WEBFAX INSTRUCTIONS   (417) 532-9819

Go to
http://www.latelcommunications.com

click on the LOGIN button
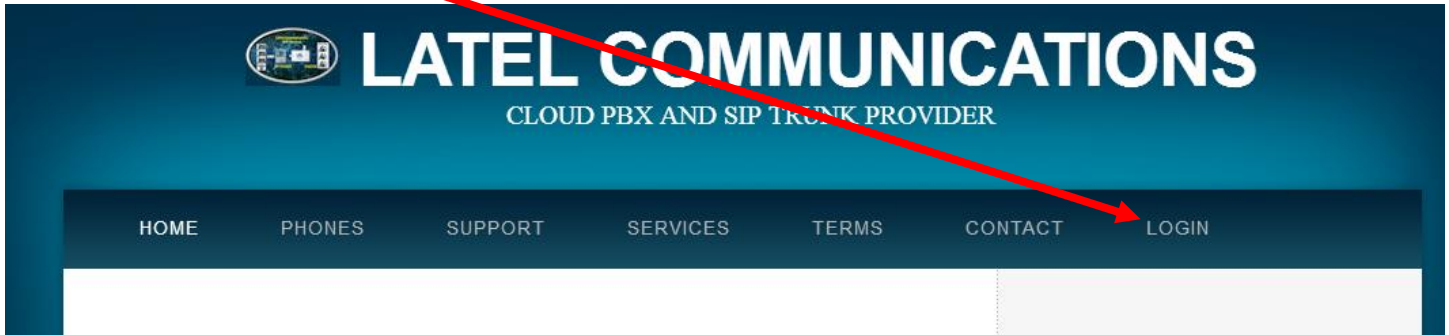
Your will be brought to a login page

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

Your username	
Password	
Passphrase	

Once logged in click on the **PBX** Tab
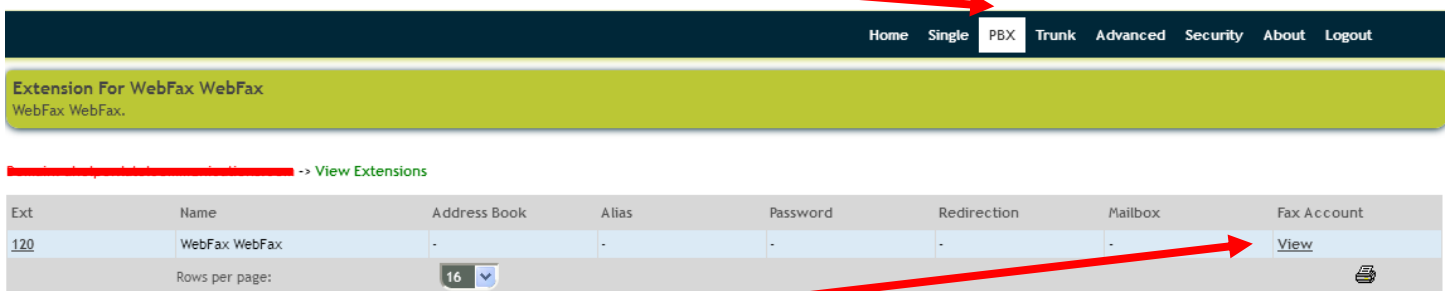
Now click on the view tab

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 [v] 2020 [v]   Search

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 [v]			

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 1xxxxxxxxxx and no special characters

   - Once recipient information is entered, select **Submit** to send fax. User(s) should NOT navigate away from the page while fax is submitting.

Send a Fax

Include Cover Page:	Include Cover Page [v]
Recipient Fax Number:	14175884258
To:	Lebanon Phone Center & Alarm Inc.
From:	Latel Communications
Subject:	FAX instructions
Message:	you can type a message here 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.

Supported Attachments: pdf, txt, tif

File Attachment 1:	Browse... End User Fax Reference Guide 2019.pdf
File Attachment 2:	Browse... No file selected.
File Attachment 3:	Browse... No file selected.

