

ICTFax Admin Guide

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1:Introduction:

ICTFax is an open source multi-user and web based software solution for service providers based on open source angular and freewitch with the bundle of standard features.

Installation of ICTFax:

2:Requirements to setup ICTFax server:

- Server specs:

- Quad core 3GHZ
- Ram 4Gb
- Hard disk 200GB
-

- Operating system:

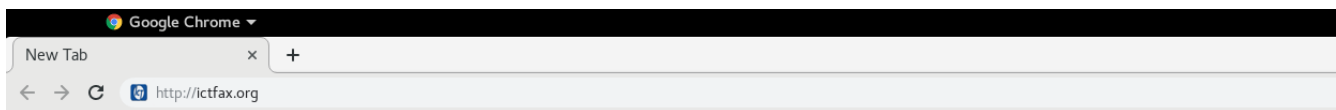
- CentOS 7.X

- Sip provider:

- T.38
- G 711 faxing support
- DID incoming number with fax support

3:Configuration:

- 1: Open web browser
- 2: Enter domain name or ip address as URL
- 3: Login page will appear
- 4: Enter login and password and click on sign-in button




Sign In

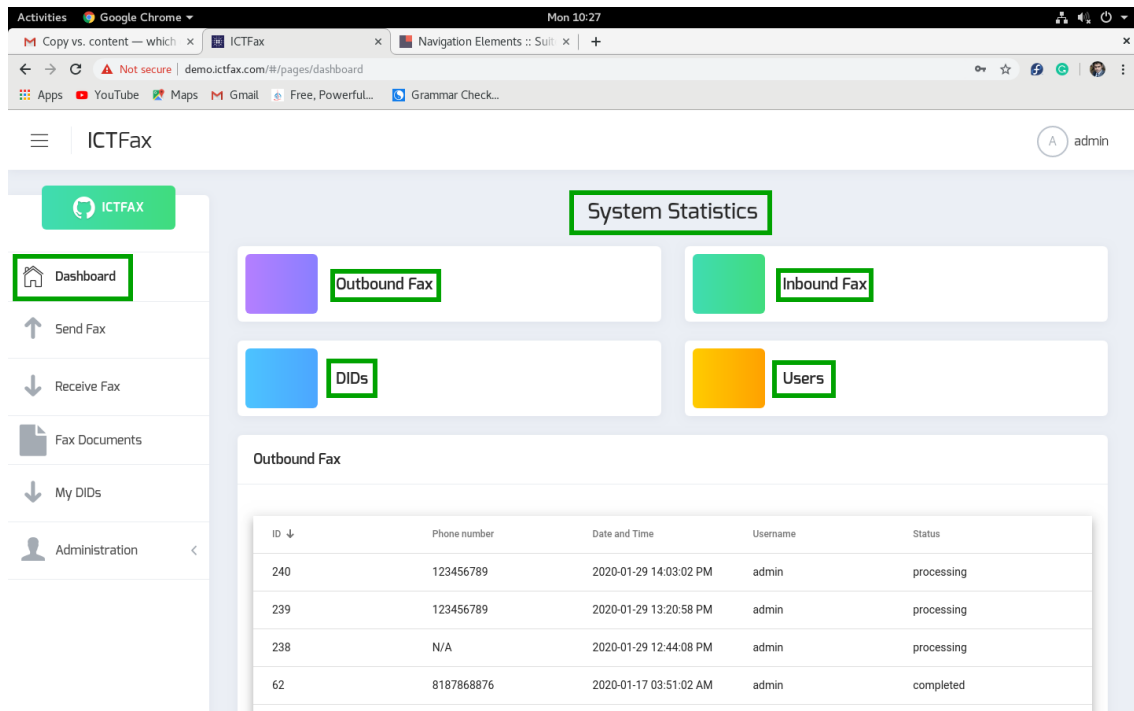
Hello! Sign in with your username or email

Remember me

Or connect with:



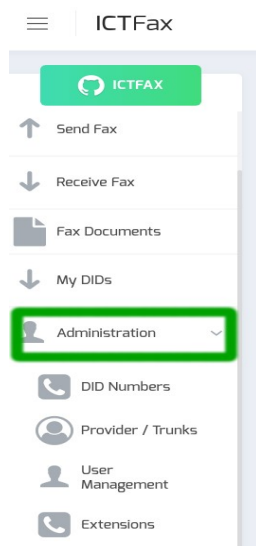
Dashboard is the first page will appear after splash screen that displayed to you menu bar on left side of window and system statistics that has following buttons on top of page, from where you can see status of each unit directly by clicking the buttons as shown below:



4:Admin configuration:

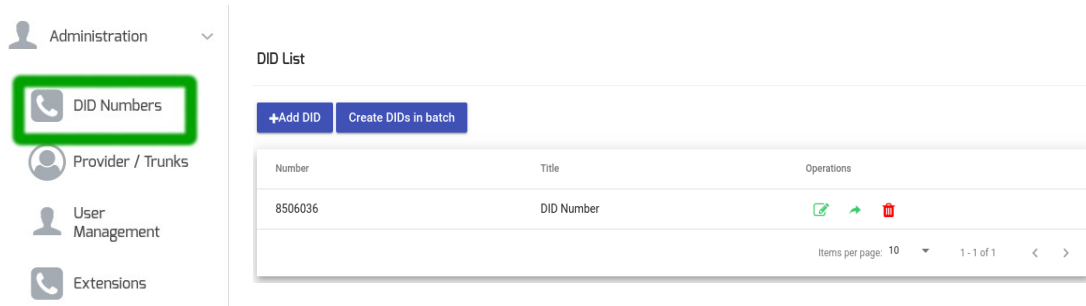
- 1: Click on main menu “administration” at left side from menu-bar.
- 2: Click on sub menu “system statistics” .
- 3: Click on administration menu on left side from menu bar, following sub menus will appear:
 - DID number
 - Providers/Trunk
 - User management

- Extensions.



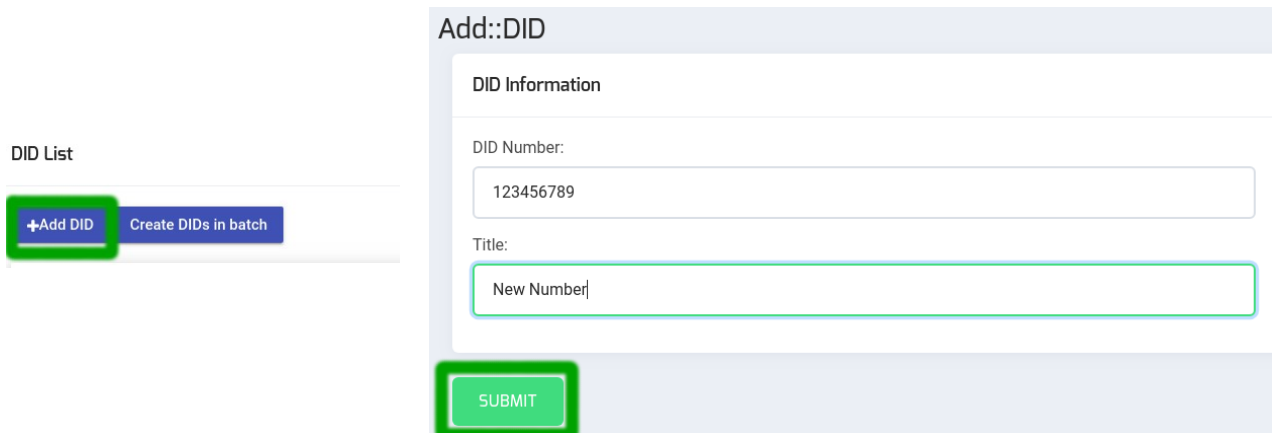
- Configuration of DID numbers:

1: Click on the sub menu “DID number” button, a new page will appear on screen with list of “DID,s” and details.



- ADD new DID:

- 1: Move the cursor on “Add DID” button on top left of “DID List”.
- 2: Click on the “Add DID” button a pop-up form appears on the screen.
- 3: Fill the required fields on form and click the “submit” button.
- 4: New “DID number” will be displayed on the detail view once the record has been saved.



- Create DID,s in Batch:

- 1: Move the cursor on “Create DID,s in batch” button on “DID list”.
- 2: Click on “create batch” button, a pop-up form will appear on screen you can set range of batch by writing in the text boxes and click the “submit” button.

