FluentStream

User Guide eFax on the FluentStream System

Sending eFax via Email

- 1. Start a new email
- 2. In the To line, type the fax number with @fax.fluentcloud.com
 - Example: 5556667777@fax.fluentcloud.com
- 3. Do not add a subject
- 4. Remove everything in the body of the email
- 5. Attach a PDF version of the fax you want to send
 - · Your email should look like the New Message to the right
- 6. Send the email

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- 7. You will receive one of the following emails in return:
 - The fax to (555) 666-7777 has succeeded
 - The fax to (555) 666-7777 has failed
- If your fax failed, you will want to try again. If you receive another failure, please reach out to <u>support@fluentstream.com</u>



eFax on the FluentStream System

Receiving eFax via Email

- 1. You will receive an email if a fax has been sent to the fax number associated with your email address
 - New Fax Message From 555-6667777
 - This email will contain Caller ID information, Page count, Date/Time and a PDF of the fax you were sent

New Fax Message From (609) 924-0060 D FixVMSM5 x		۰
FiluentStream Technologies <noreβy@filuenteresm.com→ #="" +<="" 10,="" 11.22="" 2021,="" am="" dec="" fil,="" id="" mp="" td="" to=""><td>\$ ¢</td><td>1</td></noreβy@filuenteresm.com→>	\$ ¢	1
🙁 🗭 Kabelis Saledone 🔄 mining 💭 following		
You Have A New Fax!		
The following fax was received on your account:		
From: This Country +16003240000- Te: 72070777 Fage Count: 1 Tame to 10, 2021 122 am MST		
Cheen1 FluentSteam Technologies		
Unsubscribe from these emails,		
FluentStream Technologies		
FluentStream.com + 303-GO-CLDUD + 1-877 -312-6477		
FluentStream Technologies, 1028 Park Avenue W, Denver, CO, 80205, United States, https://www.fluentstream.com		

Sending eFax through the MFC Portal (my.fluentcloud.com)

- 1. Login on <u>my.fluentcloud.com</u> with your FluentStream credentials
- 2. Navigate to the User Portal
 - If you are an Admin, click 'Portal' at the top of your page
 - If you are a Cloud User, you will already be in the User Portal
- 3. Click the 'Fax' tab
- 4. Click 'Create'
 - For 'To Phone Number' enter the fax number you want to send a fax to
 - For 'From Phone Number' choose the fax number you wish to send from
 - Reference Code is OPTIONAL

ate a Fax			
Step 1: Fax Details	Step 2: Upload Files		Step 3: Complete
	To Phone Number:		
	(o Phone Number:		
	From Phone Number:		
	From Phone Number:	+	
	Reference Code: (Optional)		
	Sedarovane Caller (Oplicenti)		

- 5. Click 'Next Step: Upload Files'
 - Click 'Choose File' and select the PDF you want to fax
- 6. Click 'Next' and the next page will say Success or Failure
- 7. You will also receive an email confirmation

Create a Fax		
Step 1: Fax Details	Step 2: Upload Files	Step 3: Complete
	Current Details:	
	To: 555555555 From: 7203075778 Reference:	
	Drag and drop files for the specified order. Feel free to delete files or cancel The total file upload must be smaller than SOMB. Supported file types: doc, docx, and pdf.	uploads.
	Choose File	

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Receiving eFax through the MFC Portal (my.fluentcloud.com)

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 - If you are an Admin, click 'Portal' at the top of your page
 - If you are a Cloud User, you will already be in the User Portal
- 3. Click the 'Fax' tab
 - Click 'Inbox'
 - The Inbox tab will already be selected
 - If this is a private eFax number, your faxes will be here
 - The Company tab is if multiple people are associated with the eFax number
 - Company eFaxes will be here
- 4. Each row will show you information regarding the fax
- 5. Click 'Show' to view the fax

User Portal	Call History	Call Management -	Contacts -	Fax -	Voicemail -	SMS	User Settings	My Status
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	Dute	Reference	Caller ID	Send To	Pages	Status	Fax
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			Page 1 of 1		10 rows 🗸		

FluentStream We are here to help. Let's talk.

If you have any questions, please contact our support team.