

Quick-Start User Guide

Congratulations for choosing Comodo Fax Broadcast as part of your business communications campaign.

Comodo have greatly simplified the fax broadcasting process so that even the novice can jump right in and start sending broadcast faxes . We provide the most convenient, flexible and complete method of sending high volume documents to multiple businesses. It's cheap, it's very effective, and it provides instant results.

Comodo Fax Broadcasting delivers

- Complete control through a simple web interface
- 100% online - No software to download or configure
- Fast, real-time online previewing
- Immediate delivery of high volume messages
- Automated retry parameters

Comodo – Fax Broadcasting *you* control

Getting Started

'This step-by-step quick start guide will teach you how to get started with Fax Broadcasting. You'll learn how to upload the message of your choice, select your mailing list, send your first broadcast and view reports and billing summaries.'

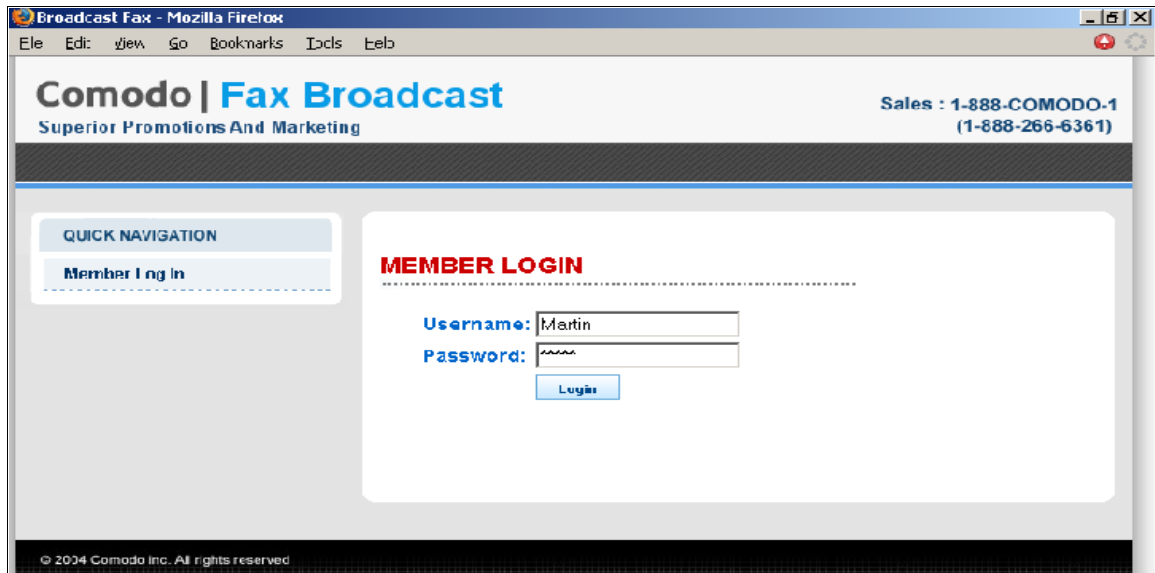
Contents :

1. Login to your fax Broadcasting account	2
2. Create a new job	3
Fill in the information about your fax broadcast job	4
3. Upload your document	5
Add/ Revise your document	6
4. Specify your fax broadcast recipients	8
Compile your recipient number list	9
5. Preview your fax	11
6. Broadcast your fax	13
7. Broadcast results	15
8. Broadcast billing	16
9. Account Info	17
Change your password	19
10. Getting assistance	20

Login to your Fax Broadcasting Account

In order to access your fax broadcast, you first need to login to your fax broadcast account.

- Point your Web browser to go to www.trustfax.com/broadcastfax
- When you first open Fax Broadcast, you'll see a login prompt:



The Fax Broadcast login screen

- You must enter your account **Username** (e.g. Martin) and **Password** (e.g. Ocean) to login.
- Now Click **Login** to log in to the Fax Broadcast Interface.

Important note about Web Browser Requirements

Comodo Fax Broadcast supports Microsoft Internet Explorer 5.1 or higher , Firefox 1.0 for Windows, Netscape 7.0 or higher for Windows.

Create a "New Job"

After logging in, you will be taken to the Fax Broadcast interface.