DID List

[+Add DID](#) [Create DIDs in batch](#)

DID Numbers

DID Information

Range From:

Range To:

Title:

[SUBMIT](#)

3: You can edit the record by clicking the “pencil” button, a pop-up form will displayed that contains all the options that are configurable in record and click the “update” button.

10

New Batch 10



Add::DID

DID Information

DID Number:

Title:

[UPDATE](#)

4: You can assign “DID number” to user by clicking the “arrow” button, a pop-up form will displayed on screen enter the required information about user to whom DID will be assigned
5: Click the “submit” button.

10

New Batch 10



Assign DID

DID Information

DID Number:

User Information

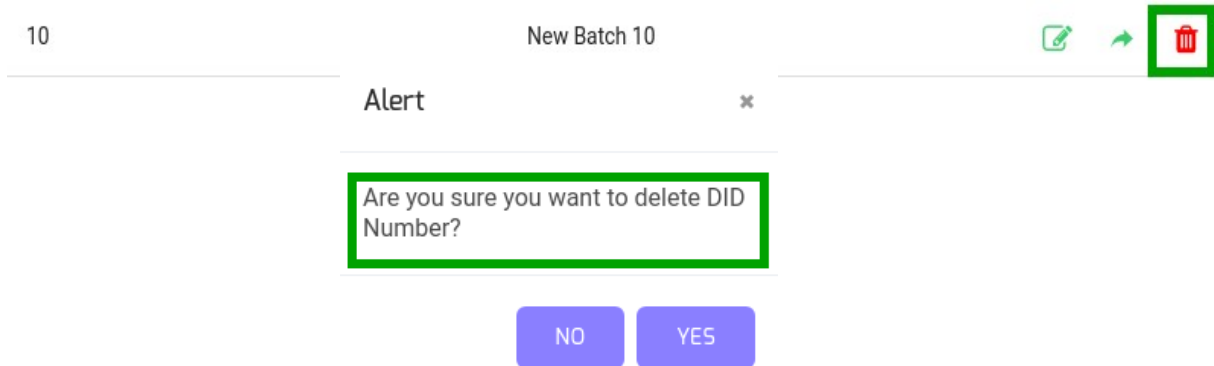
Assign to User:

[SUBMIT](#)

5: Discard DID record from list by clicking “delete” button if required number need to delete.

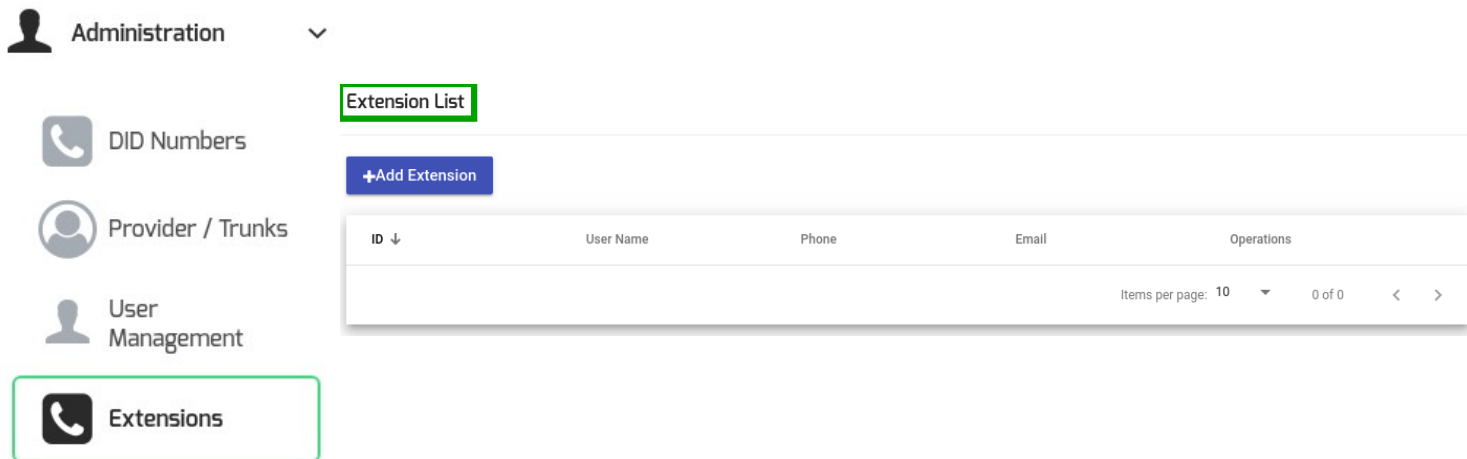
6: A pop-up appears on screen with confirmation message

7: Click on “yes” to delete the selected record or Click on “no” to cancel the activity.



