

LOGIN to the TelNet Digital Fax Web Portal

- 1) Set your Internet browser to **https://fax.telnetww.com**
- 2) Input your assigned Digital Fax username (typically your email address,) and password.

NOTE: When logging in for the first time, we recommend changing your password in SETTINGS>PASSWORD tab. Once established, if you forget your password, click on "Password Recovery" on the log in page and it will be emailed to you.

SETTINGS Creating and Managing

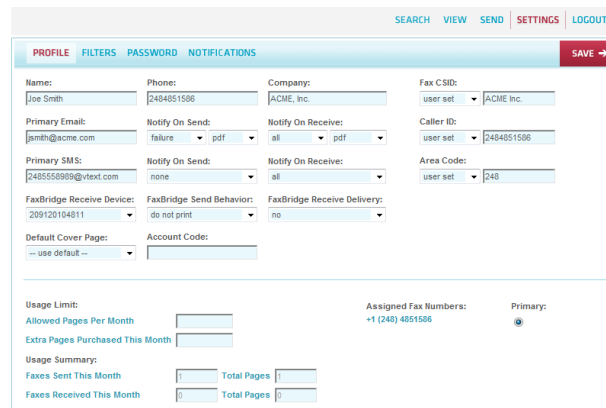
Customize your profile and account settings:

- 1) Login to the Digital Fax Web Portal and click on the **SETTINGS** tab, then select the setting you wish to modify.

PROFILE:

- 1) Enter in your Name, Phone, Company, and Primary Email where fax notifications are to be sent.
- 2) Choose how you would like to be notified when sending and receiving faxes:

- Notify On Send-** When sending a fax, choose if you want to be notified of successful or failed transmissions only, or both. Next, choose how you would like to receive the notification: with a PDF or tiff attachment of the fax sent, or with no attachment.
- Notify On Receive-** When receiving a fax, choose if you want to be notified of successful or failed transmissions only, or both. Next, choose how you would like to receive the notification: with a PDF or tiff attachment of the fax sent, or with no attachment.



- 3) TelNet Digital Fax provides the option of being notified via SMS to your mobile phone. If you choose to do so, enter in the primary SMS and how you would like to receive those notifications. Some examples are listed below. Please note: notifications received via SMS are subject to fees your provider may charge under your plan.
 - For **AT&T** mobile phones, use mobile number@txt.att.net (i.e., 5556667777@txt.att.net)
 - For **Verizon** mobile phones, use mobile phone number@vtext.com (i.e., 5556667777@vtext.com)
 - For **T-Mobile** mobile phones, use mobile phone number@tmomail.net (i.e., 5556667777@tmomail.net)
- 4) Choose the default cover page to use when sending faxes. *NOTE: The default cover page includes information input in the SEND/Recipient Info screen. If you prefer to send a cover page with your logo and custom layout, select No Cover Page. Then, create your fax covers as separate documents to attach with your fax documents.*

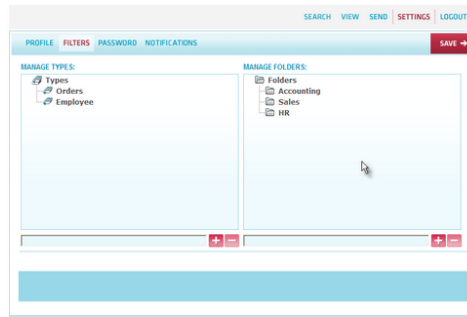
Other Profile Fields:

- **Fax CSID:** This indicates Fax ID name that will appear on emailed fax notices. Your company name is the default and you may personalize it if you wish.
- **Caller ID:** Default in this field is your Digital Fax number as it will appear on emailed fax notices. You may change this as well.
- **FaxBridge Receive Device** (optional): If you have a FaxBridge Device installed to enable digital fax service with your traditional fax machine, this field will be auto-populated.

FILTERS:

Configure your settings to keep faxes organized. Use "TYPES" to create categories with which to label incoming faxes. "FOLDERS" allows you to sort faxes into different meaningful folders.

