

# SIMPLEFIBER

## How to use eFax

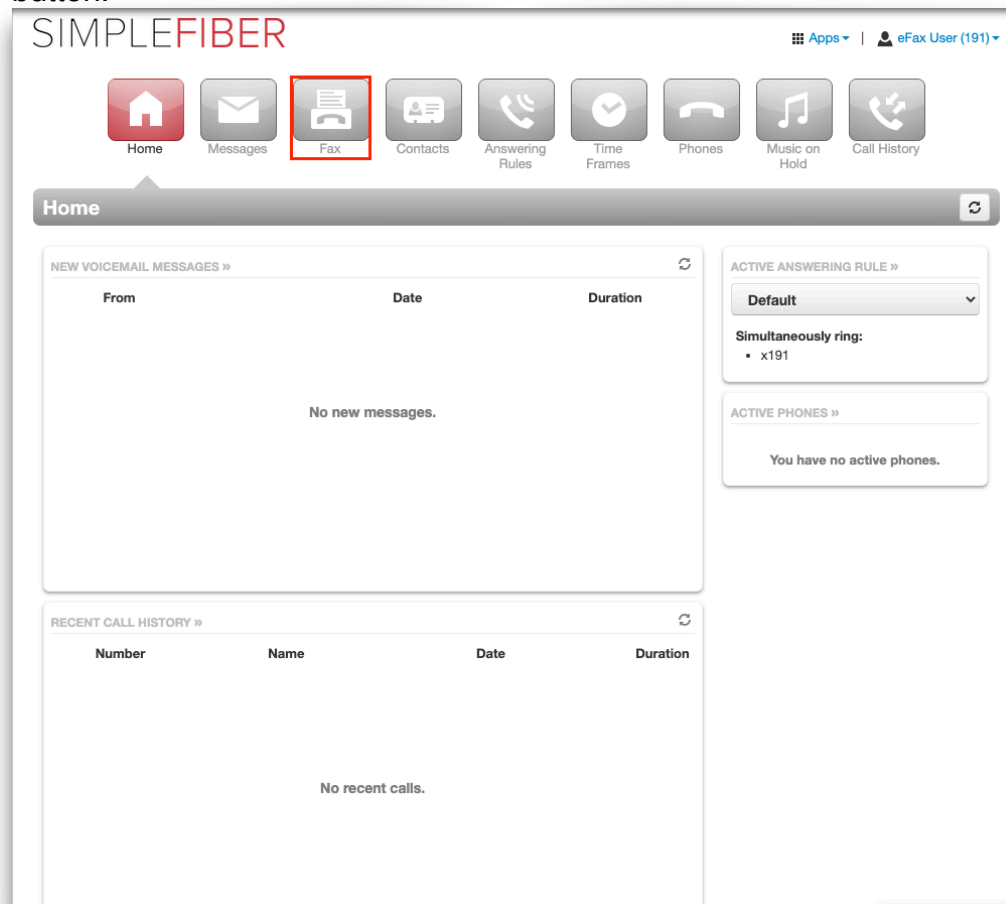
### Receiving Faxes

There are two options to receive faxes with SimpleFiber eFax service.

1. Receive an email with the file as an attachment.
2. Receive an email with a link to retrieve your fax from the portal. This is a more secure method requiring a login to view the fax.

### Fax Portal

First browse to [talk.simplefiber.com](http://talk.simplefiber.com) and login. Once logged in, you will select the fax button.



From here you can download and delete faxes.