5:Extension Configuration:

1: To configure extensions click on “Extension” button from administration menu, a page appears on screen with list of extension id,s and details.



- To Add New Extension:

1: Move the cursor on “Add extension” on top left of extension list

2: Click on “Add extension” button to create new extension, a pop-up form appears on screen fill the required information such as:

- User-name
- password
- Email etc

3: click on “Submit” button new extension detail will be displayed on the detail view once the record has been saved.

Extension List

+Add Extension

ID ↓ User Name

Add::Extension

Extension Information

UserName:

Password

Password

Password Pin

Settings

Send Email Body as coversheet

SUBMIT

6:Provider/Trunks:

1: To configure providers click on “Provider/Trunks” button on left side from administration menu, a page appears on screen with complete list of providers and their detail.

Administration

DID Numbers

Provider / Trunks

User Management

Extensions

Provider List

+ Add Provider

ID ↓	Provider Name	Host	Type	Operations
7	Raizo		sip	
6	optimus		sip	
5	Zed		sip	

Items per page: 10 1 - 3 of 3

- To Add provider:

1: Move the cursor on “Add provider” on top left of provider list

2: Click on “Add provider” button to create “new provider”, a pop-up form will appear on screen fill the required fields on form such as:

- User-name
- gateway type
- password etc

3: Click on “Submit” button new provider will be displayed on the detail view once the record has been saved.

Provider List



Add::Provider

Provider Information

Provider Name: Active: No Yes

Gateway Type

Gateway Type:

Access Credentials

Username: Password:

Prefix: Weight:

Additional Information

Settings:

Register: No Yes

SUBMIT

4: You can edit the record display in the list by clicking “Pencil” button, a pop-up form displayed on screen that will contain all options that are configurable.

ID ↓	Provider Name	Host	Type	Operations
7	Raizo		sip	

Add::Provider

Provider Information

Provider Name: Active: No Yes

Gateway Type

Gateway Type:

Access Credentials

Username: Password:

Prefix: Weight:



Additional Information

Settings:

Register: No Yes

UPDATE

- 5: You can discard provider details from the list by clicking the “Delete” button.
- 6: A pop-up appears on screen with confirmation message.
- 7: Click “Yes” to delete the selected record or click on “No” to cancel the activity.

ID ↓	Provider Name	Host	Type	Operations
7	Raizo		sip	 





Alert ×

Are you sure you want to delete optimus?

7:User Management:







1: To configure providers click on “User Management” button on left side from administration menu, a page appears on screen with complete list of users and their detail.

Administration ▾

-  DID Numbers
-  Provider / Trunks
-  **User Management**
-  Extensions

User List

[+ Add User](#)

ID ↓	User Name	First Name	Last Name	Email	Operations
18	Constantine	Zaroon		xyz@gmail.com	 
2	user	Test	User	user@ictcore.org	 
1	admin	System	Administrator	admin@ictcore.org	 

Items per page: 10 1 - 3 of 3 < >

-To Add User:

1: Move the cursor on “Add User” on top left of user list, click on “Add User” button to create “new user”, a pop-up form will appear on screen fill the required fields on form such as:

- User-name
- Password
- Email
- Country
- Time-Zone etc

2: Click on “Submit” button new user will be displayed on the detail view once the record has been saved.

User List

[+ Add User](#)

ID ↓	User Name	First Name
------	-----------	------------

Add::User

User Information

UserName:

Password

Password

Confirm Password

Choose Country & Timezone

Country Timezone

Company & Active

Active: No Yes Company

Select Role

user admin

[SUBMIT](#)

3: You can edit user record by clicking the “pencil” button a pop-up window will displayed on screen. Pop-up will contains all options that are configurable.