Create New Job

Comodo | Fax Broadcast
Superior Promotions And Marketing

Sales : 1-888-COMODO-1
(1-888-266-6361)

JOB LIST | ACCOUNT INFO | LOG OFF

JOB LIST

Create New Job

Job Name	Description	Create Date	Fax Doc	Pages	Numbers	Job Cost	Status	Results	Test	Delete
fourth test ...		Thursday, June 30, 2005 00:53:24		+	0 ↑	\$0.00 *	Created		Send	
test	test1	Wednesday, June 29, 2005 01:49:53		✓	6	\$0.40	Completed			
third test ...		Wednesday, June 29, 2005 01:49:43		✓	0 ↑	\$0.00 *	Created		Send	
second test...		Wednesday, June 29, 2005 01:49:04		✓	4	\$0.00 *	Created		Send	

*Job Cost is an estimate. Actual cost will be displayed when job has completed.

© 2004 Comodo inc. All rights reserved

Fax Broadcast Interface

- To send your first fax broadcast, you first need to create a broadcast job.
- Click '**Create New Job**' link to create a new broadcast job.
- You will then be presented with the 'Create New Job' dialog box.

https://www.trustfax.com - Broadcast Fax - Mozilla Firefox

Create New Broadcast Fax Job

Job Name:

Description:

Upload Fax Document now? Yes No

Create Fax Job

© 2004 Comodo inc. All rights reserved

Done www.trustfax.com


Create your fax broadcast job

Job name and des

- First, give your fax broadcast job a **name** (e.g. Acme Product Launch) and a **description** (e.g. Publicity Campaign)



Give a name and description to your fax broadcast job

- You then choose whether you want to upload the document you intend to fax now or later.
 - **Yes** – when you click “yes” , you are taken to the upload document dialog box (see ‘Uploading Documents’ below)
 - **No** – when you click “No”, the job is still created but it enters the job queue. You can upload documents to the job later by clicking on this arrow  icon on your job’s row under the ‘Numbers’ column
- Choose ‘Yes’ or ‘No’ then select ‘Create Fax Job’

When you select **Create New Job**, the **Create New Broadcast Fax Job** window opens.

https://www.trustfax.com - Broadcast Fax - Mozilla Firefox

Create New Broadcast Fax Job

Job Name:

Description:

Upload Fax Document now? Yes No

Document:

© 2004 Comodo inc. All rights reserved

Done www.trustfax.com

Upload your document

Upload Your Documents

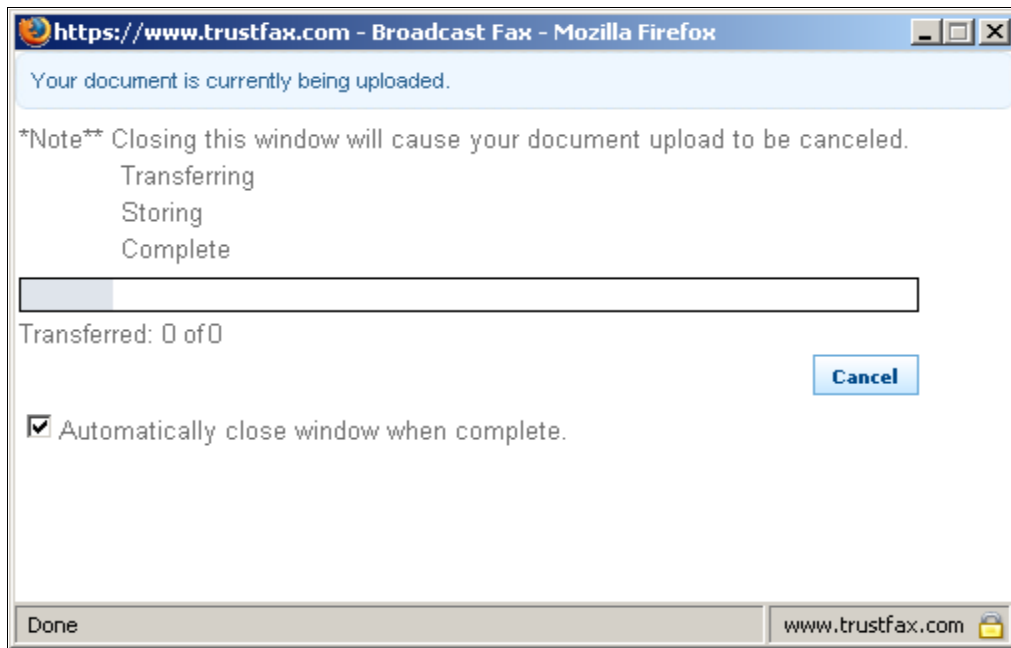
Upload your documents allows you to select and upload the document which you intend to fax .

