

InstanetFax

Description: InstanetFax is an application that allows agents to send a paper document to any email address in the world using a standard fax machine. The document is received by the recipient as an email message with a .PDF attachment.

Use: An end user will utilize this feature when they have paper documents that are not in TransactionDesk and a printer / fax machine and their recipient wants to receive the documents via email rather than by fax.

Note: We advise most people to use the standard DocBox and fax-back cover sheet. They can use the fax-back cover sheet to send themselves the document and then they will have a copy of the document in their TransactionDesk account. They can then email or fax that document from TransactionDesk without the need to use a fax machine in the future.

To create an InstanetFax Cover Sheet:

1. Click on the DocBox Link

Gregg, Welcome back to your TransactionDesk account.

Calendar | Tasks/Appointments | Contacts | **DocBox** | InstanetForms | Providers/Orders | Reports | Transactions | Signings | Fax Log | Store Front

I Would Like To: Summary of Additional Services

Additional services are available through our shopping cart.
[Click Here to begin shopping.](#)

Learn how to use TransactionDesk
For those new to TransactionDesk take a look at our online help and learn how to take advantage of all the available features. The online help provides step by step guides through every TransactionDesk feature.
[Continue](#)

View My Desktop [Online Help](#)
Track contacts, task list, and a calendar - all completely integrated with your TransactionDesk account.
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Work With Transactions [Online Help](#)
Transactions allow you to store and track all information regarding contacts, property, tasks, events and even your related forms.
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Work With InstanetForms [Online Help](#)
Integrate the industry-leading functionality of InstanetForms with your TransactionDesk
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Wizards [Online Help](#)
Create Transactions and Workflows in an easy to follow, step by step wizard.
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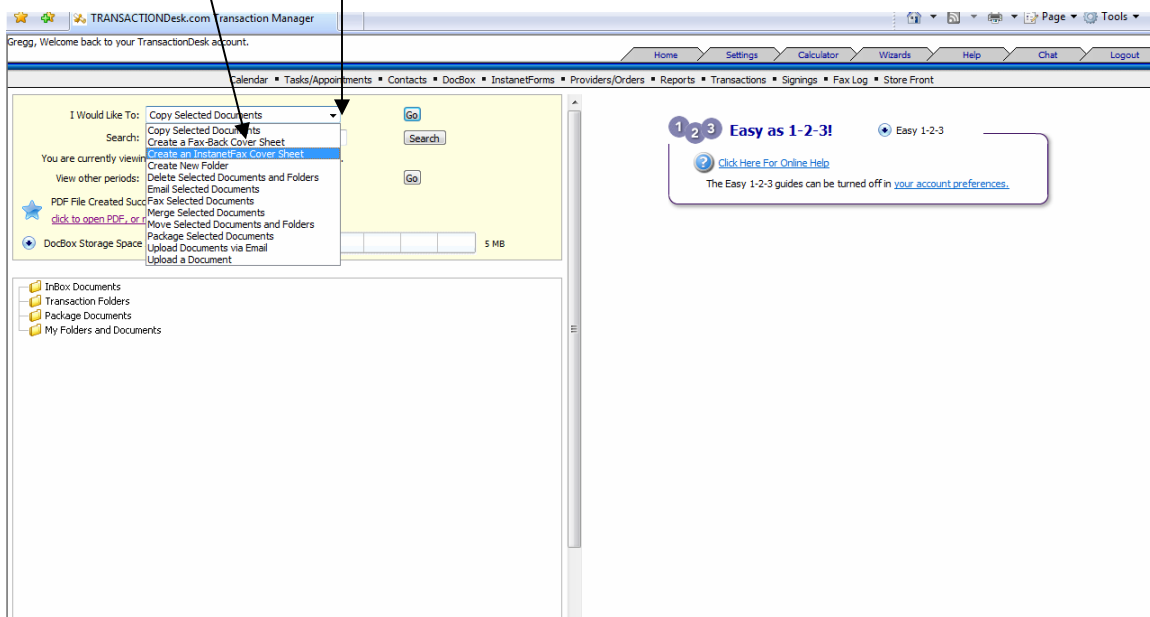
Work With DocBox [Online Help](#)
Send and receive fax and email documents right from your TransactionDesk account.
[Continue](#)

