



About Secure Fax

Telesystem Secure Fax is a cloud-based faxing solution designed to keep fax communications safe and usability simple. The following gives guidance on how to send and receive faxes via email or the cloud-based portal, however APIs are also available for developers.

Sending and Receiving Fax via Email

Users can send a fax from the email account for which the service is enabled.

Send a fax via email:

- Create and digitize the document you want to fax then attach it to a new email message. Accepted digital formats include pdf, txt, doc, ppt, tif, xls, and more.
- Address then send the email to 1faxnumber@securefax.telesystem.us, being sure to substitute the actual fax number recipient in the address.

For example, to send a fax to 6102354749, send the email to 16102354749@securefax.telesystem.us. Always include 1 (calling code) before the fax number for US and Canada transmissions.

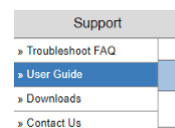
Receive a fax via email:

- Check your email- Incoming faxes will be sent to the email address(es) associated with the account.

Important: Be sure your email server accepts messages from noreply@telesystem.us and support@telesystem.us as all notifications come from these addresses.

Sending and Receiving Fax via the Portal

The account administrator has access to [the secure fax portal](#) to make changes to the email addresses associated with the account, create cover pages, send and receive faxes, and more. More detailed instructions can be found by reviewing the *Support* tab *User Guide*. Should you need your admin credentials reset, contact Telesystem support.



Send a fax via portal:

- Login with admin credentials to <https://securefax.telesystem.us/>
- Select *Faxes - Send a Fax*
- Complete the details of the fax to send then **Send Fax**

Receive a fax via portal:

- Login with admin credentials to <https://securefax.telesystem.us/>
- Select *Faxes - Fax Inbox*
- Select  *View Fax* button to review the contents of a fax

