

MULTITECH Fax Finder IP Server

USER CONFIGURATION GUIDE

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Access & Credentials

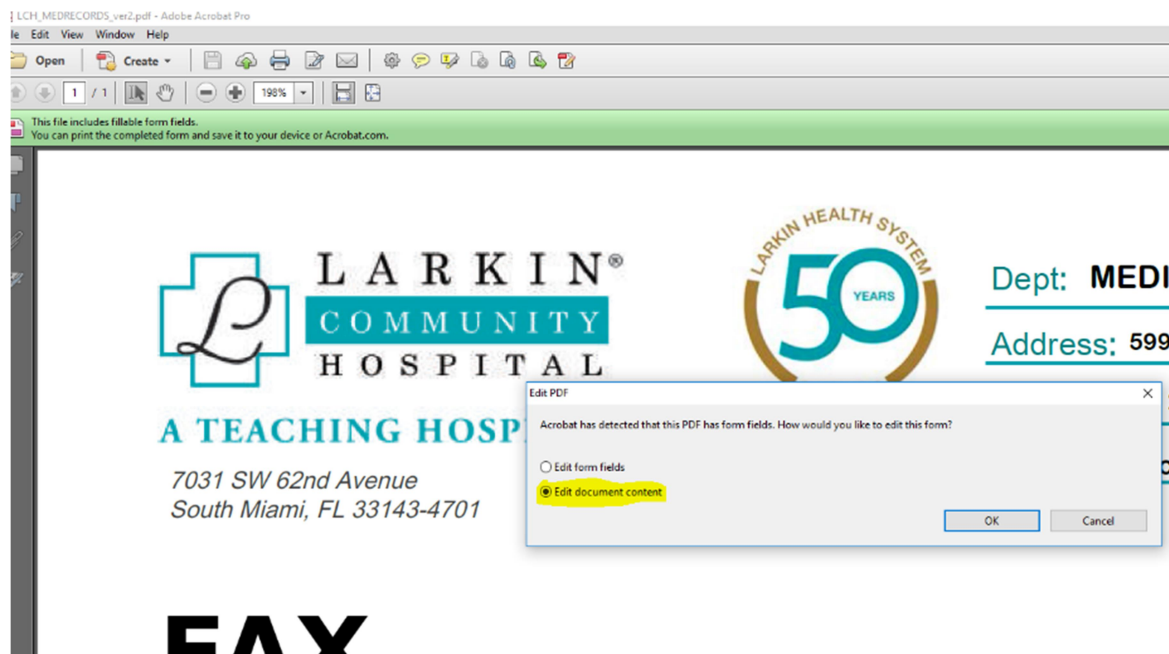
URL: <https://efax.larkinhospital.com/login>

User: Admin / P@nth3r1

Fax Cover

If it needed, create a Fax Coversheet for the new users.

1. Go to :
[LCHFS\\Departments\IT\MultiTech eFax\coversheet templates](#)
2. Select one of the existing covers (the most appropriate for the one that you are creating) , copy it and rename it after the new Department/User.
3. Edit with Adobe Acrobat. Once opened , select Edit Document Content



- Change the static information about the Department/User. Change the logo if needed.

- Once saved, go to eFax website (Fax Configuration -> Cover Pages). Click Add button

- Upload the new cover page

Configure eFax Users

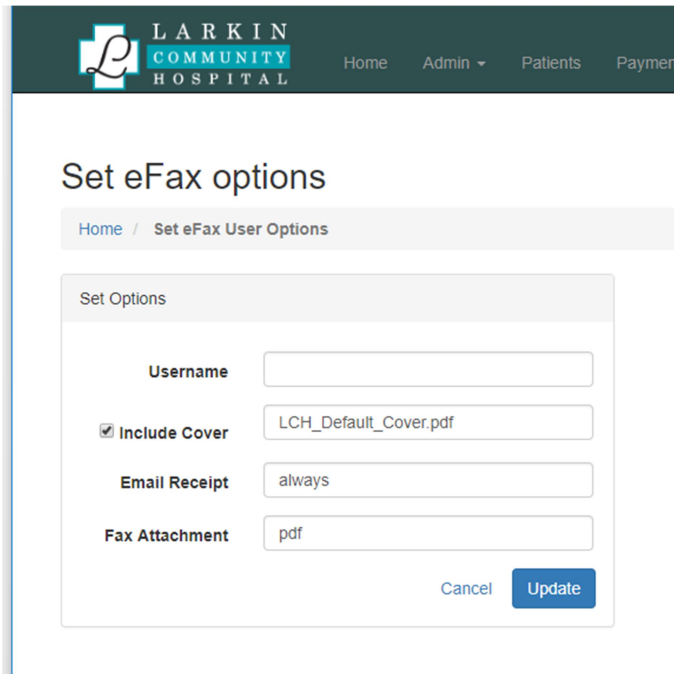
1. Go to <https://secure.larkinhospital.com>

