

# FAXING

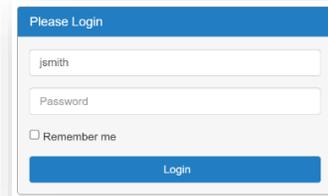
## SAANICH SCHOOL'S PHONE SYSTEM

### LOGGING IN

The user portal is found at  
<https://phone.saanichschools.ca/>

Sign in using your district **username** (without the @saanichschools.ca) and your district **password**.

Once logged in you will see several icons: **Choose FAX**



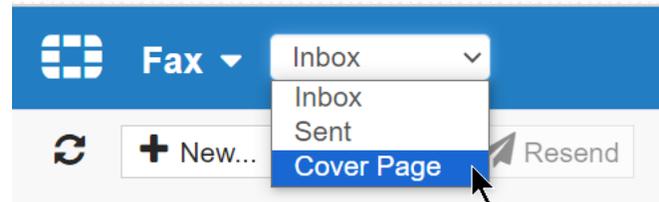
A login dialog box titled "Please Login" with a blue header. It contains a text input field with "jsmith" entered, a "Password" label with an empty input field, a checkbox for "Remember me", and a blue "Login" button at the bottom.

### COVER PAGES

You have three options for Cover Pages

- Uploaded
- Dynamic
- No Cover Page

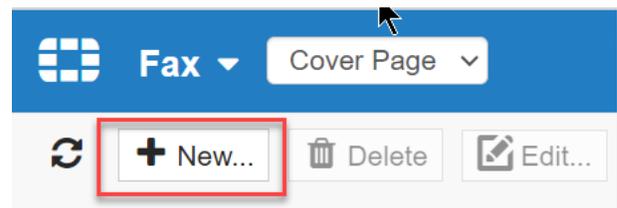
To setup a cover page, Choose Cover Page in the FAX Drop Down Menu



### UPLOADED COVER PAGE

You can upload your own Cover Page

1. Choose Cover Page
2. Click New
3. Enter Name, Description and Upload your Cover Page file



Add new cover sheet

Name:

Description:

Please upload a cover sheet:

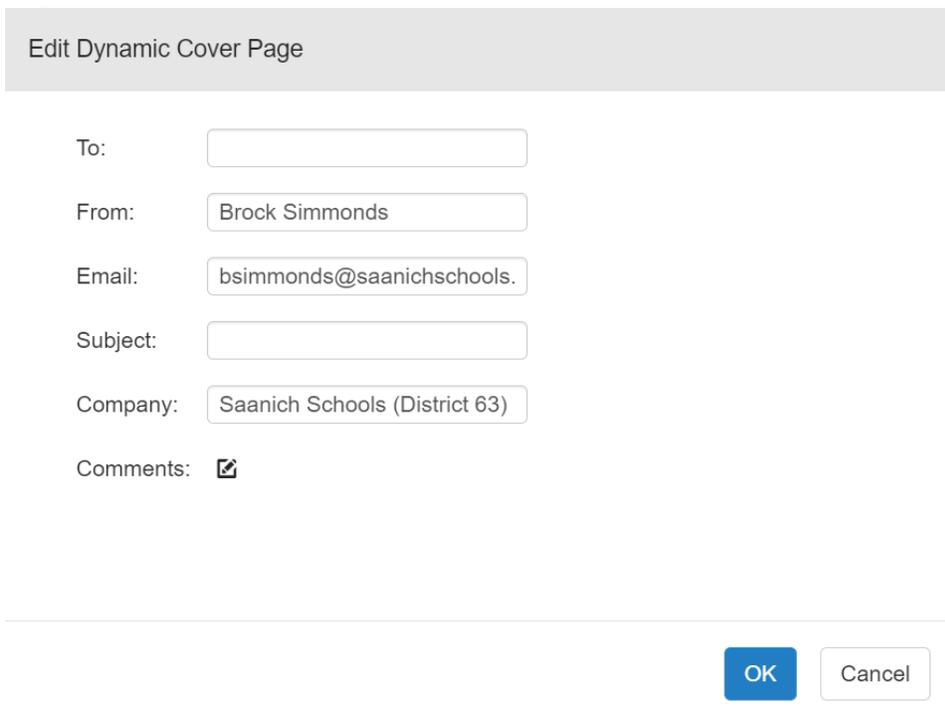
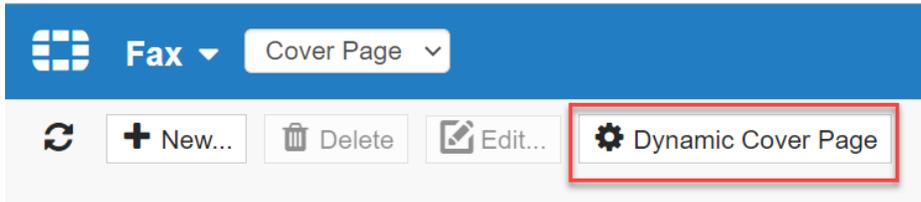
OK

Cancel

## DYNAMIC COVER PAGE

You can create a Dynamic Cover Page. You can pre-enter some of the information for this Cover Page.

