

Welcome to stratafax

You are using one of the most innovative and intuitive cloud fax solutions available today. With stratafax, sending and receiving a fax is as easy as sending and receiving an email.

Below you will find the quick and simple steps to easily login to your stratafax service and begin faxing.

User Login

To begin using stratafax, go to the login website, <https://fax.stratafax.com>, and enter the username and password assigned to you. (See Figure 1.)

stratafax User Login Website:
fax.stratafax.com

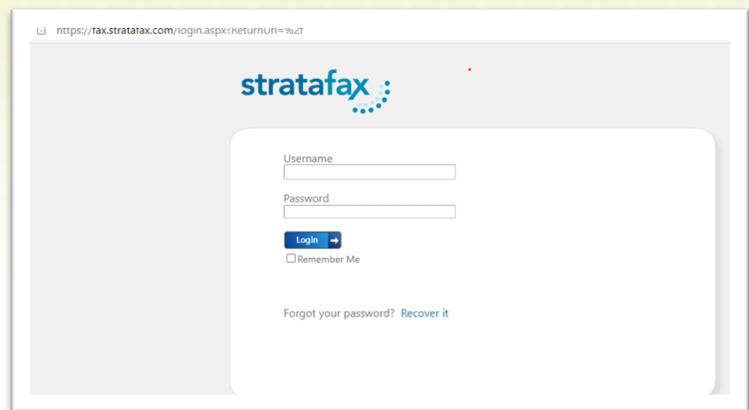


Figure 1: stratafax login screen

Once logged in, you will see your stratafax inbox. You'll notice this inbox looks very similar to a Microsoft™ Outlook™ inbox. (See Figure 2.)

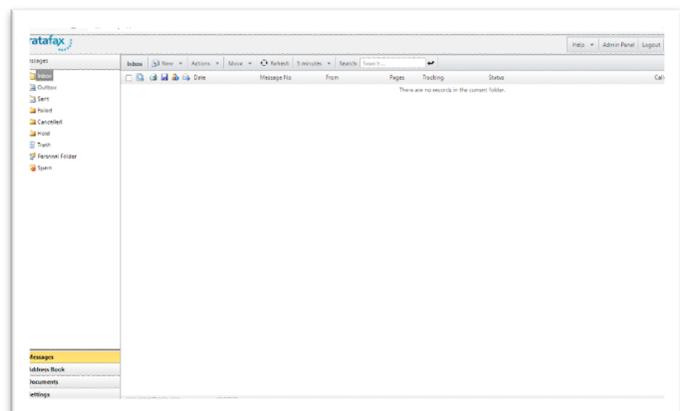


Figure 2: stratafax Inbox

Navigation is very easy, and similar to the navigation interface of Outlook™. In the bottom left corner of the screen is the main directory (see Figure 3), and in the top left corner of the screen are the sub-directories (see Figure 4.)

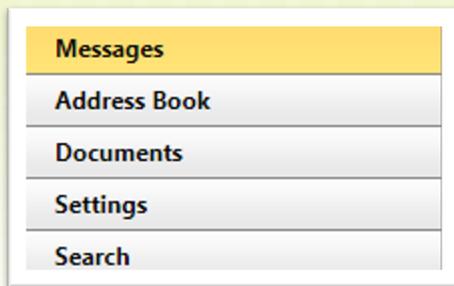


Figure 3: Main Directory

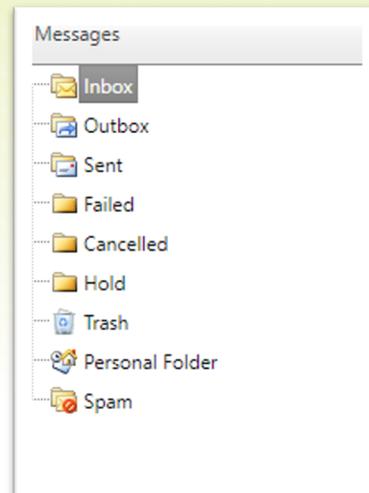


Figure 4: Sub-Directories

Sending a Fax

Sending a fax with stratafax is as simple as sending an email.

Sending a Fax from the stratafax Web Client

From the stratafax web client inbox, select “New” from the top menu bar. (See Figure 5.)

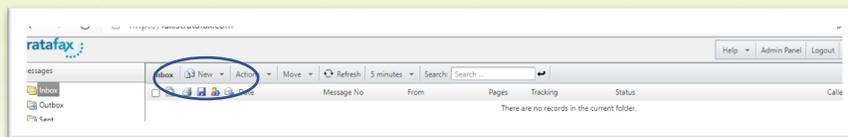


Figure 5: Sending a New Fax

When the New Message window opens, you will see your name and company name appear under Sender Profile. Complete the information under Message Info to include a Subject and any desired Notes for the recipient. (See Figure 6.)