- Select **Browse** to find the document on your desktop/network.

Note: Comodo Fax Broadcast lets you upload documents in multiple formats, including. doc , .pdf , .txt , .jpg, .bmp, .xsl (portrait), .wpd, html (public links to images and no scripting), .png, and .wks. files. These are then converted into .pdf form before being sent out to your recipients

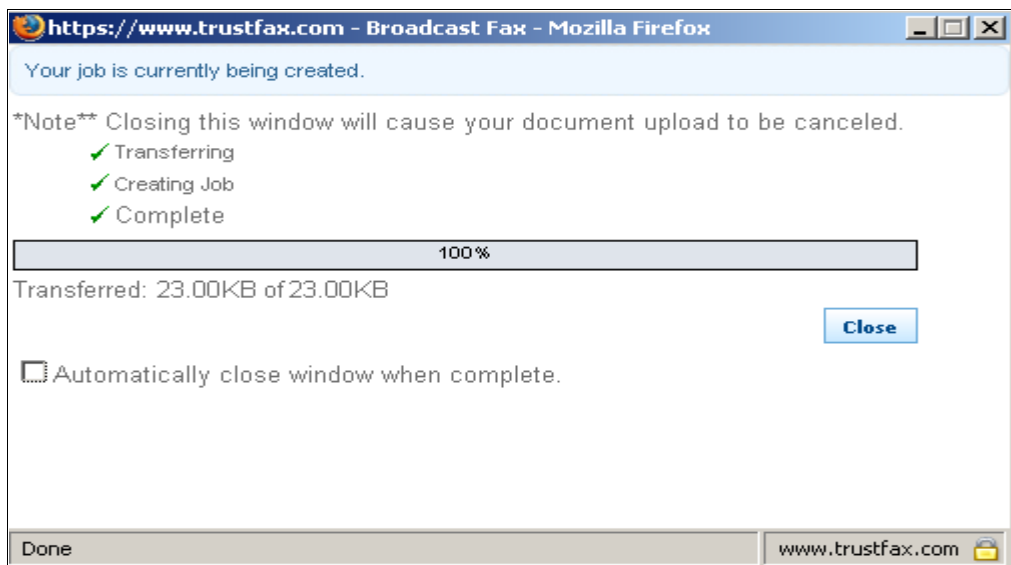
Next,

- Click **Create Fax Job**. A message window will open specifying that your document is currently being uploaded.




Document being uploaded

- If you close this window then your document upload will be canceled.
- After the upload is completed, the job and the number of pages is listed.



Document successfully uploaded

Add/Revise

You can add or revise your document by clicking on the arrow icon  in your job's row under the 'fax doc' column

- When you click the arrow icon , Add/Revise document window will open:



Add/ Revise your document

- Follow the same process by selecting Browse to add or revise your document
- Click ***Upload*** to upload your document

- The job is indicated as **created** mentioned under the ***Status*** column in your job's row.

Comodo | Fax Broadcast
Superior Promotions And Marketing

Sales : 1-888-COMODO-1
(1-888-266-6361)

JOB LIST ACCOUNT INFO | LOG OFF

JOB LIST

Create New Job

Job Name	Description	Create Date	Fax Doc	Pages	Numbers	Job Cost	Status	Results Test	Delete
test2	test2	Thursday, June 30, 2005 16:41:42		1	3	\$0.40	Created	Send	
cbe	test	Thursday, June 30, 2005 12:27:51		1	3	\$0.30	Completed		
fourth test	Thursday, June 30, 2005 00:00:24		1	3	\$0.30	Completed		
test	test1	Wednesday, June 29, 2005 01:49:53		1	3	\$0.40	Completed		
third test	Wednesday, June 29, 2005 01:49:45		1	3	\$0.30	Completed		
second test...	..	Wednesday, June 29, 2005 01:49:04		4	3	\$0.00	Created	Send	

