

Desktop Fax Installation and Setup Instructions

The following instructions have been Downloaded or Emailed to you accompanied with a fax application program called KBFaxG, this program is 100% safe and only compatible with Windows 2000, Me, XP and Vista.

If you have not receive your fax application software then please contact your sales representative to assist you in receiving your copy of the software application.

Installing KBFaxG

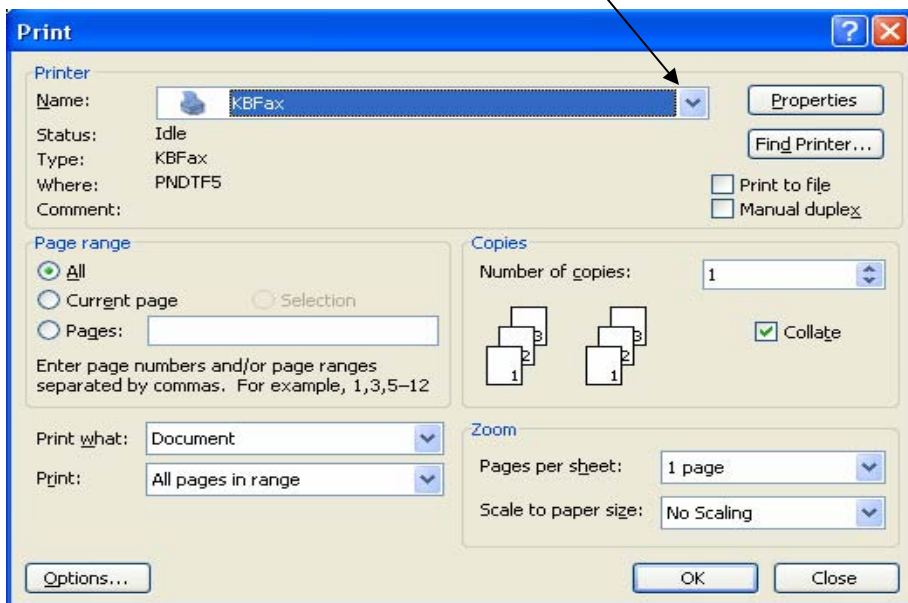
1. Open the email client you use to download your emails (Office Outlook, Express or the software you are currently using) or via web like hotmail, yahoo or AOL.
2. Download and save the software on to your desktop.
3. Double click the software and follow the installation setup.
4. When the installation is complete you will be prompted to click finish to complete the process and the dialog box will then disappear.
5. This Completes the Installation of the software.

Using KBFaxG

You may use any of the following applications to create your fax: Word, Excel, Office Outlook, Outlook Express, Adobe PDF reader and writer or any other software that gives you the option to send your documents to a printer.

Example:

1. Open Word or Excel and create a document of your choice.
2. Click on File on the document and select "Print" the Pinter dialog box will appear.
3. Select the Printer Name Dropdown box and Select "KBFax" as the printer, then click "OK" to accept the selection.



The KBFax application will automatically start up and ask you for information you must provide in order to send a fax.

Address Book Tab Fields

The screenshot shows the KB Fax software window. The 'Compose Fax' section contains the following fields: 'To:', 'Company:', 'Subject:', 'Notes:', and 'Destination Fax:'. The 'Destination Fax' field is a three-part input for a phone number. Below this is the 'KB Fax Plus Address Book' section, which includes a table with columns for 'To', 'Company', 'Fax', and 'Subject', and buttons for 'Add', 'Update', 'Refresh', and 'Delete'. At the bottom, there is a checkbox for 'Check to include your personal cover page' and buttons for 'Preview and Send Fax' and 'Cancel'.

Both Fields must be filed out.

The upper area titled “Compose Fax” is the information the recipient will see.

Term of Fields

- To: (The name of recipient that is to receive the fax)
- Company: (The name of the company you are sending the fax to if any)
- Subject: (General information about the fax)
- Notes: (Additional notes you may need to send including how many pages are being sent)
- Destination fax: (The phone number of the fax machine you are sending your document to)

Please Note: A phone number must be placed in the “Destination Fax” field in order to send your fax.

If you wish to save this information for future use then click the “Add” button in the “KB Fax Plus Address Book” area after you have filled out all the information needed.

If you do not wish to send a cover letter then simply remove the check mark in the lower left corner.

Fax Account Preference Tab Fields

KB Fax

KB fax

Address Book Fax Account Preferences

Login Information

Login information will be used for authentication with KB Fax Server.

Login ID: Example: bill99@my_domain.com

KB Fax PIN: Your KB Fax PIN goes here

Enter your Cover Page information below (Optional)

Below information will be used in selected cover letter.

Your Name:

Company (Optional):

Fax Number:

Click here to Save your changes

Check to include your personal cover page

Preview and Send Fax Cancel

Both Fields are required to activate your account.

The following information is required in order to set up your account.

1. Under “Login ID” please enter the email address you provided to your sales representative to which emails are to be sent.
2. In the “KB Fax PIN” field, enter the pin number given to you by your sales representative or the pass code you have chosen during setup of your voice or fax box.
3. Save your work and press “Click here to save your changes” button.
4. On the bottom press “Preview and Send Fax” button to start the process.
5. A preview will open along with a small dialog box asking you to send or to cancel, select send to finish and send your fax.

This Completes the KBFax application.

If you have questions or a problem then please contact your sales representative to further assist you.

Thank you for using our services.