To address the fax, click “Add Contact” on the Recipients tab if you would like to select a user from your address book.

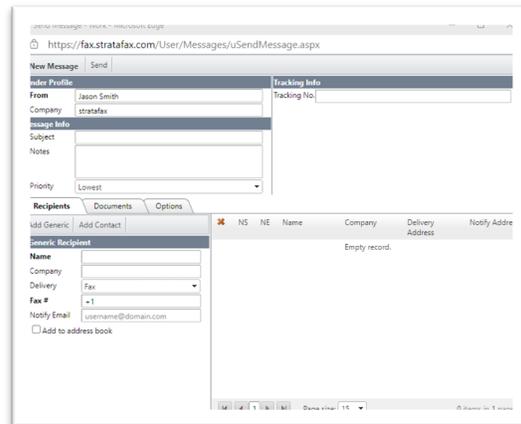


Figure 6: New Message Window

If the recipient is not in your address book, click “Add Generic” and enter the recipients contact details. You can add the contact to your address book by clicking the box, “Add to address book.” (See Figure 7.)

To attach a document, select “Attach Document” from Documents tab and follow the prompts to select the document to be sent. (See Figure 8.)

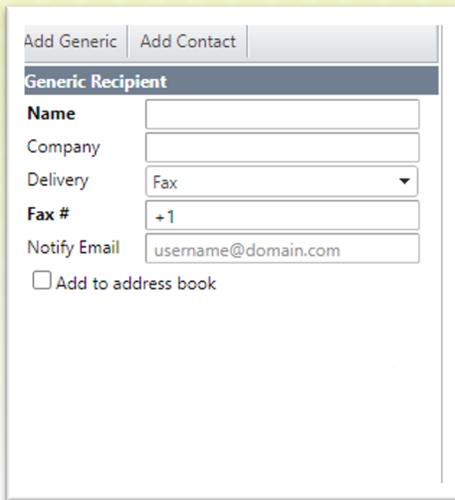


Figure 7: Addressing a Fax

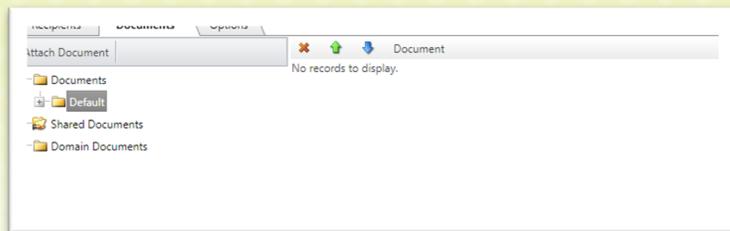


Figure 8: Attaching a Document

Sending a Fax Directly from Your Desktop

To send documents directly from your desktop, open the document to be sent and select “Print” from the File menu and select “stratafax IP Printer” as the printer option and follow the prompts.

For more information, refer to the “stratafax Print to Fax for Users” guide.

Sending a Fax via Email

To send a fax via your email application, create a new email and address the fax to the user's fax number using the following format: 10digit@fax.stratafax.com in the "To" line.

The body of email will be sent as the cover page along with any attached documents.

Sending a Fax via MFPs or Fax Machines

To send a fax via a Multi-Function Printer (MFP), ensure the device is enabled to send across stratafax. Find the scan to email or email to fax function and enter the recipients fax number using the following format: 10digit@fax.stratafax.com. Press the Send button to send the fax.

To send a fax via a traditional fax machine, ensure the device is enabled to send across stratafax, which typically requires a device called an ATA to be attached to the fax machine. Send the fax as you would today by entering the recipient's fax number and pressing Send. The fax will be sent securely over the cloud.

Receiving a Fax

Inbound faxes can be viewed from your email inbox, along with your email messages, or using the stratafax Web Client. From either client, open the fax message to see the date and time the fax was received (see Figure 9.) Open the attachment to see the faxed document (see Figure 10.)

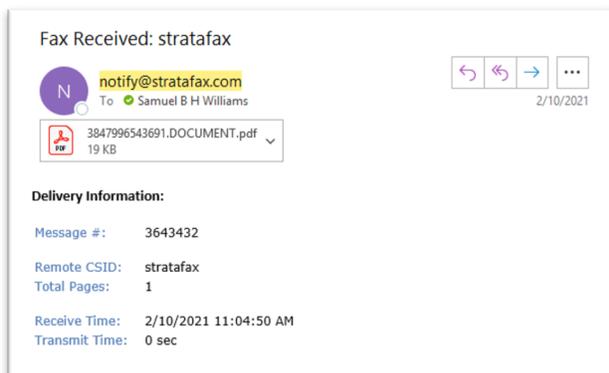


Figure 9: New Fax Message



Figure 10: Fax attachment