The screenshot shows the Larkin Payment Portal login page. The header includes the Larkin Community Hospital logo and navigation links for Home, Patients, Payments, and Statements. The main content area is titled "Welcome to Larkin Payment Portal" and provides instructions on how to use the portal for billing. It features two main buttons: "Make a Quick Payment" and "Sign up". The "Sign up" button is highlighted. To the right, there is a "SIGN IN" section with fields for Username and Password, and a "Sign in" button. Below the "Sign in" button is a link for "Forgot your password?".

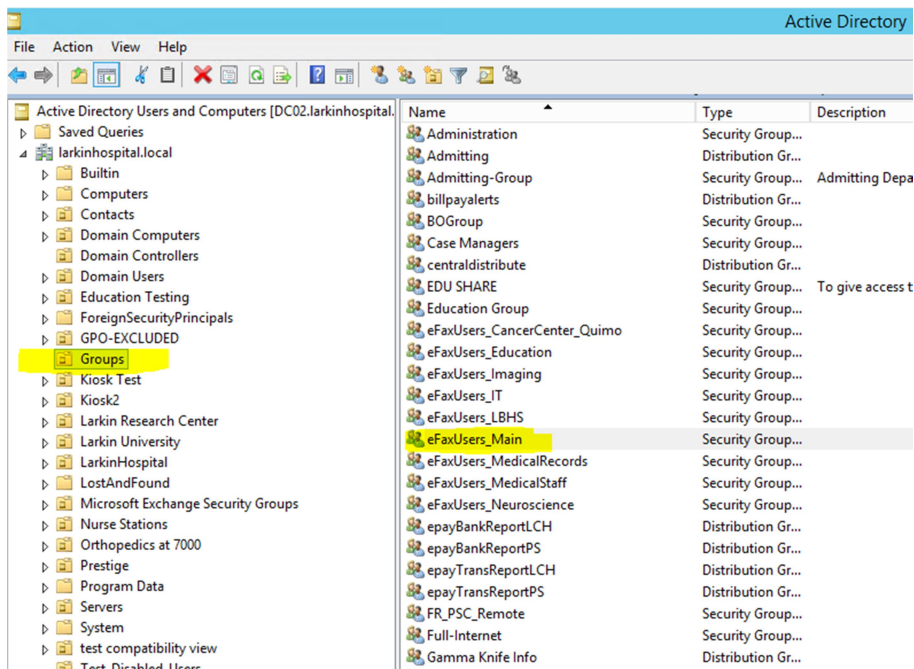
2. Once logged, go Admin -> eFax User Options

The screenshot shows the Larkin Patient Search page. The header includes the Larkin Community Hospital logo and navigation links for Home, Admin, Patients, Payments, and Statements. The "Admin" menu is open, showing options for Users, Roles, Departments, and eFax User Options. The "eFax User Options" option is highlighted. Below the menu, there is a "PATIENT SEARCH" section with a search criteria field and a "Search" button. The search criteria field contains the text "Larkin Community Hospital".