Submit

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.
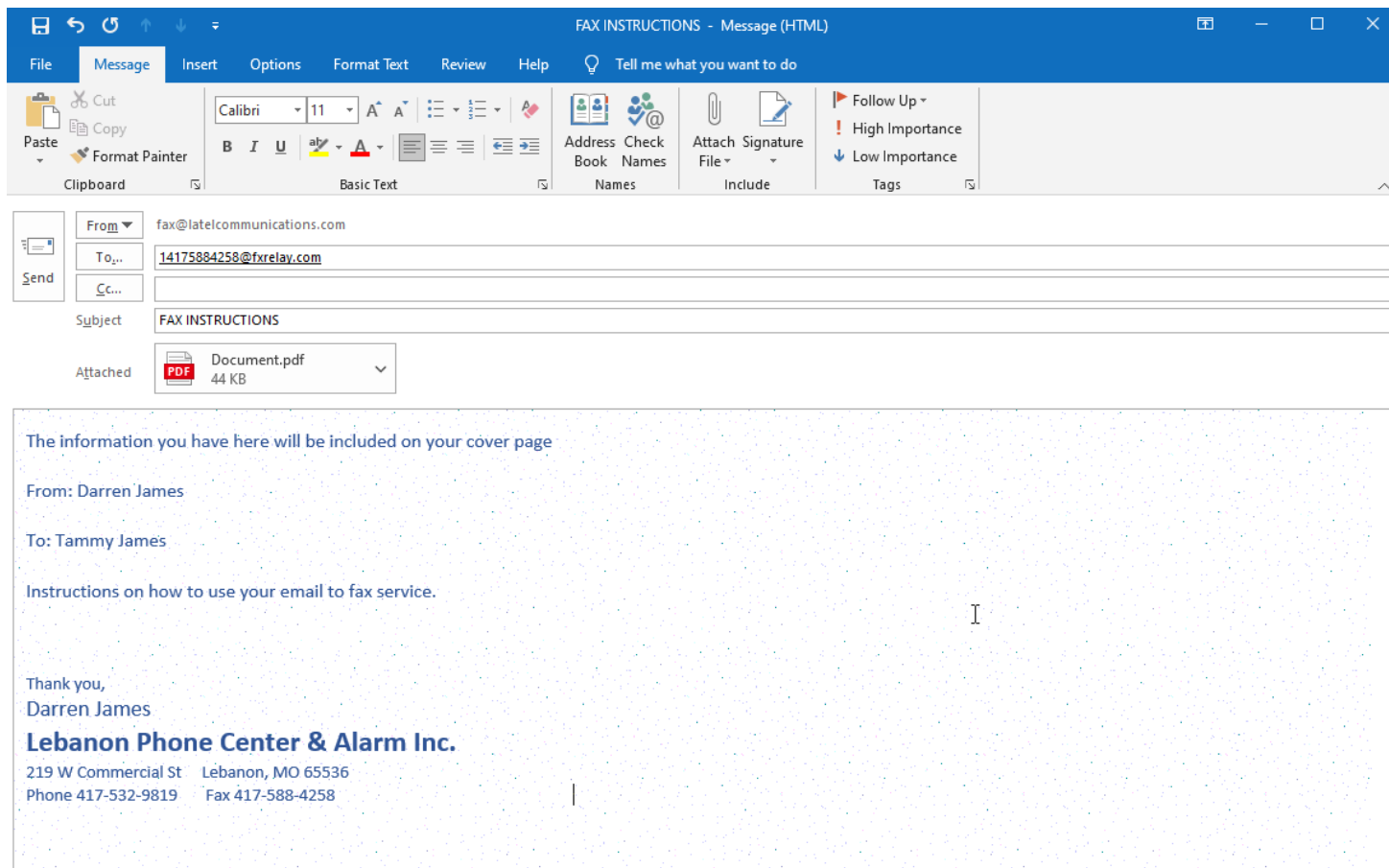 *Example*   14175884258@fxrelay.com

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

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