ID	Name	ms
18	First Name: <input type="text" value="Zaroon"/> Last Name: <input type="text"/>	

User Address

Phone:

Email:

Address:

Choose Country & Timezone

Country TimeZone

Company & Active

Active: No Yes Company

Select Role

user
 admin

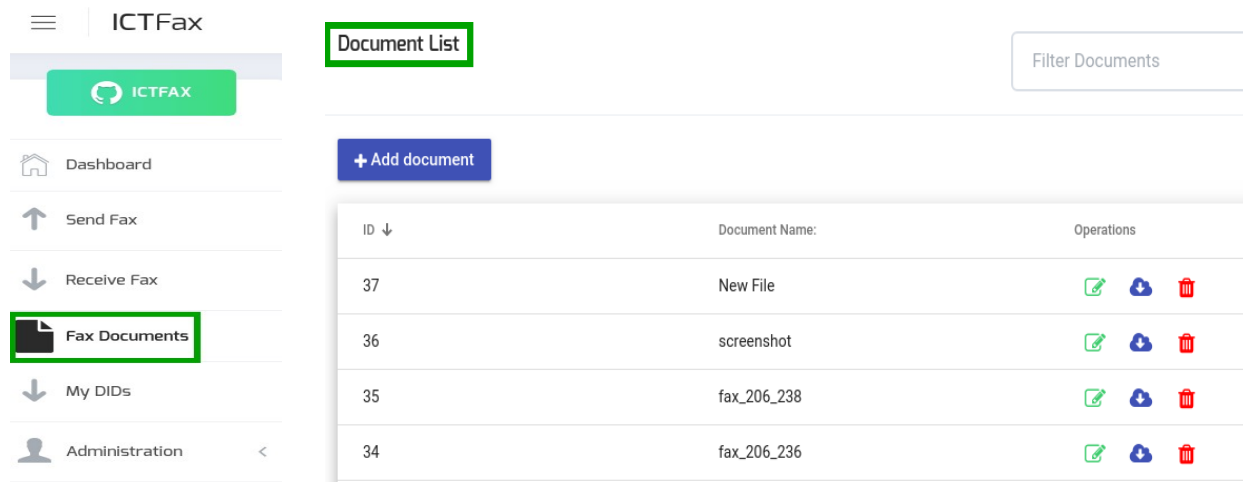
UPDATE

- 4: You can discard provider details from the list by clicking the “Delete” button.
- 5: A pop-up appears on screen with confirmation message.
- 6: Click “Yes” to delete the selected record or click on “No” to cancel the activity.













ID ↓	User Name	Alert	Email	Operations
18	Constantir	<div style="border: 2px solid green; padding: 5px;">Are you sure you want to delete Test?</div>	xyz@gmail.com	<input type="checkbox"/> <input checked="" type="checkbox"/>

8:Fax Document:

- 1: To send a fax, firstly you have to upload a file.
- 2: To upload a file follow these steps:
- 3: Move the pointer mouse to menu bar.
- 4: Click on “Fax Document” button on left side from menu bar, a new page displayed on screen with list of uploaded documents as shown below:



The screenshot displays the ICTFax web application interface. On the left, a sidebar menu contains several options: Dashboard, Send Fax, Receive Fax, Fax Documents (highlighted with a green box), My DIDs, and Administration. The main content area is titled 'Document List' (also highlighted with a green box) and features a 'Filter Documents' input field. Below this is a '+ Add document' button and a table listing uploaded documents.

ID ↓	Document Name:	Operations
37	New File	  
36	screenshot	  
35	fax_206_238	  
34	fax_206_236	  

- Add new Document:

- New Document:

1: Click on “Add Document” button on top left side of document list, a pop-up form will appear on screen. Fill the required fields such as:

- Document name
- Upload document
- For quality

The screenshot shows a 'Document List' table on the left and a 'Add::Document' pop-up form on the right. The table has columns for 'ID' and 'Document Name'. The 'Add::Document' form has sections for 'Document Information', 'Upload Document', and 'Fax Quality Type'.

