

WebFax Instructions

1. Go to cp.serverdata.net/fax and login with fax number and pin (you may need to add the 1 to the number)

My Voice Services

Phone Number
1(870) 565.4916

PIN

Remember me [Forgot your PIN?](#)

[Login](#)

2. Click "Send a Fax"

← → ↻ 🔒 www2.sea.telecomsvc.com/im/msg/list/fax.action

Account: Blue Guys IT Webfax (8705654916)

WebFax

Faxes (0)

Settings

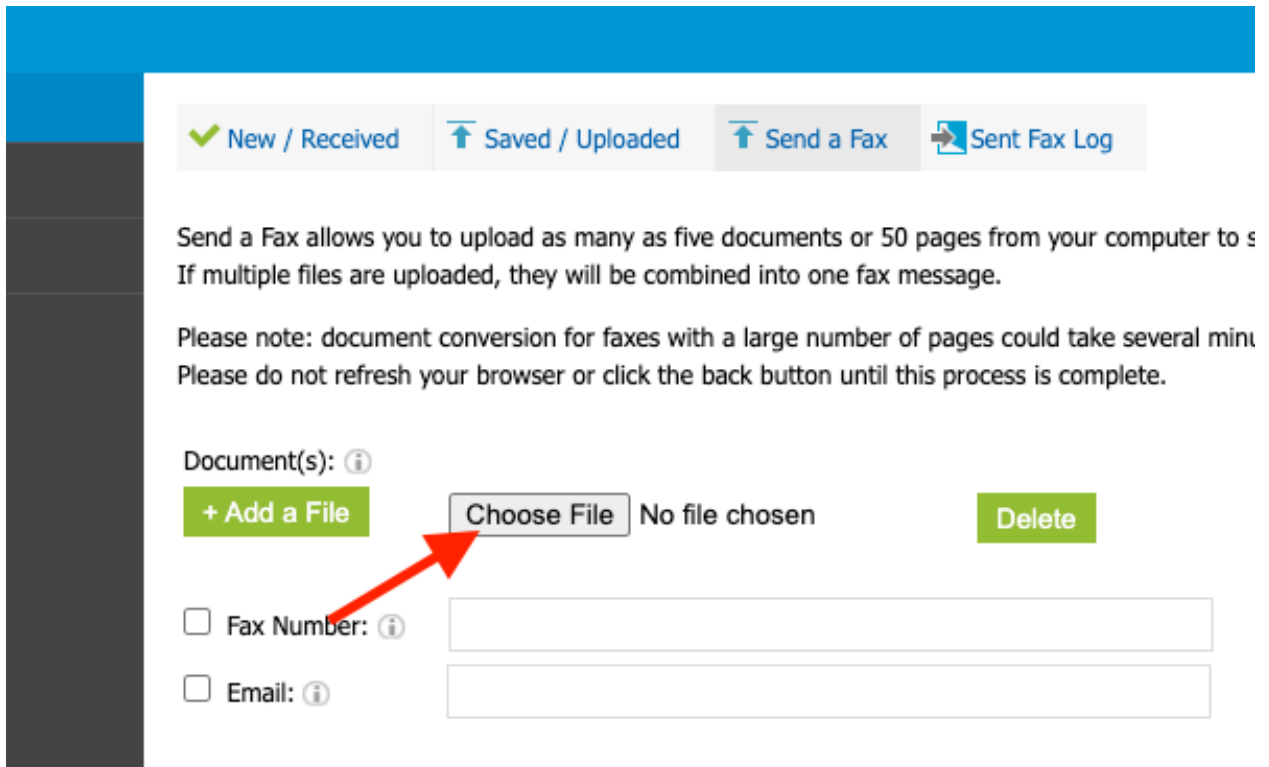
Tools

✓ New / Received ↑ Saved / Uploaded ↑ **Send a Fax** ➡ Sent Fax Log

You have used 0% of your fax storage space. Please note that faxes which are 90 days or older are automatically deleted.

<input type="checkbox"/>	!	🔒	↓	Date and Time	Caller ID/Description
You don't have any new faxes					

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



Send a Fax allows you to upload as many as five documents or 50 pages from your computer to s
If multiple files are uploaded, they will be combined into one fax message.

Please note: document conversion for faxes with a large number of pages could take several minutes.
Please do not refresh your browser or click the back button until this process is complete.

Document(s): ⓘ

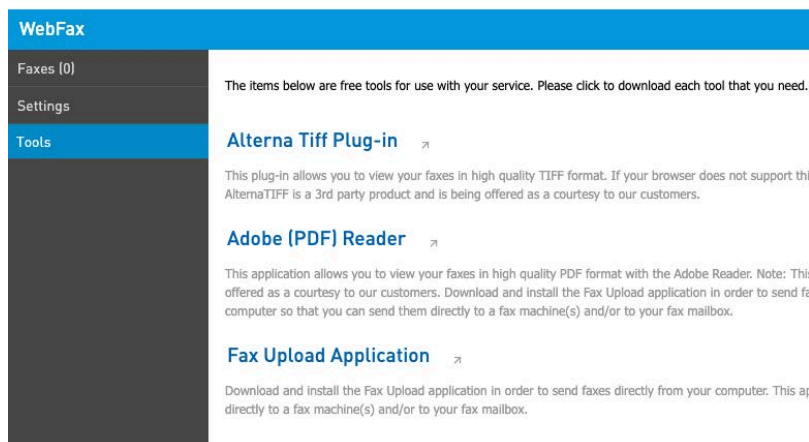
[+ Add a File](#) [Choose File](#) No file chosen [Delete](#)

Fax Number: ⓘ

Email: ⓘ

4. Fill out fax number and information then click Send. (see next page)

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". Make sure to add a 1 to your fax number when installing the application. To fax, simply print the document you wish to fax to the "Upload New Fax" Printer. see below



WebFax

Faxes (0)

Settings

Tools

The items below are free tools for use with your service. Please click to download each tool that you need.

[Alterna Tiff Plug-in](#) ↗


This plug-in allows you to view your faxes in high quality TIFF format. If your browser does not support this, AlternaTIFF is a 3rd party product and is being offered as a courtesy to our customers.

[Adobe \(PDF\) Reader](#) ↗

This application allows you to view your faxes in high quality PDF format with the Adobe Reader. Note: This is offered as a courtesy to our customers. Download and install the Fax Upload application in order to send faxes directly to a fax machine(s) and/or to your fax mailbox.

[Fax Upload Application](#) ↗

Download and install the Fax Upload application in order to send faxes directly from your computer. This application sends faxes directly to a fax machine(s) and/or to your fax mailbox.


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



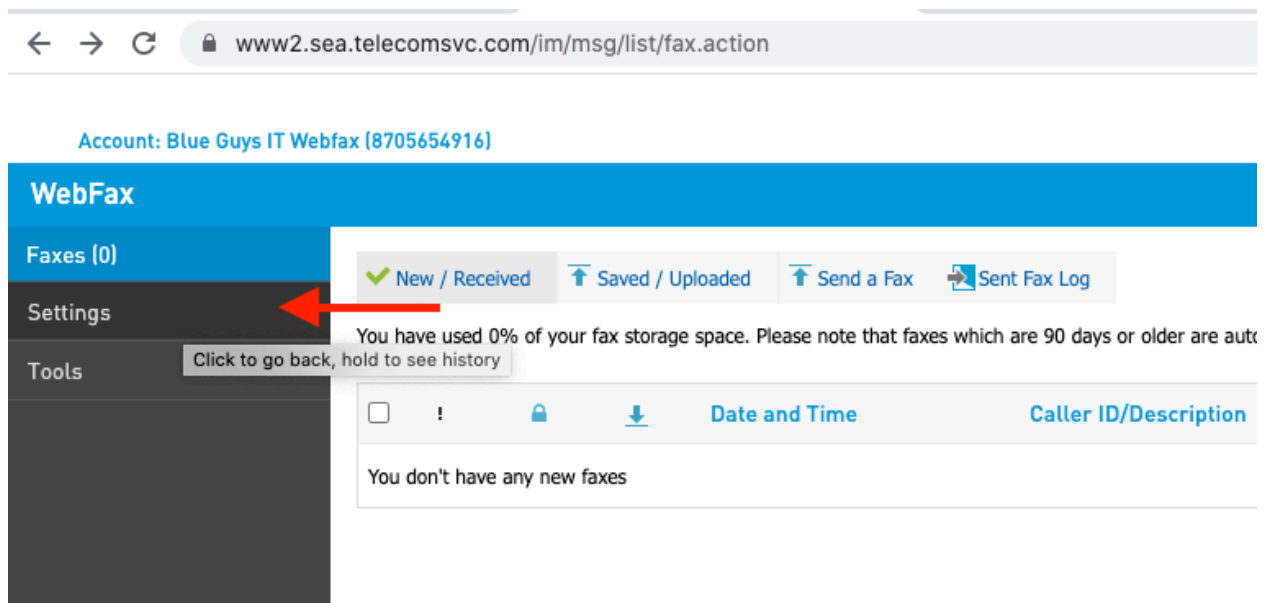
Email: 

