

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.

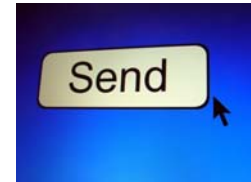
Faxes will be received on our DakotaFax server, where we:

- 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!
- You can have them delivered to your fax machine, although most users decide they'd rather save the printing costs.

### **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. Simply use your existing fax machine, which is connected to the FaxBridge. It will send fax the document, PLUS save a stored copy on the DakotaFax server for your personal use.



### **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.



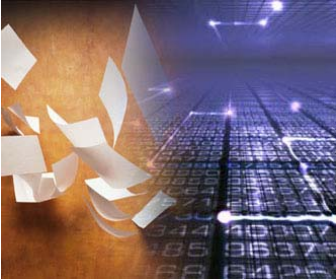
### **Productivity**

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!
5. Account codes are supported as well. If your organization uses long distance account codes to track employee usage, this service can be configured as stand-alone or combined with account code tracking on DakotaPro Phone Services.



### **Organization and Filing**

Many organizations want faxes received and sent to be organized in particular ways. Examples might include all faxes to and from particular customers, or all faxes sent and received by individual sales representative. The possibilities are endless. DakotaFax can easily assist you in your organizational tasks.

We will assign individual phone numbers (DID's) to your service – corresponding to as many unique routing requirements that you have. Each time a fax is sent to this unique DID, it will be distributed and filed according to the rules you set up. Account codes on the sending side can accomplish the same goal so all faxes you want grouped together will be easily found later in the DakotaFax portal.