

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 free witch with the bundle of standard features.

2. Requirements to Setup ICTFax Server:

2.1 Server Specs:

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

2.2 Operating System:

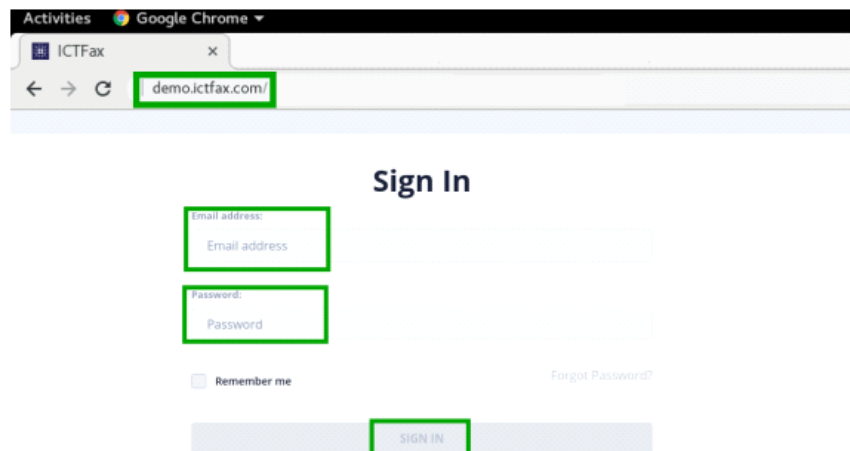
- CentOS 7.X

2.3 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



The screenshot shows a Google Chrome browser window with the address bar displaying 'demo.ictfax.com/'. The page title is 'Sign In'. Below the title, there are two input fields: 'Email address' and 'Password'. Both fields are highlighted with green boxes. Below the 'Email address' field, there is a checkbox labeled 'Remember me' and a link labeled 'Forgot Password?'. At the bottom, there is a 'SIGN IN' button, also highlighted with a green box.

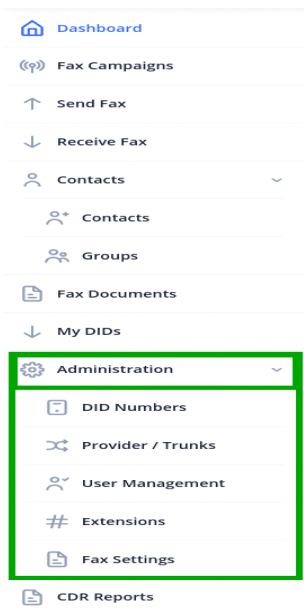
Dashboard is the first page will appear after splash screen that displayed to you menu bar on left side of window and system statistics that has following buttons on top of page, from where you can see status of each unit directly by clicking the buttons as shown below:



4. Admin Configuration:

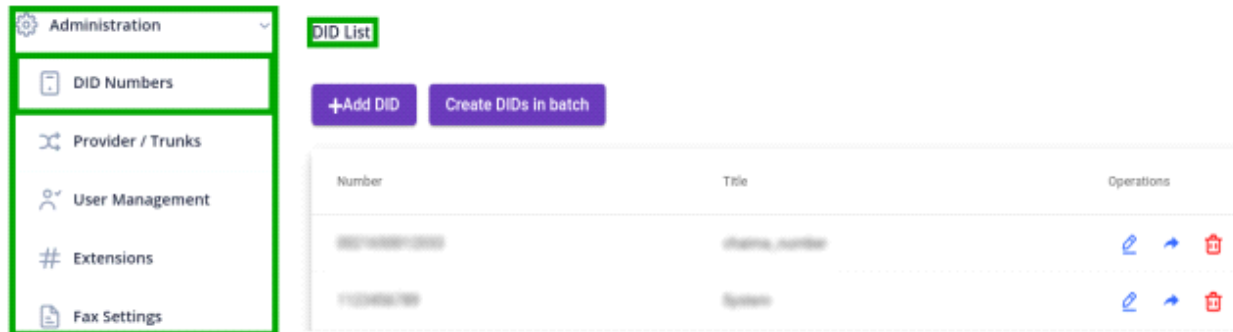
Click on administration menu on left side from menu bar, following sub menus will appear:

- DID number
- Providers/Trunk
- User management
- Extensions.