- 1) Type in the desired type or folder and click the plus sign icon "+". This will add it to the list of types/folders. To delete a type or folder, simply click on the name and click on the minus sign icon "-".
- 2) To create sub-folders, click and drag a type/folder name into the appropriate folder.



PASSWORD:

To change your password, enter in your old password, then your new password twice and press the SAVE button. Changing your password to a memorable password the first time you log in is recommended. It is best to use a strong password for optimal security. For example, choose a minimum 6-digit password that includes a mix of letters, numbers and other characters.

NOTIFICATIONS:

Standard notifications - if you would like to send notifications via email or SMS to additional email addresses for all faxes, enter the information in this section.

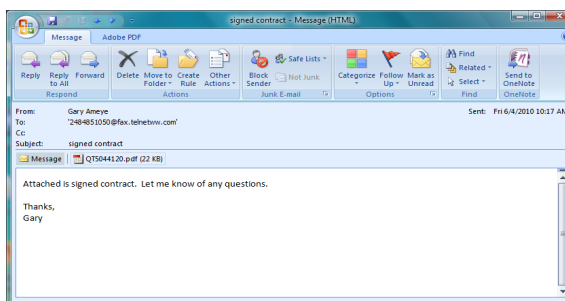
VIEW and SEARCH Incoming Faxes

There are two main ways to view the faxes you receive through Digital Fax.

- View the fax directly from your email inbox by receiving a notification
- View the fax in the Digital Fax web interface

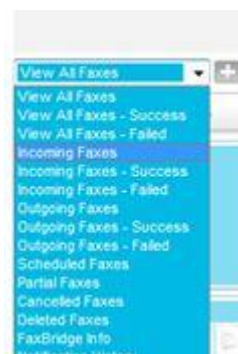
VIEW fax from your EMAIL inbox:

When you receive a fax, a notification will be sent to your primary email address. Open the attachment to view the fax. The attachment can also be saved to your computer or another network location.









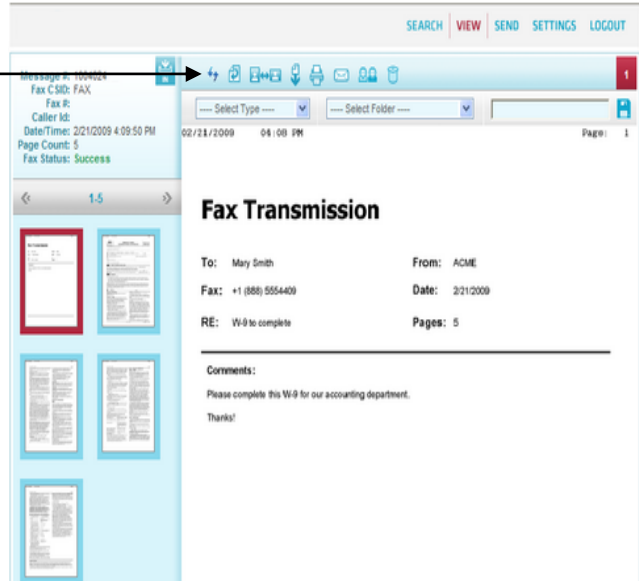
VIEW fax in the TelNet Digital Fax WEB PORTAL:

- 1) Login to the TelNet Digital Fax Web Portal and click on the **VIEW** tab.
- 2) Click on the drop down menu on the top left-hand corner of the screen and choose **Incoming faxes**.
- 3) Click on the thumbnail of the fax you would like to view. (See next page.)

