

SecureFax 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: <u>https://viewmyfax.com</u>

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 | v <mark>go!</mark> | | | | | | | | CENTRAL |
|--------------|-------------|--------------------|----------------|---------|-------------------|-----------|---------|--------------------|----------------|--|
| | Home y | View Faxes Send a | Fax Sent Faxes | F | www. ax Number | 's N | I Conta | cts | Support | Welcome <mark>dynamicfax <u>logout</u> 18 new messages.</mark> |
| Fax Messages | | | Se | earch I | -axes: | | | go! | | FOLDERS :: Inbox (18/19) :: Sent |
| Received (M | ST) | Caller ID | Fax Number | Pag | jes 🔘 | | г | v | X | FUNCTIONS |
| 03-17-2014 | 11:59:51 AM | (000) 000-0000 | (510) 785-2481 | 1 | | | | \sim | | ** Send a Fax |
| 03-17-2014 | 08:38:44 AM | (000) 000-0000 | (510) 785-2481 | 1 | _ ~⊠ O | | | $\hat{\mathbf{v}}$ | | ** Quick Send Fax |
| 2 03-17-2014 | 10-24-28 AM | (267) 502-4612 | (510) 785-2481 | 1 | | | | x | | ** My Contacts |
| | 10.34.30 AM | (207) 392-4013 | (510) 785-2481 | 1 | | | | $\hat{\mathbf{x}}$ | | ACCOUNT RELATED |
| 03-13-2014 | 01:11:55 PM | (267) 592-4613 | (510) 785-2481 | 1 | Ő. | | | X | | II Fax From Emails |
| 03-13-2014 | 12:58:17 PM | (000) 000-0000 | (510) 785-2481 | 1 | Q | | | X | | ** Post Notification Email |
| 03-13-2014 | 11:05:07 AM | (000) 000-0000 | (510) 785-2481 | 1 | Q | \bowtie | Pa | X | | ** My Fax Numbers |
| 03-12-2014 | 11:52:09 AM | (307) 733-7565 | (510) 785-2481 | 2 | Q | | Pa | X | | ** Change Password |
| 03-11-2014 | 06:04:32 PM | (720) 386-7586 | (510) 785-2481 | 1 | Q | \bowtie | Pa | × | | ** <u>Support</u> |
| 13-11-2014 | 09:11:16 AM | (720) 729-1878 | (510) 785-2481 | 1 | Q | \bowtie | 23 | × | | ** FAQ |
| 13-11-2014 | 05:56:31 AM | (000) 000-0000 | (510) 785-2481 | 1 | Q | \bowtie | 23 | X | | ∷ <u>Log Out</u> |
| 103-10-2014 | 10:28:51 PM | (000) 000-0000 | (510) 785-2481 | 1 | Q | \bowtie | 23 | \times | | |
| 13-06-2014 | 06:32:16 AM | (999) 999-9999 | (510) 785-2481 | 1 | Q | \bowtie | 23 | \times | | |
| 13-05-2014 | 06:27:18 PM | (720) 386-7619 | (510) 785-2481 | 1 | P. | \bowtie | 23 | \times | | |
| 13-04-2014 | 01:23:51 PM | (720) 386-7650 | (510) 785-2481 | 1 | Q | \bowtie | E | \times | | |
| 03-04-2014 | 12:14:43 PM | (415) 221-4319 | (510) 690-8020 | 2 | Q | \bowtie | Ea | \times | | |
| 03-04-2014 | 12:08:48 PM | (415) 221-4319 | (510) 690-8020 | 2 | | \bowtie | | × | | |
| 13-04-2014 | 11:30:07 AM | (720) 729-1825 | (510) 785-2481 | 1 | ¢ 🖂 | \bowtie | | × | | |
| | | | М | ulti-Se | lect: Sek | ect Acti | on 🗸 | 8 | 0! | |

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 dynamicfax loqout 17 new messages. |
| Fax Messages | | | Se | arch Faxes: | <mark>go!</mark> | | FOLDERS :: Inbox (17/19) :: Sent |
| Sent | Fax Number | Destination Fax | Pages | Status | | | FUNCTIONS |
| 03-14-2014 12:32:43 PM | (510) 690-8020 | (510) 285-1628 | 2 | Successfully Sent | ,Q. X | 0 | Send a Fax |
| 03-03-2014 12:52:23 PM | (510) 690-8020 | (415) 221-4319 | 2 | Successfully Sent | ,Q. X | 0 | : Ouick Send Fax |
| 03-03-2014 11:49:49 AM | (510) 690-8020 | (415) 221-4319 | 2 | Successfully Sent | <u>,</u> Q_ X | 0 | II My Contacts |
| 02-26-2014 03:23:38 PM | (510) 690-8020 | (925) 682-5494 | 1 | Successfully Sent | , Q. X | 0 | |
| 02-26-2014 11:07:40 AM | (510) 690-8020 | (415) 904-8045 | 1 | Successfully Sent | <u>_</u> × | 0 | ACCOUNT RELATED |
| 02-26-2014 11:07:14 AM | (510) 690-8020 | (415) 882-5400 | 1 | Successfully Sent | , Qa 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 | , Qa X | 0 | ** My Fax Numbers |
| 02-19-2014 10:34:54 AM | (510) 690-8020 | (510) 338-6199 | 1 | Successfully Sent | ,Q × | 0 | :: Change Password |
| 02-13-2014 07:16:54 AM | (510) 785-2481 | (925) 847-1977 | 2 | Successfully Sent | N Pa | 0 | ** Support |
| 02-07-2014 05:22:53 PM | (510) 785-2481 | (925) 709-3172 | 2 | Successfully Sent | ,Q. X | 0 | ** FAQ |
| 01-20-2014 05:00:27 PM | (510) 785-2481 | (925) 847-1977 | 2 | Successfully Sent | QX | 0 | ** Log Out |