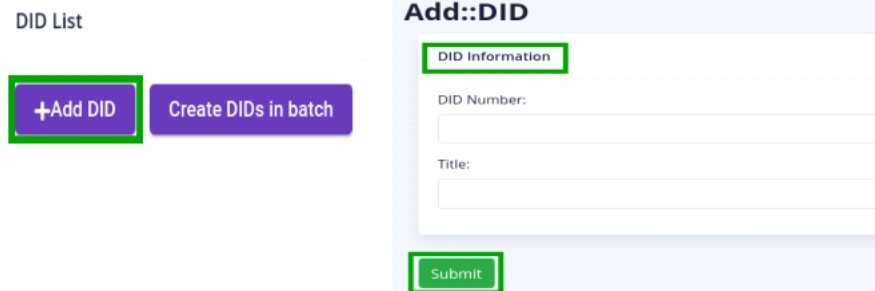
4.1 Configuration of DID Numbers:

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



4.2 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.



4.3 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.

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. Click the “submit” button

Assign DID

DID Information

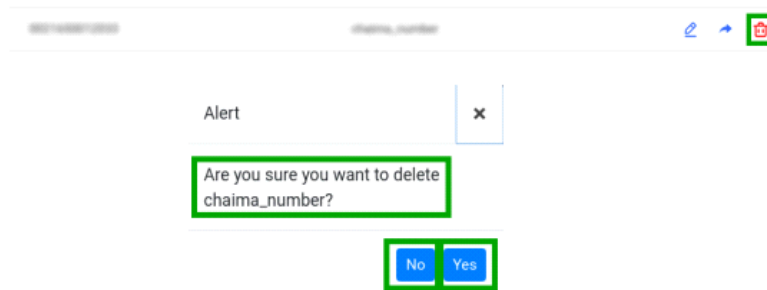
DID Number

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. Provider/Trunks:

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.



5.1 To Add Provider:



1. Move the cursor on “Add provider” on top left of provider list
2. Click o “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

ID	Provider Name
Add::Provider	
Provider Information	
Provider Name:	Active: <input type="radio"/> No <input checked="" type="radio"/> Yes
Gateway Type	
Gateway Type:	
Access Credentials	
Username:	Password:
Host:	Port:
Prefix and Weight	
Prefix:	Weight:
Additional Information	
Settings:	
Register: <input type="radio"/> No <input type="radio"/> 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
1	1000	192.168.1.100	100	 

Add::Provider

Provider Information

Provider Name: Active: ☐ No ☒ Yes

Gateway Type

Gateway Type: SIP

Access Credentials

Username: Password: Host: Port:

Prefix and Weight

Prefix: Weight:

Additional Information

Settings:

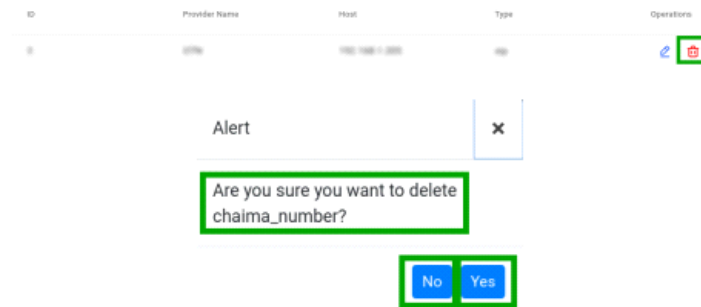
Register: ☐ No ☐ Yes

Update

5. You can discard provider details from the list by clicking the “Delete” button.

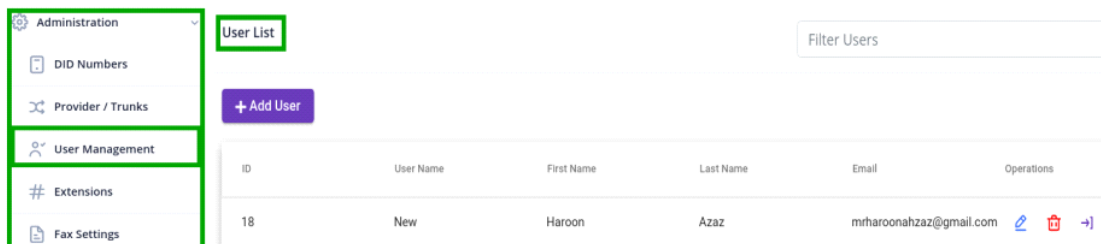
6. A pop-up appears on screen with confirmation message.

7. Click “Yes” to delete the selected record or click on “No” to cancel the activity.



6. User Management:

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.



6.1 To Add New 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

Confirm Password

User Address

Phone:

Email:

Address:

Name

First Name:

Last Name:

Choose Country & Timezone

Country

TimeZone

Company & Active

Active: ☐ No ☐ Yes

Company

Fax Limit

Daily Limit:

Monthly Limit:




Select Role

☐ user

☐ admin

Submit

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

ID	User Name	First Name	Last Name	Email	Operations
18	New	Haroon	Azaz	mrharoonahzaz@gmail.com	  

Add::User

User Information

UserName:

Password

Password

Confirm Password

Name

First Name: Last Name:

User Address

Phone:

Email:

Address:

Choose Country & Timezone

Country: Timezone:

Company & Active

Active: ☐ No ☐ Yes

Company:

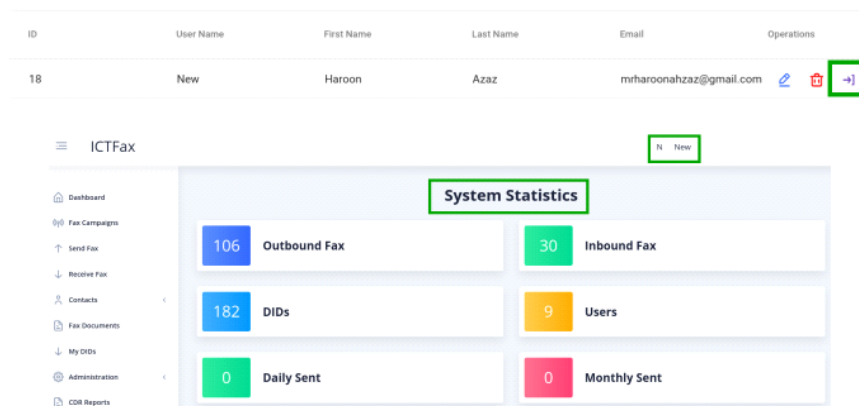
Fax Limit

Daily Limit: Monthly Limit:

Select Role

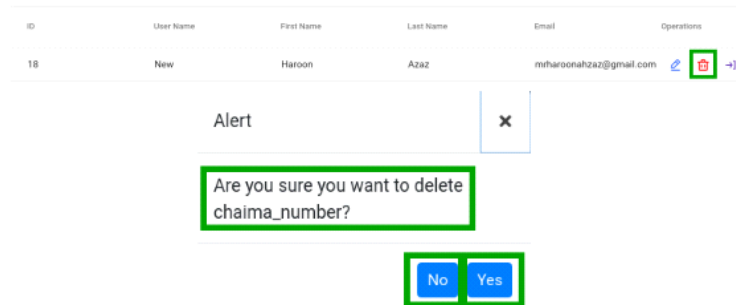
☒ user ☐ admin

- You can directly switch to “User” account by clicking the “Login” button as shown below:



- To 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.



