

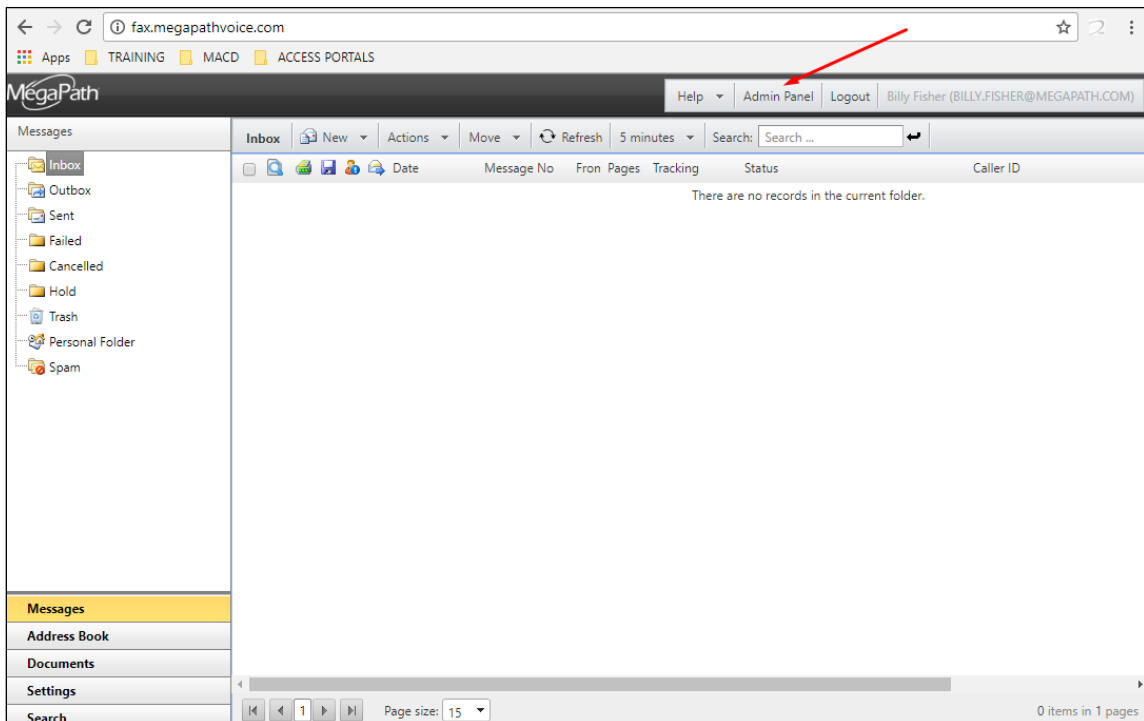
About This Guide

This guide, written for MegaPath Fax Pro administrators, explains how to add new users. MegaPath Fax Pro allows users to manage, send, and receive faxes from an authorized email address, or through the MegaPath Fax Pro Portal.

Fax Pro Users

A “User” will need to be created for everyone that needs faxing capabilities. A User will be tied to an email address. The email address will be the email account that (1) inbound faxes will be sent to and (2) the user can use this email account to send outbound faxes. **Note:** A User can only be created by the Administrator User that is issued for each Fax Pro account.

