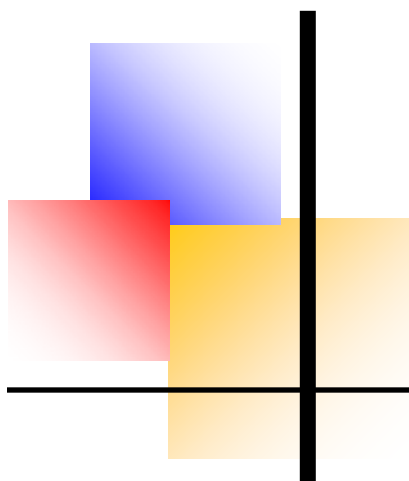




# Offline Coversheet

## User Guide



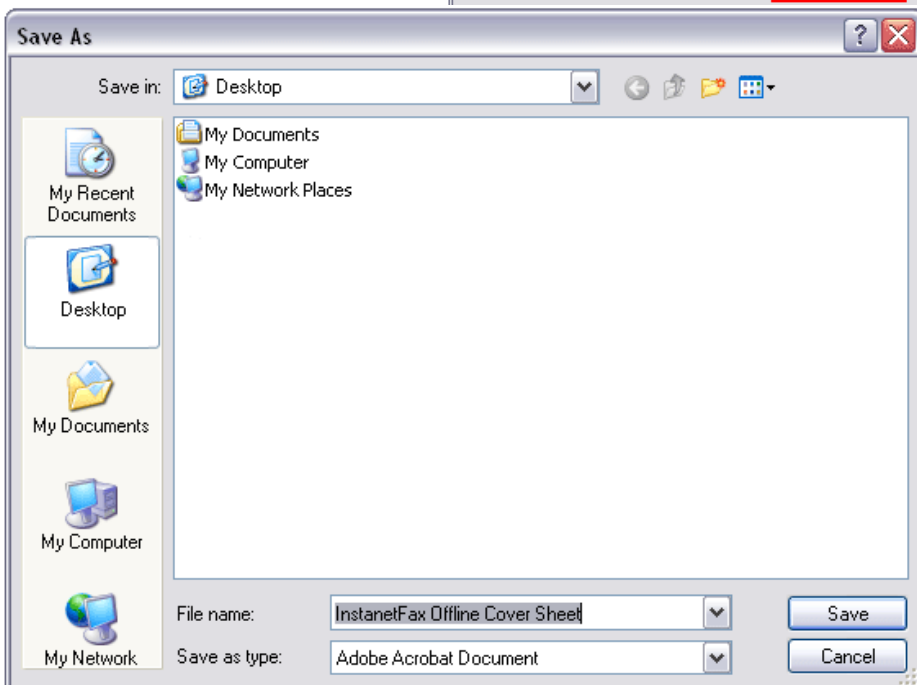
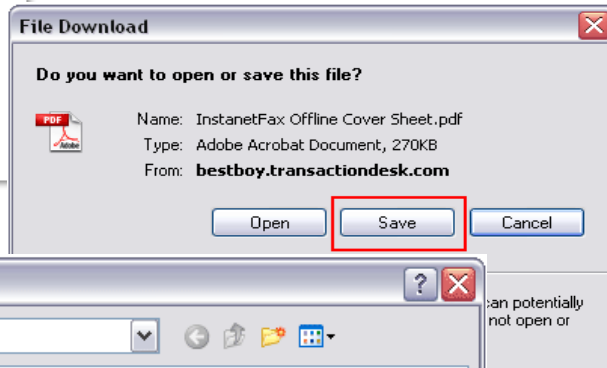
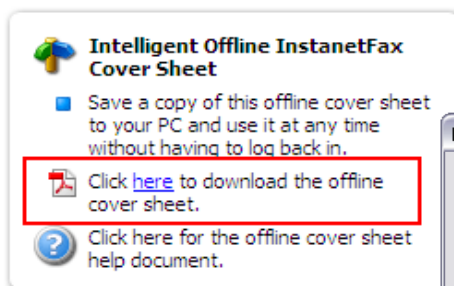
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# User Guide

## Downloading the Document

- To begin, simply click the 'Click Here' link.
- When prompted, click the 'Save' button.
- Select a location to save the document.



