

# LOGGING IN TO THE FAX PORTAL

- 1. Visit this link to access the portal <u>https://cp.intermedia.net/ControlPanel/Login?ClientType=Voice</u>
- 2. Enter your 1 + your fax number = 1XXX
- 3. Enter Default PIN [provided by NATG]

**Suggestion**: Bookmarking this page link as this will be how you send/receive faxes

## **TO SEND FAXES**

- 1. Log in to your web fax
- 2. Select Faxes
- 3. Select Send a Fax
- Upload the document(s) you would like to fax out by either clicking the Choose File button or if you need to select multiple files, click
   +Add a File and select files

	✓ New / Received TSeved / University TSend a Fax Send Fax Log
	Send a Fax allows you to upload as many as five documents or 50 pages from your computer to send as a fax message to the destination(s) of your choic 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 to complete. Please do not refresh your browser or click the back button until this process is complete.
$\rightarrow$	Document(s): ③ + Add a File Choose File No file chosen Delete
	Fax Number: ①
	Email: ()
	Para d

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For admins

og in to manage individual voice se umbers, Internet faxing and more

Phone number (or admin login)

PIN (or admin password)

Remember me

For users

Voice services

0

Forgot PIN?

5. Type in the number and/or the email you are going to send the fax. A fax can be sent to multiple emails/numbers, separate recipient's emails/numbers with a semicolon when filling this field;

- a. If you are sending this fax to a certain number, fill in the Sender info and choose if you would like to attach a coversheet and a footer to the document, and if so, fill in the corresponding fields
- b. If you are sending this fax to an email, select email, fill in the reply-to-email field with an email address, and, optionally, type in a Subject and a message that would get attached to the fax. Then, select the delivery method: Link the fax message will be sent as a URL from which the fax document can be downloaded; Attachment PDF the fax message will be sent as an attachment to an email. Any document you send this way will be converted into PDF format

🖞 Fax Number: 🕡	4258451234	<b></b>			
Sender info					
Name:	John Doe				
Phone:	2063451234				
Company:	Acme Testing				
Recipient info					
Name:	Mike Jones				
Company:	Ace Staffing				
Send fax coversheet including Subject and Message: $\textcircled{O}$ Yes $\bigcirc$ No View Coversheet Example					
Subject:	Business proposal				
Message:	Mike, please see the attached proposal.				
Add footer 🖲 Yes	O No				
	Confidential				
Email: 🛈					
] Save a Copy: ①					
Save a Copy: 🔅					

ax number.		
Email: 🛞	john@yourdomain.com	
The docum	ent will be sent from a system address. Please enter a "Reply-To	Email" below to ensure replies to this document will reach y
Reply-To-Email:	mike@yourdomain.com	
Delivery Method:	O Link Attachment - PDF	
Subject:	Proposal	
Message:	Mke, please see the attached proposal and supporting information.	
	a	



#### SETTING UP FAX NOTIFICATIONS

- 1. Log in to the fax portal
- 2. Click Settings
- 3. Click on the "Notifications" tab at the top
- 4. In the "Email addresses for message notifications" you can enter as many email addresses as you'd like. Separate emails with a semicollen. These email addresses will receive faxes.
- 5. Save Changes

Faxes (7)	Change PIN INDUffication
Settings	Notification can send you an email alert message to any email address or email enabled wireless device when you receive a new fax message. You may enter multiple email addresses for message
	notification. By selecting the Include a link format, the email notification message will contain a link to the new fax.
	Your email notification is currently On V
	Email Addresses For Message Notification
	Enter the email addresses that are to receive notification of new fax. Separate each new entry with a semi-colon. Enter as many email addresses as you wish, providing the total number of characters including the semi-colons does not exceed 160.
	service@natgisit.ca
	Characters Remaining: 141 Example: name@my-email.com
	Test My Setting
	Click the "Test My Setting" button above to verify your setup. You should receive an email notification after a short delay
	Fax Display Format
	I understand that by selecting "Attach the fax as a .PDF in the email notification" or "Include a link to the message in the email notification", I authorize the use or disclosure of my sensitive and/or individually identifiable health information to person(s) listed in the email addresses as noted in this form.
	Attach the fax as a _PDF in the email notification - Example     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:
	<ul> <li>New Fax</li> <li>Sent Fax Delivered</li> <li>Sent Fax Failure</li> </ul>
	Save Changes

### CHANGING YOUR PIN

- 1. Log in to the fax portal
- 2. Click Settings
- 3. Click Change PIN

Faxes (7)	Change PIN Notification	
Settings	Before changing your PIN, please keep the following in mind:	
	<ol> <li>For you own protection avoid choosing a PIN that someone may have access to, such as your Social Security number or birthday.</li> <li>As an added security feature, the system prevents the selection of easily guessed PINs. For example, it will not accept a PIN that is a recognized pattern such as 123456, 654321, or a string of repeated numbers such as 111111, 2222222 or 999999999.</li> <li>All PINs must be a NUMERIC value between 6 and 10 digits in length, and they CANNOT start with a 0.</li> <li>Please contact Customer Service if you are unable to remember your PIN or you feel that your PIN has been compromised. You may also change your PIN at any time by using your phone interface.</li> </ol>	
	Current PIN: New PIN: Retype New PIN: Save Changes	



# **FAX LIMITATIONS**

Fax calls are very sensitive to connectivity issues and large faxes require a long and flawless connection to be established between the sender and the recipient. It is recommended to keep faxes short so they can be sent out quickly. Apart from that, Online Fax has the following limitations:

- Up to 5 documents can be sent as a fax message at one time;
- A fax can be up to 50 pages long, meaning that even if you are sending multiple documents they should sum up to 50 pages maximum;
- A fax can be sent up to 100 emails and/or numbers;

