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# SecureFax

## FaxCentral User Guide

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## FaxCentral User Guide

**Fax Central Portal:** The portal allows access to the following:

Download incoming faxes  
Send outgoing faxes  
Creation of a fax cover page


**Access:** <https://portal.vitelity.net/login.php>

**Default Username:** Your main fax number  
**Password:** \_\_\_\_\_

The next few pages provide screen shots of the various features of your new fax solution.

## Inbound Faxes

Quick Links: -- Select -- go!



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Welcome **dynamicfax** | [logout](#)

18 new messages.

**Fax Messages**

Inbox

Search Faxes:  go!

Received (MST)	Caller ID	Fax Number	Pages						
★ 03-17-2014 11:59:51 AM	(000) 000-0000	(510) 785-2481	1						<input type="checkbox"/>
★ 03-17-2014 08:38:44 AM	(000) 000-0000	(510) 785-2481	1						<input type="checkbox"/>
★ 03-17-2014 08:10:45 AM	(000) 000-0000	(510) 785-2481	1						<input type="checkbox"/>
★ 03-14-2014 10:34:38 AM	(267) 592-4613	(510) 785-2481	1						<input type="checkbox"/>
★ 03-13-2014 02:05:40 PM	(720) 729-1884	(510) 785-2481	1						<input type="checkbox"/>
★ 03-13-2014 01:11:55 PM	(267) 592-4613	(510) 785-2481	1						<input type="checkbox"/>
★ 03-13-2014 12:58:17 PM	(000) 000-0000	(510) 785-2481	1						<input type="checkbox"/>
★ 03-13-2014 11:05:07 AM	(000) 000-0000	(510) 785-2481	1						<input type="checkbox"/>
★ 03-12-2014 11:52:09 AM	(307) 733-7565	(510) 785-2481	2						<input type="checkbox"/>
★ 03-11-2014 06:04:32 PM	(720) 386-7586	(510) 785-2481	1						<input type="checkbox"/>
★ 03-11-2014 09:11:16 AM	(720) 729-1878	(510) 785-2481	1						<input type="checkbox"/>
★ 03-11-2014 05:56:31 AM	(000) 000-0000	(510) 785-2481	1						<input type="checkbox"/>
★ 03-10-2014 10:28:51 PM	(000) 000-0000	(510) 785-2481	1						<input type="checkbox"/>
★ 03-06-2014 06:32:16 AM	(999) 999-9999	(510) 785-2481	1						<input type="checkbox"/>
★ 03-05-2014 06:27:18 PM	(720) 386-7619	(510) 785-2481	1						<input type="checkbox"/>
★ 03-04-2014 01:23:51 PM	(720) 386-7650	(510) 785-2481	1						<input type="checkbox"/>
★ 03-04-2014 12:14:43 PM	(415) 221-4319	(510) 690-8020	2						<input type="checkbox"/>
★ 03-04-2014 12:08:48 PM	(415) 221-4319	(510) 690-8020	2						<input type="checkbox"/>
★ 03-04-2014 11:30:07 AM	(720) 729-1825	(510) 785-2481	1						<input type="checkbox"/>

Multi-Select: Select Action go!

**FOLDERS**

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**From this screen you can download, forward and delete incoming faxes.**

## Sent Faxes

Quick Links:



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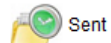
My Contacts



Support

Welcome **dynamicfax** | [logout](#)  
17 new messages.

### Fax Messages



Sent

Search Faxes:

Sent		Fax Number	Destination Fax	Pages	Status			
03-14-2014	12:32:43 PM	(510) 690-8020	(510) 285-1628	2	Successfully Sent			
03-03-2014	12:52:23 PM	(510) 690-8020	(415) 221-4319	2	Successfully Sent			
03-03-2014	11:49:49 AM	(510) 690-8020	(415) 221-4319	2	Successfully Sent			
02-26-2014	03:23:38 PM	(510) 690-8020	(925) 682-5494	1	Successfully Sent			
02-26-2014	11:07:40 AM	(510) 690-8020	(415) 904-8045	1	Successfully Sent			
02-26-2014	11:07:14 AM	(510) 690-8020	(415) 882-5400	1	Successfully Sent			
02-20-2014	09:32:30 AM	(510) 690-8020	(408) 437-6016	2	Successfully Sent			
02-20-2014	09:14:42 AM	(510) 690-8020	(408) 484-6350	1	Successfully Sent			
02-19-2014	10:34:54 AM	(510) 690-8020	(510) 338-6199	1	Successfully Sent			
02-13-2014	07:16:54 AM	(510) 785-2481	(925) 847-1977	2	Successfully Sent			
02-07-2014	05:22:53 PM	(510) 785-2481	(925) 709-3172	2	Successfully Sent			
01-20-2014	05:00:27 PM	(510) 785-2481	(925) 847-1977	2	Successfully Sent			

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**See time, date, number dialed, pages delivered and status**


## Quick Fax: One Step Faxing


Quick Links: -- Select -- go!





