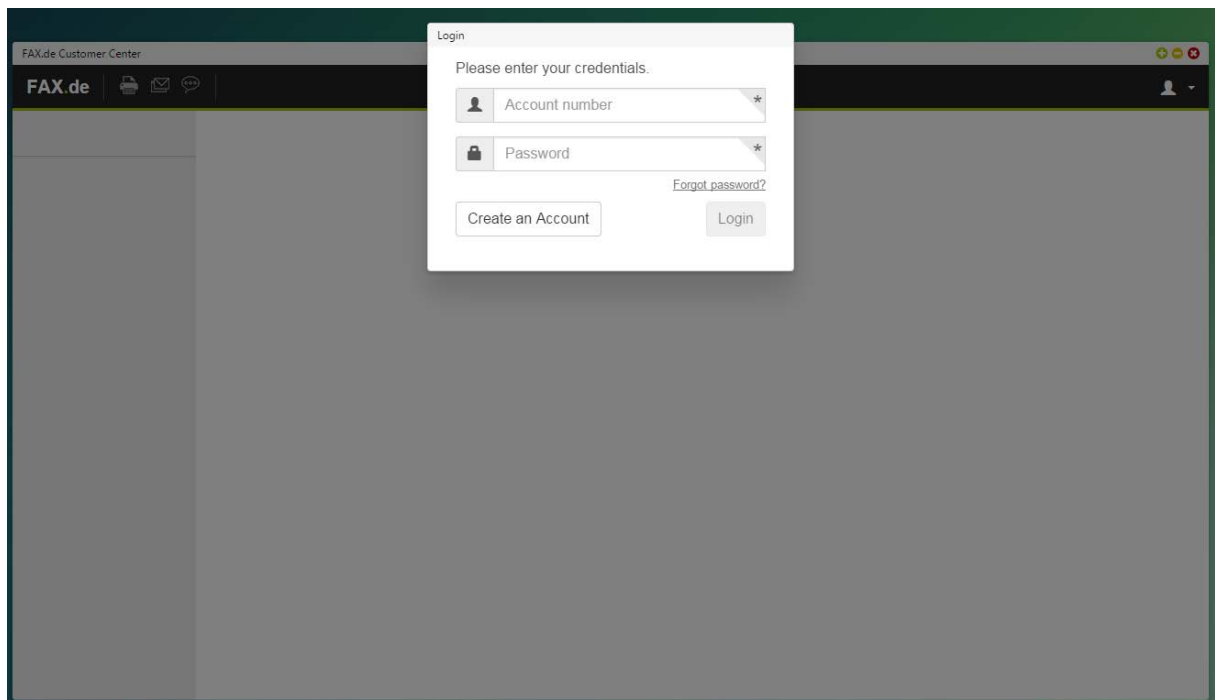
PC-FAX.com Web Customer Center

Web Customer Center is a communication center right in your browser. You can use it anywhere you are.

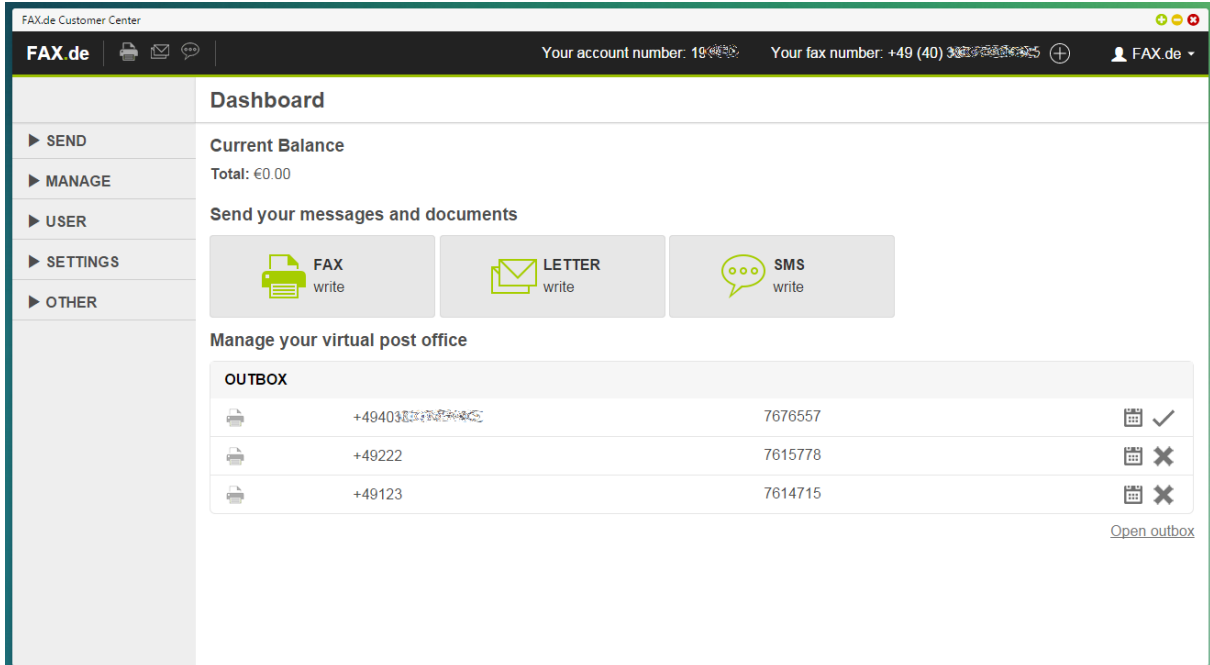
If you are registered by Fax.de, you have received a customer number and password. Please go to the www.pc-fax.com website and click on "Login".