*Job Cost is an estimate. Actual cost will be displayed when job has completed

© 2004 Comodo inc. All rights reserved

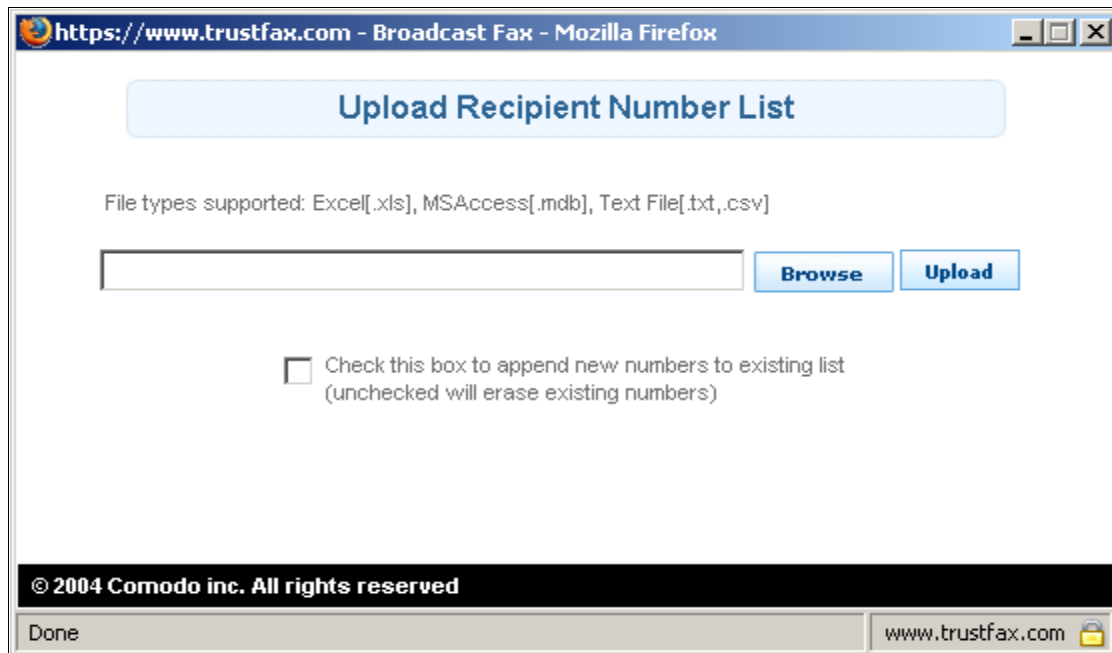
Job Created

Job created

Specify your fax broadcast recipients:

Now that your job is created, you just need to specify your fax broadcast recipients. Comodo Fax Broadcast allows you upload your own recipient fax phone number list from your desktop. You can maintain a local file on your hard drive and upload/revise it for each job as needed.

- To upload recipient number list , Click the Arrow next to your document under the "Number's" Column.
- **Upload Recipient Number List** window opens



Upload Recipient number list

- Click ***Browse*** to find your recipient fax phone number list on your desktop / network.
- Although, there is no limit to the number of fax recipients per broadcast fax job but the system is set so that if there are more than 15,000 recipients and you start the job, it will notify the administrator who will have to approve it before the faxes get sent. This is to ensure efficient server load balancing across the Comodo servers.

Compiling your Recipient Number List

- You need to ensure your list is in the right format. Comodo Fax Broadcast supports the following file formats :
 - * TXT - Text files
 - * XLS - Microsoft Excel
 - * MDB- Microsoft Access
 - * CVS –Comma Delimited:
- Fax Broadcast allows you to create a number list and add records to an existing fax list by checking the box to append new numbers to an existing list. If you do not check the box, your existing numbers will be erased and will be replaced by the newly added numbers.

