

## User E-Fax Guide

1. Navigate to (your fax fqdn)
2. Login with your email and password.

To send a fax enter the number you want to send to under Fax Number.  
You can send to multiple numbers by clicking the +.

**Recipient emails:** This will send an email to the person letting them know you sent them a fax, along with a copy of that fax. *Not a required field*

**Cover Page:** This is where you can attach a cover page to send with your fax. *Not a required field*

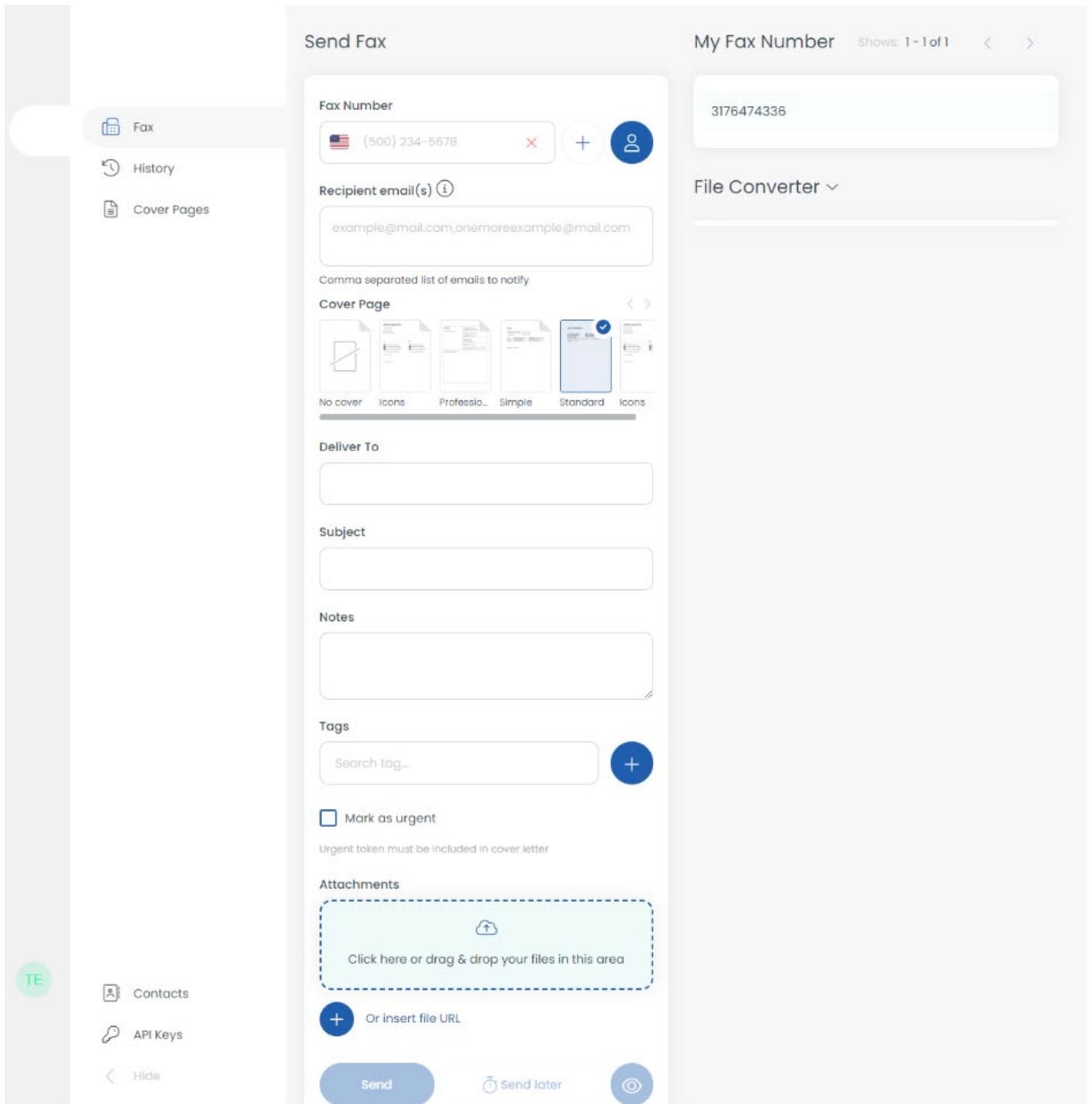
**Deliver To:** Here is where you can enter who the fax is for, if necessary. *Not a required field*

**Subject:** Subject of the fax. *Not a required field*

**Notes:** Notes for the fax. *Not a required field*

**Attachments:** This is where you can attach what you want to send.

Once you have entered all the required info, click **Send**.



**Send Fax**

**Fax Number**

(500) 234-5678

**Recipient email(s)**

example@mail.com, onemoreexample@mail.com

Comma separated list of emails to notify

**Cover Page**

No cover Icons Professo... Simple Standard Icons

**Deliver To**

**Subject**

**Notes**

**Tags**

Search tag...

Mark as urgent

Urgent token must be included in cover letter

**Attachments**

Click here or drag & drop your files in this area

Or insert file URL

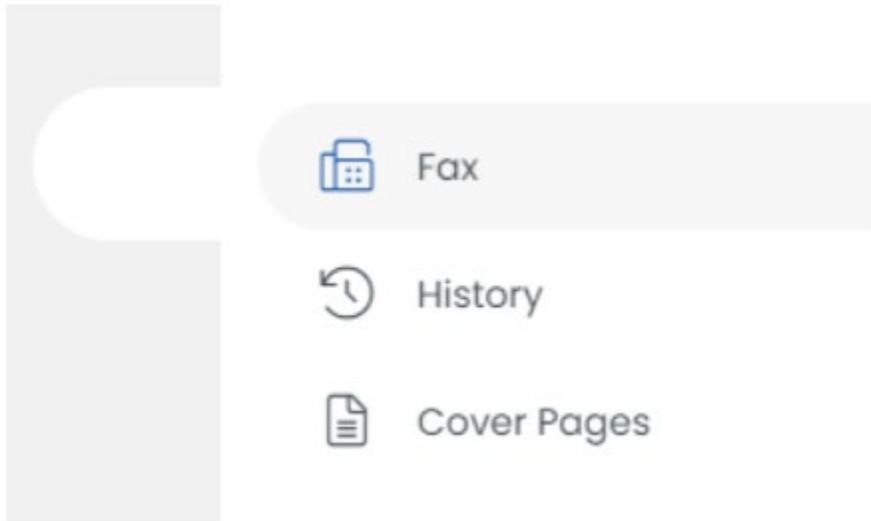
**Send** **Send later**

**My Fax Number** Shows: 1 - 1 of 1

3176474336

**File Converter**

You can see your fax History under by clicking the **History** button in the top left.



You can use the **Cover Pages** section to create and edit the cover pages.

