



101NETLINK

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EFAQ Guide

To access the EFAQ center Login to your account at: <https://fax.101netlink.com/>

Your login details will be provided at time of installation. Please refer to the email sent at the time of installation.

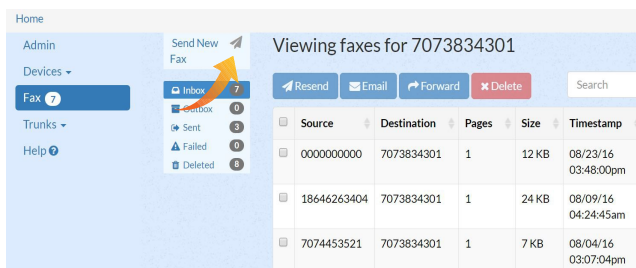
If you are unable to locate your login details please do not hesitate to contact us at:

Email: voip@101netlink.com

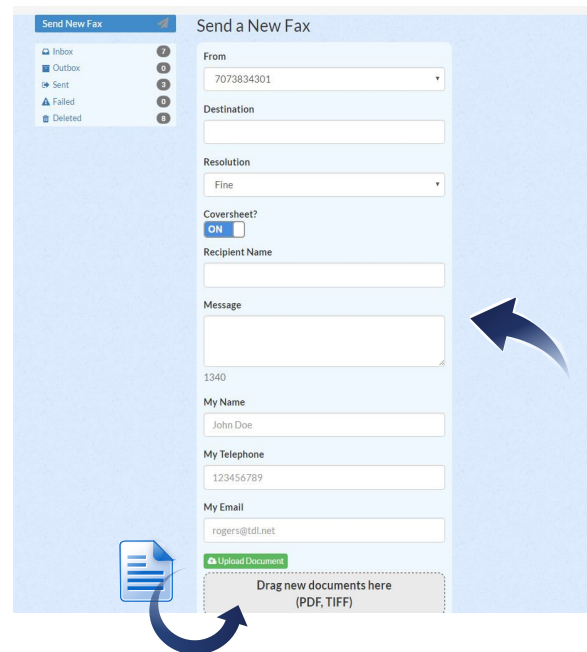
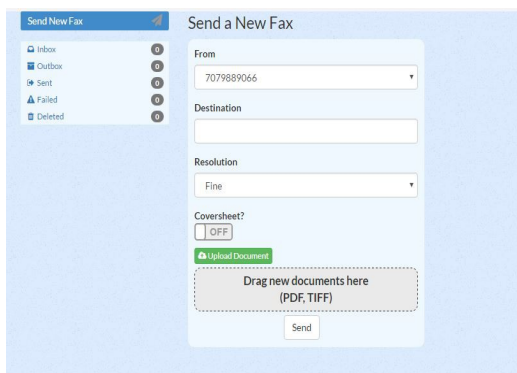
Phone: (707) 923-4000 x2

TO SEND FAXES

1) Click on the Send New Fax:



2) Enter fax number, only add Area Code if faxing outside your Area Code.



3) You can select to add a cover sheet which would include recipient name, message and senders name.

4) Drag or upload the documents to be faxed.

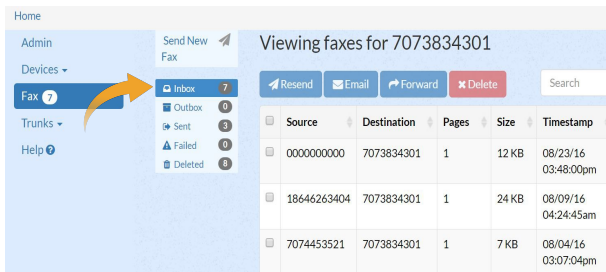
5) Then click on Send.

TO RECEIVE FAXES

Faxes sent to you will be sent to your email address on the account. A copy of the fax will be stored in the Fax Center online.

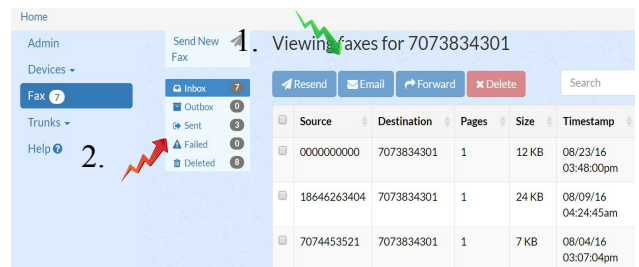
To access faxes sent to you:

1) Click on the Inbox



2) Select a fax you would like to review. A Fax detail will show the fax that was sent.

3) You can select to Resend, Email, Forward or Delete the selected fax. (1)



4) When you are done reviewing faxes you can also view sent faxes, failed faxes, or deleted faxes. (2)

