Instant Fax Portal

Receiving Faxes

Inbound faxes will appear in the Fax Inbox and will be emailed to the email address of the PBX User.

Receiving Inbound Fax Notifications by Email

On the Voicemail tab of the user, select the notification method you wish to use, similar to the style you prefer for VoiceMail notifications.

Sending an Outbound Fax by Email

Using an email client like MS Outlook, you can send your fax to any 11-digit US number using the format *DID@instant-fax.com (eg.* 12033045246@instant-fax.com).

Sending Faxes through the Portal

1. Click the Send Fax button.

2. Choose the appropriate Cover Page option:

a. *None*
b. *Compose* - This option will allow you to enter text that will be sent as a cover page.
c. *File* - This option will allow you to choose a file which will be sent as a cover page. The system accepts the following files formats for the cover page: html; pdf; doc; docx; jpg; png; odt.

3. Choose a file to be faxed. The system accepts the following files formats for the fax document: html; pdf; doc; docx; jpg; png; odt.

4. Select the Caller ID number that you wish to appear on the outbound fax.

5. Enter the phone number of the fax recipient in the Phone Number field. The number entered should be 11 digits for a U.S. number or 011+destination for an International number.

6. Click the Send button

7. When the fax is accepted by the Fax Server, a notification message will be displayed.