

# Advanced Networking, Inc.

Telephone 302-792-9200

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[www.advnetwork.com](http://www.advnetwork.com)

## Outbound Fax Instructions

Welcome to your new inbound/outbound fax-to-email box. These basic instructions will guide you through sending a fax using our fax service.

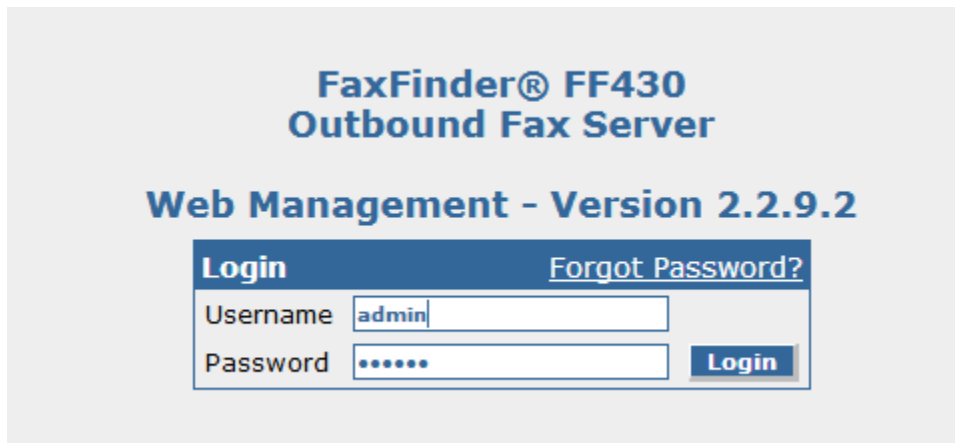
You can send three types of files through our Fax Server. The most common (and easiest) file to send is a PDF File. It is best to have the file ready before you start the process of sending a fax through our Fax Server. If your file is not in this format, you can follow the instructions at the end of this document on how to create a PDF file.

Contact us for your username and password for the fax service.

Username:	<input type="text"/>
Password:	<input type="password"/>

### Sending a Fax

1. Open up your web browser
2. Go this web address: <https://fax2.advnetwork.com>
3. This will take you to the login page for your fax account.



**FaxFinder® FF430**  
**Outbound Fax Server**

**Web Management - Version 2.2.9.2**

**Login** [Forgot Password?](#)

Username

Password  **Login**

4. Enter the **username** and **password** which is provided above on this sheet.
5. Click the **Login** button.
6. This will bring up the home screen.

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7. Click on **Send Fax**.
8. FaxFinder will fill in the Sender information based on your user account. This information will appear on the Cover page if you choose to include one. You can modify it as needed.

**Send Fax**

**Sender Information**

Name	<input type="text" value="Joe Eigenbrot"/>
Organization	<input type="text" value="Advanced Networking, Inc."/>
Phone Number	<input type="text" value="3027929200"/>
Fax Number	<input type="text" value="3027927122"/>
Email Address	<input type="text" value="joe@advnetwork.com"/>

**Recipient Information**

Find Recipient	<input type="text" value="Enter Recipient Info and save as Personal Contact"/>
Contact/Group	<input type="text" value="Select Contact/Group"/>
Name	<input type="text" value="Rik Raphael"/>
Organization/Description	<input type="text" value="Advanced Networking, inc."/>
Fax Number	<input type="text" value="7929294"/>
Phone Number	<input type="text" value="3027929200"/>

Name	Organization/Description	Fax	Phone	Action
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**Cover Page Information**

9. Fill in the Recipient Information.
  - a. If you already have contacts stored, you can select it from the pull-down **Find Recipient Menu**.
  - b. You may also select **Enter Recipient Info and Save as Personal Contact** if you want to store this contact.
  - c. Enter the **fax number** EXACTLY as how you would dial from your normal landline.
    - i. If it is a local number to Wilmington, DE, just enter the seven digit number (7929294)
    - ii. If it is a long distance number, put a 1 in front of the area code (18565551234)

10. Click on **Add Recipient** to add the information to the fax.
11. You may repeat step 9 to add multiple people to the same fax you are sending.

The screenshot displays a web interface for sending a fax. It is divided into three main sections: 'Cover Page Information', 'Attachments', and 'Options'.  
1. **Cover Page Information**: This section includes a radio button to 'Include cover page with this fax?' (set to 'Yes'), a dropdown menu for 'Select Cover Page' (showing 'mts\_template1.pdf'), a text field for 'Subject' (containing 'This is a test Fax'), and a larger text area for 'Comments' (containing 'Please call me when you receive this Fax').  
2. **Attachments**: This section lists two files: 'Test Fax Cover and Pages.pdf' and 'Release Notes for POE with 1.4 firmware.pdf'. Each has a 'Browse...' button. A 'Delete' link is visible next to the second attachment.  
3. **Options**: This section contains several settings: 'Max Attempts' (3), 'Priority' (Medium), 'Retry Interval' (300 seconds), 'Send a receipt' (failure), and 'Fax Attachment with Receipt' (PDF).  
At the bottom left of the interface is a 'Send Fax' button.

12. If you wish to add a pre-formatted cover page:
  - a. Select **Yes** to Include a Cover Page with this fax.
  - b. Select a **Cover Page** from the drop-down list.
  - c. Enter a **Subject** and **Comments**.
13. Click Browse to find the file that is on your computer that you wish to fax.
  - a. This file must be a .pdf, .txt, or TIF document. Please see the last section on the last page on how to create a .pdf file if you do not know how to do this.
  - b. To add another document, click **Add Another Attachment** and select that document as well.
14. You can change the Fax Options if you wish, but usually the default is fine.
15. Click Send Fax.
16. If everything is entered correctly, a Confirmation Screen will appear.

## Viewing the Status of Your Faxes

1. From the home screen, click on **Status & Logs**.
2. This will bring up the System Status page.

Status & Logs <small>help</small>		Modem Status							
System Status		Modem	State	Page	Vertical Resolution	Baud Rate	Width	Length	Connect Time
Fax Status		1	Waiting For Ring	0					
Inbound Fax Log		2	Waiting For Ring	0					
Outbound Fax Log		3	Waiting For Ring	0					
		4	Busied Out	0					
		<b>Inbound Fax Status</b>							
		There is no Inbound Fax activity at this time							
		<b>Outbound Fax Status</b>							
		There is no Outbound Fax activity at this time							

3. On the left side, there is a menu to check your status and logs.
4. Click on **Fax Status**
5. This will show you the status of the modems and you can see your pending and sending faxes in this screen.
6. Also, you may check your inbound and outbound logs of your fax account here.

## Creating a PDF File to Fax in Windows 10

This only applies to users with Windows 10 operating system. If you do not have Windows 10, you will need a third-part utility that will allow you to print documents to a PDF file.

1. Have the file you want to print open such as a Word document.
2. Act like you need to print the file out. Use the usual **Print** command you normally would.
3. When the Print dialog window comes up, you should be able to select the printer to which you want to print.
4. Select the **"Print To PDF..."** as your printer.
5. Then hit **Print**.
6. This should bring up a **Save Print Output As** window.
7. Select the **location** and enter a **name** for the PDF file.
8. Hit **Save**.
9. Follow the instructions above to then send that file as a fax.

## Advanced Networking, Inc. Outbound Faxing Cheat Sheet

For more detailed instructions, you can download the FaxFinder User Guide on our website at:

<http://advnetwork.com/support.html>