



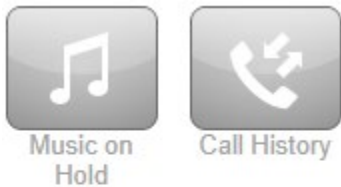
# How to Use Your AVS Broadband VoIP Online Fax Account

## Sending a Fax

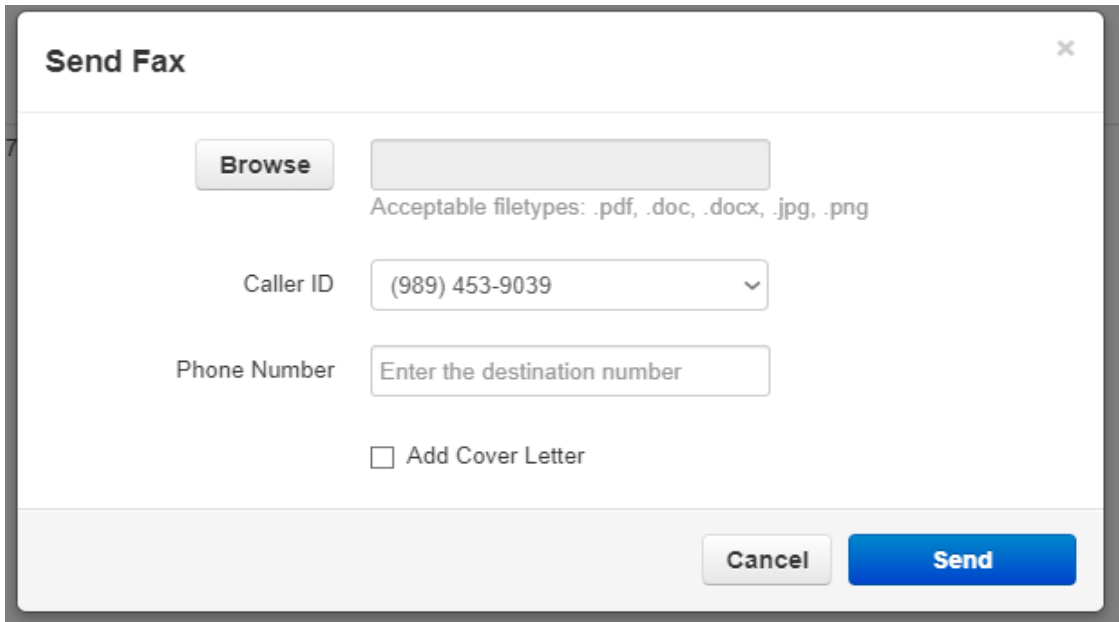
1. Open your web browser and navigate to **portal.avsvoip.co**
2. Enter the **login** and **password** of your fax account and click **Log In**
3. Once logged in, click **Fax** at the top



4. Click on **Send Fax** on the right of the screen



5. Click **Browse** and select the file you want to send. Note only pdf, doc, docx, jpg and png files can be sent, the maximum file size is 5MB and a maximum of 3 files can be attached to a single Fax.
6. Add the 10 digit phone number you want to send in the **Phone Number** box. Once done, click **Send** at the bottom to send your fax.



The image shows a 'Send Fax' dialog box with a close button (X) in the top right corner. It contains a 'Browse' button next to a file selection field. Below this, it lists acceptable filetypes: .pdf, .doc, .docx, .jpg, .png. There is a 'Caller ID' dropdown menu currently showing '(989) 453-9039'. Below that is a 'Phone Number' input field with the placeholder text 'Enter the destination number'. At the bottom of the main content area is an unchecked checkbox labeled 'Add Cover Letter'. At the bottom right of the dialog are two buttons: 'Cancel' and 'Send'.

7. If you want to add a Cover Letter, click the **Add Cover Letter** checkbox before you select **Send**, below the phone number field. This will expand the window, allowing you to add a cover letter details with the information you provide on the additional lines

**Send Fax** ✕

Acceptable filetypes: .pdf, .doc, .docx, .jpg, .png

Caller ID

Phone Number

Add Cover Letter

Subject

Sender Name

Sender Company

Recipient Name

Recipient Company

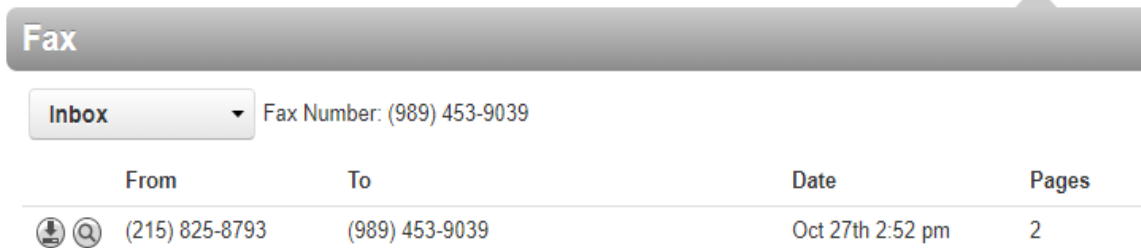
Note

# Checking Sent and Received Faxes

1. Once logged into your account, select **Fax** at the top



2. Once here, you can view your sent and received faxes. Faxes will appear in the box in the center of the screen. Clicking on **Inbox** will allow you to switch between **Inbox** and **Sent**.



3. Each fax will have the **From, To, Date** and **Pages** column for you to see. This is true for both **Inbox** and **Sent** tabs.
4. There are 2 buttons next to each fax. The left button is the **Download** button which will allow you to download the fax to your device. The right button is the **preview** button which will preview the fax in a small window.
5. Depending on the configuration of the fax account, the fax can also be sent to an email address as an attachment. Received faxes sent to an email address allows an improved method of storing and tracking faxes.