

Any Fax
Machine
worldwide



Uses
standard
phone
network

Send and Receive
faxes to any external
fax machine



DakotaFax Server

Via DakotaFax Web Portal:

- * Send Faxes
- * View Received Faxes
- * Manage Faxes
- * Manage Notifications

via web
browser



DakotaFax Lite & Basic Plans

Typical Use

Users can use the system to gain dramatic productivity improvements and typically lower costs of stand-alone faxing.



Receiving Faxes

Senders will send faxes to a number dedicated to you. The basic plan even allows us to port over an existing number so you don't have to change your current fax number.

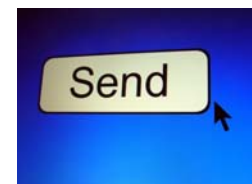
Faxes will be received on our DakotaFax server, where we:

- Convert it into a scanned document in Portable Document Format (PDF).
- Forward a copy it to email address(es) (optional)
- Notify of a receipt via SMS text messaging to your cellphone (optional)
- Keep a copy on our server for future reference. We store all faxes for a year!

Sending Faxes

You have a couple of choices on how to send faxes, depending on how often you send faxes.

Option 1: via the fax portal, you send documents from your computer. Using the method has the advantage that all faxes sent will also be



stored on our server for future reference. It has the disadvantage of not being easily used to send documents you have just signed (requires you to scan them first, then fax them via the DakotaFax server).

Option 2: via your existing fax machine. For home or very light business users, you can typically “share” a voice phone line with your existing fax machine for this purpose. Just be sure and a) turn off auto-answer on your fax machine and b) when sending a fax, disable call waiting on your phone line (typically *xx) with most phone companies. This is the preferred method if you sign documents and need to easily fax them.



Managing Faxes

By using a web browser (such as Internet Explorer, Firefox or Safari), you can access the DakotaFax web portal from anywhere in the world:

- Manage your faxes (delete, organize in folders, forward on to others, retrieve old faxes sent within a year, etc.)
- Send faxes (by uploading documents from your computer) to any destination in the world.
- Setup notifications – by email, SMS text messaging or both.

Cost Savings

Most users immediately stop printing all faxes. This is an immediate savings in paper, toner and wear and tear on your fax machine. Additionally, users can eliminate their dedicated fax phone line, which with taxes can run up to \$45/month.



Productivity

Users appreciate the following dramatic improvements in their productivity:

1. Access to every fax sent to you, via browser, from anywhere in the world. You can forget the “you may have sent me a fax, but I’m not near the machine right now”.
2. For businesses, managers like the idea that they can always find faxes sent to them. No more “who took the fax” hunts within the office.
3. Since faxes come already scanned to your email account, you can simply file them according to you’re the file management process you are already using on your computer. Now, faxing becomes part of your core document management strategy, not a separate one.
4. For small business users, you can easily add a Tollfree fax line to your service so you customers can fax orders in without incurring long distance charges. Tollfree options have demonstrated higher usage those that do not. Increase those sales!