# User Guide




## Offline InstanetFax Cover Sheet - Simple version

The quickest way to send an InstanetFax is to use the Simple instructions.

- Click the "Simple Coversheet" checkbox.
- Enter email address(es).
- Print the coversheet.
- Fax coversheet and document(s) to the fax number provided on the coversheet.

**FAX to EMAIL COVERSHEET INSTRUCTIONS:**

<input checked="" type="checkbox"/> <b>Simple InstanetFax Instructions:</b> <ol style="list-style-type: none"><li>1. Fill in the cover sheet below.</li><li>2. Click the Print button below.</li><li>3. Fax the cover sheet and document(s) to the TOLL FREE number below.</li></ol>	<input type="checkbox"/> <b>InstanetFax Wizard Instructions:</b> <ol style="list-style-type: none"><li>1. Click on Wizard button to access additional features when filling in the cover sheet.</li><li>2. Click the Print button below.</li><li>3. Fax the cover sheet and document(s) to the TOLL FREE number below.</li></ol>
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**Print**     **Wizard**     **Reset** 

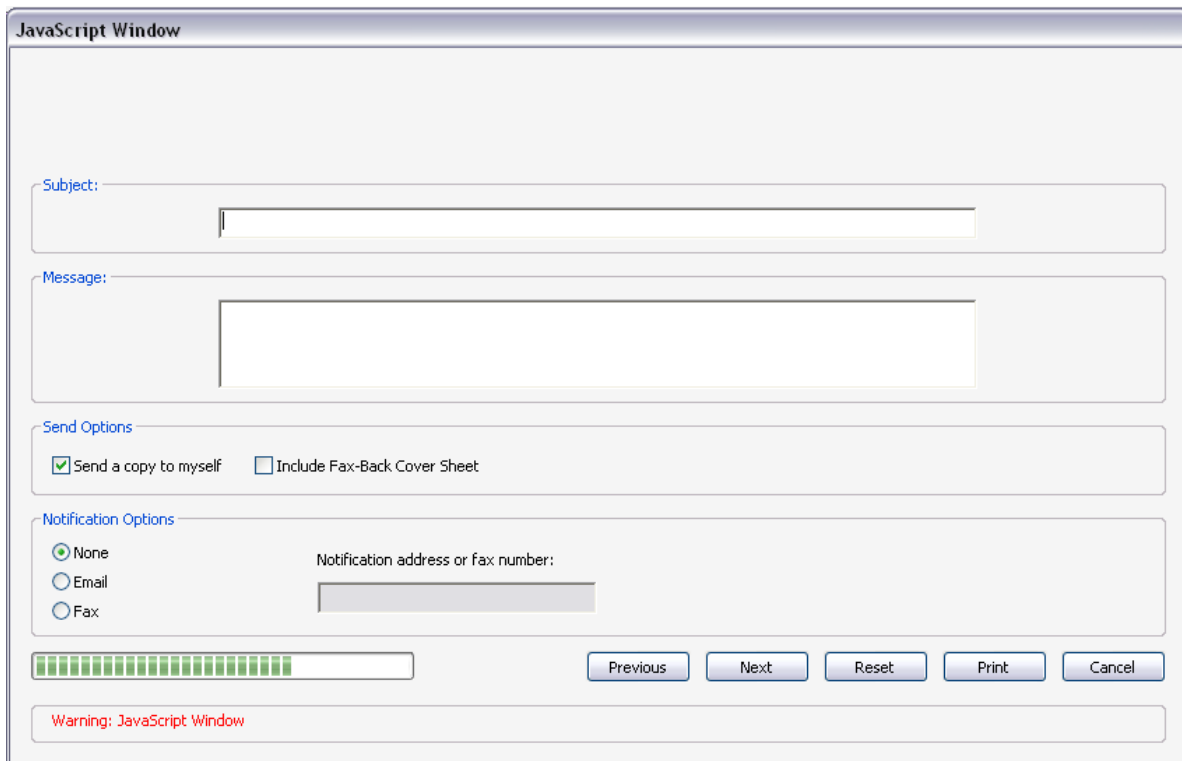
<b>From:</b> Tester MRIS (tester@instanetsolutions.com)
<b>To:</b> <input type="text" value="lance@instanetsolutions.com"/>
<b>CC:</b> <input type="text"/>
<b>Subject:</b> <i>Signature required</i>
<b>Message:</b> <i>Please sign and return the attached documents.</i>



