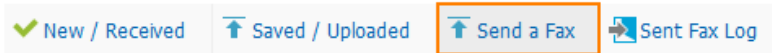


To send a fax via online interface, follow these steps:

1. Log into your WebFax by navigating to <https://fax.univerge.blue/login/>
2. Use your fax number (for example +**12042572106**) in the Phone Number field and use **xxxxxxx** as your PIN
3. Navigate to **Send a Fax** tab;



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 choice. 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.

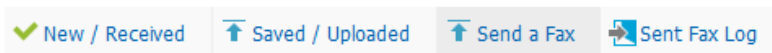
Document(s): ⓘ

No file selected.

Fax Number: ⓘ

Email: ⓘ

4. Upload the document(s) you would like to fax out by either clicking the **Browse** button and selecting it or by dragging it from the file explorer onto this button. If you need to send multiple documents, click **+Add a File** button;



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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.

Document(s): ⓘ

No file selected.

Fax Number: ⓘ

Email: ⓘ

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

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: ⓘ

Document Name

If you select this checkbox, a copy of the fax will be saved in your account and can be accessed via the Saved / Uploaded tab.

- If you are sending this fax to an 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: ⓘ

Email: ⓘ

i The document will be sent from a system address. Please enter a "Reply-To-Email" below to ensure replies to this document will reach you.

Reply-To-Email:

Delivery Method: Link
 Attachment - PDF

Subject:

Message:

Save a Copy: ⓘ

6. Optionally, check **Save Copy** checkbox if you would like to store a copy of your fax message in Control Panel;

Save a Copy: ⓘ

Document Name: ⓘ

7. Click **Send**.

Note: Webfax will attempt sending 3 times, separated with an interval of 5 minutes. If after the 3rd try, the fax is not successfully sent, it will be marked as delivery attempt unsuccessful.

Online 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;
- Supported attachments are the following: .abw, .art, .arw, .avs, .bmp, .cin, .crw, .csv, .dcx, .doc, .docx, .eps, .fax, .gif, .gs, .html, .jpeg, .jpg, .key, .lwp, .numbers, .odg, .odp, .ods, .odt, .otp, .ots, .ott, .pages, .pcd, .pcx, .pdf, .png, .pps, .ppsx, .ppt, .pptx, .psd, .rtf, .sdc, .svg, .tex, .txt, .vsd, .wpd, .wps, .xls, .xlsx, .xlt.