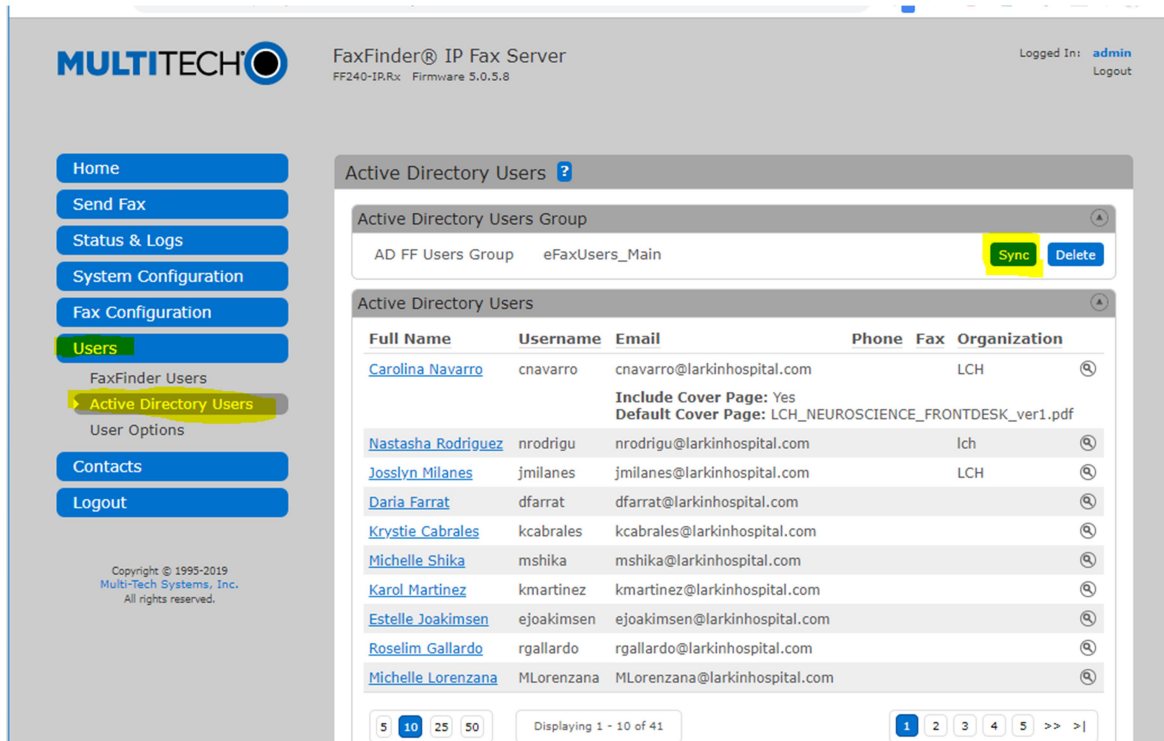
- Enter the username (AD account) of the new eFax user. If this user will be using a fax cover, enter the filename of this cover (previously uploaded into the eFax system)



- Click Update.
- Go to Active Directory Users and Computers tool (larkinhospital.local -> Groups)



6. Add the new user to the **eFaxUsers_Main** security group. If you are adding multiple users (a new Department, for instance), a best practice is to create a new security group , and add it to the main security group later.
7. Go to eFax website (Users -> Active Directory Users). Click Sync button. The new user/s should appear on the Active Directory Users list after synchronization.



The screenshot shows the MULTITECH FaxFinder IP Fax Server web interface. The top navigation bar includes the MULTITECH logo, the product name 'FaxFinder® IP Fax Server', the model 'FF240-1A.Rx', the firmware version 'Firmware 5.0.5.8', and the user 'admin' with a 'Logout' link.

The left sidebar contains a menu with the following items: Home, Send Fax, Status & Logs, System Configuration, Fax Configuration, **Users** (highlighted), FaxFinder Users, **Active Directory Users** (highlighted), User Options, Contacts, and Logout.

The main content area is titled 'Active Directory Users' and contains a sub-section 'Active Directory Users Group' with a table showing two groups: 'AD FF Users Group' and 'eFaxUsers_Main'. A 'Sync' button is highlighted next to the 'eFaxUsers_Main' group, along with a 'Delete' button.

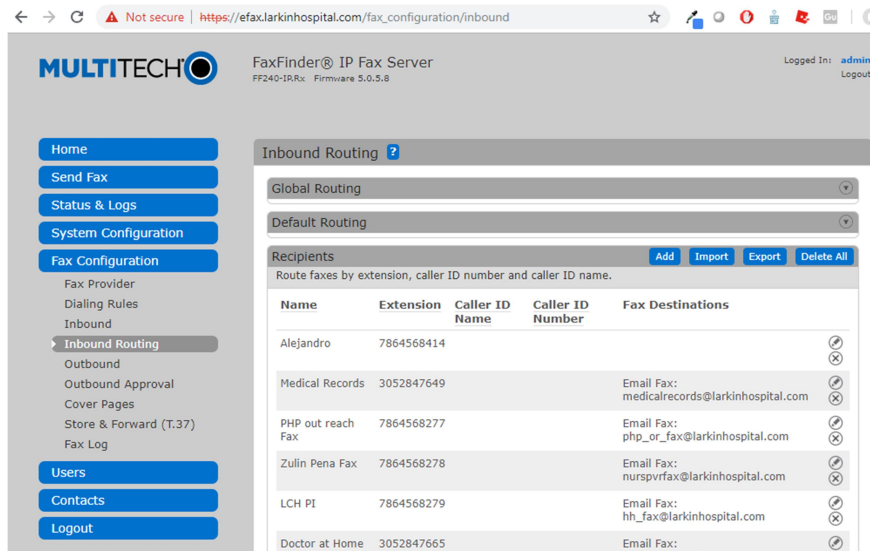
Below the group table is a table of 'Active Directory Users' with the following columns: Full Name, Username, Email, Phone, Fax, and Organization. The table lists 10 users, including Carolina Navarro, Nastasha Rodriguez, Josslyn Milanes, Daria Farrat, Krystie Cabrales, Michelle Shika, Karol Martinez, Estelle Joakimsen, Roselim Gallardo, and Michelle Lorenzana. Each user entry has a magnifying glass icon to its right.

