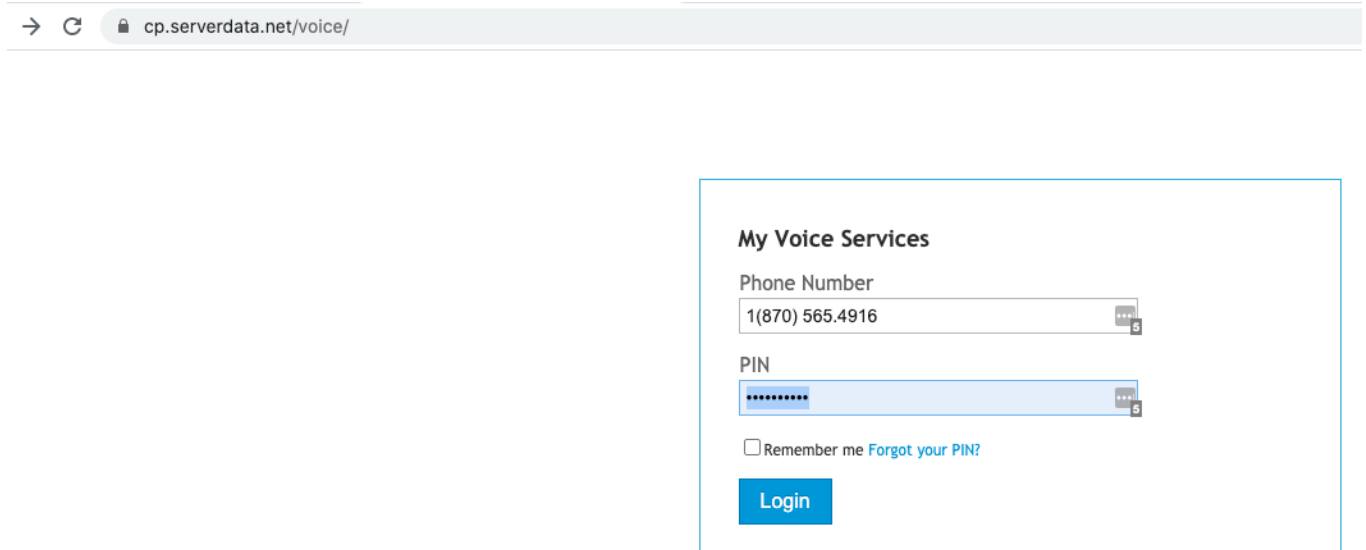
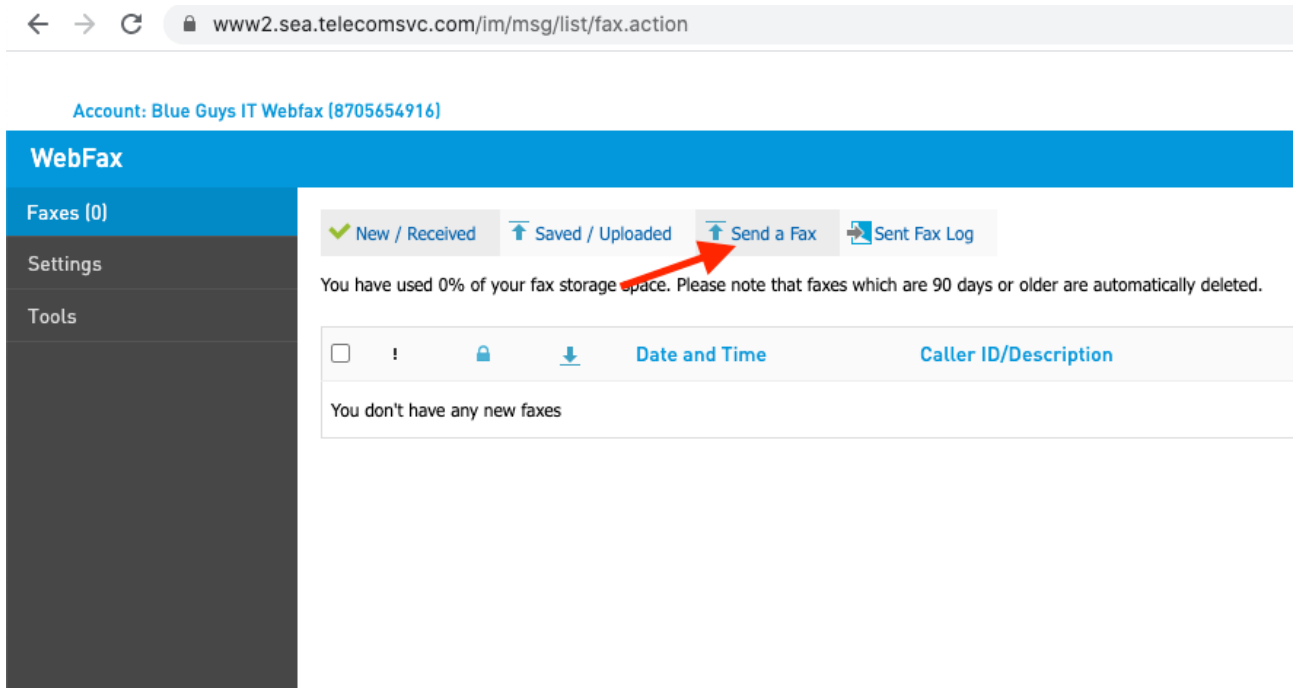


WebFax Instructions

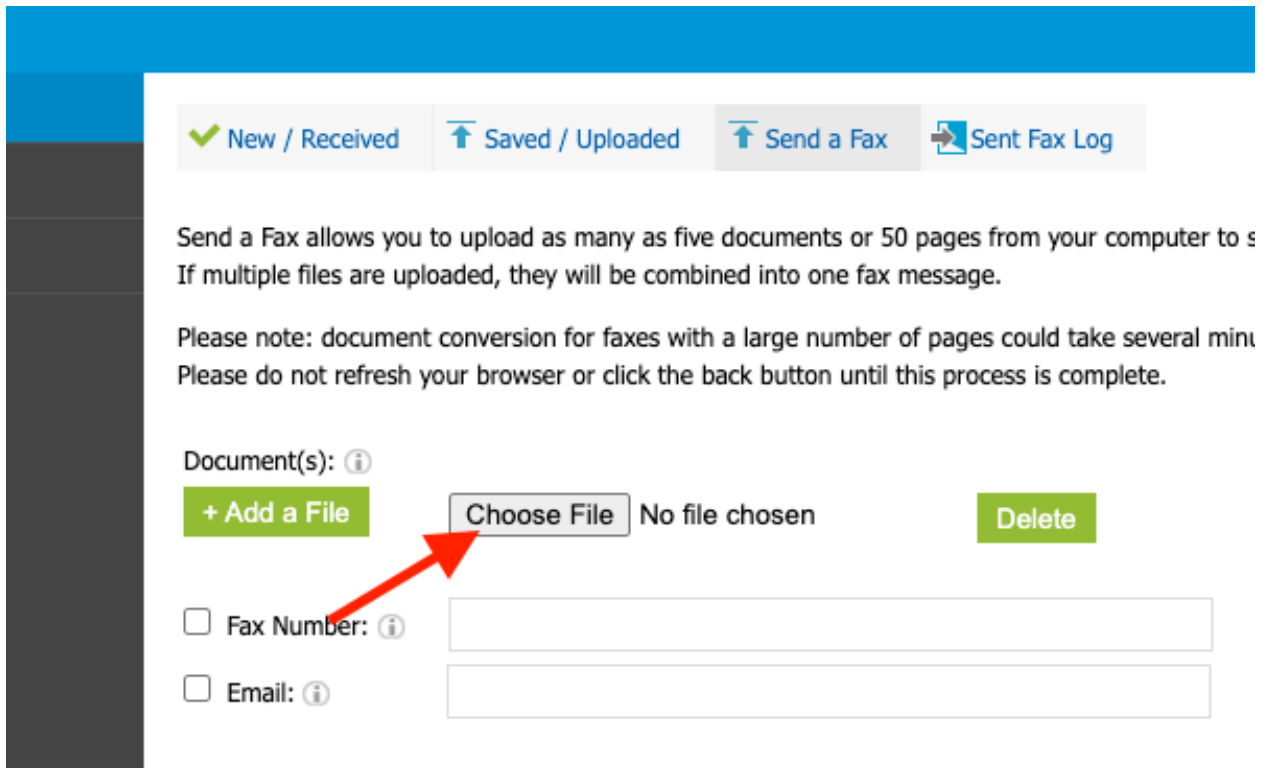
1. Go to cp.serverdata.net/voice and login with fax number and pin