You should see now a login window where you should enter your login data.



After logging in, you should see the Dashboard. You get an overview of 5 recently sent orders and the current account balance.



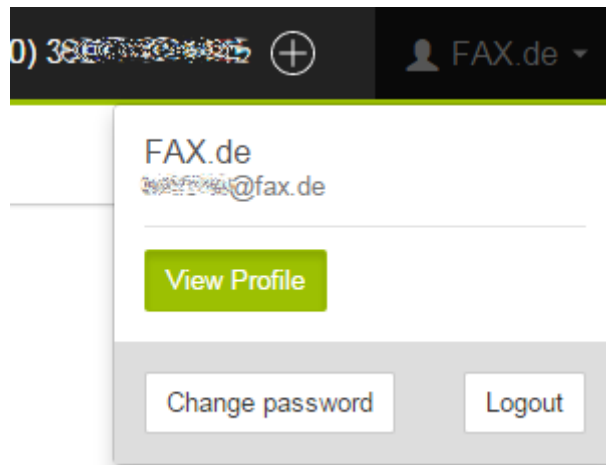
The screenshot shows the FAX.de Customer Center Dashboard. At the top, it displays the account number and fax number. The main content area is divided into several sections:

- Current Balance:** Total: €0.00
- Send your messages and documents:** Three buttons for "FAX write", "LETTER write", and "SMS write".
- Manage your virtual post office:** A table titled "OUTBOX" with three rows of data:

Phone Number	Reference Number	Status
+49403877744	7676557	✓
+49222	7615778	✗
+49123	7614715	✗

Below the table is a link to "Open outbox". On the left side of the dashboard, there is a navigation menu with options: SEND, MANAGE, USER, SETTINGS, and OTHER.

Clicking icon with the person at the top right, you will see a dialog where you can log out or view your profile. You can also change your password here.



The screenshot shows a user profile dialog box. At the top, it displays the user's name "FAX.de" and email address "xxxxxx@fax.de". Below this, there are three buttons:

- View Profile:** A green button.
- Change password:** A white button.
- Logout:** A white button.


On the left side of the window you will find all functions divided into sections.

Sending section

Here you can send Fax, SMS or letter. These functions can also be found on the dashboard and in the head of the window.

Sending fax

Send fax
⊕ ⊖ ✕


Fax

+
Text message 1


+
Upload document 2

+
Select my document 4

+
Cloud storage 3

Recipient

Fax number



Bartosz
▼

Recipient name

+
Recipients list

+
Send date:

Immediately

Cancel

Preview

Make order

If you want to send a fax, you can simply write a text message (1), enter the recipient and send it. But you can also select a document from the computer (2) or from the cloud storage such as Google Drive or Dropbox (3).

There is also a possibility to store templates in the Customer Center for later delivery (will be explained later) and send here (4).

The following documents you can send by fax:

- Microsoft Word
- Microsoft Excel
- PDF
- TIFF
- TXT

You can send a maximum 3 documents at once.

