



## TalkAnywhere Fax User Guide



*If you need further assistance, please reach out to us at [support@talkanywhere.com](mailto: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.*

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## 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](mailto: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.

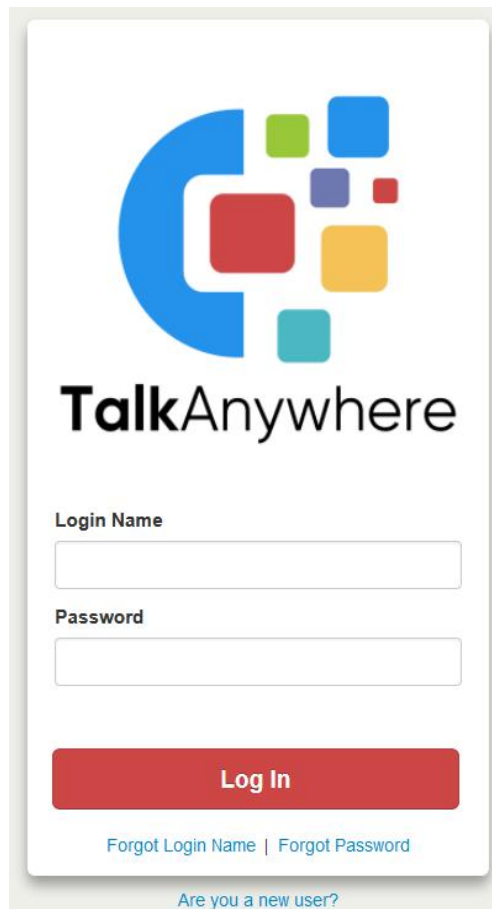
## Logging in to the TalkAnywhere Portal

### 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.



The screenshot shows the TalkAnywhere login page. At the top is the TalkAnywhere logo, which consists of a large blue 'C' shape on the left and a cluster of smaller colored squares (green, blue, red, purple, yellow, teal) on the right. Below the logo is the text 'TalkAnywhere'. Underneath are two input fields: 'Login Name' and 'Password'. Below these fields is a red 'Log In' button. At the bottom of the form, there are two links: 'Forgot Login Name' and 'Forgot Password'. Below the form area, there is a link that says 'Are you a new user?'.

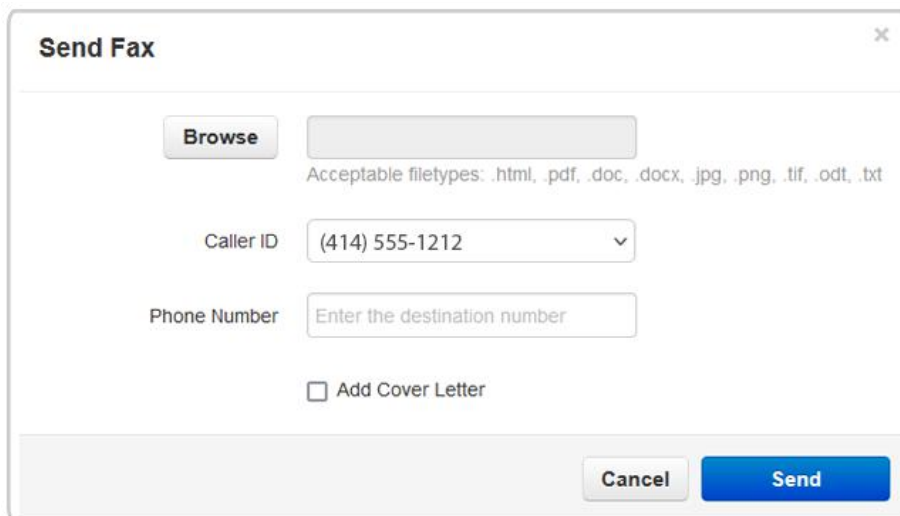


On the home screen you will then select the fax icon at the top of the screen to send or receive faxes.

## 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




The 'Send Fax' pop-up form contains the following fields and options:

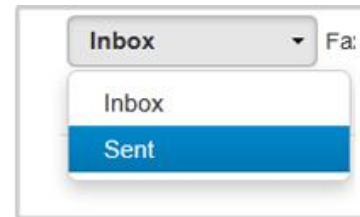
- Browse** button next to a file selection input field. Below it, text reads: 'Acceptable filetypes: .html, .pdf, .doc, .docx, .jpg, .png, .tif, .odt, .txt'.
- Caller ID** dropdown menu with '(414) 555-1212' selected.
- Phone Number** input field with the placeholder text 'Enter the destination number'.
- Add Cover Letter** checkbox.
- Cancel** and **Send** buttons at the bottom right.

- **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 