7. Extension Configuration:

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

7.1 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
4. Click on check boxes to configure, cover page can be added that will send first name, last name and email address of sender.
5. 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	Phone

Add::Extension

Extension Information

User Name:

Password

Password:

Password Pin:

Name

First Name: Last Name:

User Address

Phone:

Phone Number:

Email:

Email:

Address:

Address:

Settings

☐ Send Cover page

☐ Send Email Body as page

[Submit](#)

8. Fax Settings:

To configure Fax Setting click on “Fax Settings” button on left side from administration menu, a page appears on screen from which users can add cover page that will send first name, last name and email address of sender. Click on check boxes to configure the requirements as shown:

Settings

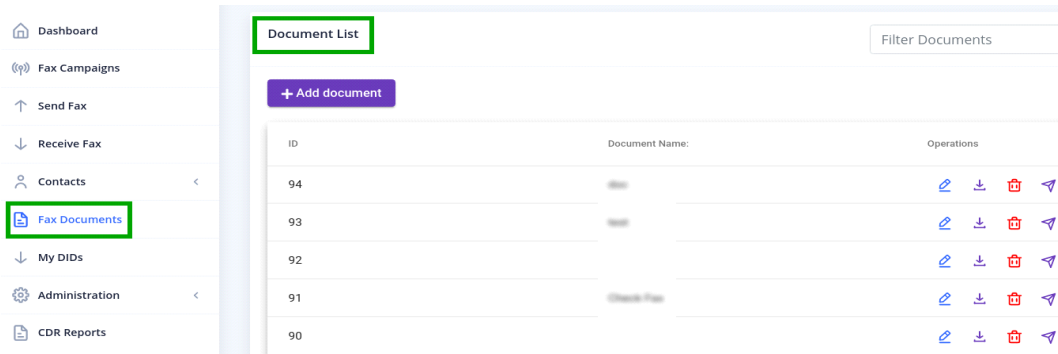
☐ Send Cover page

☐ Send Email Body as page

[Submit](#)

9. 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 cursor 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:



9.1 Add New Document:

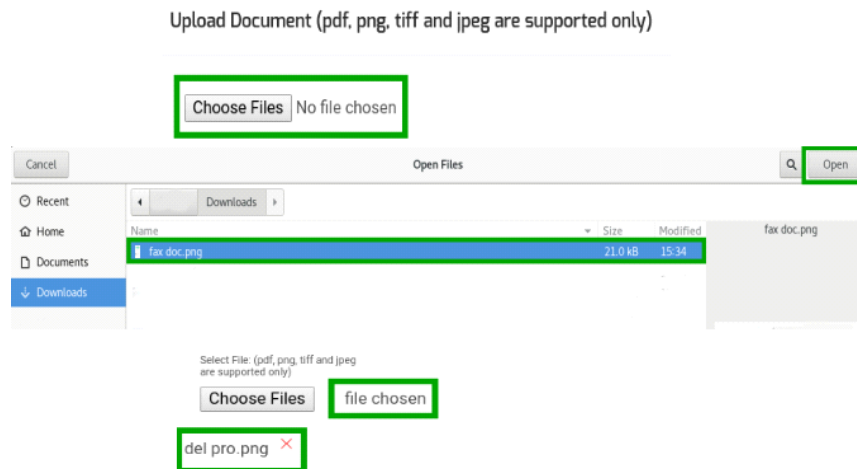
New Document:

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

Upload New 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:



Fax 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:

Standard

Please Select an Option below

Standard

Fine

Super





Description

Description:

SUBMIT

94 doc

3. 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
94		   

Add::Document

Document Information

Document Name:

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

Choose Files No file chosen





Fax Quality Type

Quality Type:





Standard

Update

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

ID	Document Name:	Operations
94		   

- You can send fax by clicking “send icon”, a pop-up will appear on screen that contain following requirements. Fill the required fields and click on “Send Fax” button as shown:

ID	Document Name:	Operations
94		   

Send Fax

Title:

Checking

Destination Number:

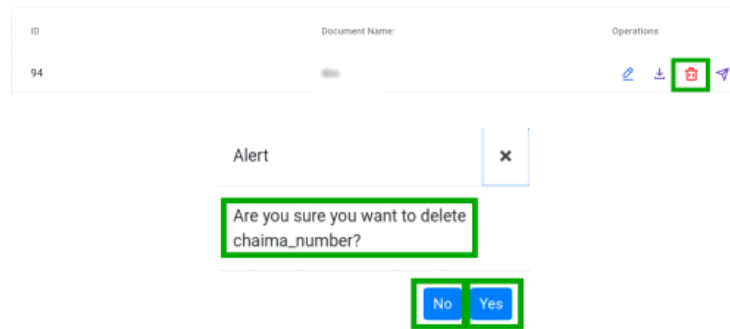
Retry:

2

Send Fax!

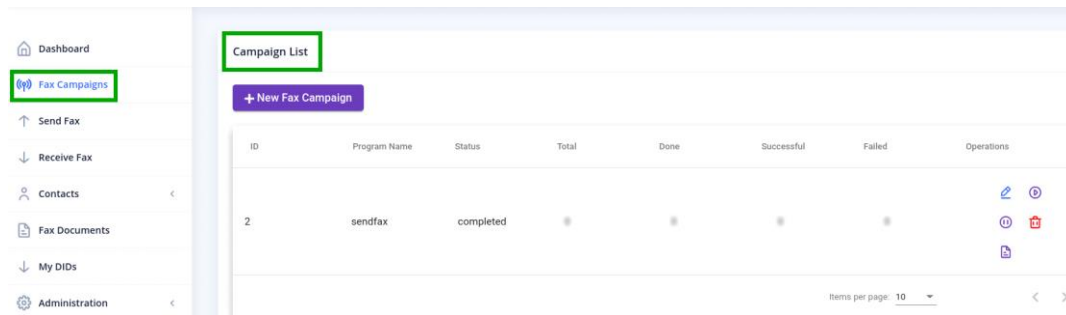
- You can discard a file from list by clicking “delete” button, a pop-up appear on screen with a confirmation message.

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



10. Fax Campaign:

Click on “Fax Campaign” menu button from main menu, a window container will on screen that display list of campaigns as show below:



10.1 To Add New Campaign:

1. Click on “New Fax Campaign” button, a pop-up form will appear that contains required fields such as:
 - **Choose Document:** Click on “Drop-Down” button to select a document/file from list.
 - **Choose Group:** Click on “Drop-Down” button to select group from list.
 - **Retry:** Set retry clock time to send message.
 - **Delay:** Set time value for delay between in minute.
 - Click on “Submit” button.

Campaign List

[+ New Fax Campaign](#)

ID	Program Name	Status	Total
----	--------------	--------	-------

Create Fax Campaign

Choose Document

Document:

Choose Group

Groups:

Retry

Retry:

Delay b/w Fax in minutes

SUBMIT

2. Click on “Pencil” button/icon, a pop-up form will on screen that contain all configurable fields such as:

- **Document:** Click on “Drop-Down” button, select document/file from list.
- **Retry:** Set retry clock time to send message.
- **Delay:** Set time value for delay between in minute.
- Click on “Update” button to save the changes.

Create Fax Campaign

Choose Document or [Upload](#)

Document:

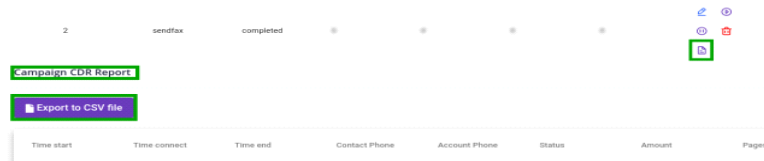
Retry

Retry:

Calls per minute

Update

3. Click on “File” icon, a page will display that contains campaign detail report as shown below:



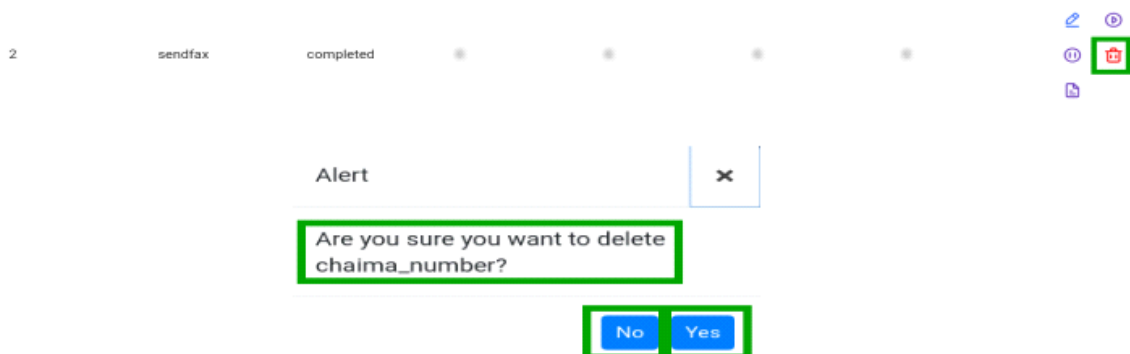
4. Click on “Play” icon to start campaign.



5. Click on “Stop” button to stop campaign.

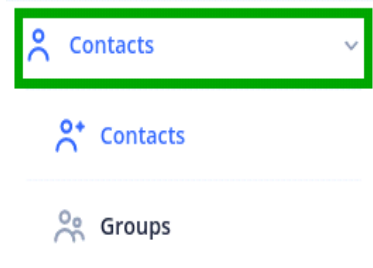


6. Click on “Delete” button to discard any record from list, a pop-up will appear on top of the page with confirmation message.
7. Click on “Yes” button to delete the record or click “No” to remain same changes.



11. Contacts:

1. Click on “Contacts” menu button from main menu, following sub-menus will appear as shown below:



2. Click on “Contacts” sub-menu from menu, a window container will appear on screen that contain list of contacts as show below:





11.1 To Create New Contact:

1. Click on “Add Contact” button, a window form will appear on screen that contain required fields, fill the specified fields to add new contact such as:
 - Personal Information
 - Contact Addresses
 - Description etc
2. Click on “Submit” button to complete the activity.

A screenshot of the 'Add::Contact' form. The form is divided into three sections: 'Personal Information', 'Contact Addresses', and 'Description'. The 'Personal Information' section has fields for First Name, Last Name, First2, and Last2. The 'Contact Addresses' section has fields for Phone, Email, and Address. The 'Description' section has a text area for Description. A 'SUBMIT' button is at the bottom. The 'Add::Contact' title bar is highlighted with a green box.

3. Click on “Pencil” button, a window form will appear on screen that contain are configurable fields such as:
 - Personal Information
 - Contact Addresses
 - Description etc
4. Click on “Update” button to save the changes.

ID	First Name	Last Name	Phone	Email	Operations
19					 

Add::Contact

Personal Information

First Name:

First2

Last Name:

Last2

Contact Addresses

Phone:

923331111111

Email:

other@domain.com

Address:

street address



Description

Description:

Testing

Update

5. Click on “Delete” button to discard any record from list, a pop-up will appear on top of the page with confirmation message.
6. Click on “Yes” button to delete the record or click “No” to remain same changes.

ID	First Name	Last Name	Phone	Email	Operations
19					 

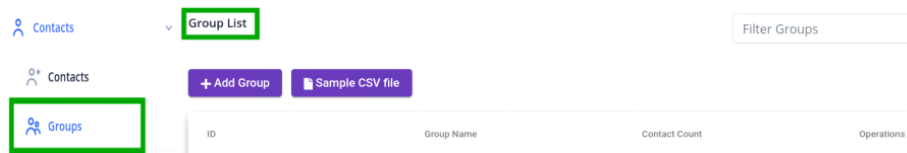
Alert

Are you sure you want to delete chaima_number?

