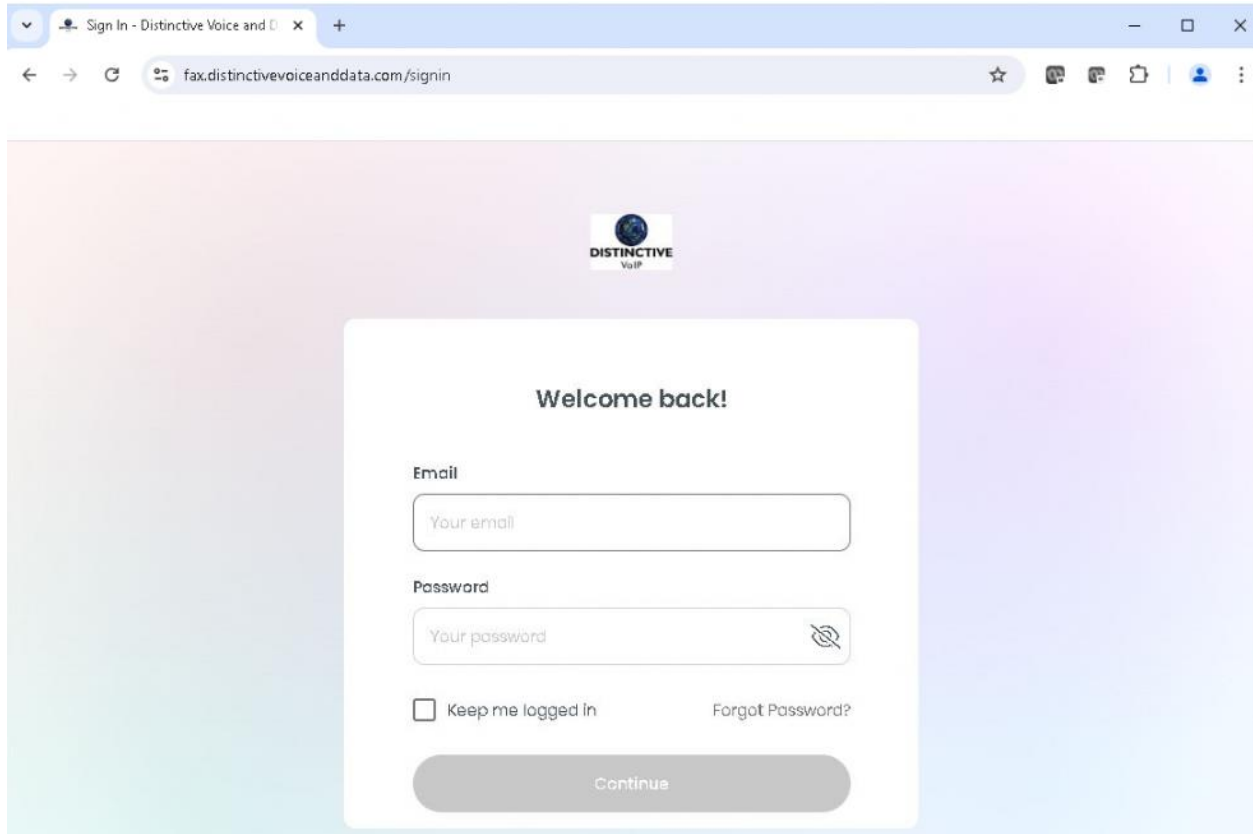


How to use eFax service

1. Open a browser and go to <https://fax.distinctivevoiceanddata.com>



2. Log in with your eFax credentials provided by the IT department.

- To send a Fax fill in the form (refer to the screenshot below for reference). Once you send a fax, you will have an option to check the status of the transmission.

The screenshot shows the 'Send Fax' interface on the website fax.distinctivevoiceanddata.com/fax/send. The interface includes a sidebar with navigation options like 'Fax', 'History', 'Cover Pages', 'Contacts', and 'API Keys'. The main form contains the following fields and options:

- Fax Number:** A field with a dropdown menu (currently showing the US flag) and a '+' icon to add more numbers.
- Recipient email(s):** A text input field containing 'example@gmail.com, onemore@example@gmail.com'.
- Cover Page:** A selection area with five options: 'No cover', 'Icons', 'Professio..', 'Simple', and 'Standard' (which is selected).
- Deliver To:** An empty text input field.
- Subject:** An empty text input field.
- Notes:** A larger empty text input field.
- Tags:** A search input field with a '+' icon to add tags.
- Mark as urgent:** A checkbox with the text 'Urgent token must be included in cover letter' below it.
- Fax optimization:** Three buttons: 'Auto' (selected), 'Image', and 'Text'.
- Attachments:** A dashed box containing a cloud icon and the text 'Click here or drag & drop your files in this area', with a '+' icon and 'Or insert file URL' below it.
- Buttons:** 'Send', 'Send later', and 'Preview' buttons at the bottom.

Red annotations with arrows point to the following elements:

- 'Enter a Fax Number' points to the Fax Number field.
- 'Select a cover page' points to the Cover Page selection area.
- 'Click here to upload a PDF, text file, or a word document (this is your fax message)' points to the Attachments area.
- 'When ready, click "Send"' points to the Send button.
- 'You have an option to preview the entire fax message, including a cover page if one was selected' points to the Preview button.

4. To receive a fax:

A copy of inbound faxes will automatically be sent to the email address you used to sign in – no need to log in to monitor incoming messages. An email message will contain a PDF attachment that look like a copy of a paper Fax you would normally receive.

Inbound Faxes will also be available from the web fax portal.

5. You can also view inbound and outbound faxes and their status in the web fax portal. Copies will be stored for up to 12 months.

