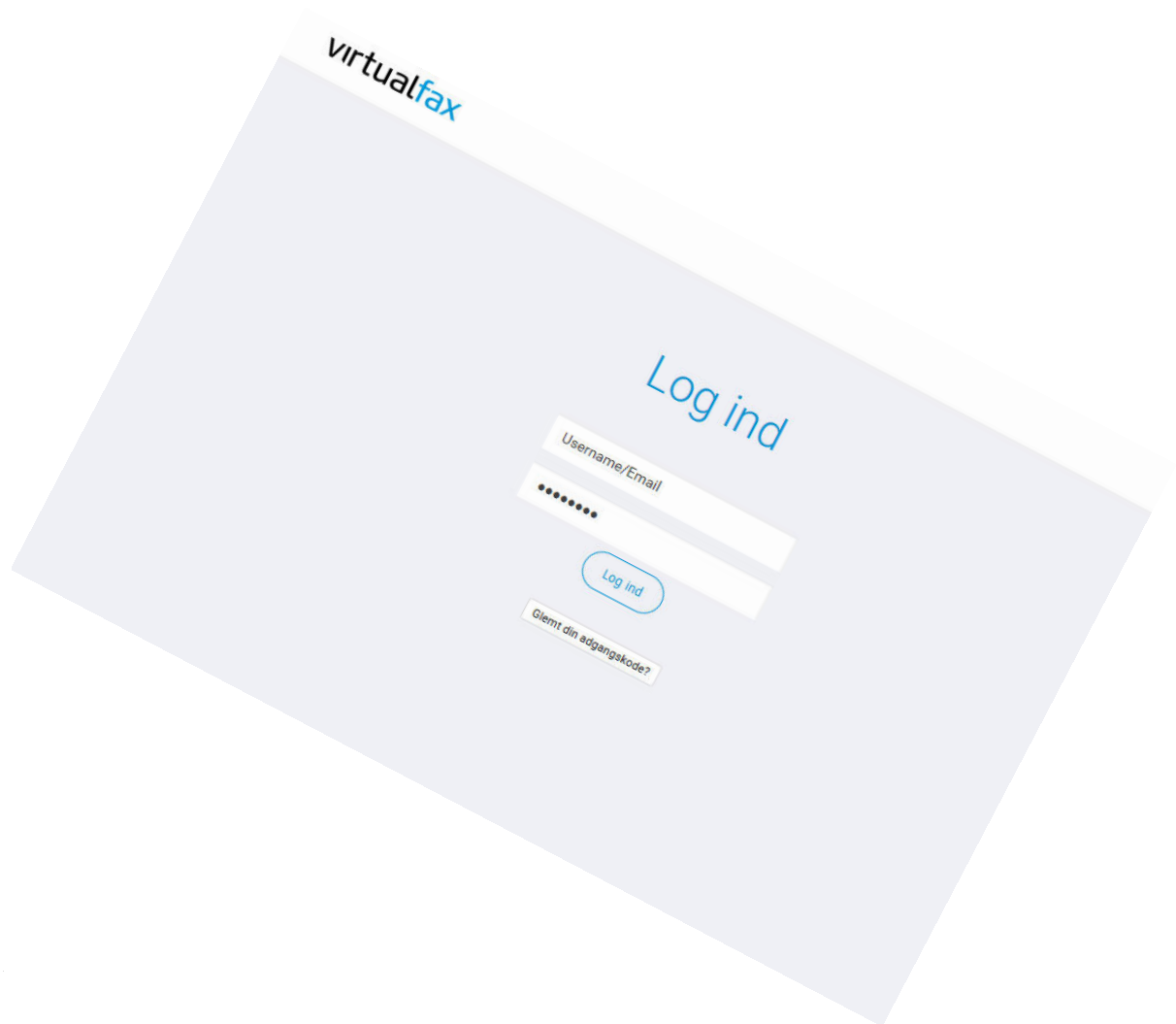


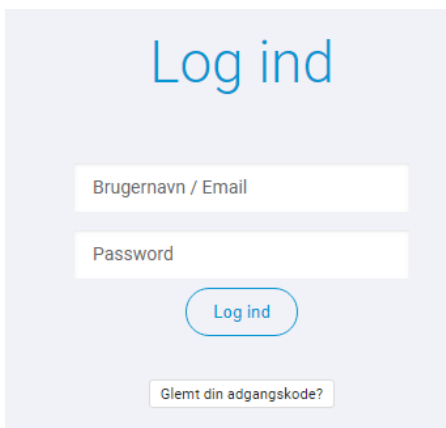
## Virtualfax Interface Guide



When you sign up for Virtualfax at Dstny, we make sure to set up the basic settings and set up the user, who needs to receive/send fax.

