

# Fax to Folder

myFAX New Features !



## Fax to Folder *New!*

This new function allows to store and backup the received and sent faxes to any share folder in PC, server and NAS automatically. Users are no longer worried about losing faxes. You can make good faxes backup but no need to store it one by one any more.

### Setup procedure:

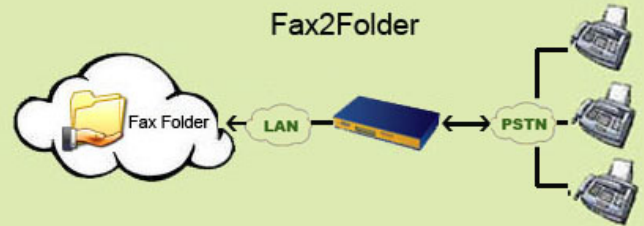
1. Share a folder in PC on the network and make it under full control state.
2. Login myFAX system via web browser and setup the parameter under User Management..
3. Click **Fax2Folder Test** to do test. While the setup is successful a test file will be stored in the specified share folder.

### Application:

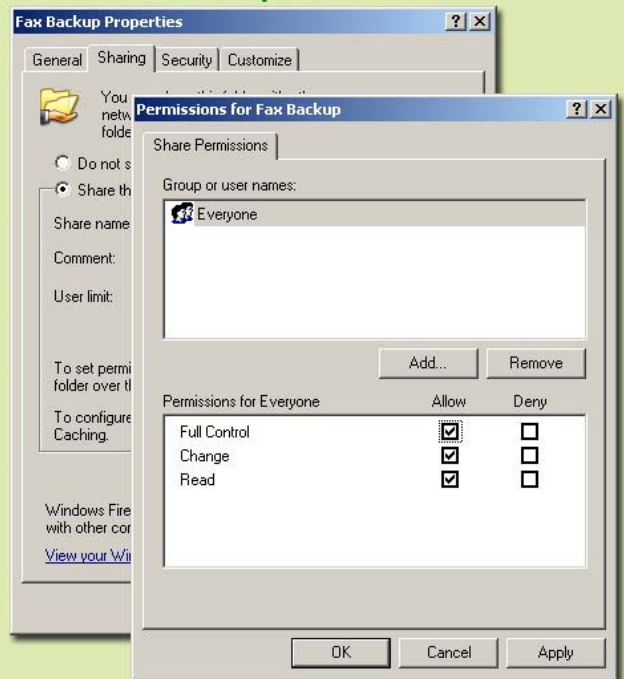
- Every user can store faxes to any specified folder and name the backup folder as you want. Thus user will be easy to find backup faxes.
- The appointed backup folder can be in the user's computer and also in the LAN. All you should do is set up this folder under full control share state.
- When you setup Fax2Folder parameter under the relevant username, all sent and received faxes will be automatically stored in the appointed backup folder created by user. And if you choose the default setting by admin, all faxes can be stored to the backup folder specified by admin.

### Features:

- ◆ You can backup sent and received faxes at any convenient time.
- ◆ It can save all fax automatically. Save your time.
- ◆ Back-up faxes but no need to print it out to store, save papers.
- ◆ You can read faxes on the backup folder in PC. No need to login myFAX system.
- ◆ By back-up in PC, server or NAS, you can store faxes unlimited.
- ◆ Real time back-up. No fax will miss. Files will be more safely.



### Share the backup folder:



### Fax2Folder setting:

