TalkAnywhere Fax User Guide

If you need further assistance, please reach out to us at support@talkanywhere.com. Once we receive your request one of our representatives will get back to you as soon as possible to help you with any of your phone system needs.

Fax User Guide

Contents

Fax User Guide

Overview

The purpose of this document is to help walk you through the features and functions of the TalkAnywhere Faxing Portal.

We're here to help! If you have any questions about the functionality please reach out to us at support@cyberlynk.net.

Compatible Documents that can be Faxed

File types that are compatible with the TalkAnywhere faxing feature:

.html, .pdf, .doc, .docx, .jpg, .png, .tif, .odt, .txt

At this time, if the file type is not listed it is not a file type that can be faxed but we would like to know ones you would like to be considered in future updates. Please forward to us the file type you would like to be able to fax.
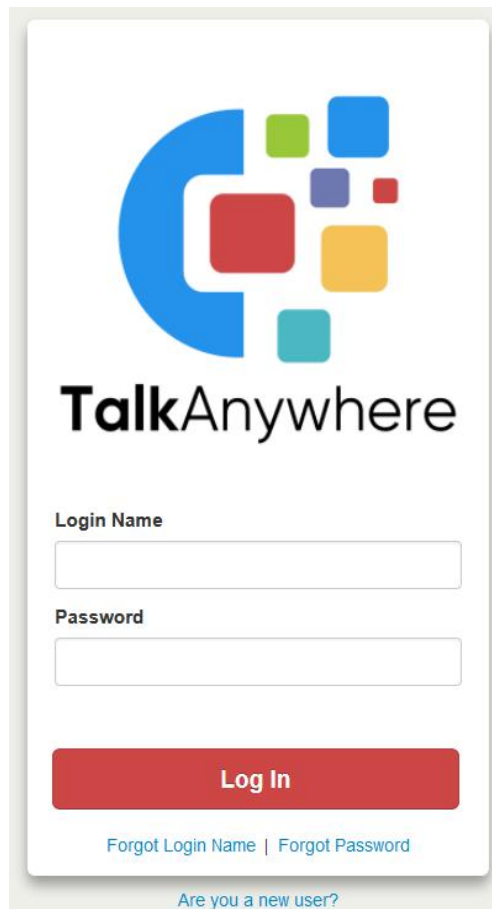
Logging in to the TalkAnywhere Portal

Accessing the Portal

In order to access the TalkAnywhere portal, open a web browser and enter https://portal.talkanywhere.net.

Logging in to the Portal

Enter the credentials that were provided to you through email. After entering your credentials, you are taken to the homepage of your account.
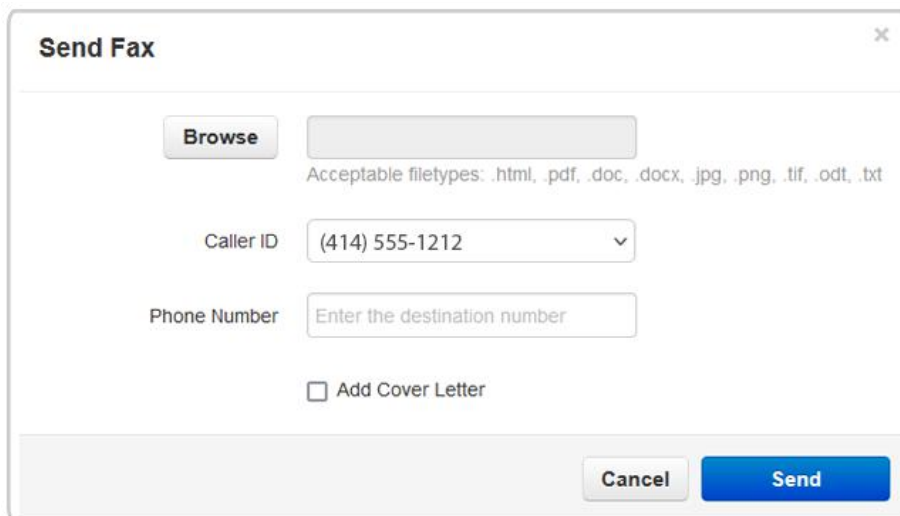
On the home screen you will then select the fax icon at the top of the screen to send or receive faxes.

Sending a Fax

Initiating the fax

- Select the Fax icon on top of the screen
- Select the red Send Fax button located in the top right corner of the portal
- A Send Fax pop-up will generate in the portal

- **Browse:** Press Browse and select the document you wish to fax
- **Caller ID:** If you have more than one fax number, select the caller ID of the fax from the dropdown menu
- **Phone Number:** Enter the 10-digit fax number you wish to send to
- **Add Cover Letter:** Select the checkbox and a window will appear. Fill in the fields to prepend the fax with a cover letter

Sent Folder

To verify that the fax has been sent you will want to access the Sent folder

- In the top left corner of the portal, select Sent from the drop down menu
- You will then be brought to the Sent box which will provide the following information/options:

    - Download the fax
    - Preview the fax
    - See the To and From fax numbers
    - The date
    - The number of pages
    - Delete the fax
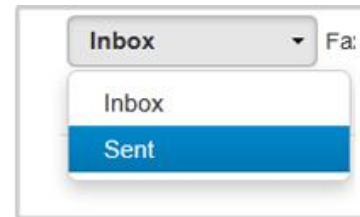
Receiving a Fax

Inbox Folder

After you receive an email indicating that you have received a fax you can view it by accessing the Inbox folder.

- In the top left corner of the portal, select Inbox from the drop down menu
- You will be able to see and do the following:

    - Download the fax
    - Preview the fax
    - See the To and From fax numbers
    - The date
    - The number of pages
    - Delete the fax