

# **Sending and Receiving e-Faxes**



## YOUR E-FAX # IS

- 1. To send an e-Fax to a recipient, create a new e-mail message in your e-mail manager
- 2. In the To field, type the recipients 10 digit phone number (ex. 7132315008), followed by @netsatisfaxion.com. See the example in the picture at right.
- 3. Add a subject line as you would like it to appear on the fax header page.
- 4. Attach any documents that you want to be sent. The system can support PDF, DOC, DOCX, TIFF, TIF, XLS, XLSX.
- 5. In the body of your email, write anything you want to appear on the body of the header page.

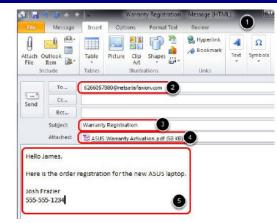
Now simply send the message as you would any other email.

If your fax was successfully sent to the recipient, you should receive the confirmation e-mail shown at right. You will also receive a copy of the faxed pages for your reference.

If your e-Fax cannot be delivered, you will receive an e-mail message such as the one shown at right. You will see why the fax was not sent by looking next to the Error text. In the case shown, the number was busy and was attempted to be dialed 3 times.

When you receive a new e-Fax, an email will be sent to the address that was setup with your account. Attached will be the fax you were sent in a PDF format. The name of the file reflects the caller ID of the person whom sent you the fax. The message body also indicates the caller ID of the person who sent the fax and what number they sent the fax to.

### Sending an e-Fax



#### Successfully Sent e-Fax

Message 🛛 📜 FaxedImage.pdf (49 KB)

\*Fax Transmission Successful\*

Your fax to 2817843803 was delivered successfully: Receiver CSID: 281 784 3803 Page Count: 2 Connection Seconds: 204 Retries: 1

### Failure on Sent e-Fax

Message 🕺 FaxedImage.pdf (69 KB)

\*Fax Failure Notification!\*

Your fax to 2817843803 could not be sent for the following reason: Error: Busy (486) (28502/486) Error Number: 28502 Page Count: 3 Connection Seconds: 146 Retries: 3

#### **Receiving e-Faxes**

Sent:	Fri 2/1/2013 11:39 AM
To:	Joshua Frazier
Message	eFax-4_Page(s)-7139915483.pdf (90 KB)

\*You Have Received a New Fax!\*

You have received a 4 page fax from 7139915483 (7139915483) that was sent to 7132315008.

The fax is attached to this email, open the attachment to view your fax.



#### For portal access go to http://www.usaphone.com Click on Enterprise Portal Access in RED at the top right of

Click on Enterprise Portal Access in RED at the top right of any page. Then enter your assigned username and password for access.

**Enterprise e-Fax Rev 1.0** 

1790 Route 70 East | Cherry Hill, NJ 08003 | 856-761-1000 | www.usaphone.com FOR EMERGENCY AFTER-HOURS SERVICE CALL 856-761-1000 AND SELECT 8 WHEN PROMPTED