

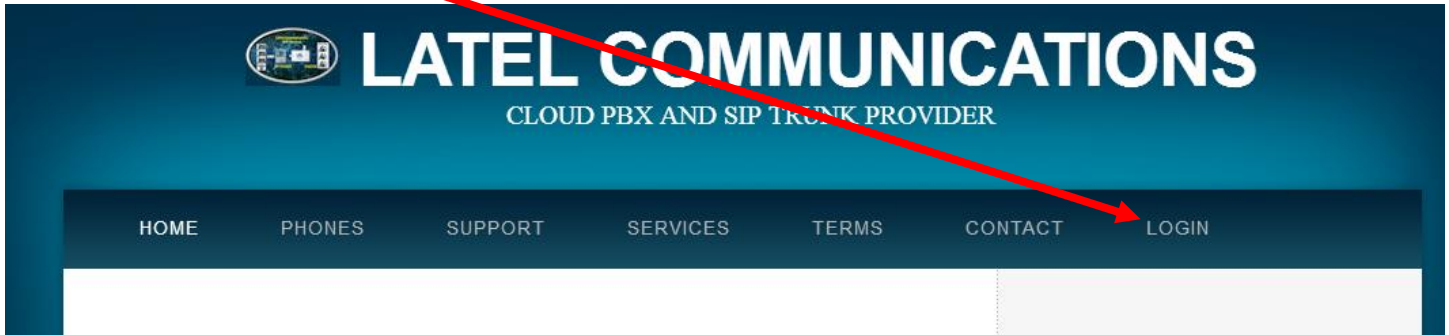
WEBFAX INSTRUCTIONS

(417) 532-9819

Go to

<http://www.latelcommunications.com>

click on the LOGIN button



You will be brought to a login page

Type in your username and password and the security phrase as requested

Your username	
Password	
Passphrase	

LaTel Communications Inc. Login

User Name:

Password:

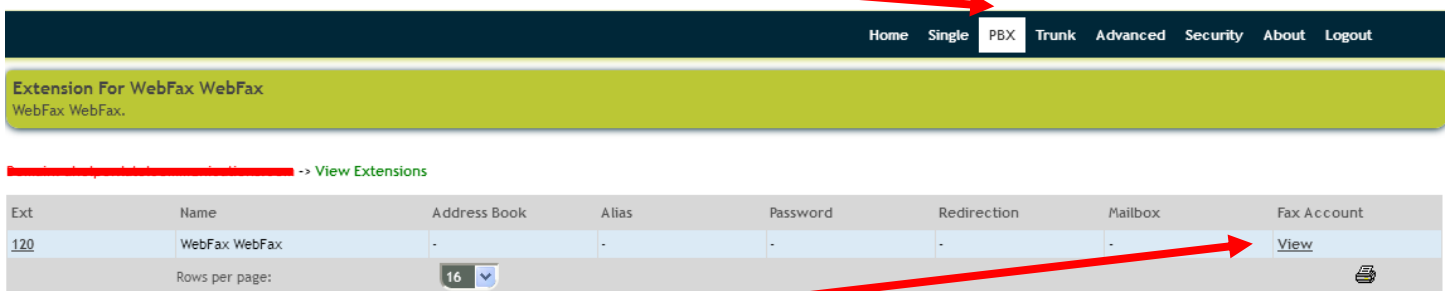
ADVANCED SECURITY - 2nd Stage Security, Security Phrase Checks

Enter letter 1 of your security phrase:

Enter letter 6 of your security phrase:

Enable Cookies before continuing

Once logged in click on the **PBX** Tab



Now click on the view tab

From here you can send a fax, configure your fax information, review sent and received faxes

[Back](#)

[Configure Fax Settings](#)
[Send a New Fax](#)

Search Date: APR 2020

Please Note: Faxes stored for more than 90 days will be automatically deleted

Date	Count	File Size	Faxes	Daily Archive
No Faxes				

Rows per page: 16

TO SEND A FAX

Click the **“Send a New Fax”** link

1. A window will open to configure outgoing fax information.
 - Up to 3 attachments can be uploaded. Attachments can not exceed 2MB
 - The recipient fax number must be entered with the full 11 digits 1xxxxxxx and no special characters
 - Once recipient information is entered, select to send fax. User(s) should NOT navigate away from the page while fax is submitting.

Send a Fax

Include Cover Page:	<input type="button" value="Include Cover Page"/>
Recipient Fax Number:	<input type="text" value="14175884258"/>
To:	<input type="text" value="Lebanon Phone Center & Alarm Inc."/>
From:	<input type="text" value="Latel Communications"/>
Subject:	<input type="text" value="FAX instructions"/>
Message:	<p>you can type a message here</p> <p>or you attach a file to be sent, • Up to 3 attachments can be uploaded. Attachments can not exceed 2MB• Once recipient information is entered, select submit to send fax. User(s) should NOT navigate away from the page while fax is submitting.</p>
Supported Attachments: pdf, txt, tif	
File Attachment 1:	<input type="button" value="Browse..."/> End User Fax Reference Guide 2019.pdf
File Attachment 2:	<input type="button" value="Browse..."/> No file selected.
File Attachment 3:	<input type="button" value="Browse..."/> No file selected.

E-FAX Email to Fax:

IMPORTANT: User must send from the email account on record.

Send email to *FAX_NUMBER@fxrelay.com*. The *FAX_NUMBER* is the recipient's fax number.

