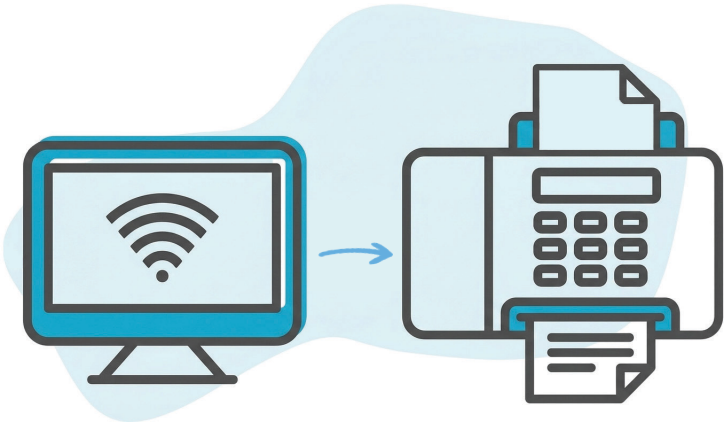
SmartComm® iFax

how tomorrow works, TODAY!™



IFAX QUICK START GUIDE

SmartComm® iFax modernizes the way businesses send and receive faxes by replacing traditional fax machines with a secure, cloud-based solution. Send documents digitally from your computer, email, or mobile device without the need for paper, toner, or dedicated phone lines.

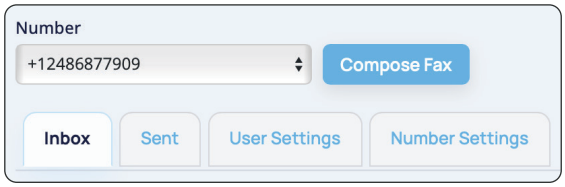
Designed for convenience and reliability, SmartComm® iFax gives your team the flexibility to handle business communications from virtually anywhere using an internet connection.

ACCESSING THE PORTAL

Log in to the SmartComm® UC User Portal using your assigned credentials. From the left-hand navigation menu under SmartComm®, select **"Fax"** to access the SmartComm® iFax Portal.

EXPLORING THE PORTAL

Once inside the Fax section, you will see several tools and tabs used to manage your fax activity.



Number: Your assigned fax number.

Compose Fax: Create and send a new outbound fax.

Inbox: Displays all recieved inbound faxes.

Sent: View all previously sent faxes.

User Settings: Provides access to your personal account and notification preferences.

Number Settings: Manage email notification settings for incoming and outgoing faxes.

SENDING A FAX

To send a fax, click the **"Compose Fax"** button.

Next, click **"Choose File"** and upload the document you would like to fax. Enter the recipient's fax number in the **"To Number"** field. You can add multiple recipients if needed by clicking the green plus button. If you would like to include a cover page, check the **"Cover Page"** box and complete the required fields. Once everything is ready, click **"Send Fax"** to transmit the fax.

INBOX TAB

The **Inbox** tab displays all faxes you have recieved. The following actions are available for each fax entry:

Fax Details: Opens a window with additional information about the received fax.

View/Download: Opens a downloadable copy of the fax document in the portal.

Delete: Permanently removes the fax from your inbox.

Forwarvd: Forwards the fax to another recipient.