

Virtual Office

Virtual Fax Overview

V-Fax is Velocity Telephone's Virtual Faxing product. It allows you to send and receive faxes without a fax machine. No more paper jams. No more lost documents. No more busy signals when someone needs to get an important fax to you.

V-Fax receives your faxes and sends your documents to your email inbox, where they can be retrieved along with your other messages, unifying your messaging in one place. Saving you time. And allowing you to retrieve your faxes no matter where you are.

Whether you are on the road doing business, or out of town and simply need to see that important fax you asked for, V-Fax will get the fax to you wherever you are, when you want to retrieve it.

Additionally, V-Fax has a PC client application that allows you to turn any printable document or content into a fax. The generated fax can have a cover sheet electronically added and customized as part of the final fax. And the entire completed fax can be reviewed before you send it, so you know you have the right content before it goes out.

When your document is ready Velocity sends your fax without having to leave your computer. No more sitting at the fax machine waiting to see if the fax goes through or fails, or whether it finishes or you get a paper jam. V-Fax will even retry the fax if it does not go through the first time, automatically. And you will be notified when the fax goes through or if it fails after reaching your maximum retries. In either case, you do not have to wait in line for the fax machine, or sit next to the fax feeding documents, or waiting for your fax to go through. Giving you more time to conduct business.

When utilized as part of Velocity's Virtual Office you can also review and adjust your V-Fax settings directly from the Virtual Office secure web portal. Adjust your notification preferences, review your call history, re-download faxes for up to 30 days, review your sent documents, or add numbers to your address book to customize the sender name you see when you receive faxes. When combined with Virtual Office your control over V-Fax simply increases.

FEATURES:

- Receive all of your faxes in your email
- Fax from any PC application you can print from, including Microsoft Office applications, web browsers, scanned documents, and anything else that can be printed
- Add and customize a cover sheet electronically before you send your fax
- Preview your completed fax before sending
- Send cover only faxes
- Receive send receipts when your fax completes
- Send the same document to multiple recipients simultaneously

AS PART OF VIRTUAL OFFICE:

- Review your sent and received faxes online for 30 days after receipt, in addition to receiving them as emails
- Review and update fax send notification options, including attaching copies to send receipts and failure notifications
- Customize the names displayed on your incoming fax notifications by adding frequent senders to your V-Fax address book



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