



MondoTalk Wholesale Guide - Fax2Email Activation and Sending Outgoing Fax

Overview: This document outlines the process of activating fax2email and sending faxes via the MondoTalk portal.

Fax2Email Activation

1. Login to your parent account. Under account information, select the account that you wish to configure as fax2email. Please take note that fax and voice accounts should be separate.

Your sub accounts are:

Advance Search

ACCOUNT	FIRST NAME	EMAIL ADDRESS
8340840	WH Child 1	

2. From the new tab that opened, go to features >> fax. Set both options to yes then enter the recipient email. **Please take note that by default, the email template and sender email that will be used is MondoTalk branded.**

Do you want to enable the fax? Yes No
Enabled means you can only receive Fax on this account.

Fax Format: pdf

Do you want to send fax email? Yes No

Email Address: support@mondotalk.cm

Save

3. Click save. The system will apply also the changes in the backend. Please allow 5 to 10 minutes for it to take effect.

Sending Outgoing Fax

1. Login to any MondoTalk account then click fax from the top menu.



2. Upload your file, select the caller ID from the drop down, enter the recipient's number then finally click send.

Send Fax Fax History

Upload your document for fax: *Please note that file maximum size is 8MB & supported format is pdf.*

Choose File No file chosen

File Uploaded [3707911531187017-TestFax3pages.pdf]

Caller: 61863654371

Send to fax number: * 61863654388

Send now