

# Send eFax

## SEND FAX MANUAL

### LOGIN TO PANEL.

Login in the link https:	https://mybilling.cleverideas.com.mx:8445/ with the following credentials.
user:	fax18887294929
pass:	cashlane123*

1. Click on the tab "IP CENTREX" and select the option "SEND FAX".
2. After that, you will be able select PDF file to send as FAX.
3. Then, you need to set the phone number, as 1+10 digits. Exaple: 18134213921.

Make sure doesn't leave blank spaces typing the phone number.

4. Once you have selected PDF file and set phone complete phone number, just press button  
UPLOAD.  
You will see a pop up window **"FAX SEND"**
5. After that, in few minutes, you will recieve an email of your **FAX status failed or success.**



In case you recieve a status message as FAILED, please, verify the phone number is active or enabled to recieve FAX or check blank spaces on it.

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