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

Quick Fax: One Step Faxing

| Quick Links | s: Select 🗸 | go! | | | | | CENTRAL |
|-------------|---|---|---|--|----------------------------------|---------|---|
| | Home View | w Faxes Send a Fax | Sent Faxes | Fax Numbers | My Contacts | Support | Welcome dynamicfax <mark>logout</mark> 18 new messages. |
| | Welcome to ou You currently h We have recent our on-going ef bug reports. Suggestions: Quick-fax: To: From: Fax File: Email Notification: | Ir Electronic Fax Customer have 18 new messages. <u>Cliv</u> itly redesigned and made e ffort to improve this service go! Teledynamic Fax BrowseNo file selected admin@teledynamic.co go! | Portal. <u>ck here</u> to view y extensive change e, we are looking or <u> Select</u> CallerID: (510) 6 m | your messages. Is to the fax port of comments, | al. As part of suggestions or | | 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 | · 🗸 👩 | | | | | | CENTRAL |
|---|----------------|--|-------------|------------|-------------|-------------|----------------|--|
| | Home | View Faxes | Send a Fax | Sent Faxes | Fax Numbers | My Contacts | Support | Welcome dynamicfax loqout 17 new messages. |
| Electronic Fax Add a USA or C Example: 303- You may als Recent: [Contacts: [Current recipio (415) 511-223 Please choose (510) 690-8020 | e the number f | e nation for this facs mber below. | imile. 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 editor Upload your own file Cover page creator | - Step 2: Adding | and Editing File | 25 | | | | 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 :: FAQ :: Log Quit |



Sending Faxes Step 3: Upload Your Own File

| Quick Links: Select 🗸 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 - Adding Files Faxes may be sent in JPG, PDF, Adobe PostScript, TIFF, Microsoft Word, Excel, CSV, HTML & Plain Text formats. File to send: Browse No file selected. Maximum file size: 50 Megs Upload File | | 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 :: FAQ :: Log Out |



My Contacts

| Quick Link | s: Select | v <mark>go!</mark> | | | | | | CENTRAL |
|-----------------|--------------|--------------------|-----------------|------------|-------------|-------------|----------------|---|
| | Home | Tiew Faxes | Send a Fax | Sent Faxes | Fax Numbers | My Contacts | Support | Welcome dynamicfax loqout 17 new messages. |
| My Contacts | | | | | | | | FOLDERS |
| Current Contac | :ts: | | | | | | | ** Inbox (17/19) |
| Name | Numb | | | | | | | :: <u>Sent</u> |
| Jason Cabbines | s (510) | 338-6182 | | | | | | FUNCTIONS |
| Olivia Schonenł | berger (510) | 785-2481 | | | | | | :: Send a Fax |
| | | • | | | | | | :: Quick Send Fax |
| Add a new cont | tact | | | | | | | ** My Contacts |
| 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 |
| | | | | | | | | ** FAQ |
| | | | | | | | | :: Log Out |

Cover Page Creator

| Quick Links: Selea | st ∨ <mark>go!</mark> | | | | | | CENTRAL |
|----------------------------|------------------------|------------------|------------|-------------|-------------|----------------|--|
| Home | 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 Ser | 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 | (| | | | | | ** Send a Fax |
| Bersons Contact Numbe | | | | | | | Quick Send Fax |
| Dete | 02.47.0044 | | | | | | ** My Contacts |
| Commonto | 03-17-2014 | | | | | | |
| Comments | | | | | | | ACCOUNT RELATED |
| | | | | | | | ** Fax From Emails |
| | | | | | | | Post Notification Email |
| | | | | | | | ** My Fax Numbers |
| Submit | | | | | | | ** Change Password |
| * None of the above are re | equired. | | | | | | :: Support |
| To view a sample of what | this nade will look li | ke click here | | | | | ** <u>FAQ</u> |
| to new a sample of what | and page will look in | No, cierci Here. | | | | | ** 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) |
| Vournassword | I must he het | veen 4 and 15 ch | aracters in lend | th | | | | :: <u>Sent</u> |
| 1001 200010 | | | aracters in reng | ui. | | | | FUNCTIONS |
| Current Passw | ord: | | | | | | | FUNCTIONS |
| Doctword: | | | | | | | | ** Seriu a 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 🗸 | <u>Make Default</u> | 8 |
| (510) 785-2481 | admin@teledynamic.com 🗸 | Make Default | 8 |

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.