You can simply enter the recipient in fields fax number and name of the recipient or select him from the list of saved recipients (will be explained later. This list is displayed when you click on the button with the person. In addition, next to the button, there is also a list of 50 last used recipients, from which you can select one.

If you want to send a fax to multiple recipients you can prepare a TXT or CSV file, where you have to enter each recipient in the separate row. Here there is a format:

Number;ID


ID is optional and can be e.g. a customer number.

Important: This option must be activated manually, so if you want to use it, please contact the Support.

There is also an interesting option – schedule date. If you do not change it your fax will be sent immediately. You can also choose when your fax should be sent.

Sending letter

Send letter
⊕ ⊖ ⊗


Letter

+ Upload single letter

+ Upload series letter

+ Select my document

+ Cloud storage

Settings

Color

b/w

+ Send date:

Cancel

Make order


You can send here a letter to one (single letter) or more (series letter) recipients. You can choose your document (only PDF) from the computer, cloud storage or from the stored by the Customer Center documents.

Always make sure that the address is positioned correctly for the address window. Otherwise, this letter will not be sent and the charges will be credited to you again.

Important: This feature is available only for German recipients. Your account by Fax.de must have a credit in the amount of the postage fee.

Sending SMS

Send SMS + - ×

 **SMS**


+ Text message

+ Upload document

+ Select my document

Recipient

Mobile number



Recipient name

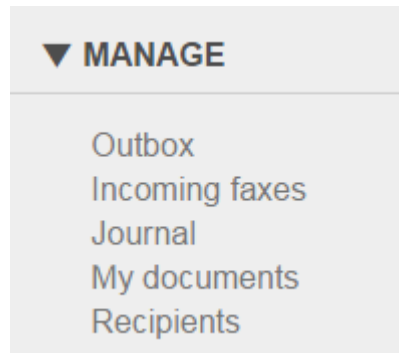
+ Recipients list

+ **Send date:**








To send a SMS, you can just enter a message or select a TXT file from the computer or stored by the Customer Center documents.

Other options are the same as when sending a fax.

Manage section



Outbox

Outbox   							
		Date	Recipient	...	Send status	Job ID	Filter results
1		01.06.15 15:38	+4940381111111	1	✓ Sent	7676557	<input checked="" type="checkbox"/> In Progress
2		20.05.15 15:27	+49222	0	✗ Call Failed	7615778	<input checked="" type="checkbox"/> Sent
3		20.05.15 12:48	+49123	0	✗ Call Failed	7614715	<input checked="" type="checkbox"/> Send Error

Search

Recipient

Job ID

From








To

3 entries

You can find here your sent jobs from the last 30 days and you can check if they were sent successfully or not.

The list you can filter by the type of the job (Fax, SMS, Letter) or by the status (In Progress, Sent, Send Error).

Journal

Journal							 
Recipient	Type	Se...	Pt	Date	Job ID		
1 +49(40)380559945	Incoming fax	Sent	1	03.06.15 09:20	138125		
2 +49(40)380559945	Incoming fax	Sent	1	01.06.15 15:39	127896		
3 +4940380559945	Outgoing fax	Sent	1	01.06.15 15:38	7676557	  	

3 entries

Filter

Outgoing fax

Letter

Color letter

SMS

Email

Signature

Incoming fax

Search

Month ▼

Juni ▼










2015 ▼

In the journal are listed all incoming faxes and outgoing documents. You can check here the status of your sent jobs. You can see or save a protocol for the job, or download a whole list as an Excel file.

My documents

My documents

Delete (0) +

	Type	Title	Saved at	Recent sent at / to	
<input type="checkbox"/>	1	BRIEF	Mein Brief	04.03.15 09:49	  
<input type="checkbox"/>	2	FAX	Mein Fax	22.09.14 11:00	20.05.15 10:36 / test name   
<input type="checkbox"/>	3	SMS	Meine SMS	19.09.14 11:01	31.10.14 14:25   

3 documents

Filter

Fax

Letter

SMS

Search

Title

You can save here templates, which you use over and over again and send, by the Customer Center. These may be forms, descriptions, offers, or any document that you often send.

On the list you will find all the stored documents that you can delete or change them a title.

To save a new document, click on the "+" button.