Save a Copy: 

[Send](#)

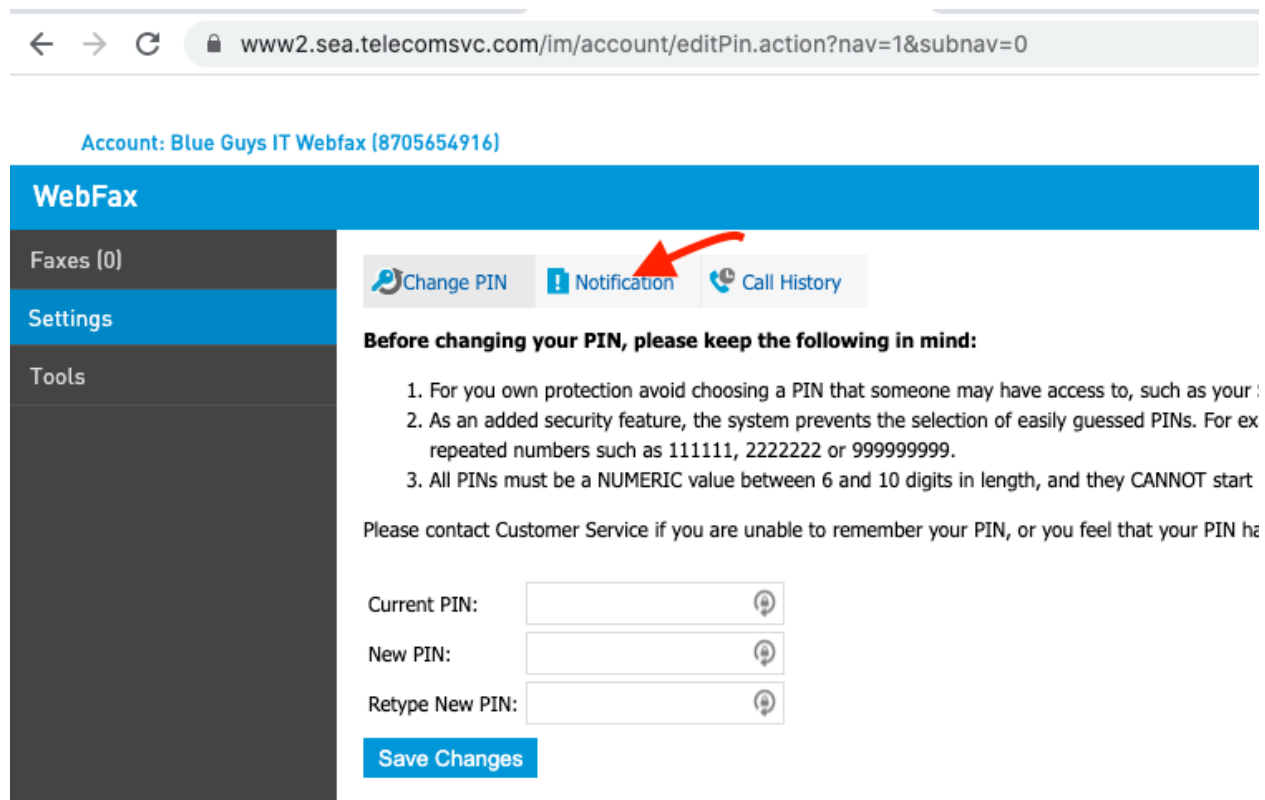
To receive faxes

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 with a red arrow. The main content area shows a status bar with "Change PIN", "Notification", and "Call History". Below this, there is a warning message: "Before changing your PIN, please keep the following in mind:". The warning message lists three points: 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 warning message, there is a form with three input fields: "Current PIN:", "New PIN:", and "Retype New PIN:". Each input field has a small icon to its right. Below the form, there is a "Save Changes" button.

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