View My Calendar [Online Help](#)
View your scheduled appointments and tasks. Calendar views include hourly, daily, and monthly.
[Continue](#)

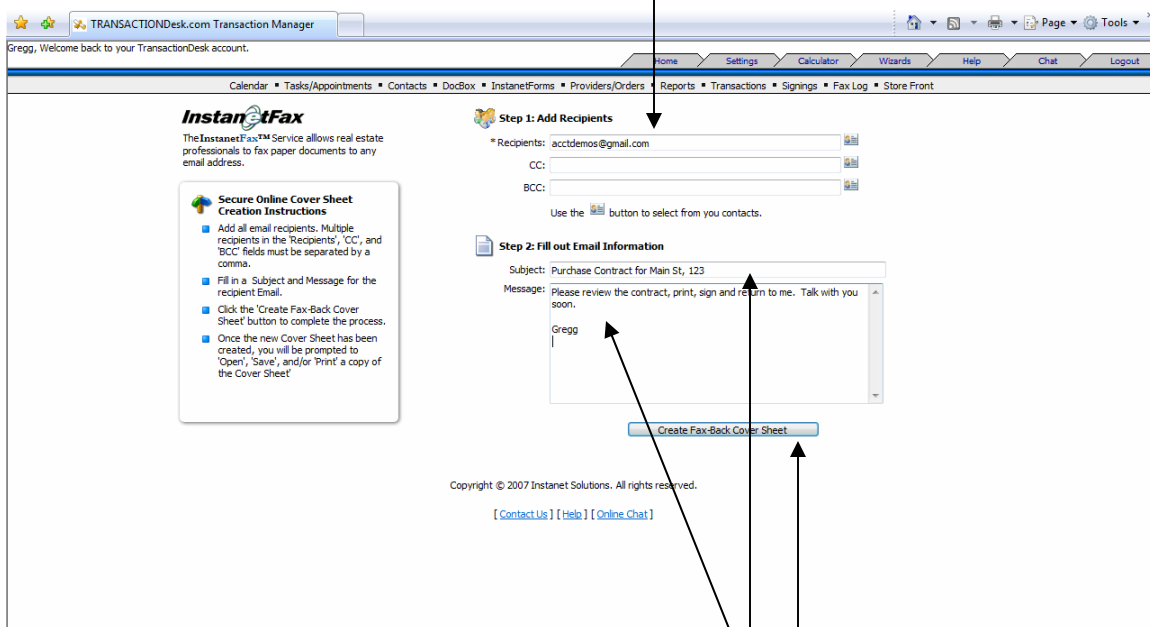
Your account is currently set to display this simple view on login.
[Click here](#) for the preflight system check.

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2. Click the Drop Down Menu Arrow and Select 'Create an InstantFax Cover Sheet'



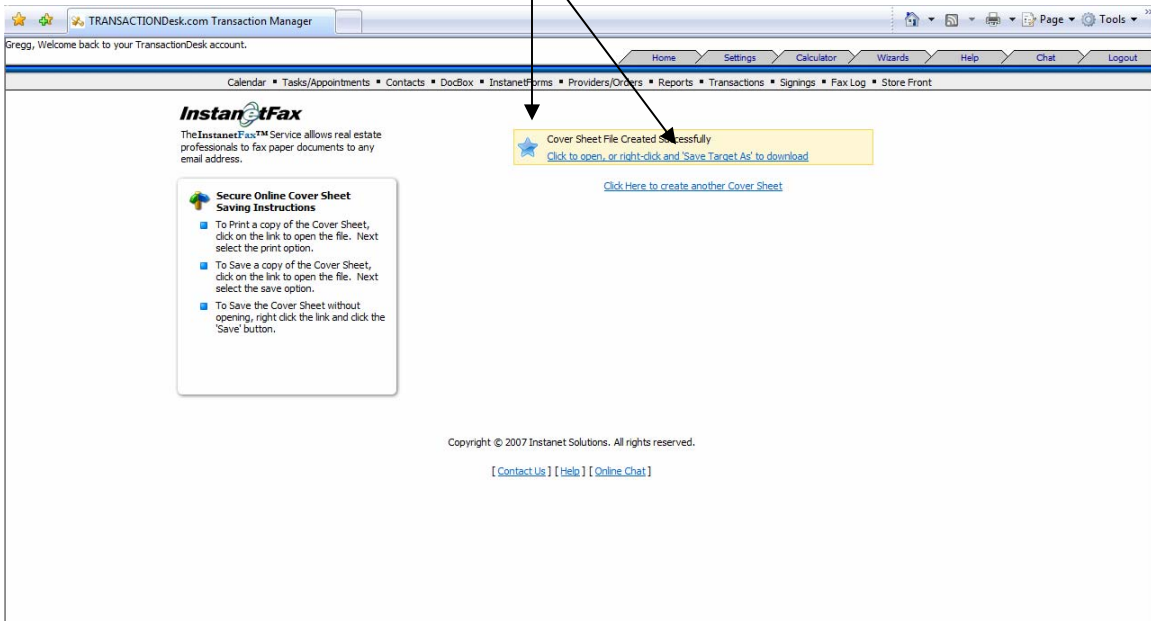
3. Add or Fill in the recipients email address.