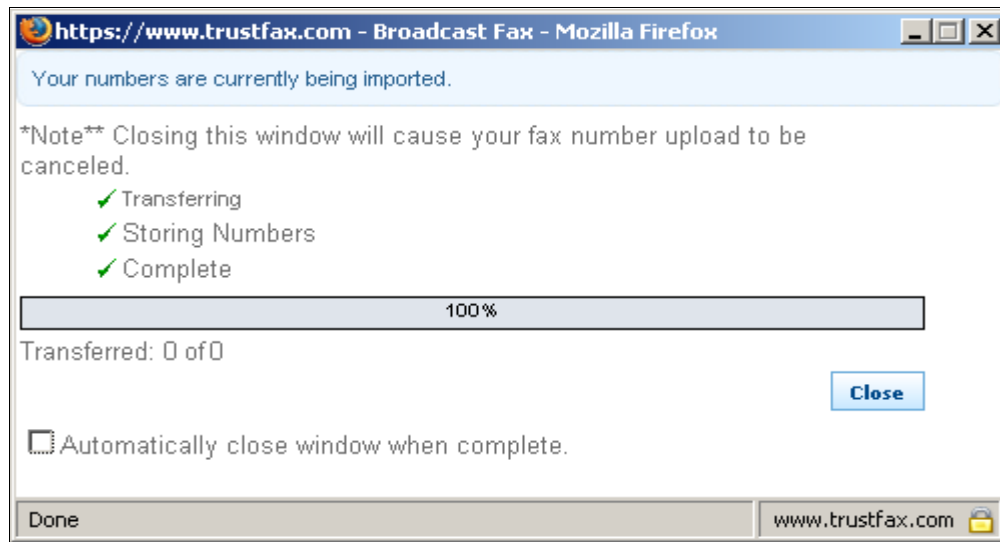
- Do not include international dialing codes (011 or 0), spaces, or non-numeric characters (such as dashes or parenthesis). These or other non-numeric characters will cause Comodo fax Broadcast to reject your list.
- Your list should contain only one number per line, without punctuations. Fax numbers should precede with the digit "1"
- You can fax broadcast only to US or Canada fax numbers.
- For each new job, you have to follow the same procedure of uploading your number list. Click **Browse** to find your list on your desktop and click **Upload** for uploading it.

Example: Include the country code (1 for North America), followed by the City/ Area Code and the local fax number.

15625539700

15037889500

- When you click **Upload**, a window will appear specifying that your numbers are being imported.
- Closing this window will cause your fax number upload to be canceled.
- Uncheck the box if you do not want the window to close automatically when the upload gets completed.
- When your fax numbers are successfully imported, a window will appear specifying that your numbers have been Transferred and Stored.
- Result: Your Fax Numbers have been added.



Fax Numbers uploaded

Preview your fax broadcast

Comodo Fax Broadcasting provides full online preview and testing capabilities so that you can ensure your email is set up correctly before going out the door!

Just send a preview fax to yourself to verify that it looks as you want it to look.

- Click **Send** in your job's row under the test column.

Comodo | Fax Broadcast
Superior Promotions And Marketing

Sales : 1-888-COMODO-1
(1-888-266-6361)

JOB LIST ACCOUNT INFO | LOG OFF

JOB LIST

Create New Job

Job Name	Description	Create Date	Fax Doc	Pages	Numbers	Job Cost	Status	Results	Test	Delete
test2	test2	Thursday, June 30, 2005 16:41:42		1	3	\$0.40	Created		Send	
cbe	test	Thursday, June 30, 2005 12:27:51		1	3	\$0.30	Completed			
fourth test ..		Thursday, June 30, 2005 00:00:24		1	C	\$0.00	Completed			
test	test1	Wednesday, June 29, 2005 01:49:53		1	E	\$0.40	Completed			
third test ..		Wednesday, June 29, 2005 01:49:43		1	3	\$0.30	Completed			
second test..		Wednesday, June 29, 2005 01:49:04		4	C	\$0.00	Created		Send	

*Job Cost is an estimate. Actual cost will be displayed when job has completed.

© 2004 Comodo inc. All rights reserved

Send test fax

Send Test Fax

- On Clicking **Send** link, a Send Text Fax dialogue box such as that shown below will open.

https://www.trustfax.com - Broadcast Fax - Mo...

Send Test Fax

Fax Number

Send Test!

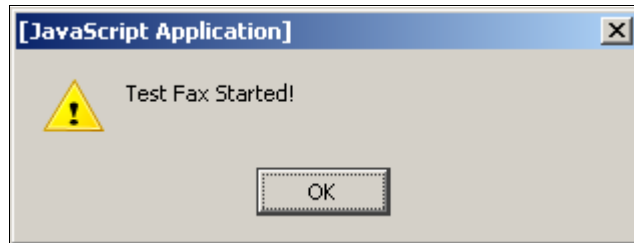
© 2004 Comodo inc. All rights reserved

Done www.trustfax.com

Send Test fax

- Enter the fax number to which you want the test fax to be sent.
- Click **Send Test** to start sending your test fax

- You will see a dialogue box like that shown below which will notify you that your test fax has started.




