

SecureFax FaxCentral User Guide



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

Art Messages in box Caller 1D Fax Number Pages X 03-17-2014 11:59:51 AM (000) 000-0000 (510) 785-2481 1 Q Q X PUNCTIONS 03-17-2014 08:10:45 AM (000) 000-0000 (510) 785-2481 1 Q Q X Q 03-17-2014 08:10:45 AM (000) 000-0000 (510) 785-2481 1 Q Q X Q 03-13-2014 08:10:45 AM (000) 000-0000 (510) 785-2481 1 Q Q X Q 03-13-2014 02:342 AM (267) 592-4613 (510) 785-2481 1 Q Q X Q 03-13-2014 01:11:55 PM (267) 592-4613 (510) 785-2481 1 Q Q X Q 03-13-2014 01:11:55 PM (267) 592-4613 (510) 785-2481 1 Q Q X Q X Q X Q X Q X Q X Q X Q X Q X Q X Q X Q X			View Faxes Send	a Fax Sent Fax	kes F	ax Number	s P	ay Conta	cts	Support	Welcome <mark>dynamicfax <mark>loqout</mark> 18 new messages.</mark>
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From this screen you can download, forward and delete incoming faxes.

Sent Faxes

Quick Links	: Select	v go!						CENTRAL
	Home	View Faxes	Send a Fax Sent	Faxes	Fax Numbers	My Contacts	Support	Welcome <mark>dynamicfax <u>logou</u> 17 new messages.</mark>
x Messages								FOLDERS
Sent 🤍				Se	earch Faxes:	go!		<pre>:: Inbox (17/19) :: Sent</pre>
Sent		Fax Number	Destination Fax	Pages	Status			FUNCTIONS
03-14-2014	12:32:43 PM	(510) 690-8020	(510) 285-1628	2	Successfully Sent	$\mathcal{Q} \times$	0	Send a Fax
03-03-2014	12:52:23 PM	(510) 690-8020	(415) 221-4319	2	Successfully Sent	,Q. X	0	:: Quick Send Fax
03-03-2014	11:49:49 AM	(510) 690-8020	(415) 221-4319	2	Successfully Sent	$Q \times$	I	My Contacts
02-26-2014	03:23:38 PM	(510) 690-8020	(925) 682-5494	1	Successfully Sent	, 🖓 🗙	0	<u>, contacti</u>
02-26-2014	11:07:40 AM	(510) 690-8020	(415) 904-8045	1	Successfully Sent	,Q, X	0	ACCOUNT RELATED
02-26-2014	11:07:14 AM	(510) 690-8020	(415) 882-5400	1	Successfully Sent	,Q, X	0	** Fax From Emails
02-20-2014	09:32:30 AM	(510) 690-8020	(408) 437-6016	2	Successfully Sent	Q X	0	Post Notification Email
02-20-2014	09:14:42 AM	(510) 690-8020	(408) 484-6350	1	Successfully Sent	Q X	0	** My Fax Numbers
02-19-2014	10:34:54 AM	(510) 690-8020	(510) 338-6199	1	Successfully Sent	Q X	0	:: Change Password
02-13-2014	07:16:54 AM	(510) 785-2481	(925) 847-1977	2	Successfully Sent	Q X	0	:: Support
02-07-2014	05:22:53 PM	(510) 785-2481	(925) 709-3172	2	Successfully Sent	Q X	0	** <u>FAQ</u>
01-20-2014	05-00-27 DM	(510) 785-2481	(925) 847-1977	2	Successfully Sent	0 X		** Log Out

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

Quick Fax: One Step Faxing

Quick Links	5: Select V	go!					CENTRAL
	Home View	w Faxes Send a Fax	Sent Faxes	Fax Numbers	My Contacts	Support	Welcome <mark>dynamicfax <u>loqout</u> 18 new messages.</mark>
	You currently h We have recent our on-going ef bug reports. Suggestions:	ar Electronic Fax Customer have 18 new messages. <u>Cli</u> htly redesigned and made of ffort to improve this servic go! Teledynamic Fax Browse No file selected admin@teledynamic.co go!	ck here to view textensive change e, we are looking or Select CallerID: (510) 6	es to the fax port g for comments,			FOLDERS :: Inbox (18/19) :: Sent FUNCTIONS :: Send a Fax :: Quick Send Fax :: My Contacts ACCOUNT RELATED :: Fax From Emails :: Post Notification Email :: My Fax Numbers :: Change Password :: Support :: EAQ :: Log Out

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

Sending Faxes Step 1: Phone Number

Quick Lin	ks: Select	· 🗸 go!						CENTRAL
	Home	View Faxes	Send a Fax	Sent Faxes	Fax Numbers	My Contacts	Support	Welcome dynamicfax loqout 17 new messages.
Example: 303- You may als Recent: [Contacts: [Current recipio (415) 511-223 Please choose (510) 690-8020	Canada destir -555-1212 so select a nu ents thus far: 13 X	mation for this facs	V					FOLDERS :: Inbox (17/19) :: Sent FUNCTIONS :: Send a Fax :: Quick Send Fax :: Quick Send Fax :: My Contacts ACCOUNT RELATED :: Fax From Emails :: Post Notification Email :: My Fax Numbers :: Change Password :: Support
Continue								** <u>FAQ</u> ** <u>Log Out</u>