ID ↓	Document Name:
37	New File

Add::Document

Document Information

Document Name:

Upload Document (pdf, png, tiff and jpeg are supported only)

No file chosen

Fax Quality Type

Quality Type:

- Document name:

In the text box you give the name of document as shown below:

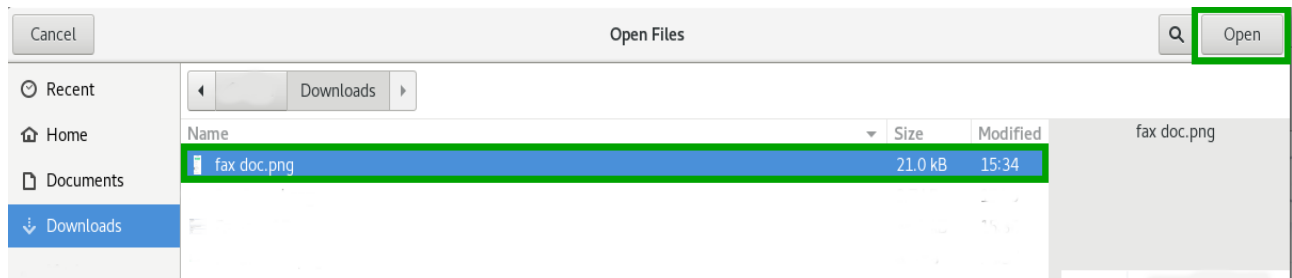
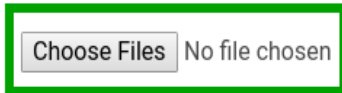
Document Information

Document Name:

- Upload Document:

- 1: To upload a new document.
- 2: Click on “Choose Files” button.
- 3: Select document dialog box will appear on screen.
- 4: Navigate to the location of file of your computer.
- 5: Select the file from your computer.
- 6: You can open the file by double clicking or select a file and click the “open” button, file will be uploaded on page as shown below:

Upload Document (pdf, png, tiff and jpeg are supported only)



Select File: (pdf, png, tiff and jpeg are supported only)

Choose Files

file chosen

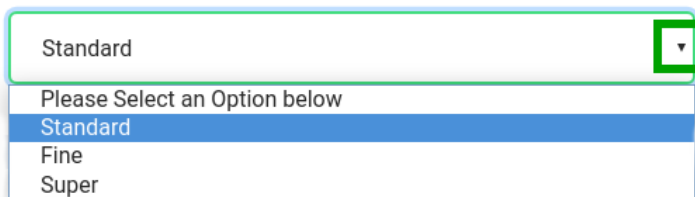


- For quality type:

- 1: Click on "Text bar" a drop down list will opened.
- 2: Select one option from the list and click the "submit" button, new file will be displayed on the detail view once a file has been uploaded.

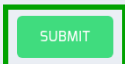
Fax Quality Type




Quality Type:






Description

Description:



ID ↓	Document Name:	Operations
37	New File	  

2: You can edit the document information by clicking “pencil” button, a pop-up form will displayed on screen, pop-up contains all options that are configurable.

ID ↓	Document Name:	Operations
37	New File	  

Add::Document

Document Information

Document Name:




Upload Document (pdf, png, tiff and jpeg are supported only)

No file chosen

Fax Quality Type




Quality Type:

3: You can either download any file from document list by clicking “cloud” icon on right side on page.

ID ↓	Document Name:	Operations
37	New File	  

4: You can discard a file from list by clicking “delete” button, a pop-up appear on screen with a confirmation message.

5: Click “Yes” to delete the selected file or Click “No” to cancel the activity as shown below:

ID ↓	Document Name:	Operations
37	New File	  

Alert ×

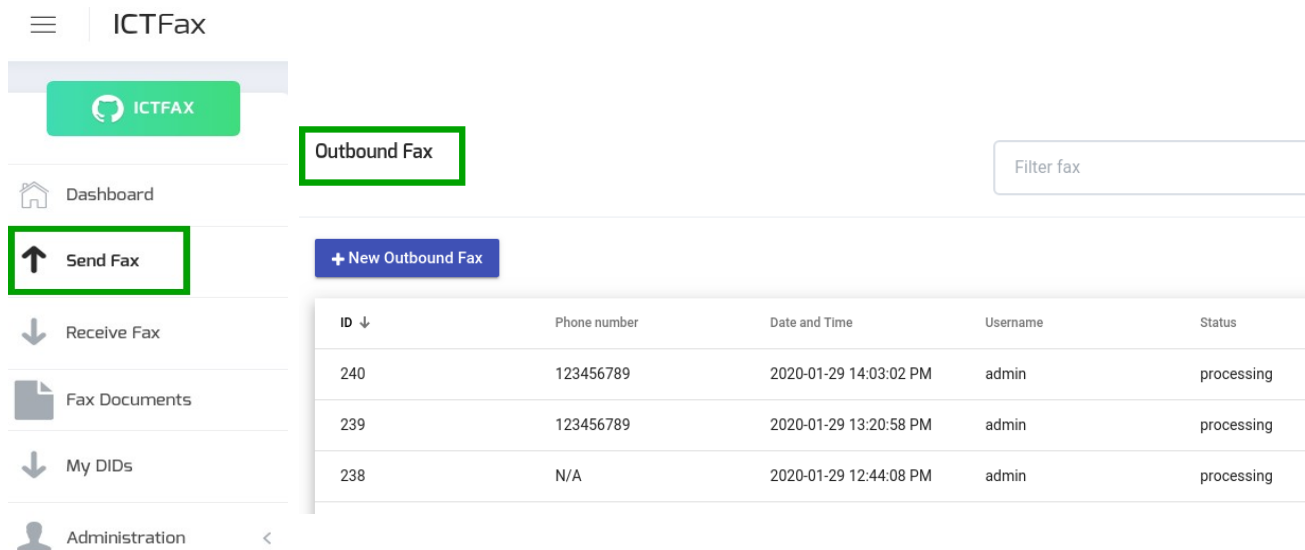
Are you sure you want to delete New File?

NO
YES

9: To send Fax:

- Send Fax:

1: Click on “Send Fax” button from menu bar, a new page opens on screen with list of outbound fax and details as shown below:



The screenshot shows the ICTFax dashboard. In the left sidebar, the 'Send Fax' button is highlighted with a green box. The main content area shows the 'Outbound Fax' section, also highlighted with a green box. Below this, there is a table of outbound faxes with columns for ID, Phone number, Date and Time, Username, and Status.

ID ↓	Phone number	Date and Time	Username	Status
240	123456789	2020-01-29 14:03:02 PM	admin	processing
239	123456789	2020-01-29 13:20:58 PM	admin	processing
238	N/A	2020-01-29 12:44:08 PM	admin	processing

- Add Document:

1: Move the cursor on “New Outbound Fax” on top left of outbound fax page.

2: Click on “New Outbound Fax” button, a pop-up form will appear on screen, name with “send fax document program”. Fill the required fields such as:

- Document Title
- Choose Document or Upload
- Destination number etc

- Document Title:

1: To write the title of file in the text box as shown below:

Choose Document or Upload

Document:

New File

- Choose Document or Upload:

1: Click on “Document Text box”, a drop down list opens with all uploaded files.

2: Select one option from list and give the destination number in text box.

3: Click the “Send Fax” button.

The screenshot shows the 'Choose Document or Upload' interface. The 'Document:' label is above a text box containing 'New File'. A dropdown arrow on the right of the text box is highlighted with a green box. The dropdown menu is open, showing a list of files: 'Test LizaB', 'Loopback', 'Loopback', 'fax_58_65' (highlighted in blue), 'fax_58_67', 'fax_58_69', and 'fax_58_71'. Below the text box is a 'SEND FAX' button, also highlighted with a green box.

4: You can also upload new file by clicking the “Upload” button, a pop-up form will appear on screen name with upload document.

Fill the required fields such as:

- Document name
- Quality type
- Choose file etc

Choose Document or Upload

Document:

New File

Upload Document

Document Name:

New File

Quality Type:

Standard

Select File: (pdf, png, tiff and jpeg are supported only)

Choose Files No file chosen

del pro.png ×

Description:

file

UPLOAD FILE

- Document name:

You can write the name of document in text box.

Document Information

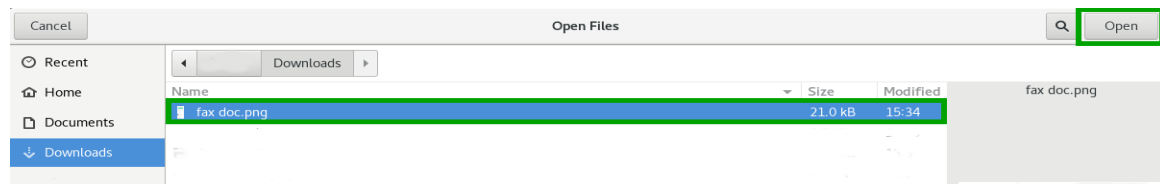
Document Name:

- Upload Document:

- 1: To upload new document to fax.
- 2: Click on “Choose Files” button, a select document dialog box appear on screen.
- 3: Navigate to the location of file on your computer.
- 4: Double click or select a file to upload and click on “Open” button, file will be uploaded on page, a new file will be added in the drop-down list.

