

How to Use Secured Cloud Fax

SmartChoice Secure Cloud Fax ensures the security of corporate and client documents with features like twofactor authentication, TLS encryption, and a password-protected web portal. Users can easily drag and drop files into the secure portal, combining convenience with top-notch protection. This cloud-based solution safeguards sensitive information while sending and receiving, adhering to the highest data protection standards. Please see the steps below on how to use this service.

1. Log into your OMNI User Panel and input 2FA Verification Code.

			Welcome back, Davna Davis
Username	ddavis		Wetcome back, buying buyis
Password		Log In	Enter the verification code generated by your mobile

2. Click on the Fax option of the main menu.

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3. View received faxes with a timestamp.



- 4. To view received faxes, you can click on one of the received faxes to open the file.
 - a. You have the ability to rotate the file as well by clicking the page at the top left corner of the window and going over to "Rotate Counterclockwise".

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Smart Choice Communications (800) 217-3095 www.smartholiceus.com techsupport/Smit 7 Times Square 1 th Floor, New York WY 10036 © 2021 Smart Oliver		Convet Bankros	Volcemal S Volcemal Contects ∲ Features Z Logpot	Convolution Reconved Calls Fisced Calls Group Calls Cluster	Logis 2. Go to Features on the left side of your screen.	Enterprise Panel Login vzalkov uverstea* Parewood*	ACCOUNT TORSE FRATURE This feature allows users, who are a member of a call gueue, to toggle between working on-site an working remotely using only a softphone. Once your administrator sets this up for you, you can tog this off and on a type discretion: 1. Login to the OMIN Panel	SMART CHOICE
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b. Next, you can download the file and save it to your computer.

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5. To send a fax, click on "Send Fax".

c. You can just drag and drop your file into the section "New Fax".

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✤ Features	
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6. Once the PDF is loaded, you can type in the fax number receiving the document and hit "Send Fax".

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Do Not Disturb	Send Fax

7. You will receive a stats message that the fax is sending and to check your email for status updates.



Status Message 12:00:23 PM Sending fax, please check your e-mail for status updates.