2. Click "Send a Fax"

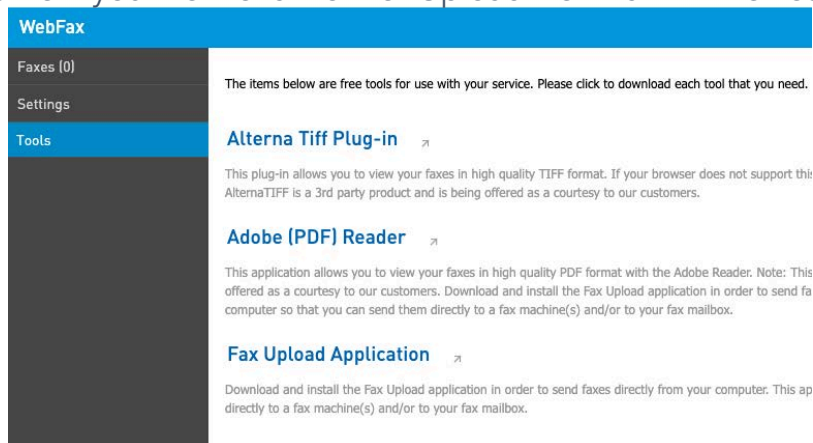


3. Click "Choose File" to upload the document you would like to fax. Click "Add a File" to add more documents if desired.



4. Fill out fax number and information then click Send.

An alternate way to send faxes is via an application you can install on your computer. Under "Tools" download and install the "Fax Upload Application". To fax, simply print the document you wish to fax to the "Upload New Fax" Printer. see below




Document(s): 

[+ Add a File](#)

[Choose File](#)

Baxter Coun...s Quote.pdf

[Delete](#)

Fax Number: 

Sender info

Name:

Phone:

Company:

Recipient info

Name:

Company:

Send fax coversheet including Subject and Message: Yes No

[View Coversheet Example](#)


Subject:

Message:

Add footer Yes No



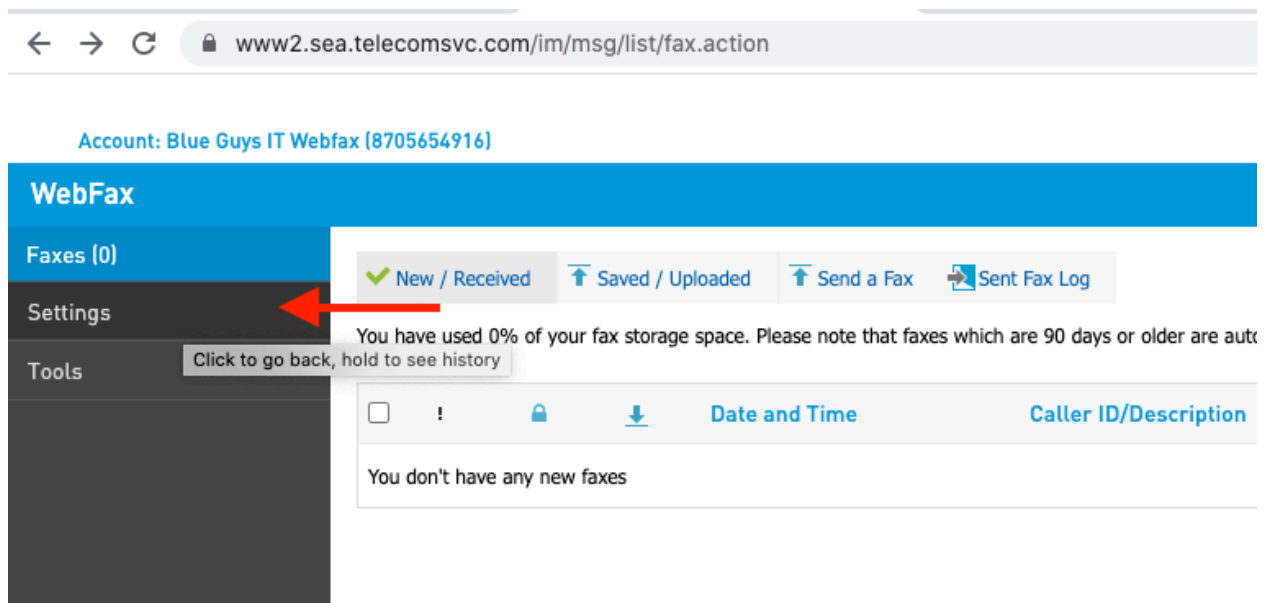
Email: 

Save a Copy: 

[Send](#)

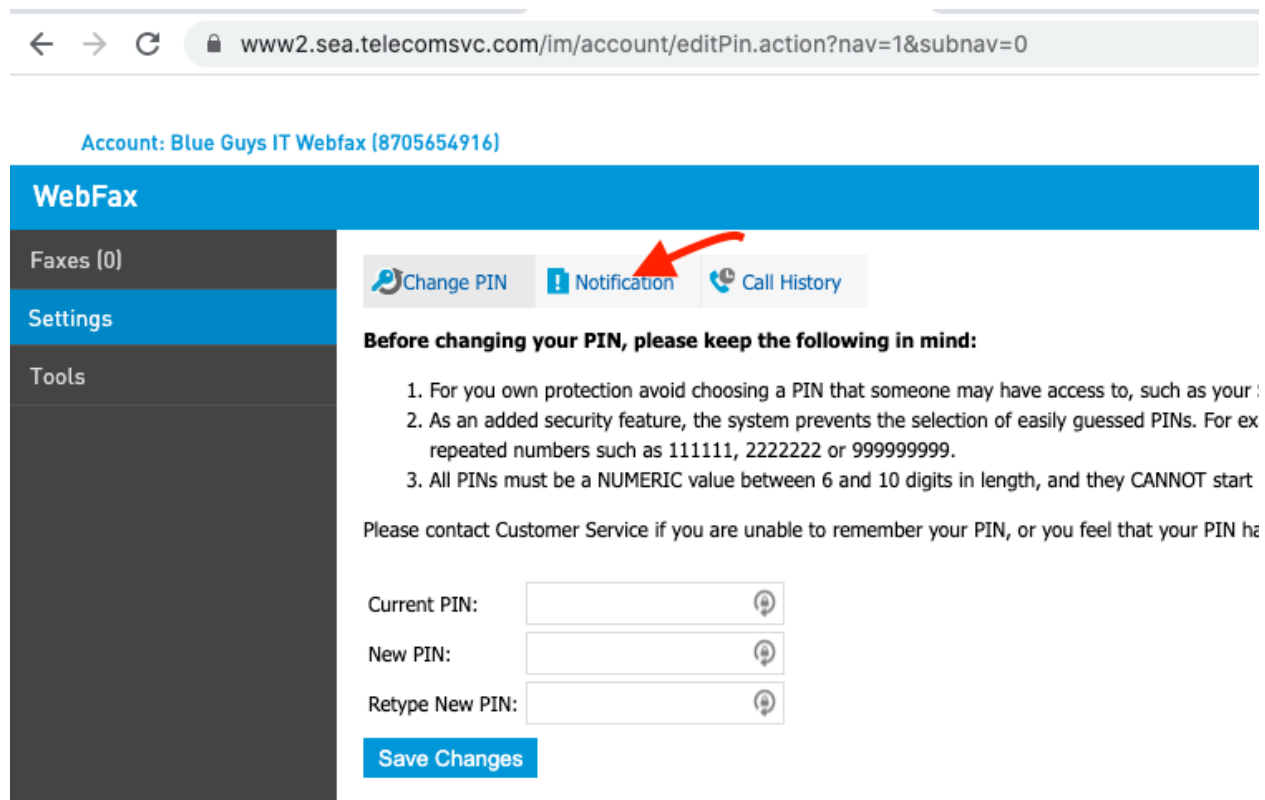
To receive faxes

1. Click on settings



The screenshot shows a web browser window with the URL www2.sea.telecomsvc.com/im/msg/list/fax.action. The page title is "Account: Blue Guys IT Webfax (8705654916)". The main header is "WebFax". On the left, there is a navigation menu with "Faxes (0)", "Settings", and "Tools". The "Settings" option is highlighted with a red arrow. The main content area shows a status bar with "New / Received", "Saved / Uploaded", "Send a Fax", and "Sent Fax Log". Below this, there is a message: "You have used 0% of your fax storage space. Please note that faxes which are 90 days or older are auto". A table header is visible with columns for "Date and Time" and "Caller ID/Description". The message "You don't have any new faxes" is displayed below the table.

2. Click on "Notification"



The screenshot shows a web browser window with the URL www2.sea.telecomsvc.com/im/account/editPin.action?nav=1&subnav=0. The page title is "Account: Blue Guys IT Webfax (8705654916)". The main header is "WebFax". On the left, there is a navigation menu with "Faxes (0)", "Settings", and "Tools". The "Settings" option is highlighted. The main content area shows a status bar with "Change PIN", "Notification", and "Call History". The "Notification" option is highlighted with a red arrow. Below this, there is a section titled "Before changing your PIN, please keep the following in mind:" followed by three numbered instructions: 1. For your own protection avoid choosing a PIN that someone may have access to, such as your phone number. 2. As an added security feature, the system prevents the selection of easily guessed PINs. For example, repeated numbers such as 111111, 222222 or 999999999. 