Upload Document (pdf, png, tiff and jpeg are supported only)

No file chosen



Select File: (pdf, png, tiff and jpeg are supported only)

file chosen

del pro.png

- Fax Quality:

- 1: Click on “Text bar” a “drop down” list will open.




2: Select one option from list click the “upload file” button,

Fax Quality Type

Quality Type:

Standard	▼
Please Select an Option below	
Standard	
Fine	
Super	

3: New sended fax will be displayed on “outbound fax list” once fax has been sent as shown below:

ID ↓	Document Name:	Operations
37	New File	  

10:Receive Fax:




1: Click on “Receive Fax” button from menu bar, a new pop-up form will appear on screen, name with “inbound fax”.

2: Pop-up form will contains list of all incoming fax and detail.

ICTFax


Inbound Fax

Filter fax

ID ↓	Phone number	Status	Date and Time	Operations
235	9045122398	completed	2020-01-24 23:13:16 PM	
233	8187868876	completed	2020-01-24 22:59:23 PM	
231	9495062131	completed	2020-01-24 22:08:37 PM	

3: You can either download you fax from “inbound fax list”.

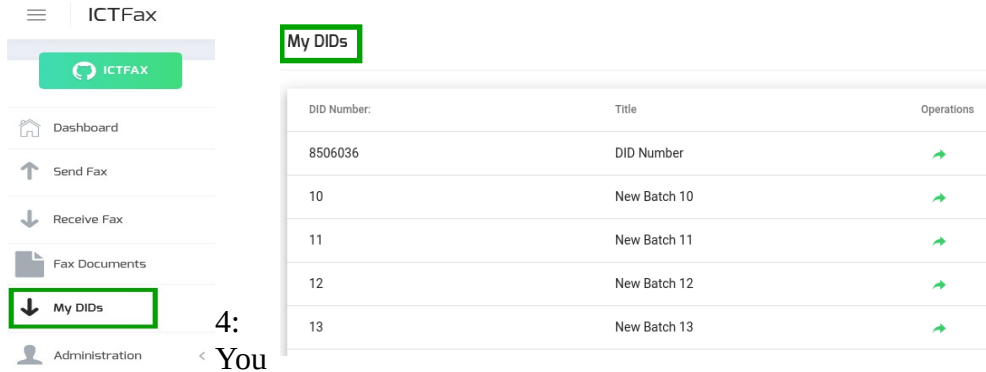
4: Click on “Cloud” icon on right side of page, a file will be saved automatically in you computer drive.

ID ↓	Phone number	Status	Date and Time	Operations
235	9045122398	completed	2020-01-24 23:13:16 PM	

11: To check DID,s:

- My DID,s:

- 1: Move the cursor to “My DIDs” on left side from menu bar.
- 2: Click on “My DIDs” button from menu bar.
- 3: A new pop-up form appears on screen with list of all DID number,s

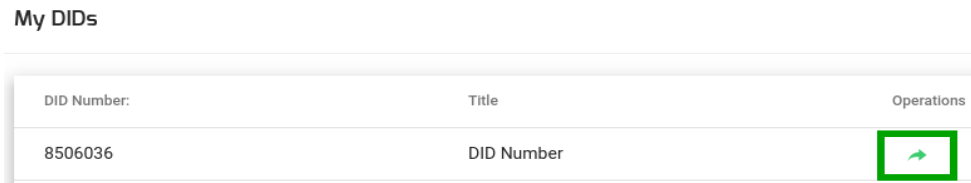


can forward the DID number to selected user by giving required information that are following such as:

- DID information
- User information
- Select service
- Email etc

5: When specified field are entered in text boxes.

6: Click the “Submit” button.



The 'Forward DID' form is shown with the following sections and fields:

- Forward DID** (Title)
- DID Information**
 - DID Number:
- User Information**
 - Select Service:
 - Email:
- SUBMIT** (Button)