# User Guide

## Offline InstanetFax Cover Sheet - Wizard version

- Enter a subject and/or message.
- Check "send a copy to myself" if you would like a copy of the InstanetFax email.
- Check "include a fax-back cover sheet" if you expect the recipient to return documents to you.
- Select a notification option.



The screenshot shows a "JavaScript Window" with the following fields and options:

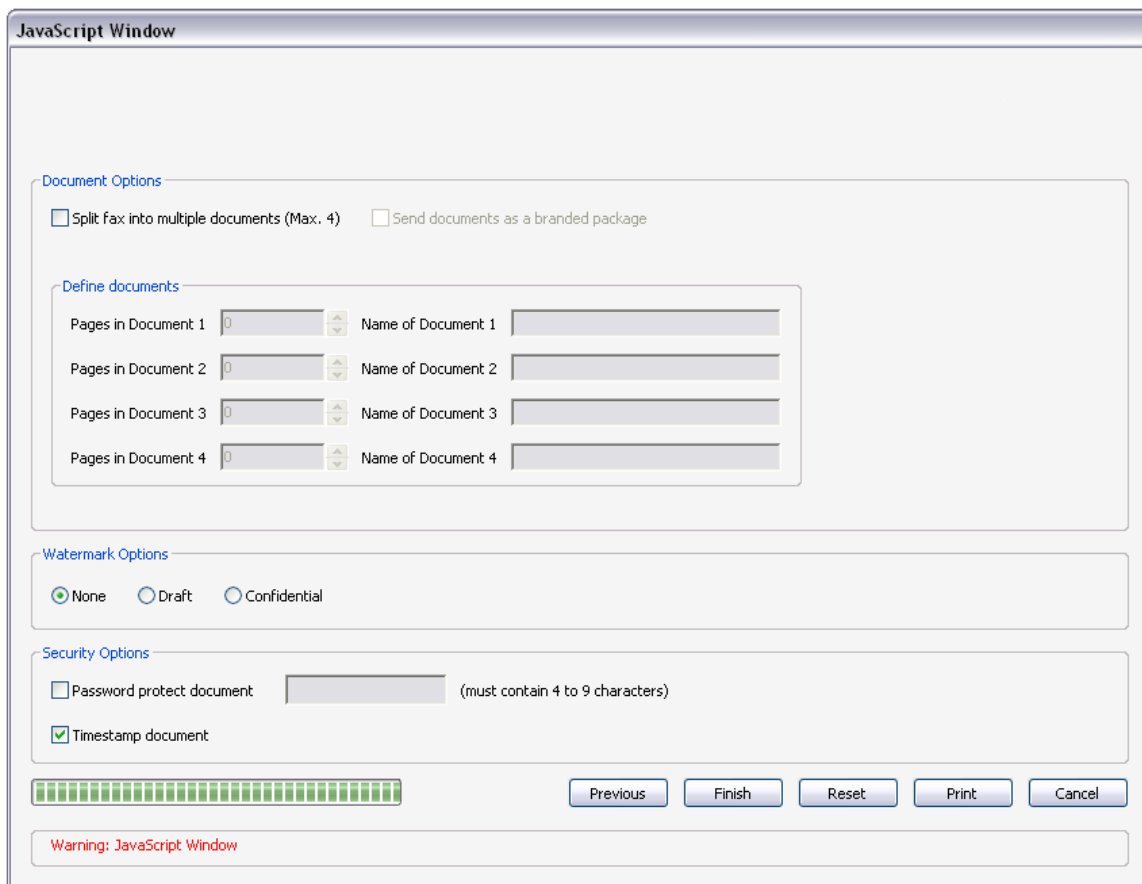
- Subject:** A text input field.
- Message:** A larger text input area.
- Send Options:** Two checkboxes:  "Send a copy to myself" and  "Include Fax-Back Cover Sheet".
- Notification Options:** Three radio buttons:  "None",  "Email", and  "Fax". To the right is a label "Notification address or fax number:" followed by a text input field.
- Progress Bar:** A horizontal bar with 15 green segments, indicating progress.
- Buttons:** "Previous", "Next", "Reset", "Print", and "Cancel".
- Warning:** A red text box at the bottom left containing the text "Warning: JavaScript Window".

# User Guide

## Offline InstanetFax Cover Sheet - Wizard version - single document

If you are only sending 1 document or would prefer to send your documents as a single PDF file use these instructions. Otherwise, see the next page on sending multiple documents.

- Select a watermark option.
- Click "password protect document" if you would like to apply a password to the document.
- Click "timestamp document" if you would like the document to be digitally signed and time stamped.
- Click the "Finish" button.



The screenshot shows a "JavaScript Window" with the following sections:

- Document Options:**
  - Split fax into multiple documents (Max. 4)
  - Send documents as a branded package
- Define documents:**

Pages in Document 1	0	Name of Document 1	
Pages in Document 2	0	Name of Document 2	
Pages in Document 3	0	Name of Document 3	
Pages in Document 4	0	Name of Document 4	
- Watermark Options:**
  - None
  - Draft
  - Confidential
- Security Options:**
  - Password protect document  (must contain 4 to 9 characters)
  - Timestamp document

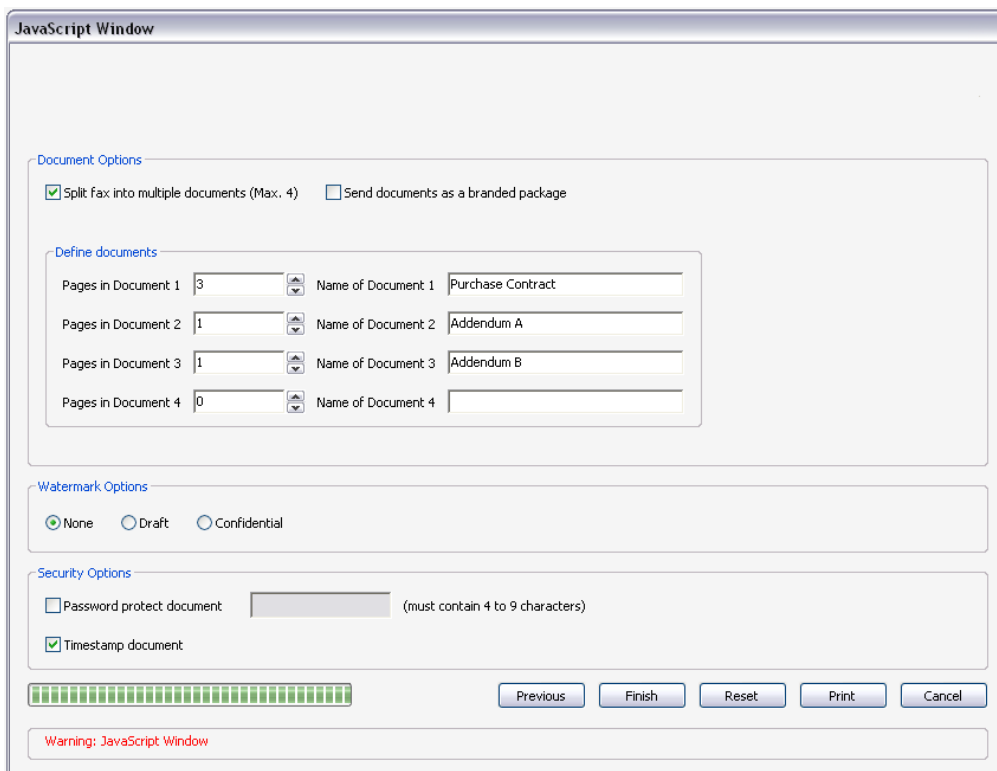
At the bottom, there is a progress bar with 15 green segments, and buttons for "Previous", "Finish", "Reset", "Print", and "Cancel". A warning message "Warning: JavaScript Window" is displayed in a red box at the bottom left.

