eFax Messenger Quickstart Guide

Send a Fax

1. Click **New Fax**. The **Create** window opens.
2. Enter the recipient information.
3. Enter the **Subject** of the fax and an **Attention** name.
4. To add a new page to the fax click the **Add New Page (+)** button in the thumbnails sidebar and choose the type of page to add.
5. To add other types of documents, you can attach the file to the fax by clicking **Attach File** and selecting the file to upload.
6. Once the fax is complete, click **Send Fax** to send.

Print Documents to Messenger

1. Open a document in another program.
2. In the **File** Menu, select **Print**. The **Print** dialog box appears.
3. Select **eFax Messenger** as the printer.
4. Click **OK** or **Print**. The file displays in the main **eFax Messenger** window.

View Drafts

1. Click **Fax Activity** in the upper right corner of the Messenger screen.
2. Select the **Drafts** tab to view only fax drafts.

Save a Draft

1. Create a new fax or open a fax draft.
2. When all your edits are complete, go to the **File** tab and click **Save as Draft**.

Add a Cover Page

1. Create a new fax or open a fax draft.
2. Click **Cover Page**.
3. On the **Insert Cover Page** screen, select a cover page template from the list on the left. You can click on each cover page to see a preview on the right.
4. To apply the cover page template selected, click **Insert Cover Page**.

Add a Signature

1. Create a new fax or open a draft.
2. Click on the **Create** tab.
3. Go to the **Signatures** submenu.
4. Scroll through the thumbnails until you locate the one you want. Click on the signature's thumbnail to add it to the document.