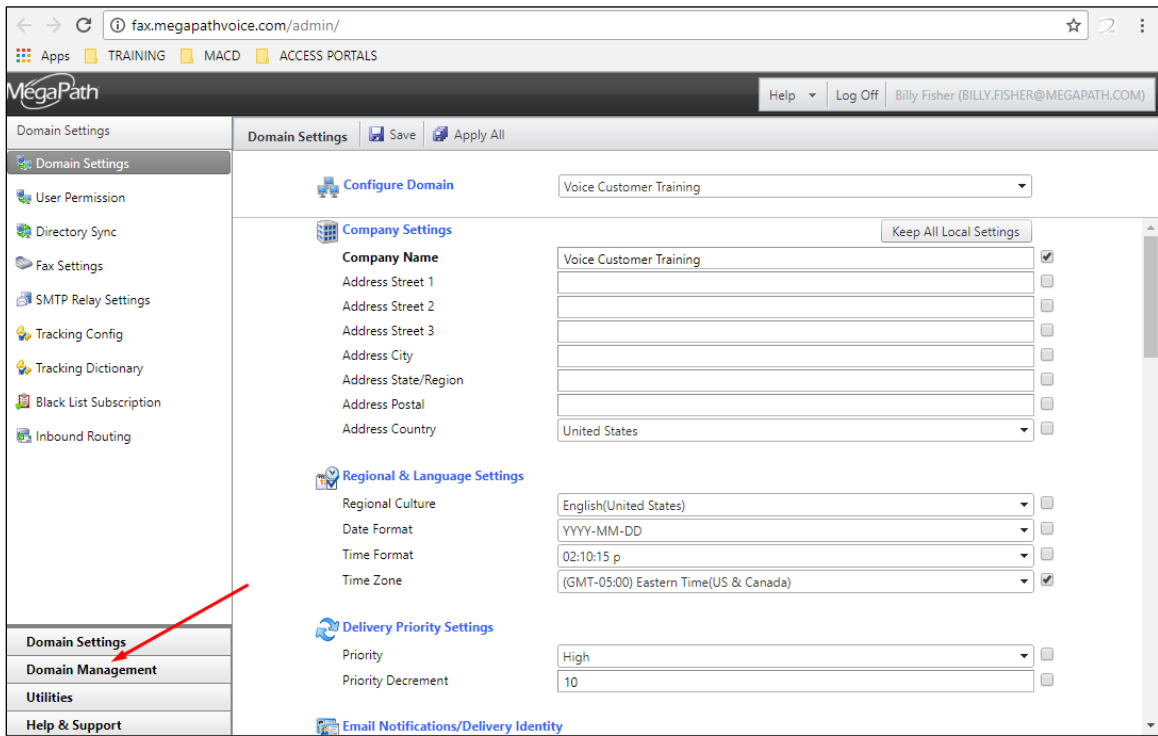
1. Log into your Fax Pro Portal - <http://fax.megapathvoice.com/login> and enter your login credentials: **Username:** enter your email address; and **Password:** the password provided by MegaPath.
2. Click the **ADMIN PANEL Button** at the top right of your screen:



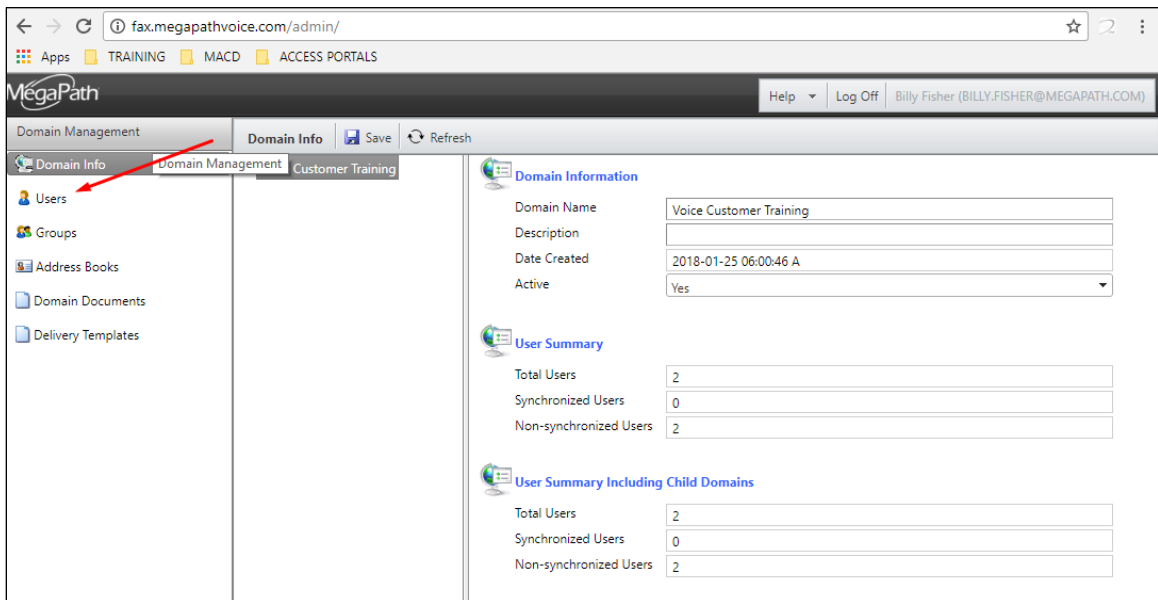
3. Click the **DOMAIN MANAGEMENT Button** (bottom left of your screen):