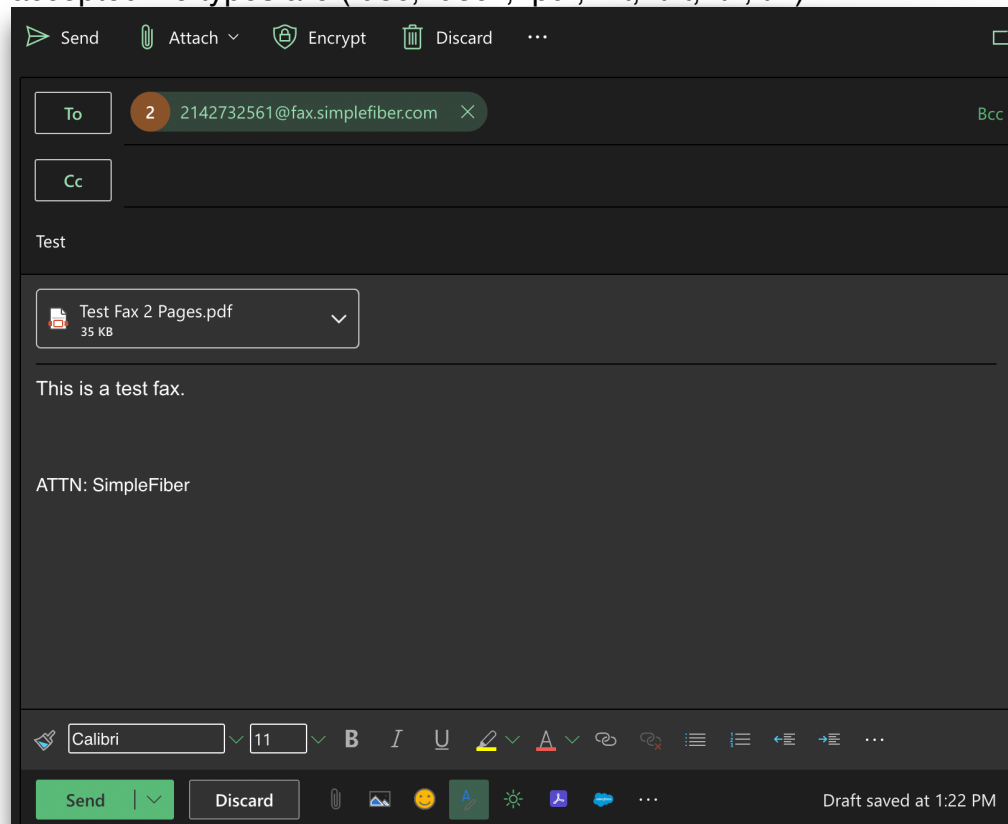
## Sending Faxes

There are two options to send faxes with SimpleFiber eFax service.

1. Sent from your email by sending to [fax#@fax.simplefiber.com](mailto:fax#@fax.simplefiber.com) and attach the fax document.

### Fax from email

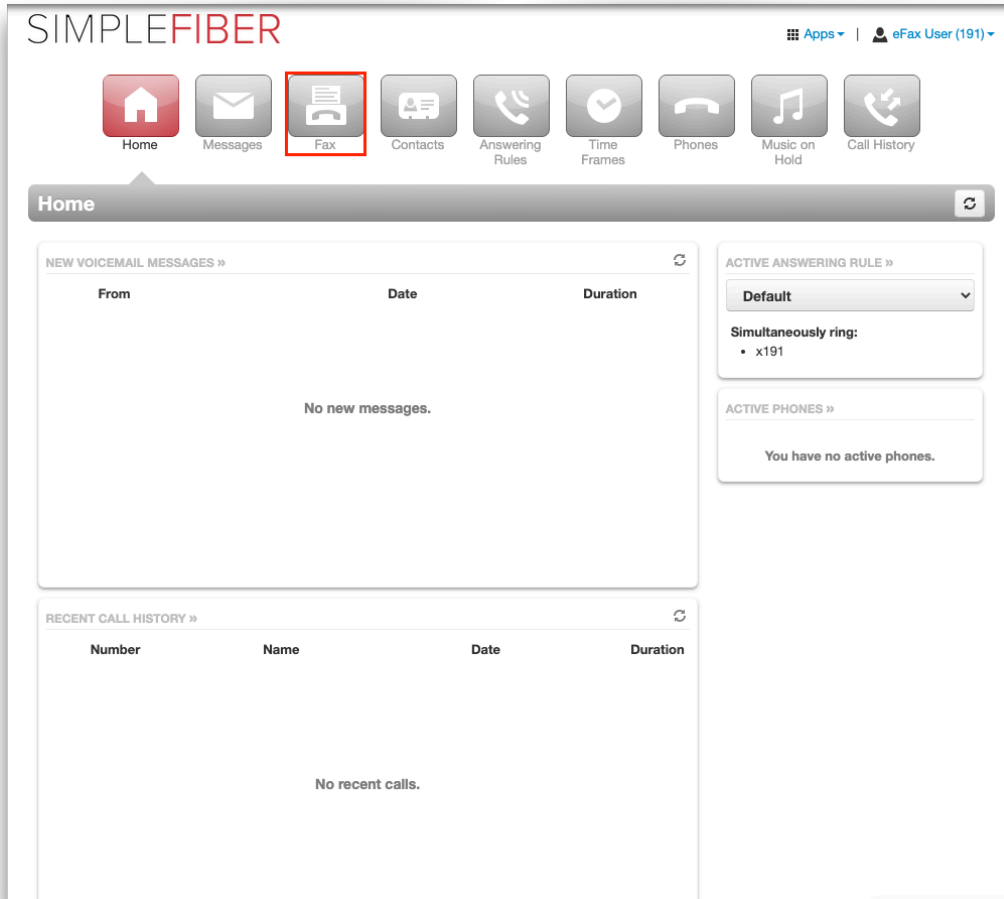
For security reasons, you must send from the email in which you receive faxes. In the To field enter [fax#@fax.simplefiber.com](mailto:fax#@fax.simplefiber.com). The subject will show as the subject on your cover page and the body of the email would be for another notes you would like to show on the cover page. Then you will attach the documents you would like to fax. Current accepted file types are (.doc, .docx, .pdf, .rft, .txt, .tif, tiff).