If you have corrections or further users needs to be added, this guide can show you how to do so. An unlimited amount of senders/receivers can be added, without any extra cost.

When your Virtualfax account were created, we sent you an e-mail with login information to Virtualfax.dk Log in to [www.virtualfax.dk](http://www.virtualfax.dk)

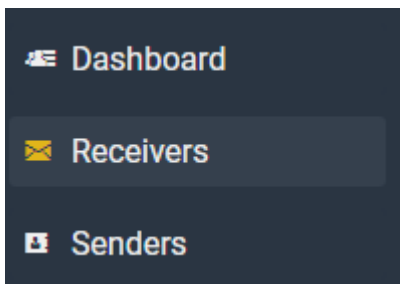


The image shows a login interface with the following elements:


- Header: "Log ind" in blue text.
- Input field: "Brugernavn / Email" (Username / Email).
- Input field: "Password".
- Button: "Log ind" (Login).
- Link: "Glem din adgangskode?" (Forgot your password?).

## Receivers

This is where you define the settings for receiving Virtualfax.



### Add a receiver

1. Click on the "Add Receiver" button. 
2. In the "FAX NUMBER" menu you choose a fax number.
3. In the "EMAIL" field you write the e-mail address, which needs to receive the fax.
4. In the "BCC EMAIL" field you have the option of adding an e-mail address, if your fax needs to be received BCC to an extra e-mail address.
5. In the "DOCUMENT TYPE" field you choose what file formats are allowed to be received.
6. Click on "Create Receiver".

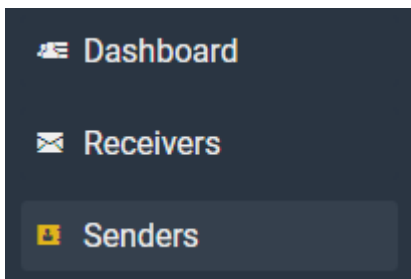
#### New Receiver

FAX NUMBER	<input type="text" value="None"/>
EMAIL	<input type="text" value="kundeservice@dstny.dk"/>
BCC EMAIL	<input type="text" value="support@dstny.dk"/>
DOCUMENT TYPE	<input type="checkbox"/> PDF <input type="checkbox"/> TIF <input type="checkbox"/> PS
<input type="button" value="Create Receiver"/>	


The receiver is now created and is able to receive Virtualfax via e-mail.

## Senders

This is where you define the settings for sending Virtualfax.



### Adding a sender

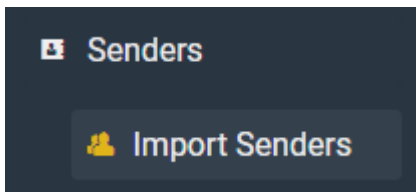
1. Click on the "Add Sender" button. 
2. In the "EMAIL" field you write the e-mail address, which needs to be able to send the Virtualfax.
3. In the "BCC EMAIL" field you have the option of adding an e-mail address, if your fax always needs to be sent BCC to an extra e-mail address
4. In the "FAXNUMMER" menu you choose a fax number.
5. In the "TSI" field you have the option of typing a name/company name/number, which will be shown on the fax as the sender.
6. The "TAGS" field is for administrative use only, which can be used to categorize the user. For example, you could define what department the user belongs to. Alternatively you could define the users full name, so that there is an easy overview of different users, if you have multiple users. The usernames or department names will be shown in an overview, where you can sort by tags, or just easily see which users are using the same tags.
7. The "HIGH-RES" button defines, whether you want to send your fax in high resolution or not.
8. The "PDF only" button defines whether the fax should contain the PDF file only, or also thee-mail aswell.
9. The "ATTACH FAX TO REPORT" button defines whether you want the specific fax attached, when you receive the automatic faxreporte-mail.
10. The "TECHINFO IN RAPPORT" defines whether you want technical information in the automatic reporte-mail, when a fax can't be delivered to your fax receiver.
11. The "MAILHEADER" define if you want the text from the e-mail subject field included in your fax as a header.
12. The "FILETYPES" buttons define what file types are allowed to attach to your Virtualfaxe-mail
13. The "RETURN FILETYPES" buttons define what file types are allowed to receive in the report e-mail you receive back.
14. The "HYLAFAX CLIENT" define whether you use Hylafax or not. Hylafax is software that can be used for administrating, automating and API controlling fax. Read more about the 3rdpart product on [Hylafax.org](http://Hylafax.org)
15. Login and password needs to be filled out, if you are using Hylafax.
16. Click on "Create Sender".