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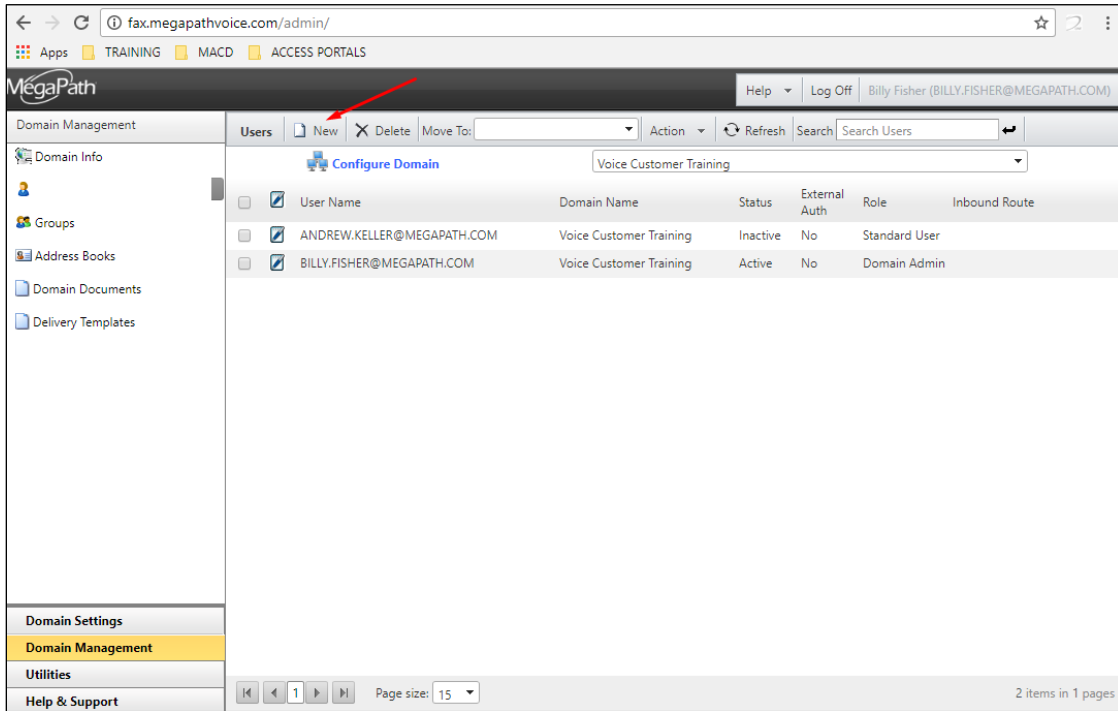
For MegaPath Fax Pro – Add User



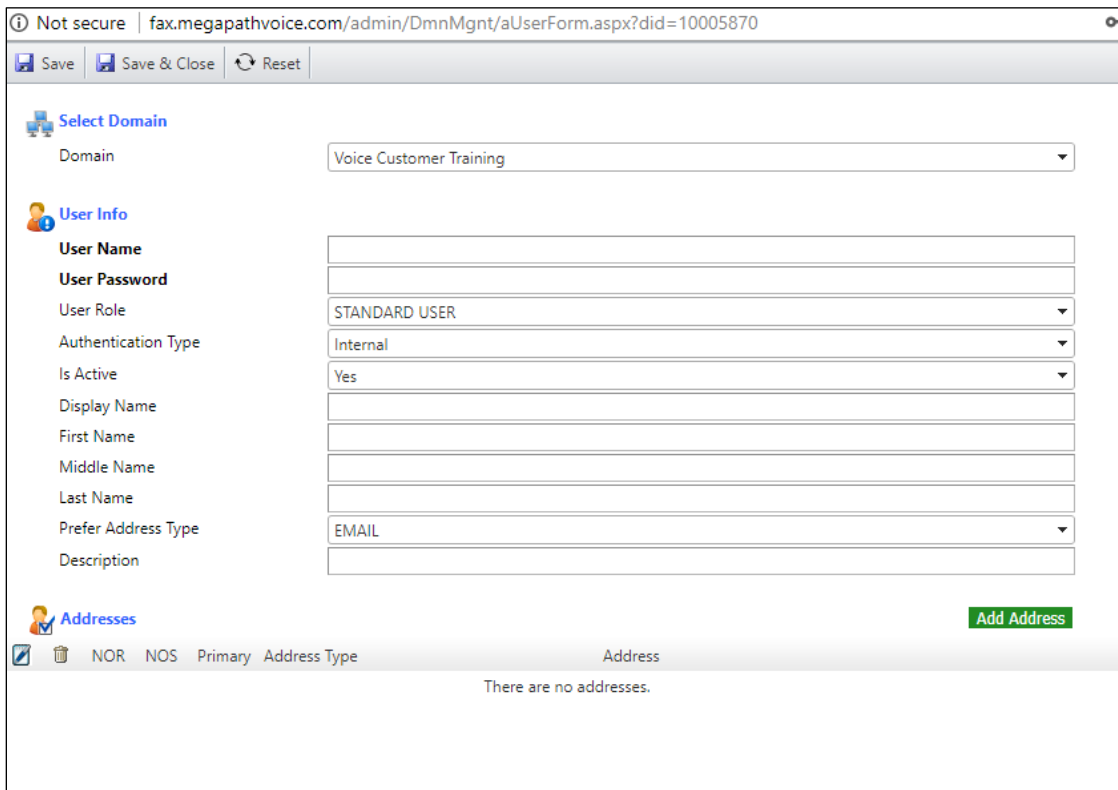
4. Click **USERS**:



5. Click **NEW** (top of your screen):

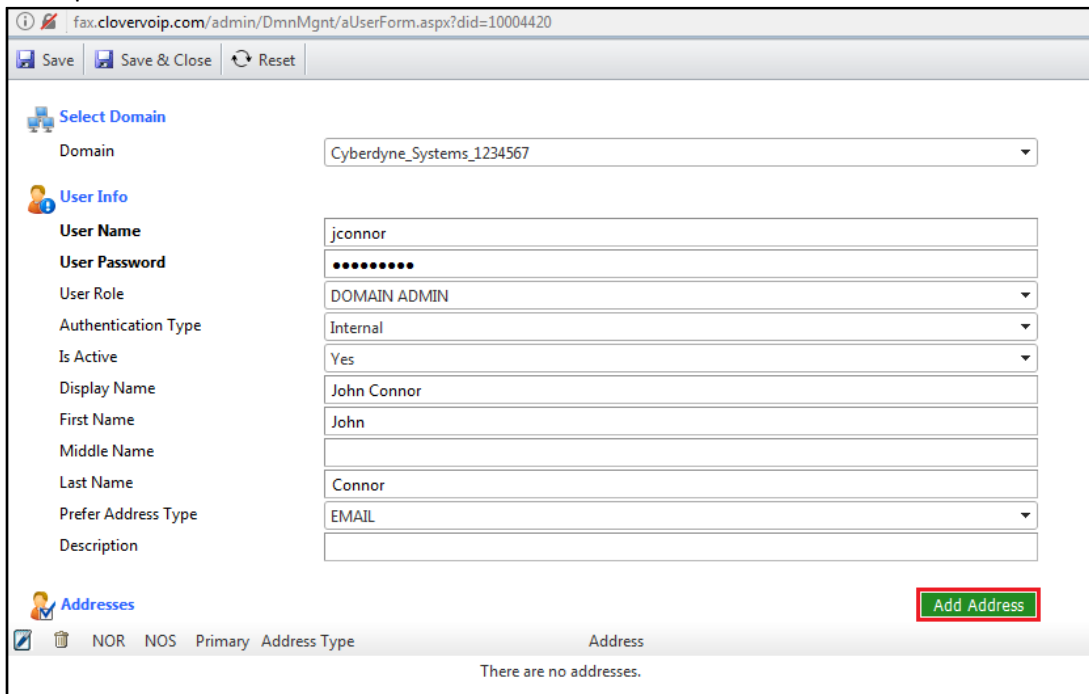


6. A pop-up window will appear:



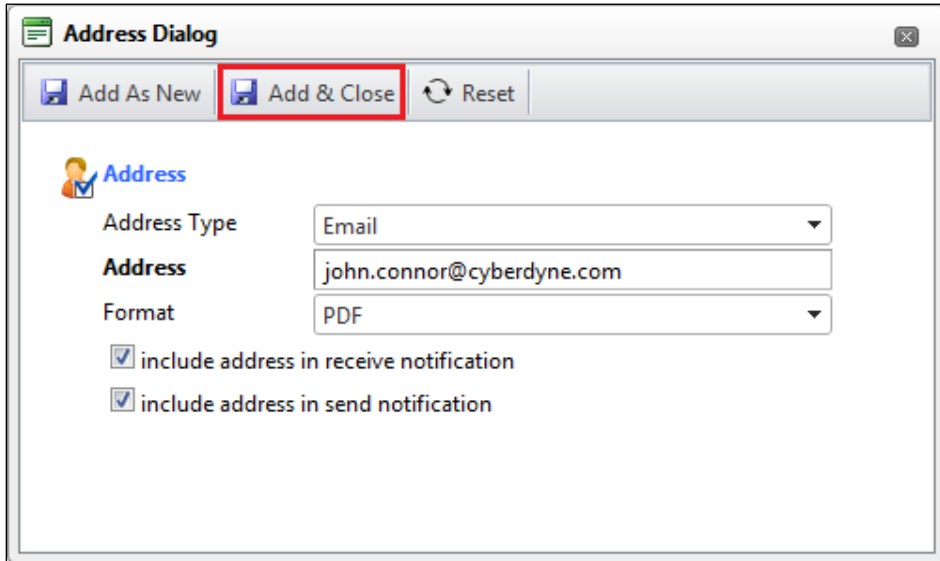
7. Fill out the below fields:
 - **SELECT DOMAIN:** (Leave alone)
 - **USER INFO:**
 - a) User Name: (enter the user’s EMAIL ADDRESS. It can contain spaces and is not case-sensitive. *It must be unique from all other Users in the system)
 - b) User Password: While there are no password restrictions in the system, please make sure the account is provisioned with and continues to use a complex password. must be 8 characters long including a capital letter, a number, and a special character such as an @, #, &, etc)
 - c) User Role: (should be STANDARD USER by default (you can make the new user an ADMIN by selecting DOMAIN ADMIN from the drop down)
 - d) Authentication Type: (leave set to - Internal)
 - e) Is Active – defaults to Yes (can set to NO if “inactive”)
 - f) Display Name: Enter the name you want to appear on the top right corner of the page
 - g) First Name: OPTIONAL- Enter the user’s First name
 - h) Middle Name: OPTIONAL- Enter the user’s Middle name
 - i) Last Name: OPTIONAL- Enter the user’s Last name
 - j) Prefer Address Type: (defaults to EMAIL)
 - k) Description: (optional)