Test Fax Started

- Click the **Ok** button to start your test fax
- The status of your test fax in your job's column will appear as **Sending** under the **test** column.
- In an instant , you will receive your preview fax

Broadcasting your fax

Now you are just a click away from successfully broadcasting your first fax broadcast.


- It's simple and easy! Just click on the Fax Icon (green in color)  at the start of your job's column.























Comodo | Fax Broadcast
Superior Promotions And Marketing

Sales : 1-888-COMODO-1
(1-888-266-6361)

JOB LIST ACCOUNT INFO | LOG OFF

JOB LIST

Create New Job 

Job Name	Description	Create Date	Fax Doc	Pages	Numbers	Job Cost	Status	Results	Test	Delete
 test2	test2	Thursday, June 30, 2005 16:41:42		1	€ ↑	\$0.40 *	Created		Send	
 cbe	test	Thursday, June 30, 2005 12:27:51		1	€	\$0.30	Completed			
 fourth test ...		Thursday, June 30, 2005 00:20:24		1	€	\$0.30	Completed			
 test	test1	Wednesday, June 29, 2005 01:49:53		1	€	\$0.40	Completed			
 third test ...		Wednesday, June 29, 2005 01:49:43		1	€	\$0.30	Completed			
 second tes...		Wednesday, June 29, 2005 01:49:04		4	€ ↑	\$0.00 *	Created		Send	

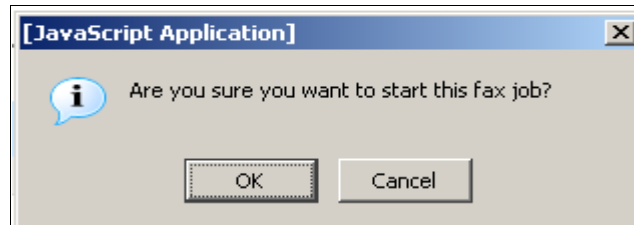
*Job Cost is an estimate. Actual cost will be displayed when job has completed

© 2004 Comodo inc. All rights reserved


Send Fax

Click fax icon

- When you click on the fax icon , you will see a dialogue box such as that shown below :



Starting your fax job

- You then choose whether you want to start the fax job now or later.
- **Ok**– Click **Ok** if you want to send your fax now
- **Cancel** – If you click **Cancel** , the job is still created and enters the job queue. You can send the fax later by clicking on Fax Icon (green in color)  at the start of your job's row
- When you click OK , your fax will be sent.
- The green icon changes colour and starts blinking, thus indicating that your fax is being sent. The status of your fax job changes from **Created** to **In progress** as indicated in your job's row next to the job cost under the **Status** column.
- When your fax is successfully sent, the status of your job becomes **Completed**.
- Extensive automatic retries feature ensures that your fax is delivered.

Congratulations, you have now sent your first fax broadcast!!

Comodo | Fax Broadcast
Superior Promotions And Marketing

Sales : 1-888-COMODO-1
(1-888-266-6361)

JOB LIST ACCOUNT INFO | LOG OFF

JOB LIST

Create New Job

Job Name	Description	Create Date	Fax Doc	Pages	Numbers	Job Cost	Status	Results	Test	Delete
test2	test2	Thursday, June 30, 2005 16:41:42		1	3	\$0.40 *	Created			Send
cbe	test	Thursday, June 30, 2005 12:27:51		1	3	\$0.30	Completed			
fourth test	Thursday, June 30, 2005 00:00:24		1	0	\$0.00	Completed			
test	test1	Wednesday, June 29, 2005 01:49:53		1	6	\$0.40	Completed			
third test	Wednesday, June 29, 2005 01:49:45		1	3	\$0.30	Completed			
second test...	..	Wednesday, June 29, 2005 01:49:04		4	0	\$0.00 *	Created			Send

*Job Cost is an estimate. Actual cost will be displayed when job has completed

© 2004 Comodo inc. All rights reserved

Fax successfully sent

Fax Successfully Sent

<i>Fax Status</i>	<i>Description</i>
	<i>Indicates that fax is successfully sent</i>

Broadcast Results

Comodo Fax Broadcasting involves providing you with Real Time reporting of your broadcast jobs.

