



How to guide:

**Recover old faxes /
Setting the subject of a fax**

Last updated 15 January 2009

Overview

With the FaxFX system all faxes received on your fax number are saved for a period of five years. These faxes on the FaxFX system cannot be deleted; they will automatically be removed after the five years. In this document we will show you how to do the following:

- Part A – Viewing all the faxes that was received by the system
- Part B – Resending an old fax to your email inbox
- Part C – Downloading an old fax directly from the system
- Part D – Setting the subject of a fax

Part A – Viewing all the faxes that was received by the system

1. Log in on the FaxFX website (www.faxfx.net/fxadmin/) and click on the “Received Faxes” button



2. You will now see all the faxes you have received. If the fax is not shown in the system, it was either sent to the wrong fax number or not sent.

: Received faxes

Time	Activity	Subject	Connection Tel	Minutes	Pages	Size	Fax Received
2009-01-07 17:09:42	149063562		0866618584	0	1	4 KB	SUCCESS Registered Delivered
2008-12-08 09:00:35	143370521		XXXXXXXXXX	2	1	38 KB	SUCCESS Registered Delivered Received

[2]

3. Click on any on the values in the relevant row [2] of the fax for more details.

View Received Fax

Fax Details

Activity:	149063562
Subject:	<input type="text"/>
Date / Time:	2009-01-07 17:09:42
Caller Station Id:	XXX XXX XXXX
Caller Id:	0866618584
Duration (minutes):	0
Pages:	1
Transmission Status:	SUCCESS

4. From here you can go to:
 - Part B – Resending an old fax to your email inbox
 - Part C – Downloading an old fax directly from the system
 - Part D – Setting the subject of a fax

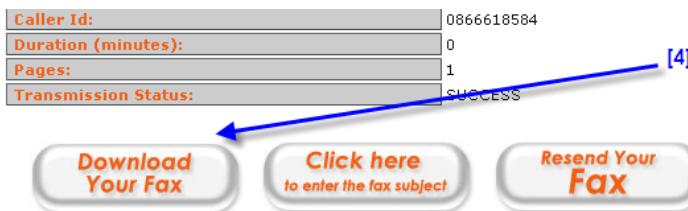
Part B – Resending an old fax to your email inbox

1. Follow the steps as per Part A - Viewing all the faxes that was received by the system
2. Click on the “Resend your fax” button [3], this will resend the fax to your email inbox



Part C – Downloading an old fax directly from the system

1. Follow the steps as per Part A - Viewing all the faxes that was received by the system
2. Click on the “Download your fax” button [4], this will then initiate the download of the fax



3. If the image format is PDF, your fax will be password protected. The password is your login password.

Part D – Setting the subject of a fax

1. Follow the steps as per Part A - Viewing all the faxes that was received by the system
2. Click in the “Subject” text box [5] and enter the subject of the fax



3. Click on “Click here to enter the fax subject” button to save the faxes subject.

Do note the subject of the email will not change; this subject is saved on the server for your future reference when searching an old fax.

If you have any further queries, do not hesitate to contact us

<http://www.faxfx.co.za> | <http://www.faxfx.co.za/support/> | support@faxfx.co.za | 086 727 2345 (Office hours)