

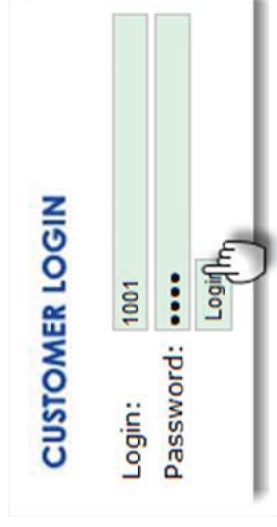
## **4. Faxing**

## Faxing

Unlike the standard FAX service, faxes do not go through your PBX, but rather Skytel's servers in the cloud. If you purchased Skytel Fax to email service, you were assigned a unique fax phone number.

### Logging into the fax portal

Go to: <http://efax.skytelsystems.co>, and enter the login and password assigned to you.



**CUSTOMER LOGIN**

Login: 1001

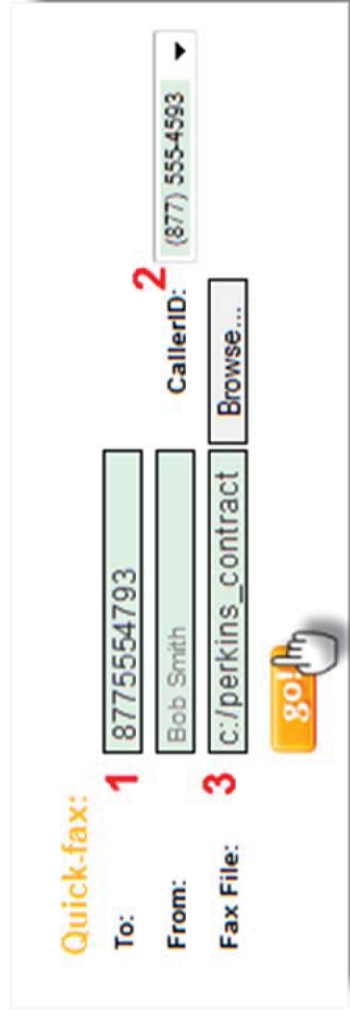
Password: ●●●●

Login

### Sending a Fax

Fastest way to send a fax is using the **Quick fax** panel from the home page:

1. Enter the 10-digit phone number (U.S. or Canada only)
2. Confirm your Caller ID to display on the fax
3. Upload your document and click go.



**Quick-fax:**

To: 1 8775554793

From: Bob Smith

Fax File: c:/perkins\_contract

CallerID: 2 (877) 555-4593

Browse...

go


Want to create a **customized cover sheet**?  
Click the Send a Fax icon and follow the wizard:



# Faxing

## Fax Status

Check the status of the fax you just sent. Processing will take from 5 to 10 minutes.



Sent	Fax Number	Destination Fax	Status
11-07-2009 07:26:55 PM	(877) 555-4593	(877) 555-4793	Processing
11-02-2009 11:26:39 PM	(877) 555-4593	(650) 555-4953	Successfully Sent
11-02-2009 11:19:30 PM	(877) 555-4593	(877) 555-4793	Error:Failed: Busy
10-30-2009 11:35:44 AM	(877) 555-4593	(650) 555-4953	Successfully Sent


From: 650-555-9606 [mailto:NEWFAX@faxtoyoursemail.com]

Sent: Wednesday, November 03, 2010 2:51 PM

To: bob.smith@ringcarrier.com

Subject: NEW FAX (1 page) - 11-03-2010 at 03:48:36 PM MST - (877) 555-4593


You have received a 1 page fax message from (650) 555-9606 to (877) 555-4593 on 11-03-2010 at 03:48:36 PM MST.

 fax-9993632.pdf (4 KB)


## Receiving Faxes

Faxes arrive directly to your email:

- For online handling, click the View Faxes icon. Select the document by checking the box, then select an icon to:
- o **Download** the fax to **view** and **save** on your computer, or
  - o **Forward** the file to an email address, or
  - o **Delete** the document from your online account. Once a fax has been deleted, **IT CAN NOT BE RECOVERED.**



Received (MST)	Caller ID	Fax Number	
11-07-2009 05:32:35 PM	(650) 555-9606	(877) 555-4593	X

Multi-Select: Select Action 

For More Information, please visit our  
**Support / Knowledge Base at**

[www.skytelsystems.co](http://www.skytelsystems.co)

or contact us at [support@skytelsystems.co](mailto:support@skytelsystems.co)