8. Click on the **Add Address** button and populate the fields in the pop-up window using the descriptions listed below:

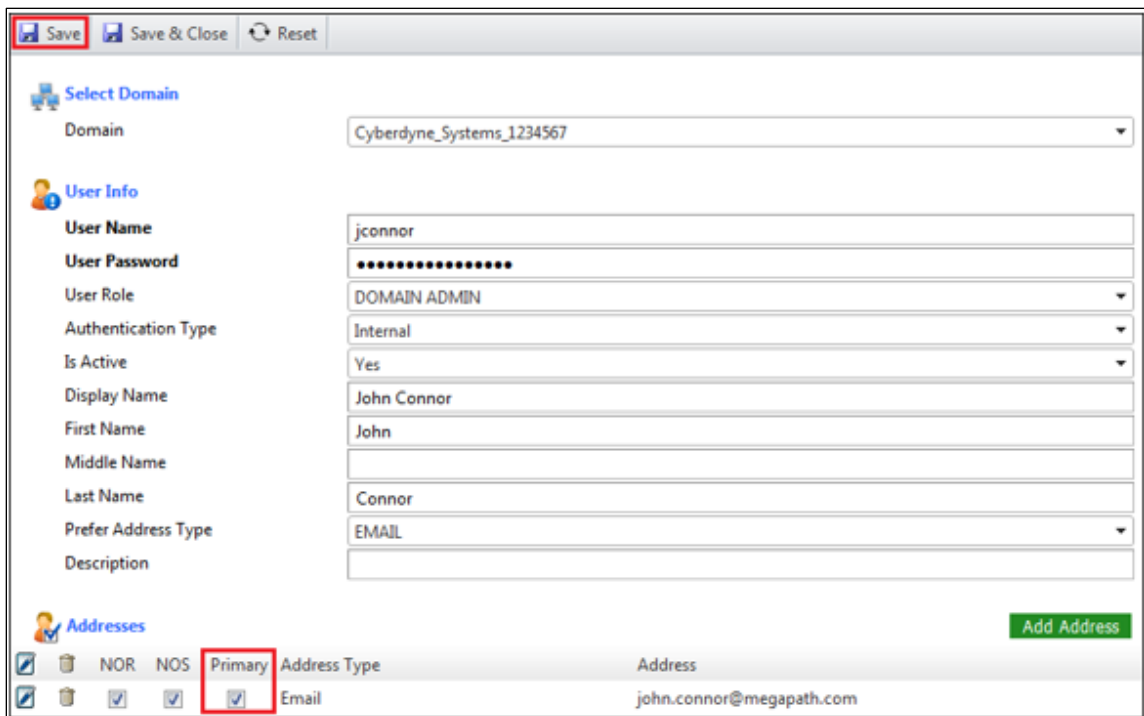


- a. Address Type: Choose **Email or Fax**
- b. Address: **Enter the User’s Email Address –or Fax number** here depending on your choice chosen above