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Welcome **dynamicfax** | [logout](#)  
18 new messages.



Welcome to our Electronic Fax Customer Portal.

You currently have 18 new messages. [Click here](#) to view your messages.

We have recently redesigned and made extensive changes to the fax portal. As part of our on-going effort to improve this service, we are looking for comments, suggestions or bug reports.

**Suggestions:**

go!

**Quick-fax:**

To:  or -- Select --

From:  Teledynamic Fax CallerID: (510) 690-8020

Fax File:  No file selected.

Email Notification: ☐ admin@teledynamic.com

go!

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The quick fax is a one screen process to send a fax

## Sending Faxes Step 1: Phone Number

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### Electronic Fax Send Service

Add a USA or Canada destination for this facsimile.



Example: 303-555-1212

You may also select a number below.

Recent:

Contacts:

Current recipients thus far:

(415) 511-2233

Please choose the number from which to send this fax:

(510) 690-8020

[Continue](#)

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## Sending Faxes Step 2: Add Files

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### Electronic Fax Send Service - Step 2: Adding and Editing Files

#### Current Recipients

(415) 511-2233



#### Add Files:

-  Office-style online editor
-  Upload your own file
-  Cover page creator

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## Sending Faxes Step 3: Upload Your Own File

Quick Links: -- Select --

go!



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### Electronic Fax Send Service - Adding Files

Faxes may be sent in JPG, PDF, Adobe PostScript, TIFF, Microsoft Word, Excel, CSV, HTML & Plain Text formats.

File to send:  No file selected.

Maximum file size: 50 Megs

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## My Contacts

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### My Contacts

#### Current Contacts:

Name	Number	
Jason Cabiness	(510) 338-6182	
Olivia Schonenberger	(510) 785-2481	

#### Add a new contact:

Name:  Example: Michael (Home-Fax)

Number:  Example: 303-555-1212

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## Cover Page Creator

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### Electronic Fax Send Service - Adding Files

Fax Source Number   
Fax From   
Name Fax To   
Number Faxing To   
Cover Page Subject   
Persons Contact Number   
Date   
Comments

\* None of the above are required.

To view a sample of what this page will look like, [click here](#).

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## Changing Your Password

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### Support Department - Change your password

Passwords may be set to alphabetical and numerical characters only.

Your password must be between 4 and 15 characters in length.

Current Password:

Password:

Confirm:

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## Your Fax Numbers

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### Your Fax Numbers

The following numbers are assigned to your account.

Note: Email Address(es) listed here are where new faxes will be sent to ONLY.

Number	Email Address	Action
(510) 690-8020	<input type="text" value="service@teledynamic.com"/>	<a href="#">Make Default</a> <input type="button" value="✖"/>
(510) 785-2481	<input type="text" value="admin@teledynamic.com"/>	<a href="#">Make Default</a> <input type="button" value="✖"/>

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## Frequently Asked Questions

### **How long does it take before I will receive my faxes?**

*Your fax messages should appear on the "VIEW FAXES" page within 5-10 minutes. Sometimes this timeframe can be exceeded due to unforeseen circumstances, but please be assured they will arrive as soon as possible.*

### **What is the default number setting for on the Fax Numbers page?**

*This setting allows you to specify which number should be used as the from-number when sending faxings with our VNFax software.*

### **How do I send faxes via Email with the Email-to-Fax service?**

*To send a fax using our Email-to-Fax service simply send an email using the following parameters. Emails should be sent with a single attachment; as our system will only fax a single attachment per email.*

*Attachments may be sent in JPG, PDF, Adobe PostScript, TIFF, Microsoft Word, Excel, CSV, HTML & Plain Text formats.*

*To: <10\_digit\_number>@emailyourfax.com  
From: authorized@email\_address.com  
Subject: <Your Fax DID number; 10 digits only>  
Body: <blank>*

*Upon submission our system will reply with a confirmation or rejection notice with explanation.*

*New faxes sent with this service will be displayed on the "FAX STATUS" page with their current status.*

### **How do I add or remove Authorized Email addresses so I can send to [number@emailyourfax.com]?**

*To view or edit your list of current emailyourfax.com Authorized Email addresses please [click here](#). If an edit menu does not exist, contact your account manager for permission.*

### **How do I change the email addresses that my new faxes are sent to when I receive them?**

*Click the [Fax Numbers](#) page and choose "Emails" under the Action menu. If this item does not exist on your screen, contact your account administrator to get access.*