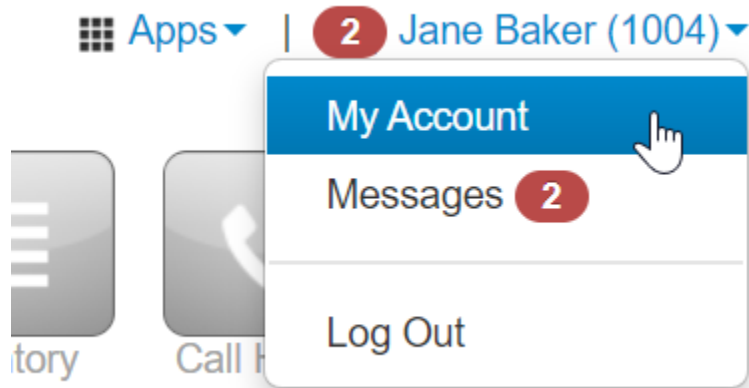


SpectrumVoIP™

Stratus Fax



The Fax option is located under a user's Account view. For some users, this is their only view. For others, such as Office Managers, they will need to select the "My Account" option when clicking their name in the top right corner of the portal



If Stratus Fax has been set up for your account, you will see a Fax menu option. If you do not see this, you will need to reach out to Support to get Stratus Faxing set up for your account. Additional Charges May Apply.



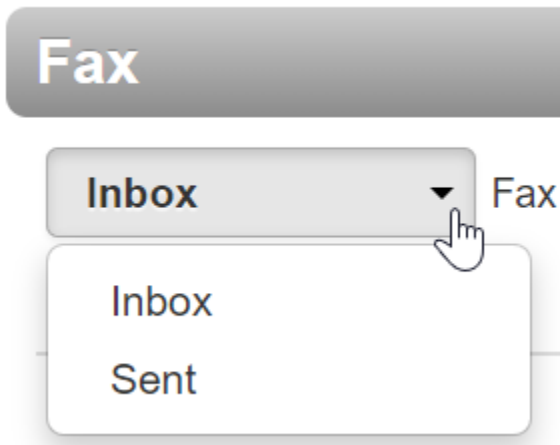
Fax			
Sent		Fax Number: (469) 240-2328	
To	Date	Pages	
(469) 240-2328	Today, 1:05 pm	23	✕
(469) 213-3076 Error	Today, 12:58 pm	5	✕

Viewing Faxes

There are two views for faxes. Inbox and Sent.

Inbox is for faxes that have been sent to you. Sent is for faxes that you have sent to others.

These two views can be toggled with the drop down menu.



For both, there are options to view and remove faxes.

Download: 

Preview: 

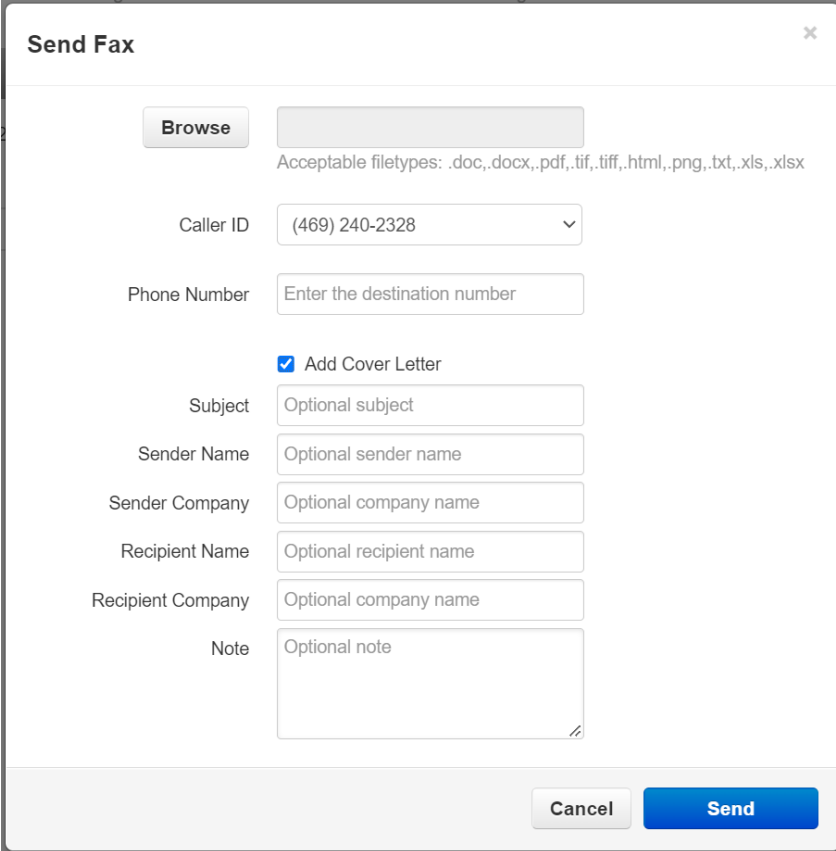
Delete: 

Send A Fax

To send a fax, click on the Send Fax button.

A blue rectangular button with the text "Send Fax" in white, bold, sans-serif font.

This will bring up a Send Fax window.

A screenshot of a "Send Fax" dialog box. The window has a title bar with "Send Fax" and a close button. Inside, there is a "Browse" button next to a file selection field. Below that is a "Caller ID" dropdown menu showing "(469) 240-2328". The "Phone Number" field contains the placeholder text "Enter the destination number". There is a checked checkbox for "Add Cover Letter". Below that are several text input fields for "Subject", "Sender Name", "Sender Company", "Recipient Name", and "Recipient Company", each with "Optional" placeholder text. A larger text area for "Note" is at the bottom, also with "Optional note" placeholder text. At the bottom right are "Cancel" and "Send" buttons.

You can browse your computer for the file you would like to send in the fax.

If you have multiple fax numbers assigned to your user, you can select which caller ID you would like to use.

In the Phone Number field, enter the 10 digit number of the destination of the fax.

If you would like to add a cover letter, you can check the box and fill out the additional information. A cover letter is not required for the fax to send. The cover letter will be added as the First Page of the sent fax.



Notes

Stratus Fax shares storage space with your user's voicemailbox. By default this limit is 10MB. While this is more than enough for someone who is only managing voicemails, it is possible that the storage space will fill up quickly if the user is sending and receiving faxes as well. It is recommended to Delete any old faxes from the Stratus Portal after you have downloaded them to your computer.