At the bottom of the page, there is a pagination control showing 'Displaying 1 - 10 of 41' and a set of buttons for navigating between pages (1, 2, 3, 4, 5, >>, >).

Configure Inbound Routing

Steps:

1. Configure Cisco Call Manager to redirects incoming faxes for the desired number, to eFax server.
(end a ticket to NextPointe, so they can configure it)
2. Configure at eFax the inbound routing and actions



MULTITECH FaxFinder® IP Fax Server
FF240-1R/Rx Firmware 5.0.5.8

Logged In: **admin**
Logout

Home
Send Fax
Status & Logs
System Configuration
Fax Configuration
Fax Provider
Dialing Rules
Inbound
Inbound Routing
Outbound
Outbound Approval
Cover Pages
Store & Forward (T.37)
Fax Log
Users
Contacts
Logout

Inbound Routing ?

Global Routing
Default Routing

Recipients **Add** **Import** **Export** **Delete All**
Route faxes by extension, caller ID number and caller ID name.

Name	Extension	Caller ID Name	Caller ID Number	Fax Destinations
Alejandro	7864568414			
Medical Records	3052847649			Email Fax: medicalrecords@larkinhospital.com
PHP out reach Fax	7864568277			Email Fax: php_or_fax@larkinhospital.com
Zulin Pena Fax	7864568278			Email Fax: nursprfax@larkinhospital.com
LCH PI	7864568279			Email Fax: hh_fax@larkinhospital.com
Doctor at Home	3052847665			Email Fax:

a. Add a new Inbound Route



Home
Send Fax
Status & Logs
System Configuration
Fax Configuration
Fax Provider
Dialing Rules
Inbound
Inbound Routing
Outbound
Outbound Approval
Cover Pages
Store & Forward (T.37)
Fax Log
Users
Contacts
Logout

Inbound Routing ?

Global Routing
Default Routing

Recipients **Add** **Import** **Export** **Delete All**
Route faxes by extension, caller ID number and caller ID name.

Name	Extension	Caller ID Name	Caller ID Number	Fax Destinations
Alejandro	7864568414			

Add Recipient

Name

Medical Records

Extension

3052847649

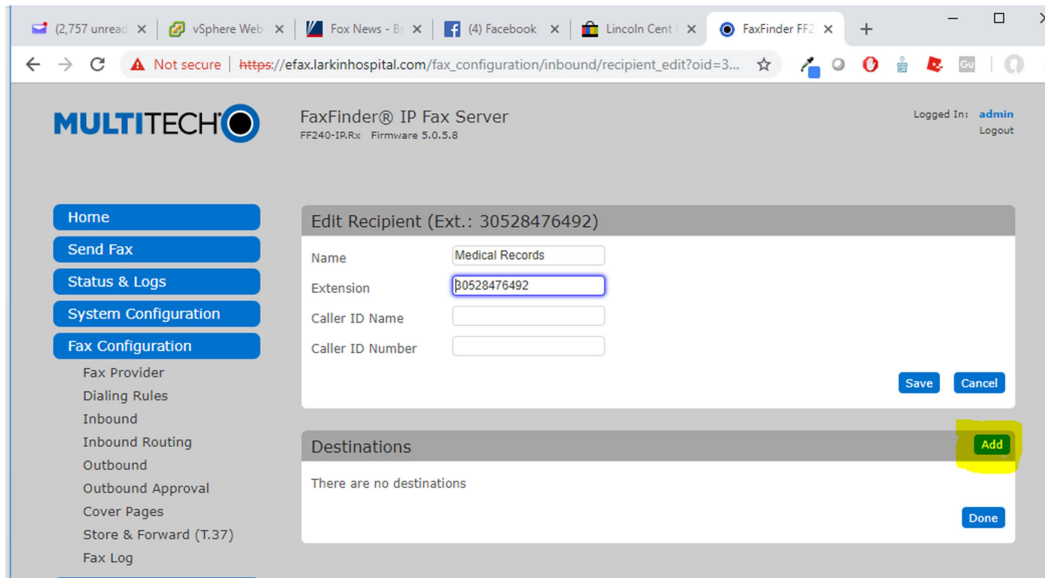
Caller ID Name

Caller ID Number

Save

Cancel

- b. Once saved, Add a new destination for the inbound route



Browser tabs: (2,757 unread), vSphere Web, Fox News - B, (4) Facebook, Lincoln Cent, FaxFinder FF.