EMAIL	<input type="text" value="aaaa@dstny.dk"/>
BCC EMAIL	<input type="text" value="bbb@dstny.dk"/>
FAX NUMBER	Select Number ▾
TSI	<input type="text" value="Dstny A/S"/>
TAGS	<input type="text" value="» Dstny customerservice"/>
HIGH-RES	<input type="checkbox"/>
PDF ONLY	<input type="checkbox"/>
ATTACH FAX TO REPORT	<input checked="" type="checkbox"/>
TECH INFO IN REPORT	<input type="checkbox"/>
MAIL HEADER	<input type="checkbox"/>
FILETYPES	<input type="checkbox"/> PS <input type="checkbox"/> PDF <input type="checkbox"/> TIF <input type="checkbox"/> ORIGINAL
RETURNFILETYPES	<input type="checkbox"/> PS <input type="checkbox"/> PDF <input type="checkbox"/> TIF <input type="checkbox"/> ORIGINAL
HYLAFAX CLIENT	<input type="checkbox"/>
LOGIN (HYLAFAX CLIENT)	<input type="text"/> <input type="text" value="@dstny.dk"/>
PASSWORD	<input type="text"/>
	<input type="button" value="Create Sender"/>

The user is now created and can send Virtualfax via Outlook or any other mail client.

## Import Senders

This function can be used to create multiple senders via an excel file.



Download this template (faxupload.xlsx).

1. Fill out minimum the e-mail address and the fax number in the excel file.

	A	B	C	D	E
1	<b>e-mail</b>	<b>faxnummer</b>	<b>TSI</b>	<b>Høj opløsning</b>	<b>Kun PDF</b>
2	<a href="mailto:aaa@dstny.dk">aaa@dstny.dk</a>	88887778	Dstny A/S	true	false

2. Click the "Choose File" button and select the excel file.
3. Click the "Upload" button.

## Upload Spreadsheet file

SPREADSHEET FILE

Choose File No file chosen

Upload

4. On the next page you define, what the different columns in the excel file contain.

### Choose rows and columns from file

Deselect all	Email	Fax number
<input checked="" type="checkbox"/>	aaa@dstny.dk	88887778

At the column containing the e-mail address, you click in the menu above and select "Email".

At the column containing the fax number, you click in the menu above and select "Fax number".

When all columns are defined, you click the "Next" button.

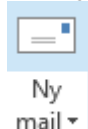
On the next page you are shown an overview of the content. If something is not right, it will show in the top of the page under "invalid data", where you then need to fix the error.

All valid data are shown in the bottom, and when you are satisfied you click the "Import rows with valid data". The users will now be created.

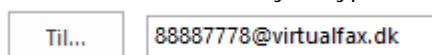
# VIRTUALFAX

## Sending a Virtualfax via Outlook

1. Create a new e-mail. (Shortcut in Outlook: CTRL + N)



2. In the "TO" field you type in the faxnumber@virtualfax.dk as receiver. F.ex. 88887778@virtualfax.dk



3. The subject field is can be filled out as well (optional).



4. Attach one or more PDF files, which contain the fax content itself.



5. Send the e-mail.



Send a test fax to yourself

We recommend that you send yourself a test fax to your own fax number, in order to verify that the service is working like intended.

If you experience any issues, or have questions at all, you are always welcome to contact Dstny Customer Service via e-mail: [kundeservice@dstny.dk](mailto:kundeservice@dstny.dk) or by phone: 88887777 - type 3 for Customer Service.