Just remain online to view a real-time status report which will provide you with a summary as well as an estimate of job cost.

Broadcast Result That Your Fax Has Been Sent

- Each time you send a fax through Comodo Fax Broadcast, a Broadcast Result will be generated online. Broadcast Results are generated as soon as the fax attempts are completed.
- The Broadcast result will appear in excel format in your job's row under the results column.

FaxNumber	Status	CurAttempts	LastAttemptTime	Error Code	Number of Pages
"18013036991"	"Successfully Sent"	1	"06/28/2005 14:24:30"	"NO"	102
"18013036991"	"Successfully Sent"	1	"06/28/2005 14:24:30"	"NO"	102
"18013036991"	"Successfully Sent"	1	"06/28/2005 14:24:30"	"NO"	102
"18013036991"	"Successfully Sent"	1	"06/28/2005 14:24:30"	"NO"	102
"18013036991"	"Successfully Sent"	1	"06/28/2005 14:24:30"	"NO"	102
"18013036991"	"Failed (Canceled)"	0	"06/28/2005 14:22:55"	"NO"	0
"18013036991"	"Failed (Canceled)"	0	"06/28/2005 14:22:55"	"NO"	0

Real Time Reporting involves information about your broadcast ,including the **fax number** of recipients , **date and time** the broadcast was sent, **status** as successfully sent to or canceled, **transmit time** , **current attempts**, **last attempt time**, **test fax** sent, **number of pages** and **error code**.

Broadcast Billing

Comodo Fax Broadcast enables you to see an estimated job cost before you run the job, and the actual cost after the job has been completed.

Comodo | Fax Broadcast
Superior Promotions And Marketing

Sales : 1-888-COMODO-1
(1-888-266-6361)

JOB LIST ACCOUNT INFO | LOG OFF

JOB LIST

Create New Job

Job Name	Description	Create Date	Fax Doc	Pages	Numbers	Job Cost	Status	Results	Test	Delete
test2	test2	Thursday, June 30, 2005 16:41:42		1	3	\$0.40	Created		Send	
cbe	test	Thursday, June 30, 2005 12:27:51		1	3	\$0.30	Completed			
fourth test ..		Thursday, June 30, 2005 00:00:24		1	C	\$0.00	Completed			
test	test1	Wednesday, June 29, 2005 01:49:53		1	E	\$0.40	Completed			
third test ..		Wednesday, June 29, 2005 01:49:43		1	3	\$0.30	Completed			
second test..		Wednesday, June 29, 2005 01:49:04		4	C	\$0.00	Created		Send	