New document
✕

Type

Fax
 Letter
 SMS

Title

Title
*

Document

Enter a document for storage

Select file

OR

Drag and Drop your file here

*

Cancel

Save

In this dialog, you can choose the type of document, enter a title and select a document from the computer. As a fax template you can use Word, Excel or PDF documents as a letter template you can use PDF documents and as a SMS template you can write a message.

Recipients

Recipients			Delete (0)
<input type="checkbox"/>	Name	Number	
<input type="checkbox"/>	1	+492222 Fax	
<input type="checkbox"/>	2	+49222 Mobile	
<input type="checkbox"/>	Bartos	040380 Fax	
<input type="checkbox"/>	Bartos	0151 Mobile	
<input type="checkbox"/>	Bartos	+49123 Fax	
<input type="checkbox"/>	BB	+49403 Fax	
<input type="checkbox"/>	ja	040380 Fax	
<input type="checkbox"/>	test	+49222 Fax	
<input type="checkbox"/>	w	+49222 Mobile	
		9 recipients	

Search

Recipient name

Name

Number

Number

You can store here the recipients for the future use. On the list you will find all the already stored recipients which you can delete or edit.

To save a new recipient, please click on "+" button. It should appear the following window where you can enter the name and number of the recipient.

New recipient ✖

Recipient name

 *

Number

 *

Fax number Mobile number

User section

▼ USER

Account
My invoices

Account

Account

Text	Number	Price	Discount	Total
Ab 01.06.15:				
Fax-Empfangsnummer in DE-Hamburg: +49 40 398439942	1	0,0000		0,00

Gesamt Netto				0,00
+ ges. MwSt				0,00

Gesamt Brutto				0,00
				=====

Fill up your account





















Payment: Credit card

Amount: €

This page shows your current account balance at Fax.de. This balance will be created on our systems at intervals, it may be that a just sent job cannot be shown here at once.

You can also fill your account at any time.

My invoices

My invoices						
	Document number	Date	Amount	Type		
1	421868	31.05.2015	0,00 €	Rechnung 15		
2	416530	30.04.2015	0,00 €	Rechnung 15		
3	410993	31.03.2015	0,00 €	Rechnung 15		
4	405582	28.02.2015	0,00 €	Rechnung 15		
5	400011	31.01.2015	0,00 €	Rechnung 15		
6	362199	31.12.2014	0,00 €	Rechnung 15		
7	356659	30.11.2014	0,00 €	Rechnung 15		
8	351010	31.10.2014	0,00 €	Rechnung 15		
9	345401	30.09.2014	0,00 €	Rechnung 15		
10	339849	31.08.2014	0,00 €	Rechnung 15		

Search
 Document number

 Date from

 Date to

39 invoices

You can find here your bills that you can see or store. You can also save signature for an invoice.

Settings section


▼ SETTINGS

- Profile
- Account settings
- Faxserver
- Language

Profile

Profile

Your product

Account number: 191
Fax number: +49 (40) 38-11228-915 
Tariff: Easy Light

Your customer data

Genre:

Name: *

Addition:

Contact:

Tax ID:

Save

You can change here your address, contact details or payment method.

If you have the Fine or Light tariff, you can create here a new fax number (you can also make it at the top of the window). Click then "+" icon, the new dialog will appear where you can choose your country (if supported). In the next step you have to choose your city and confirm.

Account settings

Your settings

SMS default sender

(max. 16-digit number or max. 11-character name of the sender)

SMS notification to

 Disable fax header.

 Suppress ISDN fax sender.

 Send outgoing document by email additionally.

 Fill up my package credit automatically when no credit is available.









 Forward incoming faxes also to email address.

You can specify here different settings for sending SMS and fa.

For example, you can send incoming faxes in addition to your email, suppress the fax header etc.

Faxserver (optional)

Fax server configuration

<input type="checkbox"/>	Email	Name	Fax Header	ISDN-Sender		
<input type="checkbox"/>	1  @fax.de	Bernhard	Zsch...	0418...		
<input type="checkbox"/>	2  @HQS.DE		Zsch...	00494...		
<input type="checkbox"/>	3 ROBERT@...COM	Rob...	Scand...	+45 2...		


Search

Email

Fax number

Name

3 emails

New email **Email** ***Fax number****Name****Fax Header****ISDN-Sender****or you can here upload a CSV document:**

Format => "Email";"Name";"Fax number";"Fax Header";"ISDN-Sender"
Fax number, fax header and ISDN-Sender are optional.

OR Drag and Drop your file here