# User Guide

## Offline InstanetFax Cover Sheet - Wizard version - multiple documents

Use these instructions when sending multiple documents. The InstanetFax service will separate each document from the fax.

- Check the "split fax into multiple documents" checkbox.
- Click "send documents as a branded package" if you would like the documents to be compiled into a single PDF file. The documents are opened separately from within the package.
- Specify the # of pages and provide a name for each document you will be sending.
- Select a watermark option.
- Click "password protect document" if you would like to apply a password to the document.
- Click "timestamp document" if you would like the document to be digitally signed and time stamped.
- Click the "Finish" button.



The screenshot shows a "JavaScript Window" with the following sections:

- Document Options:**
  - Split fax into multiple documents (Max. 4)
  - Send documents as a branded package
- Define documents:**

Pages in Document 1	3	Name of Document 1	Purchase Contract
Pages in Document 2	1	Name of Document 2	Addendum A
Pages in Document 3	1	Name of Document 3	Addendum B
Pages in Document 4	0	Name of Document 4	
- Watermark Options:**
  - None
  - Draft
  - Confidential
- Security Options:**
  - Password protect document [ ] (must contain 4 to 9 characters)
  - Timestamp document

At the bottom, there is a progress bar and buttons for "Previous", "Finish", "Reset", "Print", and "Cancel". A warning message at the bottom reads: "Warning: JavaScript Window".

# User Guide

## Offline InstanetFax Cover Sheet – Wizard Complete

The document will update with the recipient information entered in the wizard.

- Print the coversheet.
- Fax coversheet and document(s) to the fax number provided on the coversheet.
- If you are sending multiple documents be sure to fax them in the order you specified in the wizard.

### FAX to EMAIL COVERSHEET INSTRUCTIONS:

<input checked="" type="checkbox"/> <b>Simple InstanetFax Instructions:</b> <ol style="list-style-type: none"><li>1. Fill in the cover sheet below.</li><li>2. Click the Print button below.</li><li>3. Fax the cover sheet and document(s) to the TOLL FREE number below.</li></ol>	<input type="checkbox"/> <b>InstanetFax Wizard Instructions:</b> <ol style="list-style-type: none"><li>1. Click on Wizard button to access additional features when filling in the cover sheet.</li><li>2. Click the Print button below.</li><li>3. Fax the cover sheet and document(s) to the TOLL FREE number below.</li></ol>
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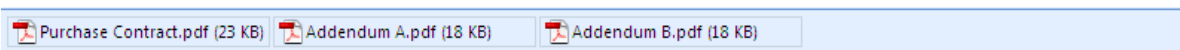
<b>From:</b> Tester MRIS (tester@instanetsolutions.com)
<b>To:</b> lance@instanetsolutions.com
<b>CC:</b>
<b>Subject:</b> Signature required
<b>Message:</b> Please sign and return the attached documents.



# User Guide

## Offline InstanetFax Cover Sheet - Sample email

This is a sample email for an InstanetFax with multiple documents.



You have received a fax from Tester MRIS.

Please sign and return the attached documents.

Tester MRIS has faxed you 3 pages. The documents are attached to this email as follows:

- Purchase Contract.pdf (1 page)
- Addendum A.pdf (1 page)
- Addendum B.pdf (1 page)

**Tester MRIS**

Agency: MRIS  
Address: 9707 Key West Ave  
Suite 200  
Rockville, MD 20850  
Phone: 301-838-7200  
Fax: 519-432-6515  
Email: [tester@instanetsolutions.com](mailto:tester@instanetsolutions.com)  
Website:

NOTE: Viewing .PDF documents requires the latest version of the Adobe Acrobat Reader.



Please consider the environment before printing this email message 