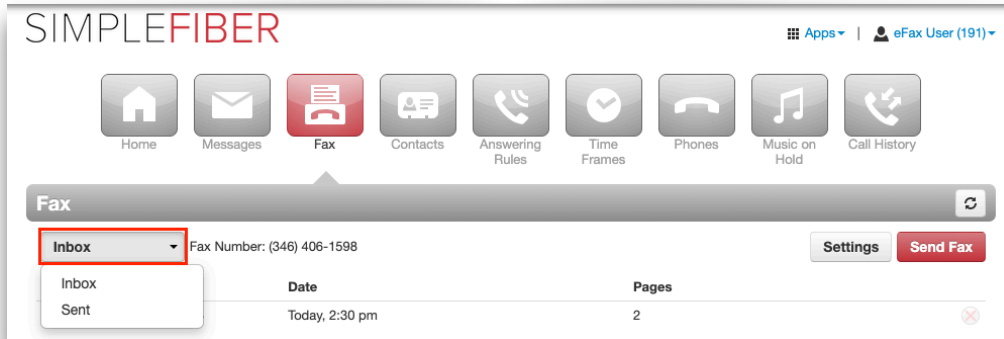
2. Send from the portal. This is a more secure method as you are uploading the fax directly.

## Fax from Portal

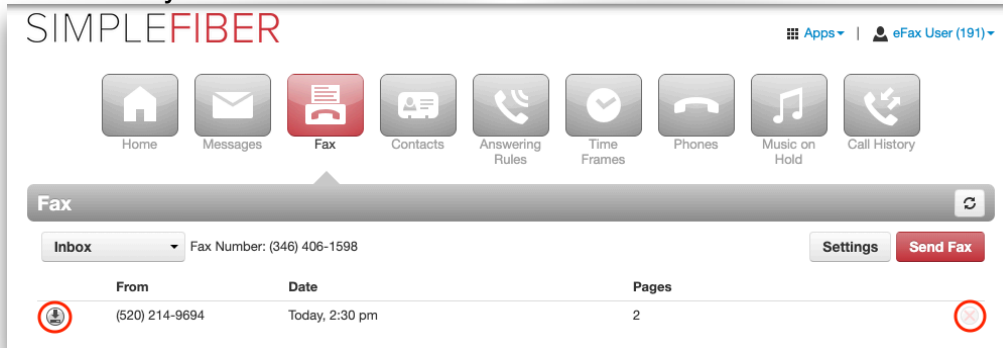
First browse to [talk.simplefiber.com](http://talk.simplefiber.com) and login. Once logged in, you will select the fax button.



Once on the fax page you can view your sent history by clicking on the down arrow next to inbox and select Sent.



From here you can download and delete faxes.



To send a fax you will click on the send fax button. You will then browse to your file on your computer. Type the destination fax number in the phone number field and click send.

The 'Send Fax' dialog box contains the following fields and options:

- Browse** button next to a file path: `C:\fakepath\Test Fax 2 Pages.pdf`. Below it, it lists acceptable filetypes: `.doc, .docx, .pdf, .html, .txt, .tif`.
- Caller ID** dropdown menu with the value `(346) 406-1598`.
- Phone Number** text input field with the value `2142732561`.
- Add Cover Letter**
- Subject** text input field with the value `Test`.
- Sender Name** text input field with the value `SimpleFiber Support`.
- Sender Company** text input field with the value `SimpleFiber`.
- Recipient Name** text input field with the value `Paul`.
- Recipient Company** text input field with the value `Test Company`.
- Note** text area with the value `Please fill out and send back. |`.

At the bottom of the dialog are **Cancel** and **Send** buttons.

Optional: If you would like to have a cover page you can check that option and fill in the information that will display on the cover page.