FAX_NUMBER shall be 11 digits for all calls, local or long distance.

Example 14175884258@fxrelay.com

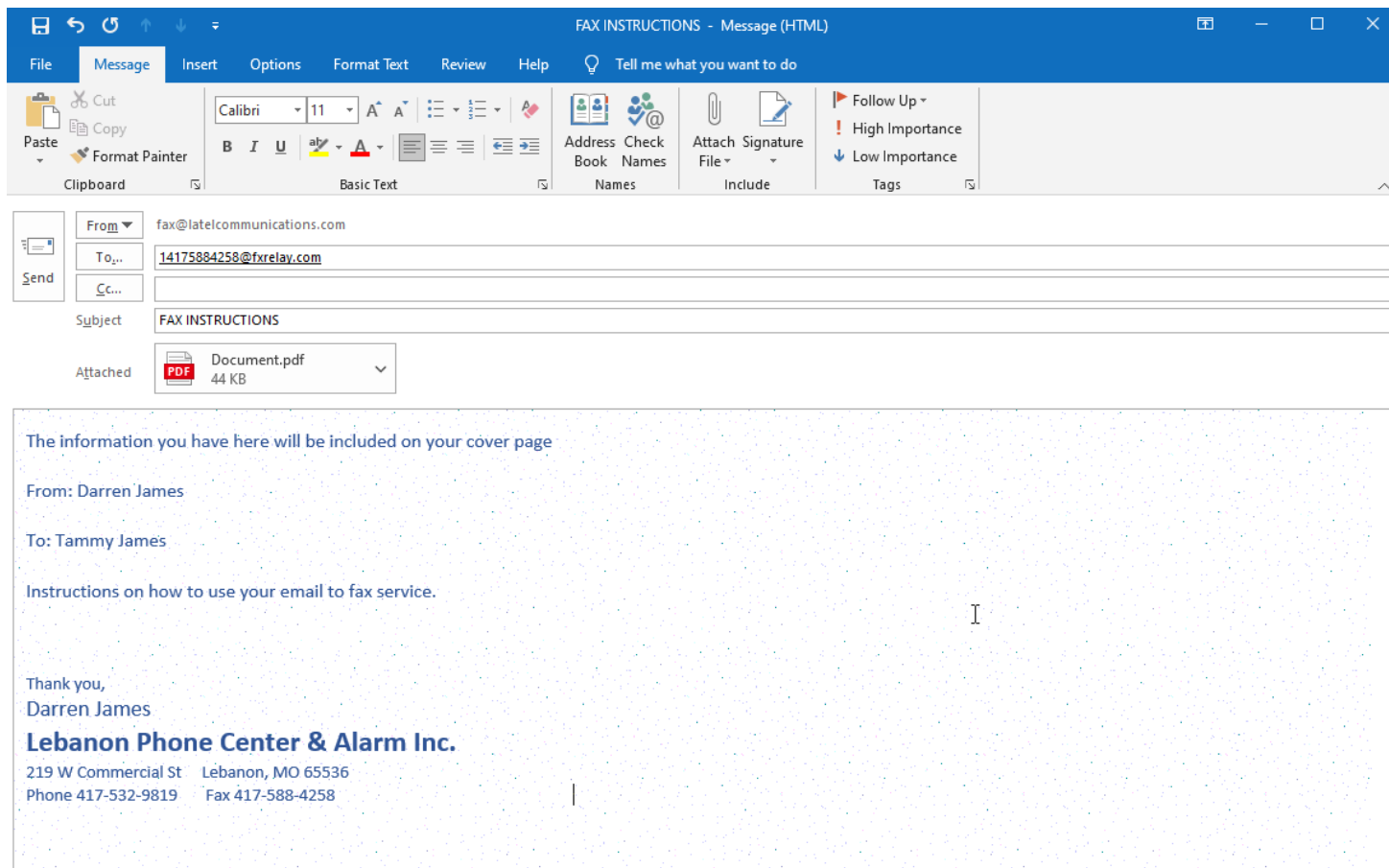
To include a cover page, set the subject and/or body of the email with information about the fax transmission and a cover page will be automatically created for you.

To add documents to the transmission, simply attach supported files to the email and they will be included as part of the fax message.

Supported file formats are pdf, tiff and txt.

Fax messages initiated via email will be available in the fax history along with any other fax messages sent or received. Status, download and preview options are available.

Fax sent with Outlook email client



The screenshot shows the Microsoft Outlook interface for composing an email. The title bar reads "FAX INSTRUCTIONS - Message (HTML)". The ribbon includes "File", "Message", "Insert", "Options", "Format Text", "Review", and "Help". The "Message" ribbon is active, showing options for "Clipboard" (Paste, Copy, Format Painter), "Basic Text" (font face: Calibri, size: 11, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink), "Names" (Address Book, Check Names), "Include" (Attach File, Signature), and "Tags" (Follow Up, High Importance, Low Importance).

The email fields are as follows:

- From:** fax@latelcommunications.com
- To:** 14175884258@fxrelay.com
- Subject:** FAX INSTRUCTIONS
- Attached:** Document.pdf (44 KB)

The body of the email contains the following text:

The information you have here will be included on your cover page

From: Darren James

To: Tammy James

Instructions on how to use your email to fax service.

Thank you,
Darren James

Lebanon Phone Center & Alarm Inc.
219 W Commercial St Lebanon, MO 65536
Phone 417-532-9819 Fax 417-588-4258

Can be sent from a Web email client the same way.