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**.

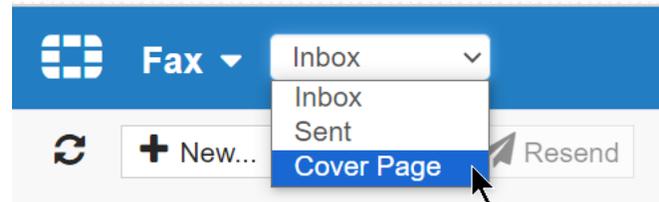Once logged in you will see several icons: **Choose FAX**
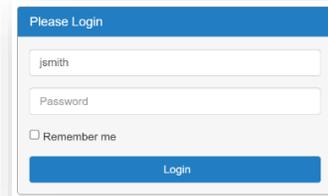
COVER PAGES

You have three options for Cover Pages
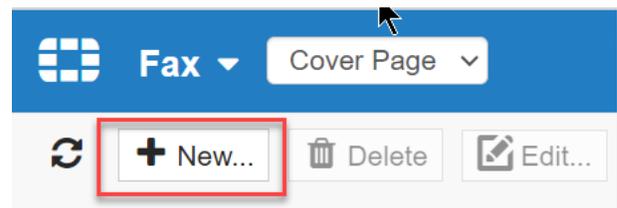
- Uploaded
- Dynamic
- No Cover Page

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:
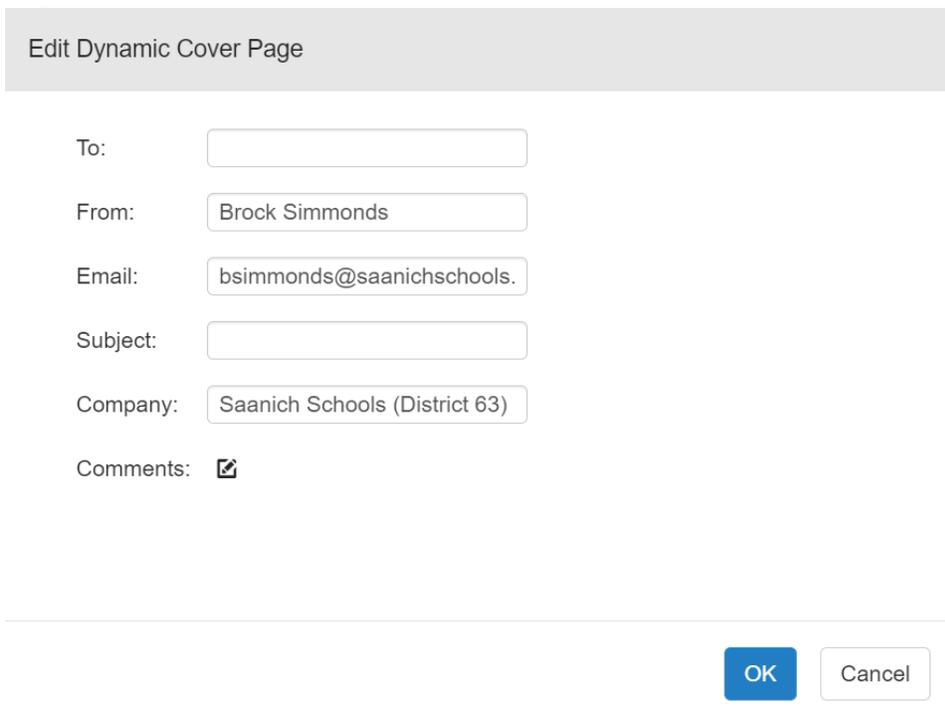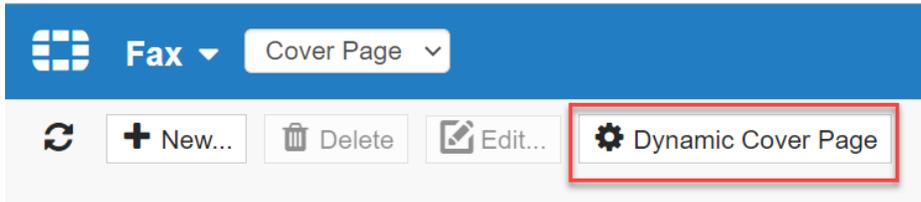
Description:

Please upload a cover sheet: Upload

OK   Cancel

DYNAMIC COVER PAGE

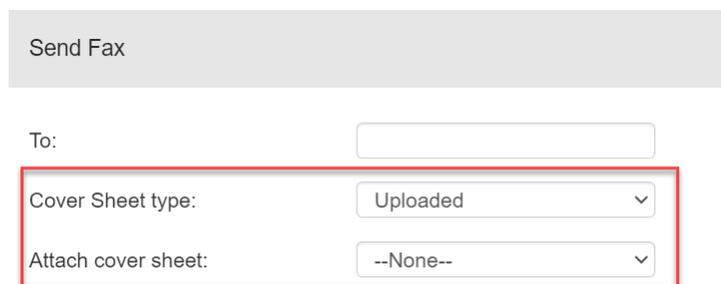You can create a Dynamic Cover Page. You can pre-enter some of the information for this Cover Page.

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

NO COVER PAGE

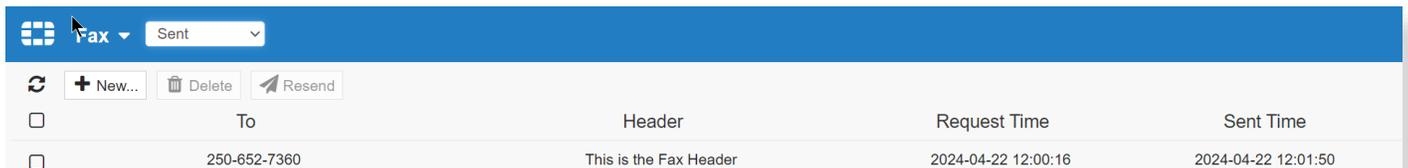To send a Fax without a Cover Page, choose **Uploaded** and **None** when Sending the Fax

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)

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.

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.