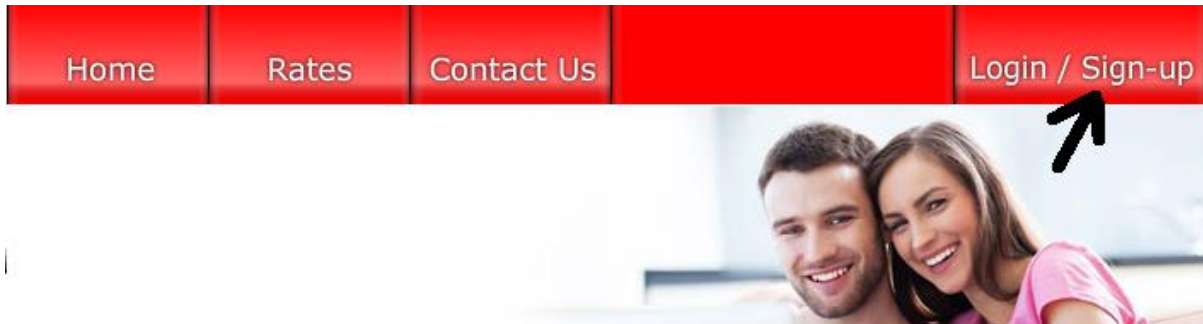


## Sending faxes using the Send Fax service

In order to send a fax from the Send Fax online service you will first need to be logged in to your registered Fax2email / Email2fax account.

❖ [Follow the steps below to Send Faxes](#)



1. Enter your login Passport and password in required field and click on Login

### Login

[Lost your login details](#)


Passport

Password

[Log In](#)

2. Please wait for next screen to load.

3. This screen will display your current wallet balance, please ensure that your wallet contains sufficient funds before sending faxes.

	Your wallet(Email2fax) balance is	<b>R272.75</b>	<a href="#">Load more funds</a>
	Fax2mail number is		<a href="#">New or renew 011 number</a>
	Number status	<b>Active</b>	
	Total minutes generated	<b>2</b>	
	Name	<input type="text"/>	
Surname	<input type="text"/>		
Email(Main)	<input type="text"/>		
	Must contain only one valid email address (Can't be empty)		
	<a href="#">Save Changes</a>		

**4. Click on Send Fax**



**5. Enter the destination fax number in the field below, multiple fax number can also be sent by adding one destination fax number per line.**

Your wallet(Email2fax) balance is **R272.75**

### Send Fax

**Enter the numbers you want fax below.**

(only enter numbers 0 to 9 no spaces or symbols, enter one fax number per line)

A large black arrow pointing towards the top-left corner of the input field.

**6. Then select the file you wish to send and click on submit**

**Select the file to fax below.**

File must be smaller than 5MB.



No file chosen

We strongly recommended that you use a file in one of the following formats.

- |       |        |       |        |        |
|-------|--------|-------|--------|--------|
| *.doc | *.docx | *.pdf | *.jpg  | *.xls  |
| *.odt | *.ott  | *.csv | *.xlsx | *.wk1  |
| *.wks | *.ppt  | *.pps | *.pptx | *.pptm |
| *.bmp | *.jpeg | *.txt | *.png  | *.tiff |
|       | *.tif  | *.rtf | *.gif  |        |



**7. Verify that the fax number/s and the attached document/s are correct.**

### Send Fax

Click the view button below to download and view a pdf copy of the converted fax file.  
Please ensure that the file converted as expected.

Cancel

View

Send

This file will be faxed to all these numbers.  
2786699

**8. Cancel: Will take you back to previous screen to edit your fax**

**9. View: Will display a sample of your converted fax as it will be printed on the destination fax machine.**

**10. Send: Will send your fax to the destination number/s indicated.**

**11. The status page will automatically open once the send instruction has been triggered**

Success.

The instruction has been submitted and will be faxed shortly.

Click the status button to view the status of faxes submitted during the last 3 hours..



Click 'Next' below to send another fax.



**12. The Status screen can manually be refreshed every 3min for an up to date status report on your fax.**

FAX STATUS					
Date	Sender	Sent date	To	Description	Amount
2014-05-15 14:14:55	accounts@dmnet.co.za	Queued	27862244000	Queued	R 0.00



**13. The Next link will take you back to the main Send Fax screen where you can start the process again and send more faxes.**

**Please do not hesitate to contact us should you require any further assistance.**