3. All PINs must be a NUMERIC value between 6 and 10 digits in length, and they CANNOT start with 0. Below the instructions, there is a message: "Please contact Customer Service if you are unable to remember your PIN, or you feel that your PIN has been compromised." There are three input fields for "Current PIN:", "New PIN:", and "Retype New PIN:", each with a "Show/Hide" icon. A "Save Changes" button is located at the bottom.

3. Enter email address of the person(s) you would like to receive the fax. Make sure attach pdf is selected.


w2.sea.telecomsvc.com/im/account/editNotification.action?nav=1&subnav=1

Notification can send you an email alert message to any email address or email enable notification. By selecting the Include a link format, the email notification message will

Your email notification is currently **On** ▼

Email Addresses For Message Notification

Enter the email addresses that are to receive notification of new fax. Separate each ne including the semi-colons does not exceed 160.

jason@blueguysit.com 

Characters Remaining: 140
Examples: name@my-email.com;10-digitnumber@vtext.com

Test My Setting


Click the "Test My Setting" button above to verify your setup. You should receive an er

Text notifications will send an email that utilizes your cell phone carrier. To find the cor

- Please Select a Carrier - ▼

Fax Display Format

I understand that by selecting "Attach the fax as a .PDF in the email notification" or "I individually identifiable health information to person(s) listed in the email addresses as

- Attach the fax as a .PDF in the email notification  [Example](#)
- Keep a copy of my fax messages in my fax box
- Do not keep a copy of my fax messages in my fax box
- Include a link to the message in the email notification - [Example](#)
- Email notification WITHOUT attachment or link - [Example](#)
- Email notification with numeric codes only - [Example](#)

Notification Receipt Types

Select the type of message(s) you wish to be notified for:

- New Fax
- Sent Fax Delivered
- Sent Fax Failure

Save Changes