Digital Fax
Quick Guide

TELNET WORLDWIDE

Log in to the TelNet Digital Fax Web Portal

- Visit **https://www.telnetfax.com/**
- Log in with your assigned TelNet Digital Fax username (your email address) and password.

NOTE:

- If you forget your password, click on **Forgot Password?** on the login page and you'll receive an email with instructions to reset your password.

View and Search for Incoming Faxes

Search and view faxes in the TelNet Digital Fax web portal

1. Log in to the TelNet Digital Fax Plus web portal and click on **History**.
2. Use the search function and associated filter buttons in the top right navigation to locate the desired fax. Filters include inbound, outbound, all (default), date range, and status.
3. Once your desired fax is located, click the vertical ellipses at the far right to view, print, or download the fax.
4. Select the **Info** option to view additional fax details including delivery date, status, fax duration, and more.

View faxes from your email inbox

- You'll receive an email notification when you receive a fax. Open the email attachment to view the fax. You can save the attachment to your computer or another network location.

Sending Outbound Faxes

Send fax using TelNet Digital Fax web portal

1. Log in to the TelNet Digital Fax web portal and locate the **Send Fax** pane (near the top of the screen). You may also click the **Fax** icon in the left navigation.
2. Enter the 10-digit fax destination number into the **Fax Number** field.
3. Click the **Attachments** box to choose the files you would like to send. You may also drag and drop files into the dotted line box.
4. Select the desired cover page. Fill in the **Deliver To, Subject** and **Notes** fields as required.

5. Click **Send**.

Send fax using email

1. In Outlook, Gmail, or your prefferred email client, open a new email message.
2. Enter the fax **number@fax.telnetfax.com** (e.g.,12485551234@ fax.telnetfax.com) in the recipient field. Enter 1 + the 10 digit fax number. Eleven digits must be used, or your fax will not be sent.
3. Enter information: The subject of the email will be the subject on the cover sheet. The body of the email will be the cover page notes you want to send.
4. You may also attach the file you want to fax. Supported file types include TIFF, GIF, PNG, JPEG, PDF, DOC,DOCX, XLS, XLSX, PPT, PPTX, TXT and RTF.
5. Press **Send**.

Settings

Customize your profile and account settings

1. Log in to the TelNet Digital Fax web portal. In the left navigation, click on your **Avatar** (near bottom) and then **Your Settings** (near top). click on the **Settings** icon. Then, select the setting you want to modify.

Profile:

1. Click **Profile** from the top navigation.
2. Update settings, such as profile picture, name, and an email address.
3. All faxes and notifications will be sent to the email address listed in the email field. Click **Change** next to the existing email address to enter a different address.
4. Click **Save**.

Security:

1. Click **Security** from the top navigation.
2. Change your password in the **Update Password** section - especially after first login.
3. For added security, click on **Configure** in the **Two-Factor Authentication** section and follow the steps to select SMS method, followed by entering your mobile phone number. Click **Send security code**. Retrieve 6 digit security code from mobile phone and enter it in spaces provided. Press **Submit**.
- Your mobile phone will now be required to access the fax portal.