*Job Cost is an estimate. Actual cost will be displayed when job has completed

© 2004 Comodo Inc. All rights reserved.
Comodo Fax Broadcast

Pre 'Send'
Estimated Job
Cost

Post "Send" Actual
Cost

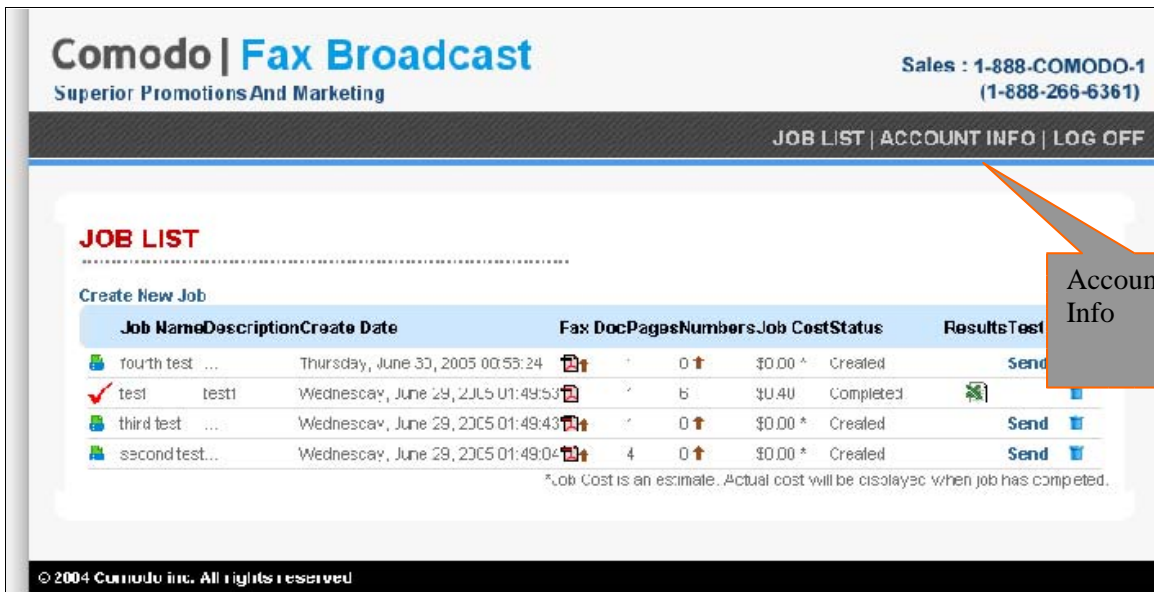
Note

- Job cost is an estimated cost.
- Actual Cost will be displayed when the job has been completed.
- No price point difference for page sizes, letter or legal
- You can fill out a credit app form and submit it for account creation and to set the credit limit

Account Info

The "Account Info" section contains your Comodo Fax Broadcast information, Company Name, Christian Name, Surname, Email Address, Contact Address, Phone Number, User Name ,Password and change your password option.

Click on Account Info link to access your Comodo Fax Broadcast Information



When you click on the Account Info link, you will be connected to the Account Information Interface



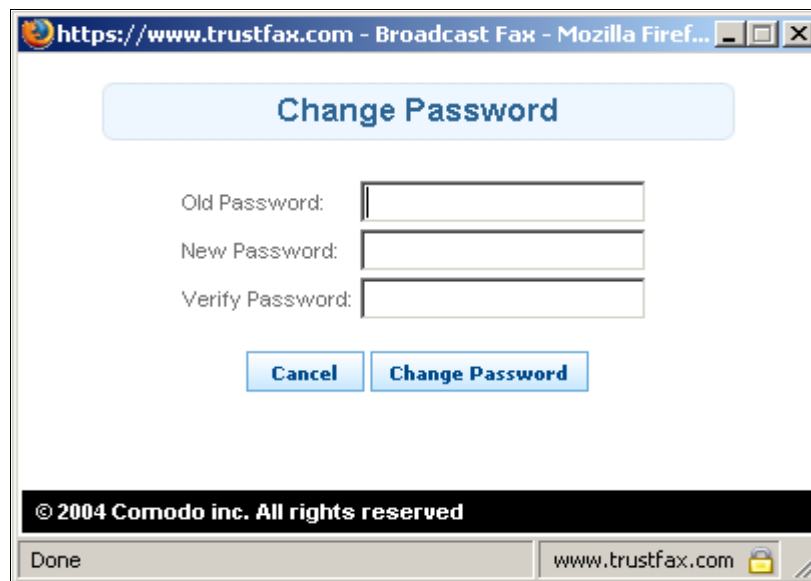
- Enter your company name in the **Company Name** field box
- Enter your first name in the **First Name** field box

- Enter your last name in the **Last Name** field box
- Enter your email address in the **Email Address** field box
- Enter your contact address by entering your **Street Address, City, State** and **Postal Code**.
- Enter your **Phone Number** on which you can be contacted
- Enter your Username in the **Username** field box
- **Cancel Updates** allows you to retain the current account info
- **Submit Updates** allows you to implement the account info changes

Change your Password

1. Login to your account by entering your username and password.
2. Click on the **Account Info** link.
3. Click on the '**Click here to change your password**' link.

The Change Password window appears:



- Enter your current password.
- Enter the new password.

Note: Your new password must be 5 characters long

- Confirm your new password.
- Click **Cancel** if you do not want to change your password
- Click **Change Password** to implement the password change
- The next time you login, the new password is required.

Getting Assistance

Need help with your Comodo fax Broadcast?

This section will explain how you can contact Comodo Fax Broadcast Customer Service for questions regarding your account or general questions on Comodo Fax broadcast services.

For Technical support, please see Fax Broadcast Quick-Start User's Guide.

For written support, please either fax or e-mail your question to the number or address below and a representative will respond within one business day:

Address all customer support email messages to – support@usertrust.com

Phone:

Fax:

Toll Free (US only)

Address:

Finally, thank you for using Comodo Fax Broadcast! We hope this quick-start User Guide has helped you get started with Comodo Fax Broadcast.

Happy Fax Broadcasting !

