



BUSINESS CLOUD FAX

QUICK REFERENCE GUIDE

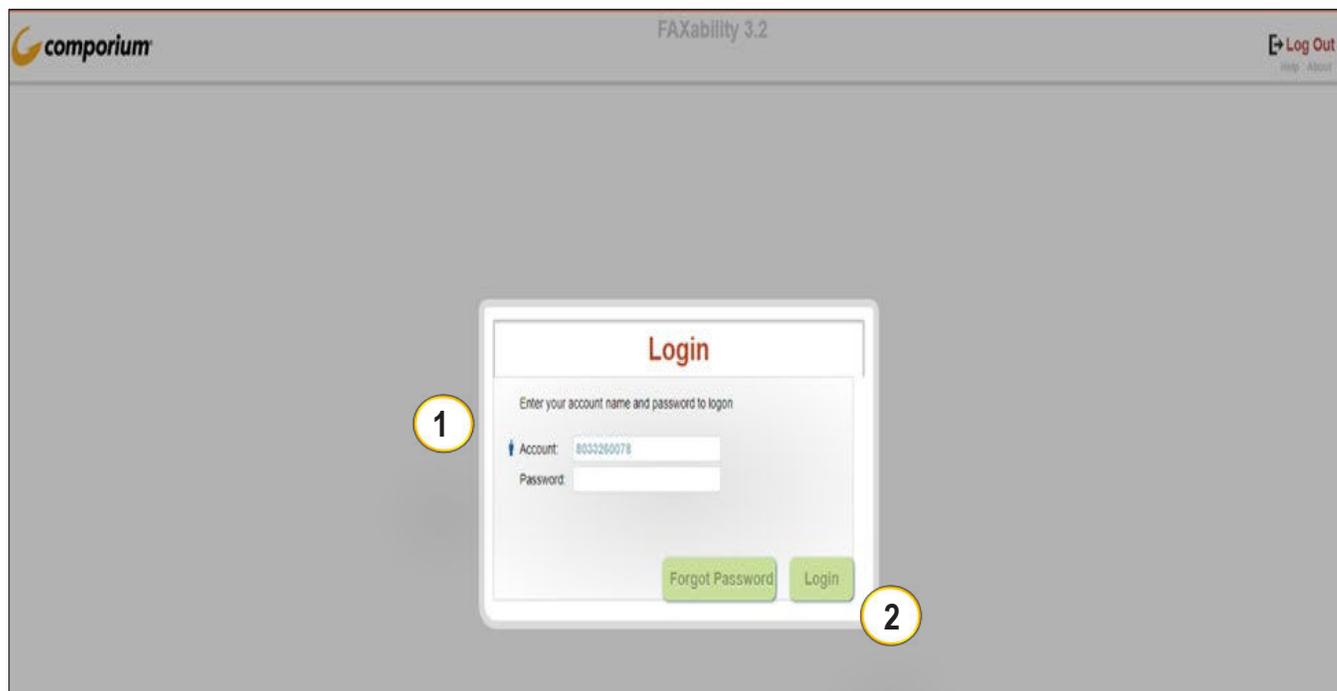
LOGGING INTO THE PORTAL

Before accessing the Cloud Fax service, you will need a few pieces of information:

- The URL for the Call Recording Portal.
<https://myfax.comporium.com/faxability/app.html>
- Your Account (phone number) and password provided by your administrator.

Browse to the provided URL. At the login screen enter your Account (10-digit phone number) and click “Login”.

- 1 Enter Account and password
- 2 Click “Login”



OUTBOUND FAXING

Logging into the portal automatically opens the “Send Fax” page. This will allow you to upload a document to fax. Types are restricted to .doc, .xls, .xlsx, .ppt, .pptx, .pdf, .htm, *html and .tif.



The screenshot shows the 'SEND FAX' interface in the Comporium FAXability 3.1 portal. The interface includes a header with the Comporium logo and 'FAXability 3.1' text. A 'Log Out' button is in the top right. Below the header, there's a 'SEND FAX' section with a 'From:' field (1), a 'Recipients(0)' field (2), and 'Contacts' and 'Add Recipient' buttons (4). The 'Additional Information' section has 'Name' (3) and 'Company' fields. The 'Subject:' field (5) is below. A toolbar (6) contains icons for document upload, deletion, and other actions. 'FAX' (7) and 'COVER' buttons are also present. A 'Send Fax' button (8) is at the bottom right.

1. Enter Sender’s Name
2. Enter Recipient’s Fax Number here or select **Contacts** button.
3. Recipient Name and Company are optional.
4. To add additional recipients, click on the **Add Recipients** button.
5. Add **Subject** here.
6. Click on the paperclip to add document to be faxed.
7. If you want to add a cover page, click on **Cover**, and enter notes.
8. When all information is added, click on **Send Fax**.

STORING CONTACTS

When clicking on the contacts button, you will get a select fax recipient page. Use this page to add or delete contact information.

A screenshot of the 'Select Fax Recipients' web interface. The interface has a light blue header with the title 'Select Fax Recipients' and a close button (X) in the top right. Below the header is a search bar (callout 1), a dropdown menu for 'All Fields', a 'Refresh' button, and a 'Contacts:' dropdown set to 'Private'. A table with columns 'Full Name', 'Company', 'Fax Number', and 'Email' is shown. The first row is highlighted in grey and contains a checkbox for 'Provisioning', the company name 'Comporium', and the fax number '8647073913'. Below the table are five buttons: 'New' (callout 2), 'Edit' (callout 3), 'Delete' (callout 4), 'Import' (callout 5), and 'Export' (callout 6). A large green 'OK' button is located at the bottom right of the interface.

1. Use the search bar to search for existing contacts.
2. Click on the **New** button to add new contacts.
3. Highlight existing contact and click on **Edit** to change information.
4. Click the **Delete** button to remove a contact.
5. Click on **Import** to use .csv file to upload a list of contacts.
6. **Export** button allows you to export all contacts to .csv file.



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