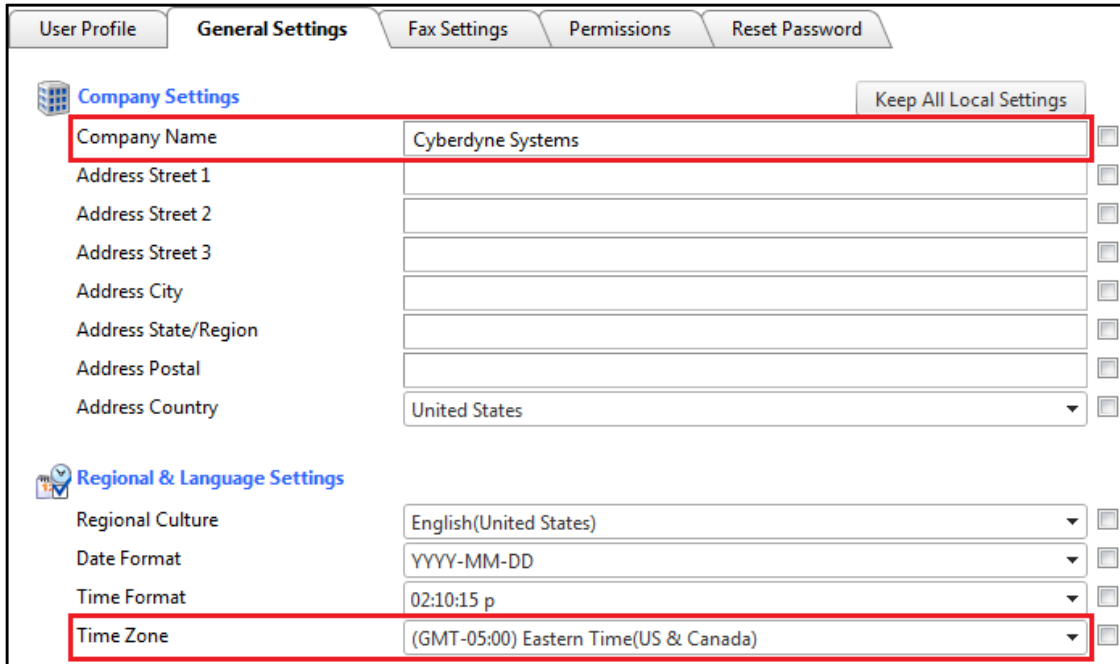
- c. Format: PDF
 - d. Include address in receive notification: **check this box**
 - e. Include address in send notification: **check this box**
9. Click the **Add & Close** button. This will throw you back into the previous pop-up window. You should notice that the email address you created is now populated as an Address for your User. **Note:** You have the ability to add additional types of addresses here if you wish. However, it's recommended that you create one Address per User.



10. Check the **“Primary” Box** (bottom) and then click **SAVE**:

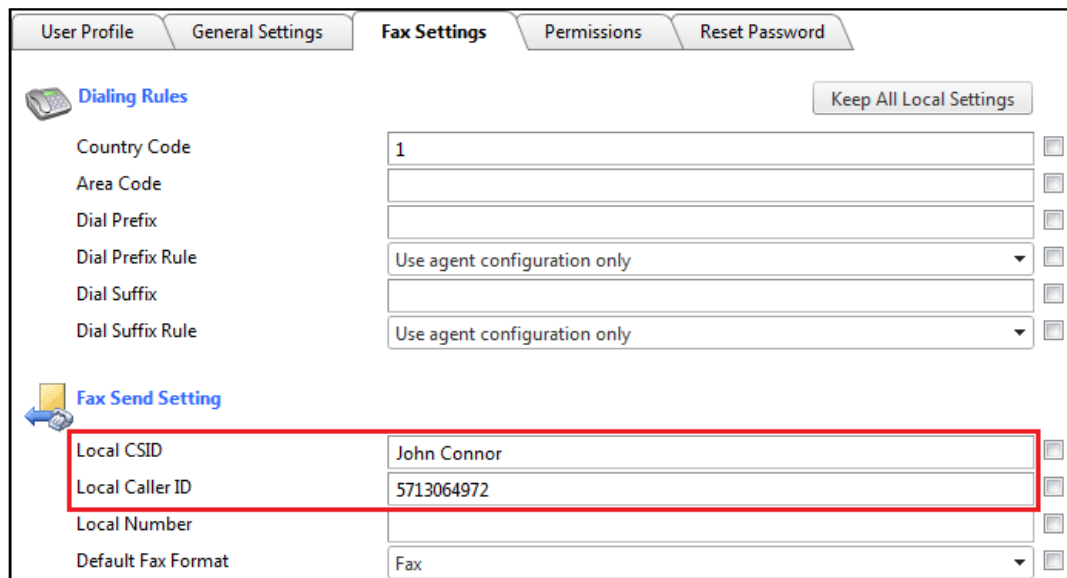


11. After hitting Save, you should notice that you now have additional tabs for your user. Click on the **General Settings** tab and enter the company name in the Company Name field and also set the Time Zone accordingly:



The screenshot shows the 'General Settings' tab for a user profile. Under 'Company Settings', the 'Company Name' field is filled with 'Cyberdyne Systems'. Under 'Regional & Language Settings', the 'Time Zone' dropdown is set to '(GMT-05:00) Eastern Time(US & Canada)'. A red box highlights both the 'Company Name' and 'Time Zone' fields.

