

# eFax Pocket Guide

Cut, fold and carry this handy guide covering the basics of sending and receiving faxes, using Messenger and getting help.

## Using eFax Messenger

eFax Messenger makes it simple to fax. Use it to view, send, sign and mark up your faxes, create custom cover pages and fax hardcopies with your scanner.

Go to [www.efax.com/need](http://www.efax.com/need) to download and install your free copy of eFax Messenger.

### Sending a fax with eFax Messenger

1. Open the file you want to fax in the program in which you created it. From the File menu, click Print. Choose eFax Messenger as your printer and click OK. Messenger will open with your document ready to fax.
2. You can also fax with your scanner. In Messenger, click Fax Edit mode on the right-hand navigation. From the File menu, click Scan... and follow the onscreen instructions.

### Creating a signature stamp

Scan or fax yourself a copy of your signature. Open the file in Messenger. Use the Select Image tool to select your signature. Then from the Tools menu select Stamps > Create Graphic Stamp. Give it a name and start stamping your signature.

### Create a custom cover page

Either print or scan your cover page into eFax Messenger. Use the custom stamps to place fields for your name, the recipient's name, fax number and company name, number of pages, etc. Save the file as an EFX file. When you send a fax, choose this file as your custom cover page. You can also choose a template from Messenger's cover page library.

Click Help > Get Help Online for more detailed instructions on getting the most out of eFax Messenger.

## My Account

Go to [www.efax.com/login](http://www.efax.com/login) and log in with your eFax number and PIN to access your account settings.

### Top 5 things to do in My Account

1. Check your faxes in the Message Center
2. Change the format of incoming faxes to PDF or TIF.
3. Add additional email addresses where you'd like to send and receive faxes.
4. Access online help for eFax Plus.
5. Update your billing information.

## Customer Support

For more detailed instructions or quick answers to your questions, visit our Online Help Section at [www.efax.com/help](http://www.efax.com/help).

You can also contact us 24/7 at [help@mail.efax.com](mailto:help@mail.efax.com) or at (223) 817-3205. Log in and click Contact Us for international contact numbers.

## Checking an incoming fax by email

1. Check your email. The fax will arrive in an email from eFax.
2. Open the email. The fax will be attached as an EFX file.
3. Open the EFX file with eFax Messenger to read, print, mark up, forward or save your fax.

## Checking an incoming fax at [www.efax.com](http://www.efax.com)

This is a good way to read a fax if you're at a computer without eFax Messenger.

1. Go to [www.efax.com/login](http://www.efax.com/login) and log in with your eFax number and PIN.
2. Click eFax Message Center on the right-hand navigation bar.
3. Click the fax message you want to read.
4. Scroll down and click the fax attachment.
5. You will be able to view, zoom and rotate the fax in your browser window.

# eFax Pocket Guide

A handy guide covering the basics of faxing with eFax

## Sending a fax by email

1. Create an email and address it to the recipient's fax number. Format it like this: *18005551234@efaxsend.com*.
2. Attach any file (for example, a Word doc) you want to fax.
3. Send your email. You'll receive a confirmation email when the fax has been delivered.

**Note:** You can fax most file types by email. Check our online help section for a complete list of supported file types.

# eFax Membership Card

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Name

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Number

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