URL: https://efax.larkinhospital.com/fax_configuration/inbound/recipient_edit?oid=3...

Page Title: MULTITECH FaxFinder® IP Fax Server
FF240-IP.Rx Firmware 5.0.5.8
Logged In: admin Logout

Left Menu:

- Home
- Send Fax
- Status & Logs
- System Configuration
- Fax Configuration
 - Fax Provider
 - Dialling Rules
 - Inbound
 - Inbound Routing
 - Outbound
 - Outbound Approval
 - Cover Pages
 - Store & Forward (T.37)
 - Fax Log

Form: Edit Recipient (Ext.: 30528476492)

Fields:

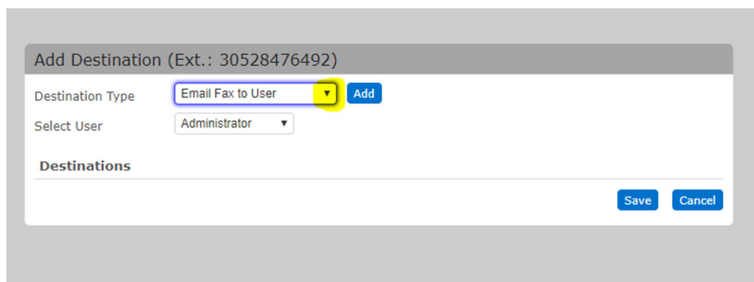
- Name: Medical Records
- Extension: 30528476492
- Caller ID Name:
- Caller ID Number:

Buttons: Save, Cancel

Destinations: There are no destinations

Buttons: Add, Done

- c. Select Email Fax option



Form: Add Destination (Ext.: 30528476492)

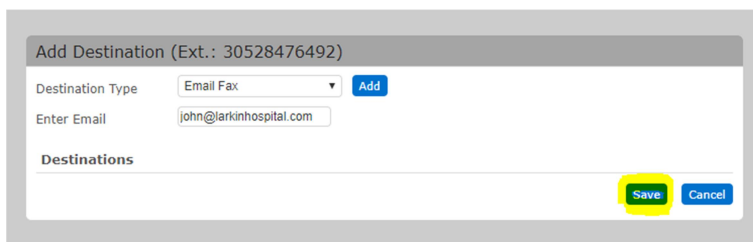
Fields:

- Destination Type: Email Fax to User (highlighted)
- Add: (highlighted)
- Select User: Administrator

Destinations:

Buttons: Save, Cancel

- d. Enter the email address which will receive the incoming faxes (it could be a single email account or a distribution group)



Form: Add Destination (Ext.: 30528476492)

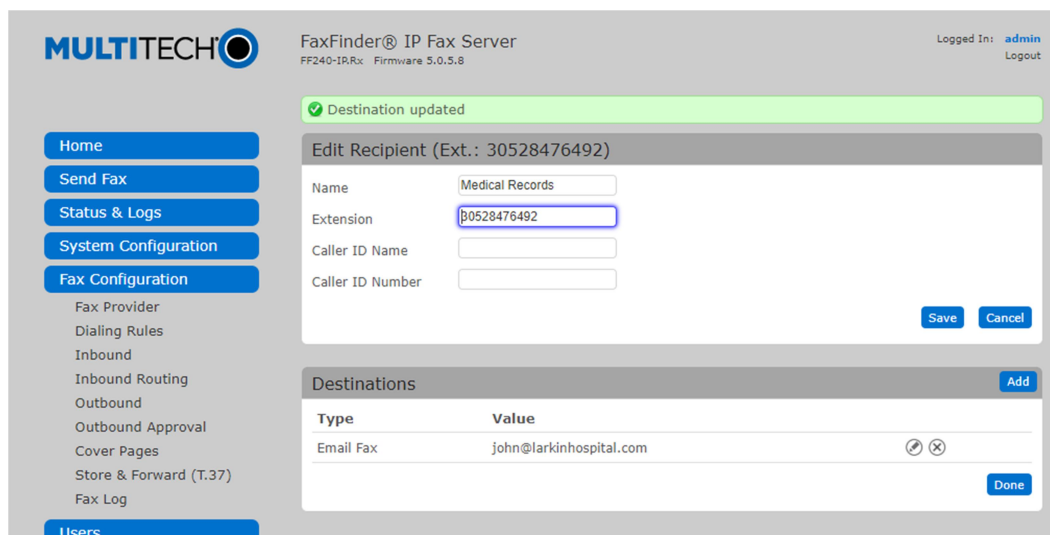
Fields:

- Destination Type: Email Fax
- Add:
- Enter Email: john@larkinhospital.com

Destinations:

Buttons: Save (highlighted), Cancel

e. The new destination appear in the Destinations list.