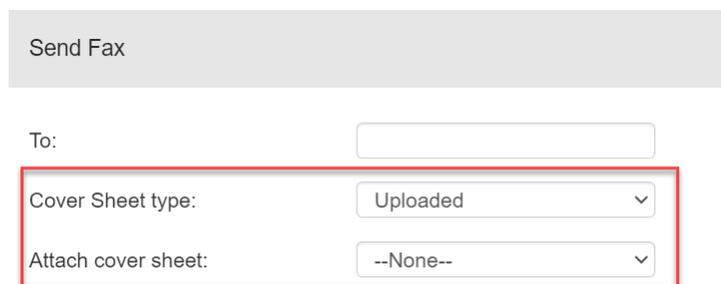
- Choose Cover Page
- Click Dynamic Cover Page
- Enter any information that you want automatically filled in when you use the Dynamic Cover Page



A screenshot of a dialog box titled 'Edit Dynamic Cover Page'. The dialog contains several input fields: 'To:' (empty), 'From:' (Brock Simmonds), 'Email:' (bsimmonds@saanichschools.), 'Subject:' (empty), 'Company:' (Saanich Schools (District 63)), and 'Comments:' (checked checkbox). At the bottom right, there are two buttons: 'OK' and 'Cancel'.

## NO COVER PAGE

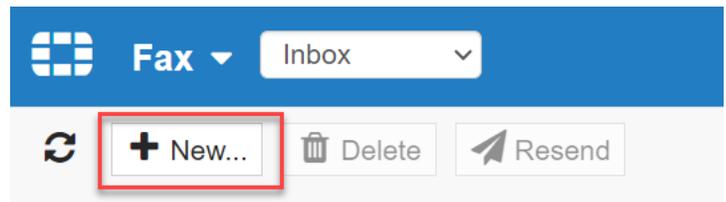
To send a Fax without a Cover Page, choose **Uploaded** and **None** when Sending the Fax



A screenshot of a dialog box titled 'Send Fax'. It contains a 'To:' field (empty) and two dropdown menus. The first dropdown menu is labeled 'Cover Sheet type:' and is set to 'Uploaded'. The second dropdown menu is labeled 'Attach cover sheet:' and is set to '--None--'. Both dropdown menus are highlighted with a red rectangular box.

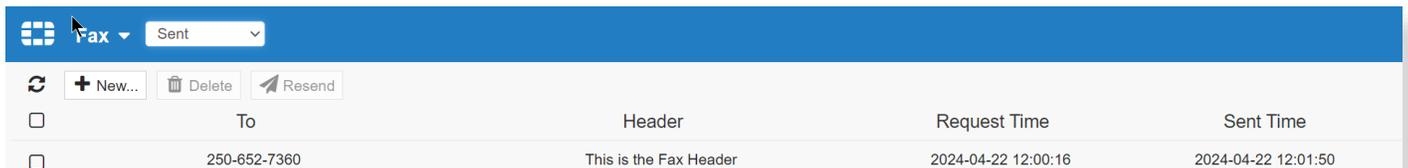
## SENDING A FAX

1. Set Drop Down to Inbox or Sent
2. Click **+New...**
3. Enter the **Destination Fax number** in To:  
**Note: Enter only numbers, no spaces, dashes, or brackets**
4. Choose your **Cover Page Type**
5. **Attach your PDF Fax** by clicking **+** beside Attachment (PDF and JPEG only)

A screenshot of the 'Send Fax' form. The form has a light gray header with the text 'Send Fax'. Below the header are four input fields: 'To:' with an empty text box; 'Cover Sheet type:' with a dropdown menu showing 'Uploaded'; 'Attach cover sheet:' with a dropdown menu showing '--None--'; and 'Attachment(PDF and JPEG only):' with a red rectangular box around the text and a '+' and '-' icon to its right.

## SEEING SENDING DETAILS IN IN USER PORTAL

You will see details of the Fax in your Sent folder in the Fax section of the User Portal.

A screenshot of the 'Sent' folder in the Fax section of the User Portal. The interface shows a blue header with 'Fax' and 'Sent' dropdowns, and a light gray bar with '+ New...', 'Delete', and 'Resend' buttons. Below is a table with the following data:

	To	Header	Request Time	Sent Time
<input type="checkbox"/>	250-652-7360	This is the Fax Header	2024-04-22 12:00:16	2024-04-22 12:01:50

## FAX DELIVERY NOTIFICATION IN YOUR INBOX

You will receive an email notification when your Fax is sent.

## RECEIVING

Faxes are received at schools will go to the school's email address.