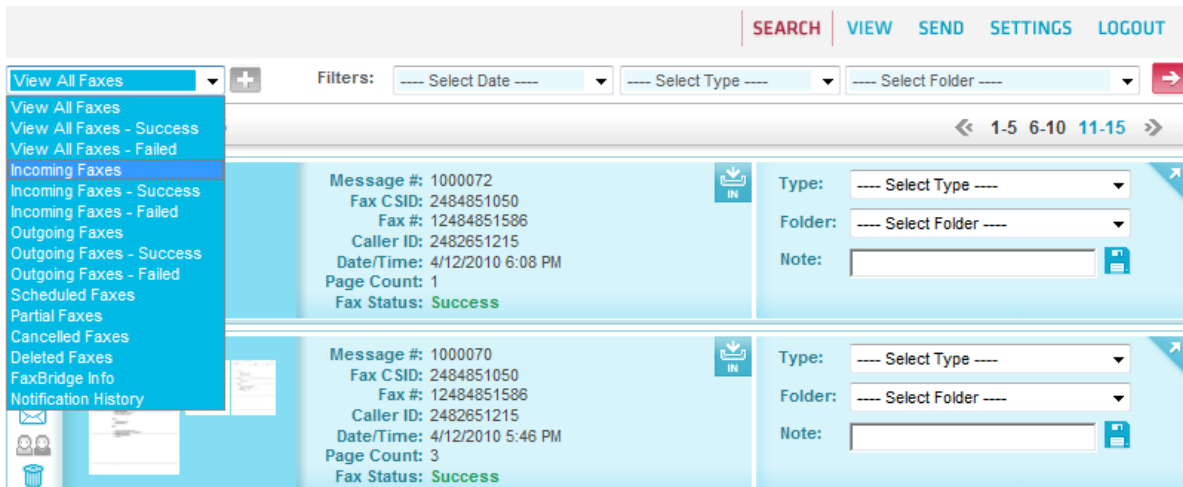


Viewing options in the VIEW tab:

- Refresh the page 
- Correct page orientation 
- Download the fax as a PDF 
- Preview and Print 
- Forward as an email or a fax 
- Delete the fax 



SEARCH for a fax: Use the filters on the top of the screen to find your fax faster.



- 1) Login to the TelNet Digital Fax Web Portal and click on the **SEARCH** tab.
- 2) From the top left hand side of the screen, choose from the drop down the type of fax you are looking for (incoming, outgoing, deleted, etc.)
- 3) Select the appropriate filter (date, type, and folder) and then click the red arrow to narrow your search.
- 4) Click on the plus sign icon next to the drop down menu to detail your search even more. This will expose an area to search on the notes section of each fax. Once again, click on the red arrow to narrow your search.

SEND Outgoing Faxes

SEND fax using Digital Fax WEB PORTAL/interface:

- 1) Login to the TelNet Digital Fax Web Portal and click on the **SEND** tab (top right hand corner of the page.)
- 2) Enter the recipient information into the cover page info screen. (Clicking icon next to the fax number to access your address book is future feature, not yet available.)
- 3) Choose the cover page you want to send with your fax. Any information input on this screen will be generated on the default cover page.

NOTE: The default cover page includes information input in this screen. If you prefer to send a cover page with your logo and custom layout, select "No Cover Page" in the Cover Page dropdown. Then, create your fax cover as a separate attachment to send with your fax document.

SEARCH VIEW SEND SETTINGS LOGOUT

1: Recipient Info 2: Attachments 3: Preview Fax 4: Send Fax 5: Confirmation

COVER PAGE INFO: RESET NEXT →

Fax Number: +1 0885551234

Deliver To: Tom Tucker

Sent From: Mary Smith

Fax Subject: Itemized receipt

Cover Page: CoverPage

Tracking Key:

Account Code:

Schedule: send immediately

Notes: Tom, Here is the Itemized Receipt you requested.

- 4) Press **NEXT** and **BROWSE** for the file you want to fax. Accepted file formats are listed, and include Image, Adobe Acrobat, Microsoft Office, Printer, Text, and Internet files.

