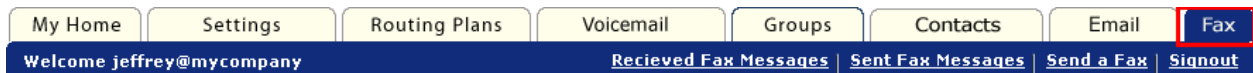


## WS DIGITAL FAX

The WorldSmart Digital Fax feature is a next generation fax that allows you to send and receive faxes right from your dashboard. With this feature enabled in your service plan, you can view, send and receive fax messages right from your dashboard.

With the introduction of WS-Digital Fax feature, a new tab is '**Fax**' is introduced in your personal dashboard, as displayed in the following image:





***Please note:** The Fax tab will be enabled only if you have the WS-Digital Fax feature in your service plan. If you are unable to access the Fax page, please contact the account administrator.*

By default, this page displays the Received Fax Messages as shown below:


LIST OF RECEIVED FAX MESSAGES										
Sl.No	Filename	Pages	From	Date	Time	Recipient's Email	Size	Download	Delete	Forward
1	1237975999.66.pdf	1	12345678907	2009-03-25	03:12:53	jeffrey@mycompany.com	12 kb			
2	1237974959.62.pdf	1	12345678907	2009-03-25	02:55:32	jeffrey@mycompany.com	12 kb			
3	1237901995.41.pdf	1	12345678907	2009-03-24	06:39:48	jeffrey@mycompany.com	21 kb			
4	1237900630.37.pdf	1	12345678907	2009-03-24	06:21:07	jeffrey@mycompany.com	118 kb			

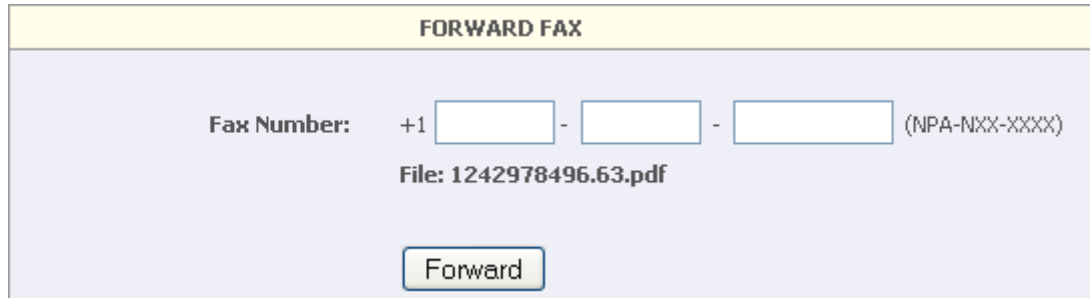
Alternatively, you can also access this page by clicking the **Received Fax Messages** link under the Fax tab.

This page displays all the fax messages received by you. These details of the fax messages displayed in this section include the fax number from where you received the fax, the email address to which you received, number of pages, and so on.

- To download Fax messages, click the **Download** icon  for the specific fax message.
- To delete a fax message, click the **Delete** icon  for the specific message.

## Forward Fax

To forward a fax message to another user/number, click the **Forward** icon  for the specific message. This displays a page similar to the image displayed below:

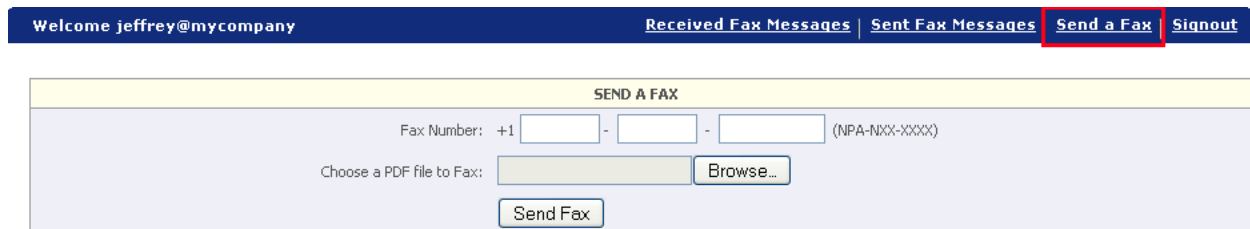


The screenshot shows a form titled "FORWARD FAX". It contains a "Fax Number:" label followed by three input fields for the number, with a "(NPA-NXX-XXXX)" label to the right. Below the input fields is the text "File: 1242978496.63.pdf". At the bottom of the form is a "Forward" button.

- Enter the fax number to which you want to forward the fax and click **Forward**.

## SEND A FAX

To send a fax, click the **Send a Fax** link under the **Fax** tab as shown in the following image:



The screenshot shows a navigation bar with "Welcome jeffrey@mycompany" on the left and "Received Fax Messages", "Sent Fax Messages", "Send a Fax", and "Signout" on the right. The "Send a Fax" link is highlighted with a red box. Below the navigation bar is a form titled "SEND A FAX". It contains a "Fax Number:" label followed by three input fields for the number, with a "(NPA-NXX-XXXX)" label to the right. Below the input fields is the text "Choose a PDF file to Fax:" followed by a file selection input field and a "Browse..." button. At the bottom of the form is a "Send Fax" button.

- Enter the Fax number to which you want to send the fax message
- Click **Browse** to locate the file on your computer
















**Note:** *WS-Digital Fax only supports .pdf files for fax. Please make sure that the file uploaded is a correct .pdf file.*

- Click Send Fax

The fax is now being sent to the specified number. You can click the **Sent Fax** link to check the status of the Fax.

## SENT FAX



To view fax messages that you have sent, click the **Sent Fax Messages** link under the Fax tab as shown in the following image:

Welcome jeffrey@mycompany		<a href="#">Recieved Fax Messages</a>	<b><a href="#">Sent Fax Messages</a></b>	<a href="#">Send a Fax</a>	<a href="#">Signout</a>					
LIST OF SENT FAX MESSAGES										
Sl.No	Filename	Pages	To	Date	Time	Status	Size	Download	Delete	Forward
1	quote-2474.pdf	2	+17752294029	2009-05-12	22:51:29	Failed	219 kb			
2	1239313293.223.pdf	6	+17072594650	2009-04-09	14:41:41	Sent	876 kb			
3	1239102679.189.pdf	1	+14048956234	2009-04-07	04:11:17	Sent	124 kb			
4	1239102675.188.pdf	17	+17174257087	2009-04-07	04:11:13	Sent	5 mb			
5	1239102675.187.pdf	3	+13154789654	2009-04-07	04:11:12	Sent	500 kb			

This displays all fax messages sent by you with details regarding the file name, number of pages, sent time and date, and the number to which the fax was sent.

The 'Status' column displays whether the fax has been delivered to the intended number.

To download Fax messages, click the **Download** icon  for the specific fax message.

- To delete a fax message, click the **Delete** icon  for the specific message.
- To forward the fax message to another user, click the Forward icon  for the specific message.

This displays a page similar to the image displayed below:

**FORWARD FAX**

**Fax Number:** +1  -  -  (NPA-NXX-XXXX)

**File: 1242978496.63.pdf**

- Enter the fax number to which you want to forward the fax and click **Forward**