No Yes

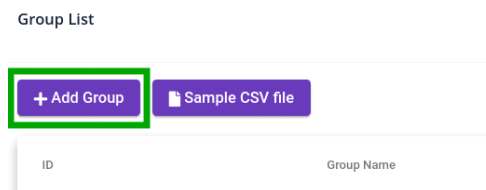
11.2 Groups:

Click on “Groups” sub-menu from menu, a window container will appear that contain group list as shown below:



11.3 To Create New Group:

Click on “Add Group” button, a pop-up form will on screen that contain all required fields, fill the specified fields such as:

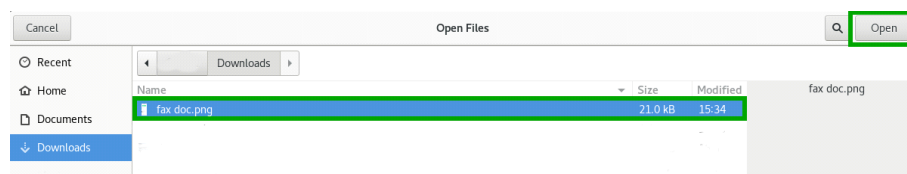
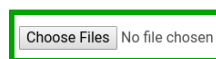


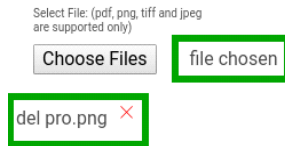
- **Group Name:** Write the group name in text box.

A screenshot of the 'Group Name' input field in the pop-up form. The label 'Group Name' is above a text box. Below the text box is a 'Name:' label and a text input containing the word 'new'.

- Upload comma-separated values (CSV) file:
 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)





- **Description:** 1. Write group description in text box. Click on “Submit” button.

Description

Description:

SUBMIT

2. Click on “Same CSV File” button to save the group comma-separated values (CSV) file.



3. Click on “Pencil” button, pop-up form will appear on screen that contains all configurable fields such as:

94

Name:

new

- **Group Name:** Write the group name in text box.

Group Name

Name:

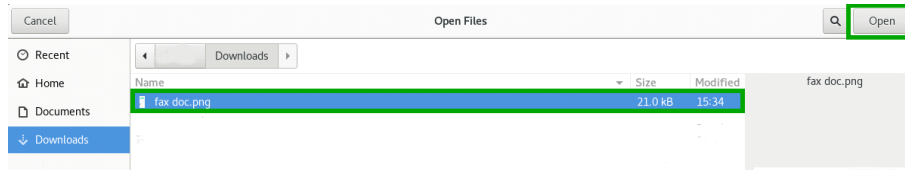
new

- Upload CSV file:
 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)

Choose Files No file chosen



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

Choose Files

file chosen

del pro.png ✕

- **Description:** Write group description in text box.
 1. Click on “Update” button to save the changes.

Description

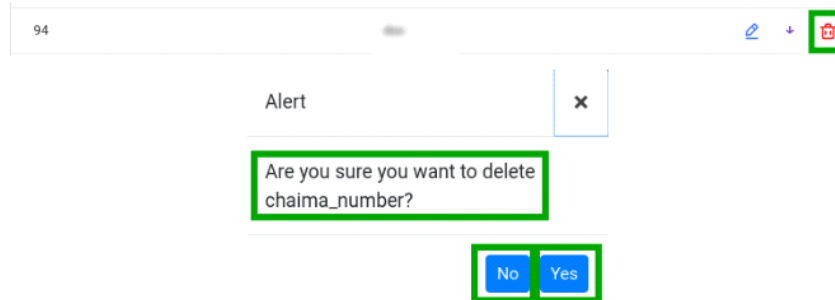
Description:

Testing

Update

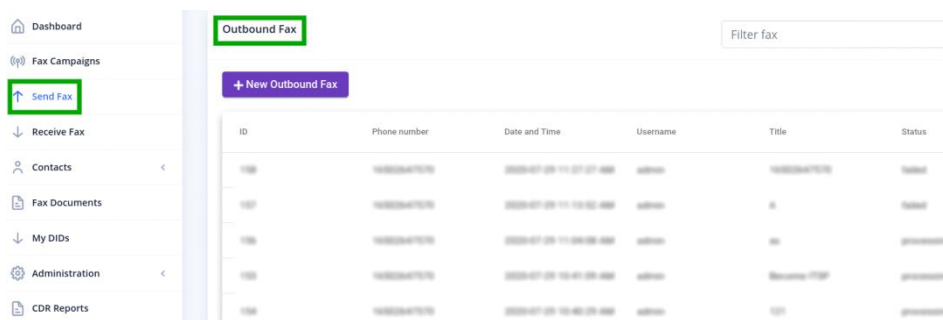
2. Click on “Arrow” icon to download group information.

3. Click on “Delete” button to discard any record from list, a pop-up will appear on top of the page with confirmation message.
4. Click on “Yes” button to delete the record or click “No” to remain same changes.



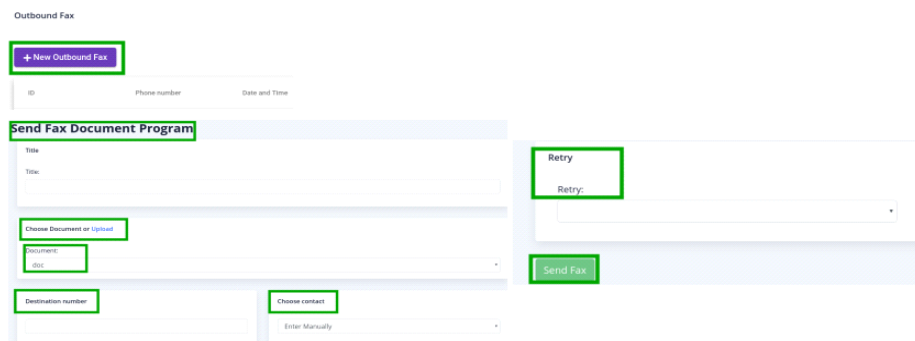
12. Send Fax:

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



12.1 To Send New Outbound Fax:

1. 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
2. Click on “Send Fax” button.



13. 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.

Dashboard

Fax Campaigns

Inbound Fax

Filter fax

Send Fax

Receive Fax

Contacts

Fax Documents

My DIDs

Administration

CDR Reports

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 your computer drive.

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

14. 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.

Dashboard

Fax Campaigns

Send Fax

Receive Fax

Contacts

Fax Documents

My DIDs

Administration

CDR Reports


My DIDs

DID Number:	Title	Operations
9045122398	Phone number	→
8187868876	System	→
9495062131	Emergency Number	→
10	undefined 10	→
10	undefined 10	→
10	undefined 10	→

4. You 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

- When specified field are entered in text boxes.
- Click the “Submit” button.

My DIDs

DID Number:	Title	Operations
800-765-0000	channel_number	

forward DID

DID Information

DID Number
800-765-0000

User Information

Select Service
Fax to Email

Email:
admin@fivestars.org

Submit

15. Reports:

Click on “CDR” sub-menu, a window container will appear that contain campaign detail report as shown below:

Dashboard
Fax Campaigns
Send Fax
Receive Fax
Contacts
Fax Documents
My DIDs
Administration

CDR Report

Export to CSV file

Time start	Time connect ↓	Time end	Contact Phone	Account Phone	Status	Amount	Pages
2020-10-01 00:00:00	2020-10-01 00:00:00	2020-10-01 00:00:00	800-765-0000	800-765-0000	completed	0	1

CDR Reports

Click on “Export to CSV file” to download the report:

CDR Report

Export to CSV file

Time start	Time connect ↓	Time end	Contact Phone	Account Phone	Status	Amount	Pages
2020-10-01 00:00:00	2020-10-01 00:00:00	2020-10-01 00:00:00	800-765-0000	800-765-0000	completed	0	1