MULTITECH FaxFinder® IP Fax Server
FF240-IP.Rx Firmware 5.0.5.8
Logged In: **admin**
Logout

✓ Destination updated

Edit Recipient (Ext.: 30528476492)

Name:

Extension:

Caller ID Name:

Caller ID Number:

Save **Cancel**

Destinations **Add**

Type	Value	
Email Fax	john@larkinhospital.com	 

Done

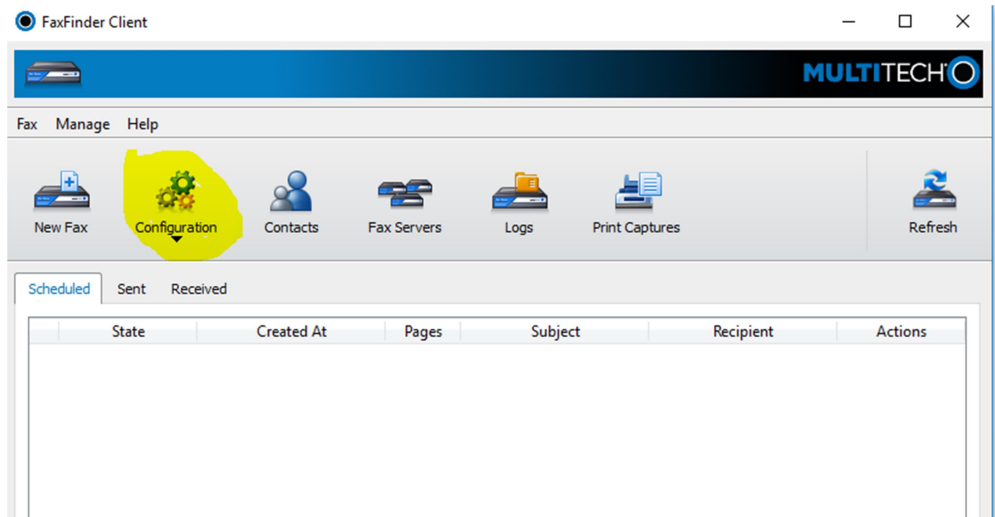
Home
Send Fax
Status & Logs
System Configuration
Fax Configuration
Fax Provider
Dialing Rules
Inbound
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Cover Pages
Store & Forward (T.37)
Fax Log
Users

Install and configure eFax client

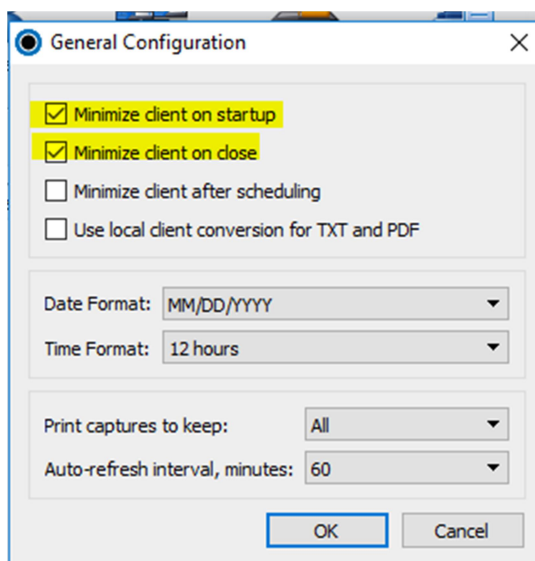
1. On the user desktop, go to:

<\\LCHFS\Departments\Hospital General Files\Programs\Multitech FaxFinder>

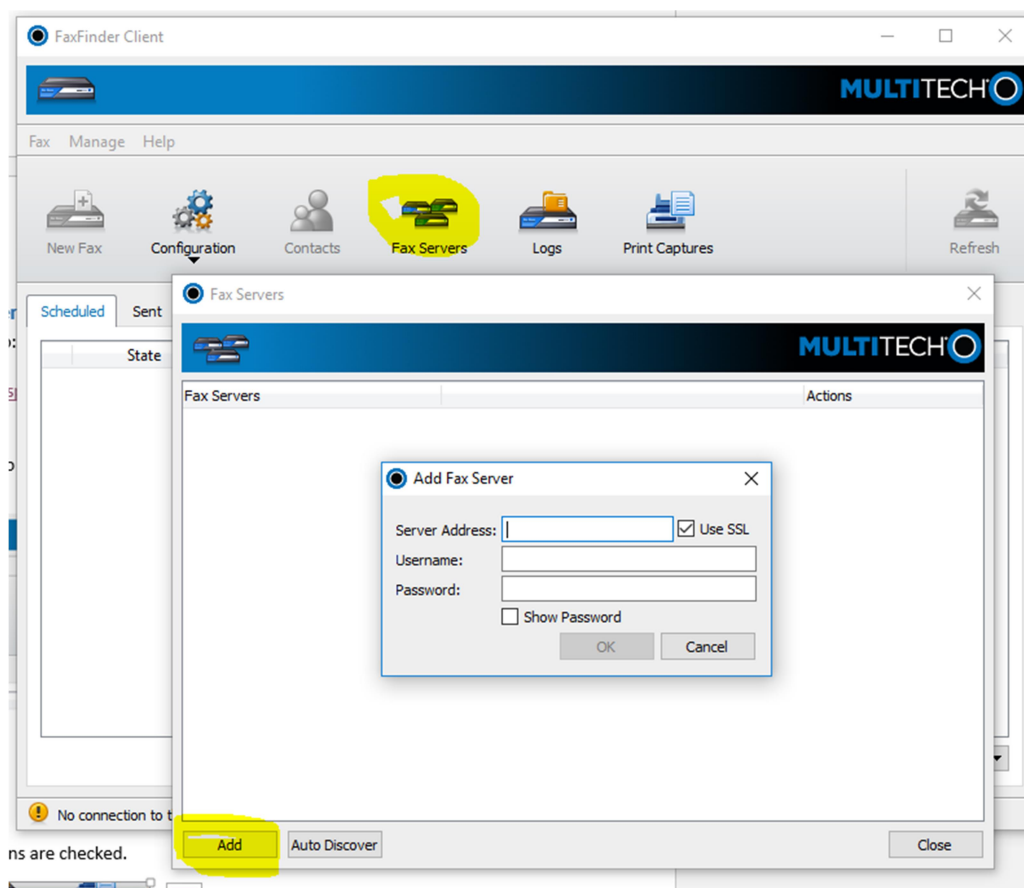
2. Install the client.



3. Once installed, opened. Go to Configuration -> General Configuration

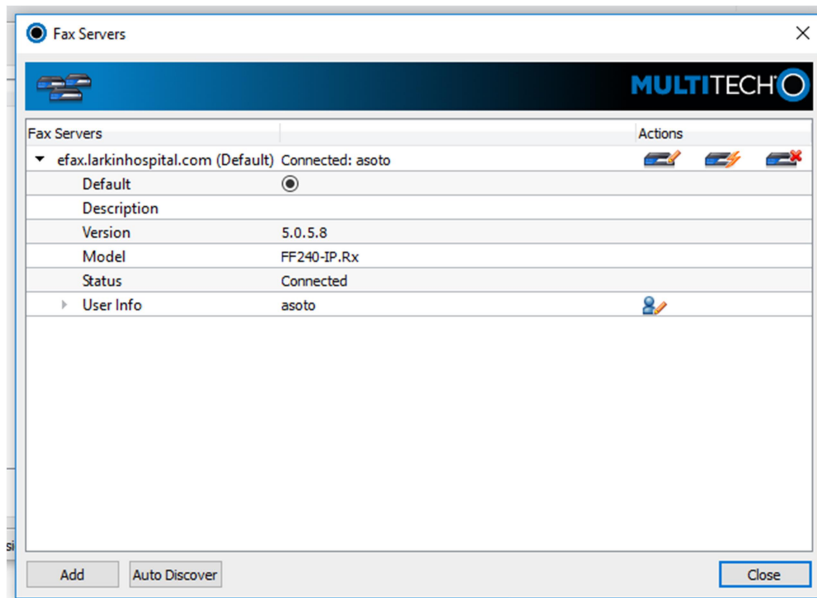


4. Be sure the first two options are checked.



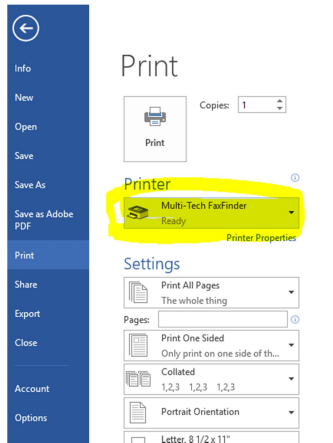
5. Go to Fax Servers -> Add

6. At Server Address, enter **efax.larkinhospital.com**
7. At Username, enter the AD username (tip: Check if the username in AD has any uppercase letter, the username has to be identical as it is in AD).
8. At Password, enter the AD password. Click OK.

