

Hosted Fax Quick Start Guide

Logging In:

- 1. Log in to the Customer Administration Portal by navigating to access.futiva.biz
- 2. Your login credentials are:

Username:

Password:

3. Locate the **Other Services** tab at the top of the page and click.

Dashboard Services Other Services

Overview:

4. The Hosted Fax widget allows you to view sent and received faxes, date and time of the fax,

status, and also perform actions:

Hoste	d Fax						8 Q ? Z		
MY HOSTED FAX CONFIGURATION									
Hosted Fax: 🖉 Futiva Hosted Fax Shared : (618) 57+									
	÷	Details 🗢	User 🗢	Date 🇢	Size	Status	Actions		
	1	▲ Matt Johnston +1 (618) 736-2616	▲ Matt Johnston +1 (618) 579-1037	Oct. 28 2015, 14:46 CDT	% 331.21 KB	Delivered	• 🖻 🖂 🖻		
	↑	▲ Test +1 (618) 736-2616	▲ Matt Johnston +1 (618) 579-1037	Oct. 28 2015, 14:32 CDT	% 516.32 KB	Delivered	I I I I I I I I I I I I I I I I I I I		
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	4	+1 (618) 579-1037	▲ Matt Johnston +1 (618) 579-1037	Sep. 29 2015, 11:20 CDT	% 101.23 KB	Received	 		
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View the sent/received fax content
 Resend the fax
 Email the fax to a specific address

Delete the fax

Sending a Fax:

- 1. Locate the Send Fax button and click
- 2. Enter the recipient name, fax number, and subject. Then either attach a PDF file to send or

select text input to send a quick message.

Sender Details Sender Name Sender Fax Number * Matt Johnston	Send a Fax		×	
Sender Details Sender Name Sender Fax Number* Matt Johnston				
Sender Name Sender Fax Number* Matt Johnston	Sender Details			
Matt Johnston	Sender Name	Sender Fax Number *		
Recipient(s) Detail Recipient Name Recipient Fax Number * Joe Smith (618) 736-2616 Subject New Marketing Report Fax Type * • Attachment • Text Input	Matt Johnston	In Futiva Hosted Fax Shared : (6▼		
Recipient Name Recipient Fax Number * Joe Smith (618) 736-2616 Subject New Marketing Report Fax Type * Attachment Text Input	Recipient(s) Detail			
Joe Smith (618) 736-2616	Recipient Name	Recipient Fax Number *		
Subject New Marketing Report Fax Type * Attachment Text Input	Joe Smith	(618) 736-2616	m +	
New Marketing Report Fax Type * Attachment Text Input	Subject			
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File Name Action	File Name		Action	

3. Locate the Send Fax button and click