

## **SEND A FAX ON THE FAX SERVER**

To Send A Fax:

Go to https://fax.allegiantnetworks.com/login

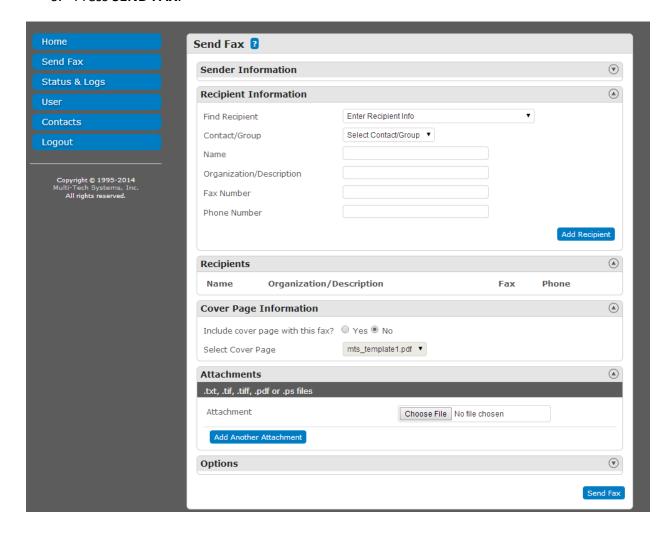
User Name: Your Network Login Name

Password: Last 4 digits of fax number



## Press **SEND FAX**

- 1. **NAME:** Enter the name of company or person who is receiving the fax.
- 2. **FAX NUMBER**: Enter the 10 digit telephone number for the destination fax. (You will not need to add the 9 access code.
- 3. Press **ADD RECIPIENT**. If there is more than one destination number for this fax follow steps one and 2 again.
- 4. Choose **NO** for cover page.
- 5. Press **CHOOSE FILE** to attach your document.
- 6. Press SEND FAX.



To check the status of your fax:

- 1. press **STATUS & LOGS.**
- 2. Press FAX STATUS

Under OUTBOUND FAX STATUS you will see the status of your fax.