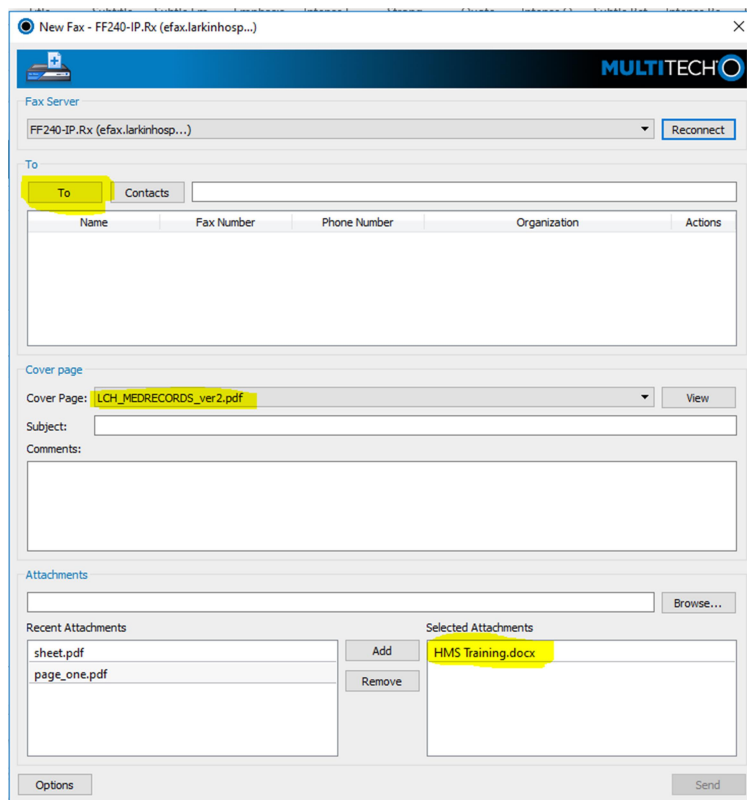


Send fax

1. The easier way to send a fax is through printing the document.
2. Open the document and select Print. Choose Multi-Tech FaxFinder, that appears as a printer on the list.

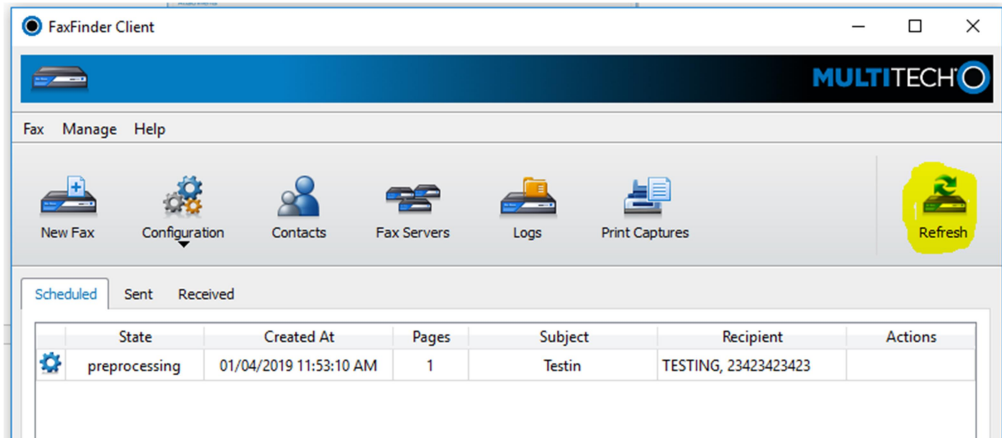


3. The Fax Finder client starts, opening the New Fax windows



4. In this windows,
 - a. **To:** Click here to enter the information for the person you will be sending the fax to. The information you enter here will appear in the Contact section of the cover page.
 - b. **Contacts:** You can click here to select previous saved contacts to fax the document.
 - c. **Cover Page** should have selected the cover page file associated with this user
 - d. **Subject:** Any text entered here will appear in the Subject section of the cover page
 - e. **Comments:** Any text entered here will appear in the Comments section of the cover page
 - f. The document to be faxed should appear in the top bottom – right at the Selected Attachments panel (If you want to fax multiple documents in a single fax session, you can add other documents clicking the Browse button).
 - g. Click **Send** to start faxing the document.

5. You can see the status of this task in the client main window. Hitting Refresh button will show you the last result.



6. After the fax have been sent, you will receive an email with the results. The fax should be attached to the email.

Receive fax

1. If the user was successfully added to the eFax server, he should receive in an email the fax as an attached pdf document.