SEARCH VIEW SEND SETTINGS LOGOUT

1: Recipient Info 2: Attachments 3: Preview Fax 4: Send Fax 5: Confirmation

ATTACHMENTS: Add optional files to be included in fax EDIT NEXT →

BROWSE

Selected Files:

Accepted File Formats:

- Image Files (TIF, GIF, PNG, JPEG)
- Adobe Acrobat Files (PDF)
- Microsoft Office Files (DOC, XLS, PPT)
- Printer File Formats (PCL, EPS, PS)
- Internet Files (HTML, XML, XSL)
- Text Files (TXT, RTF)

- 5) Press **NEXT** to preview the fax.
- 6) Press **NEXT**. You now have the option to change the fax to a particular 'Type' or move to 'Folder' and add any notes.
- 7) Enter additional recipients if needed (fax number or email address).
- 8) Press **SEND**.

SEARCH VIEW SEND SETTINGS LOGOUT

1: Recipient Info 2: Attachments 3: Preview Fax 4: Send Fax 5: Confirmation

OPTIONAL: Set Filters for Easy Archiving EDIT SEND →

Filters allow faxes to be quickly located in the future. You can switch over to the settings tab if needed to modify filter options. Your fax send session will not be reset.

Type: Select Type

Folder: Orders Employee Itemized Receipt

Note: Itemized Receipt

If needed, you can send a copy of the fax transmission to the following recipients:

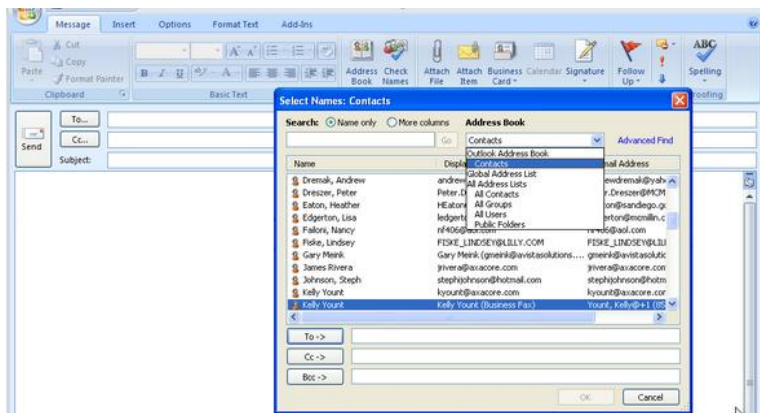
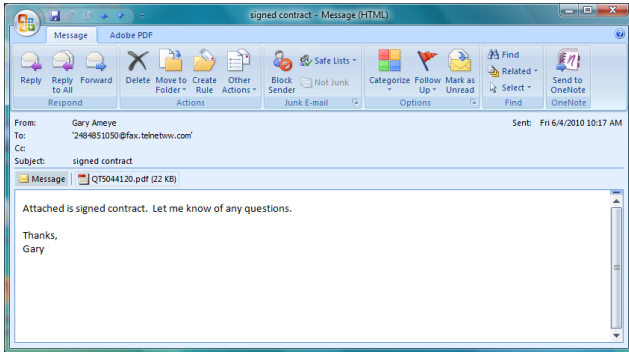
Fax	+1		name:	
Fax	+1		name:	
Email		tucker@gmail.com	name:	Tom Tucker
Email			name:	

SEND fax from your fax machine using a TelNet FaxBridge Adapter:

- 1) If you have installed a TelNet FaxBridge Adapter on your fax machine to enable digital fax service, simply put your document in the fax machine.
- 2) Dial the 11-digit, fully-qualified fax number (1 + area code + fax number).
- 3) Hit the SEND button.
- 4) Look for an email notification with fax success or failure message.

SEND fax using Microsoft OUTLOOK:

- 1) In Outlook, open a new email message.
- 2) Enter the recipient's fax number@fax.telnetww.com (ex: 8885551234@fax.telnetww.com) in the recipient field.
- 3) You can also use a connector in Exchange to use your fax contact information directly from Outlook. Click on the "To" button, choose your "Contacts", and select the appropriate Business Fax number to send. **NOTE:** You must set up the Exchange connector in order to use this function.



- 4) The subject of the email will be the subject on the cover sheet.
- 5) The body of the email will be the cover page notes you want to send.
- 6) You may also attach the file you want to fax.
- 7) Press **SEND**.