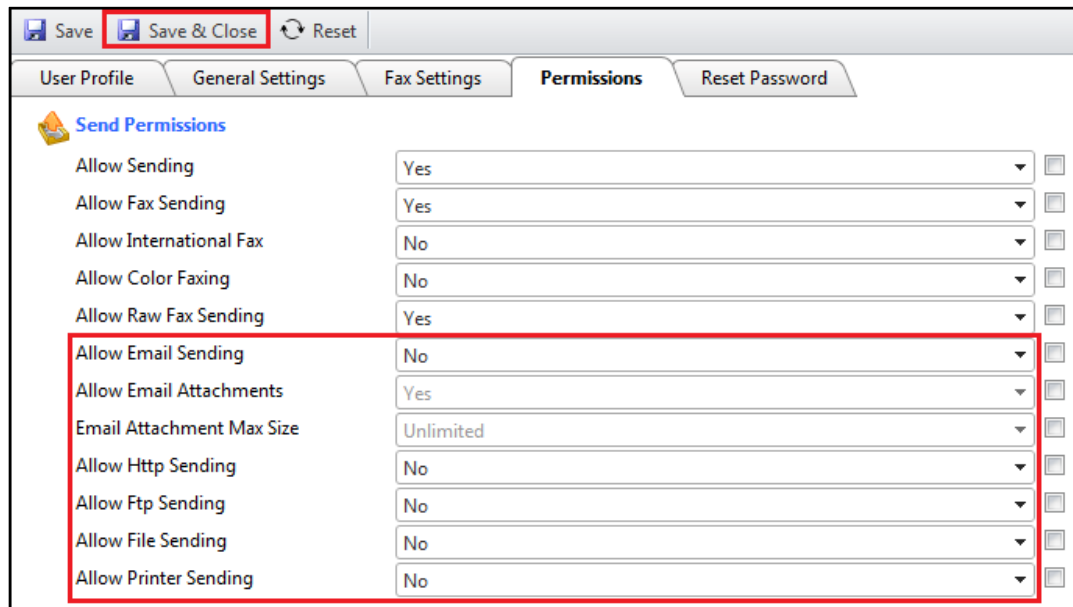
12. Click on the **Fax Settings** tab and populate the fields listed below:
 - a. Local CSID: <enter the user's name here>
 - b. Local Caller ID: <enter the fax number here>



The screenshot shows the 'Fax Settings' tab for a user profile. Under 'Fax Send Setting', the 'Local CSID' field is filled with 'John Connor' and the 'Local Caller ID' field is filled with '5713064972'. A red box highlights both the 'Local CSID' and 'Local Caller ID' fields.

13. Click on the **Permissions tab** and modify the settings listed below as well as the “boxed” settings in the screen capture. Click the **Save & Close** button:
- a. Allow Email Sending..... Yes → No
 - b. Allow Http Sending..... Yes → No
 - c. Allow Ftp Sending.....Yes → No
 - d. Allow File Sending..... Yes → No
 - e. Allow Printer Sending..... Yes → No

Note: At any time, you’re able to reset your User’s Password by clicking the “Reset Password” tab.