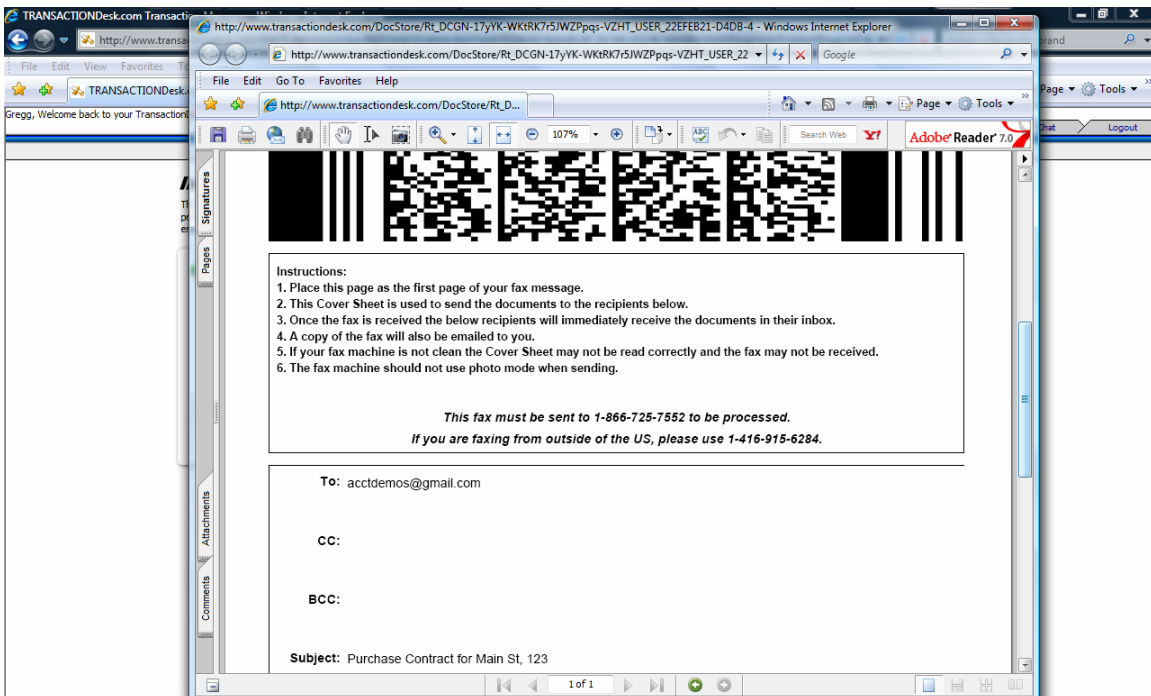
4. Also type in an Email subject line and message

5. Click the Create Fax-Back Cover Sheet Radio Button

6. Once the Cover Sheet is created successfully the user can click the link to View or Right Click the link to Save Target As



7. Here's an example of the InstantFax Cover Sheet



The End User prints a copy of this InstanetFax Cover sheet; then, uses it as the cover sheet of the fax they intend to send. The recipient of this “Fax” receives an email message to the address specified with the page(s) attached as a .PDF.