Sending Faxes Step 2: Add Files

Quick Links: Select	v go!						CENTRAL
Home	View Faxes	Send a Fax	Sent Faxes	Fax Numbers	My Contacts	Support	Welcome dynamicfax logout 17 new messages.
Electronic Fax Send Service Current Recipients (415) 511-2233 Add Files: Office-style online edito Office-style online edito Upload your own file Cover page creator		and Editing File	25				FOLDERS :: Inbox (17/19) :: Sent FUNCTIONS :: Send a Fax :: Quick Send Fax :: My Contacts ACCOUNT RELATED :: Fax From Emails :: Post Notification Email :: My Fax Numbers :: Change Password :: Support :: FAQ :: Log Out



Sending Faxes Step 3: Upload Your Own File

	Home	View Faxes	Send a Fax	Sent Faxes	Fax Numbers	My Contacts	Support	Welcome <mark>dynamicfax <u>loqou</u> 17 new messages.</mark>
ctronic Fax	Send Servic	e - Adding Files						FOLDERS
		-		A Word Fund		ain Taut farmata		:: Inbox (17/19)
es may be	sent in JPG, F	PDF, Adobe PostS	script, TIFF, Micro	soft word, Excel	, CSV, HTML & PI	ain Text formats.		:: Sent
to send:	Browse No	file selected.						
								FUNCTIONS
dmum file s	size: 50 Megs							:: Send a Fax
oload File								:: Quick Send Fax
								:: My Contacts
								ACCOUNT RELATED
								** Fax From Emails
								** Post Notification Email
								** My Fax Numbers
								:: Change Password
								:: Support
								** FAQ
								:: Log Out



My Contacts

Quick Links	s: Select	- 🗸 <mark>go!</mark>						CENTRAL
	Home	View Faxes	Send a Fax	Sent Faxes	Fax Numbers	My Contacts	Support	Welcome <mark>dynamicfax <u>loqout</u> 17 new messages.</mark>
My Contacts								FOLDERS
Current Contact	s:							:: Inbox (17/19)
Name	Numb	107						:: <u>Sent</u>
Jason Cabbiness		338-6182 🔞						FUNCTIONS
Olivia Schonenb								:: Send a Fax
	cigci (510)	/05 2101						:: Quick Send Fax
Add a new conta	act							:: My Contacts
Add a new cond								
Name:		Example	: Michael (Home	e-Fax)				ACCOUNT RELATED
Number:		Example	: 303-555-1212					** Fax From Emails
Add new entry								Post Notification Email
								** My Fax Numbers
								:: Change Password
								:: Support
								** <u>FAQ</u>
								** Log Out

Cover Page Creator

Quick Links: Selec	st v <mark>go!</mark>						CENTRAL
The second seco	View Faxes	Send a Fax	Sent Faxes	Fax Numbers	My Contacts	Support	Welcome <mark>dynamicfax <mark>logout</mark> 17 new messages.</mark>
Electronic Fax Send Serv	vice - Adding Files						FOLDERS
Fax Source Number	(510) 690-8020						:: Inbox (17/19)
Fax From	(310) 030-0020						:: Sent
Name Fax To							
Number Faxing To	(415) 511-2233						FUNCTIONS
Cover Page Subject	(** <u>Send a Fax</u>
Persons Contact Numbe							••• Quick Send Fax
Date	03-17-2014						** My Contacts
Comments	03-17-2014						ACCOUNT RELATED
Comments							
							** Fax From Emails
							Post Notification Email
							** My Fax Numbers
Submit							** Change Password
* None of the above are re	equired.						:: <u>Support</u>
To view a sample of what	this page will look li	ke click here					** <u>FAQ</u>
to non a cample of what	and page will look in	no, <u>enere moro</u> .					** Log Out



Changing Your Password

Quick Lin	ks: Select	• 🗸 <mark>go!</mark>						CENTRAL
	Home	To view Faxes	Send a Fax	Sent Faxes	Fax Numbers	My Contacts	Support	Welcome dynamicfax logout 18 new messages.
Support Depar	rtment - Chan	ge your passwoi	ď					FOLDERS
Passwords ma	ay be set to all	phabetical and nu	imerical charact	ers only.				** Inbox (18/19)
Your password		:: <u>Sent</u>						
		FUNCTIONS						
Current Passw	ord:							
Password:								Send a Fax Quick Send Fax
Confirm:								My Contacts
	go!							•• <u>My contacts</u>
								ACCOUNT RELATED
								** Fax From Emails
								** Post Notification Email
								** My Fax Numbers
								:: Change Password
								:: Support
								** <u>FAQ</u>
								:: Log Out

Your Fax Numbers



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	service@teledynamic.com 🗸	Make Default	8
(510) 785-2481	admin@teledynamic.com 🗸	Make Default	0

FOLDERS

:: Inbox (18/19)

** <u>Sent</u>

FUNCTIONS

- ** Send a Fax
- :: Quick Send Fax
- :: My Contacts

ACCOUNT RELATED

- ** Fax From Emails
- ** Post Notification Email
- ** My Fax Numbers
- :: Change Password
- :: Support
- ** FAQ
- :: Log Out

3501 Breakwater Ave, Hayward, CA 94545 | www.teledynamic.com | info@teledynamic.com | 510-342-4200



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 <u>click here</u>. 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 <u>Fax Numbers</u> page and choose "Emails" under the Action menu. If this item does not exist on your screen, contact your account administrator to get access.