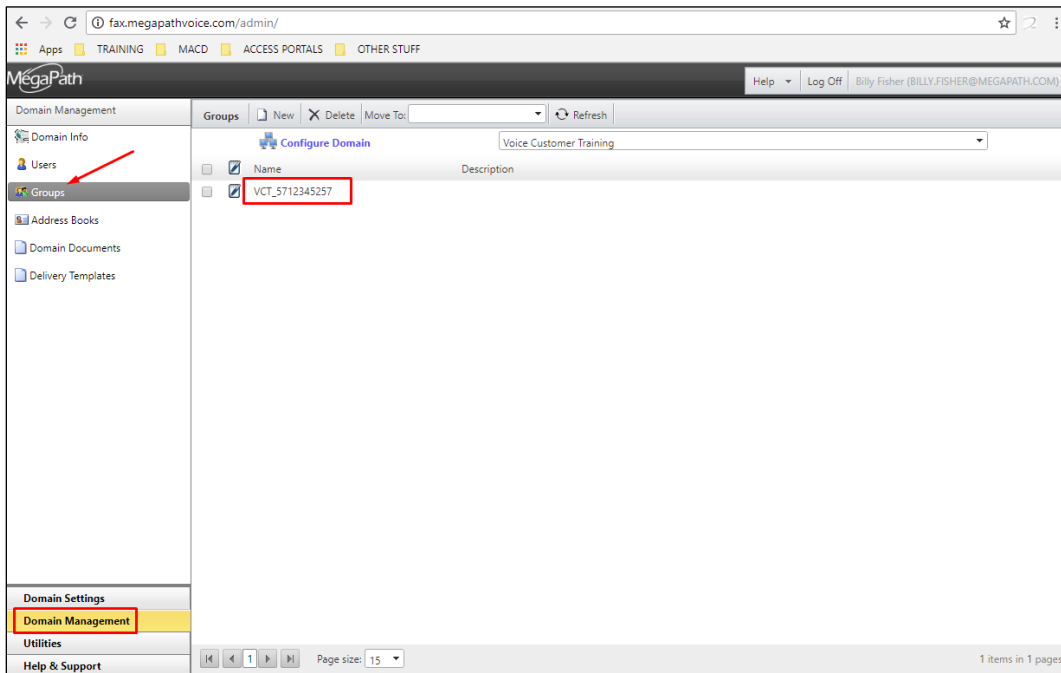


14. Once you create a new user, they’ll automatically be able to **SEND** faxes via email –or via the Fax Pro Web Portal.

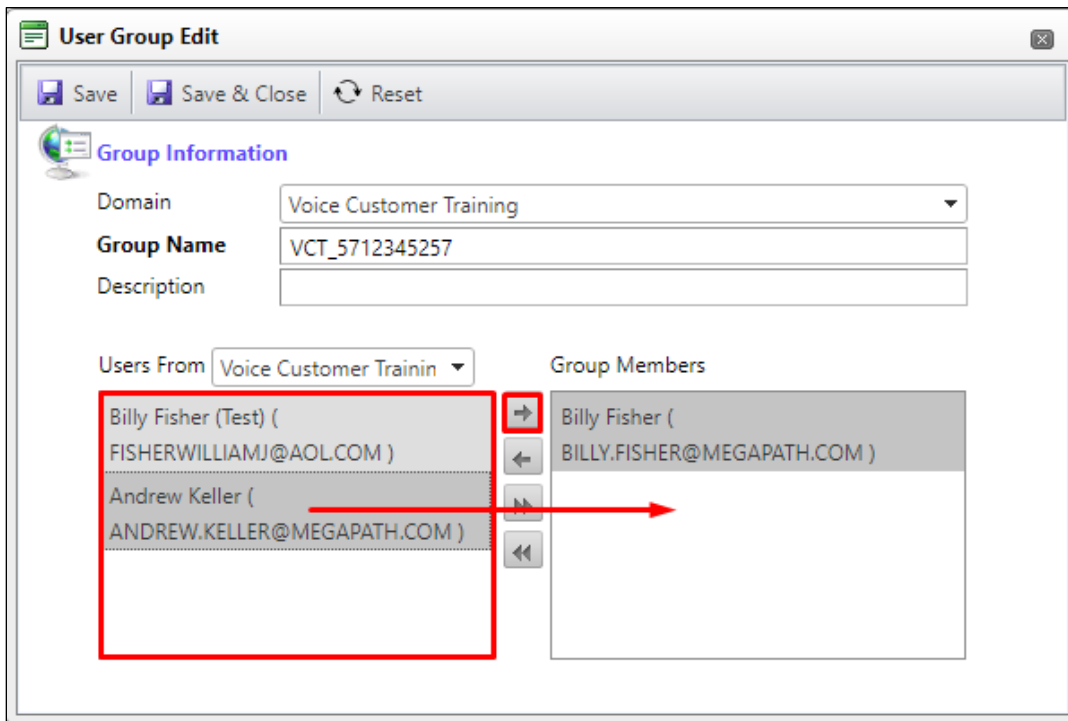
Note: If you want them to **RECEIVE** faxes, you’ll need to add them to your specific Fax Pro number (**GROUP**). To do this, while still under “Domain Management” located in the lower left of your Admin Panel, click “Groups” (top left) and double click the Fax Pro number you want them to receive faxes:

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This will open a new window called “**User Group Edit**”:



In this window, you see the list of ALL added users to your Fax Pro account in the section named: “**Users From**”. You’ll use your center arrow options to add them to section: “**Group Members**”. Once this is done, click **SAVE -or SAVE and CLOSE** and they’ll be added to that

specific Group (Fax Pro number) and will receive all incoming faxes pertaining to that specific number.

Note: *If you have multiple Fax Pro numbers, they'll be listed in your GROUP section. You can double click each GROUP and add users to that GROUP, hence, if you wish, a user can be added to multiple GROUPS, allowing them to receive faxes from different GROUPS (Fax Pro numbers on your account).*