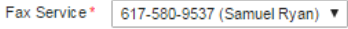
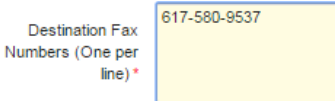



Signing in and logging out of the Portal	Add File as an Attachment	Drag and Drop File																														
<ol style="list-style-type: none"> Go to www.fuze.com Click the Log In button Select Customer Portal Login Enter a valid username Click the Next button Enter a valid password Click the Sign in button Click Log out menu option to log out of the portal 	<ol style="list-style-type: none"> Click on Home and select Send Fax from the drop-down menu Click the <input type="button" value="Add File"/> button Select file (PDF only) from the computer Select Open File will then appear in Documents to be Sent 	<ol style="list-style-type: none"> Select PDF document to send Drag and drop to <input type="text" value="DROPPABLE FIELD"/> field File will then appear in Documents to be Sent 																														
Selecting Fax Numbers	Additional Options	eFax Features																														
<ol style="list-style-type: none"> Select correct fax number from the Fax Service dropdown  Type the recipient number into the Destination Fax Numbers field  Click the <input type="button" value="Send"/> button or see additional options section <p>Note: If sending to multiples destinations, type only one fax number per line</p>	<ol style="list-style-type: none"> Choose the Paper Size  from the dropdown Click the <input type="checkbox"/> Use Cover Page (optional) Enter appropriate information in the fields below Click the <input type="button" value="Send"/> button 	<ol style="list-style-type: none"> Click the Cancel button during the sending process Click the <input type="button" value="Refresh"/> button to update status State of “READY” will appear when the fax has been uploaded to the eFax server and queued to be sent Status of “OK” and State of “DONE” will appear with successful transmissions Status of “Dialing” and State of “ACTIVE” appear when the destination fax number has been dialed through the eFax server and is attempting to transmit the fax data Status of “Timed out” and State of “SLEEPING” occurs when an attempt to be connected with the destination fax number has failed; in a SLEEPING state, eFax will make a few additional attempts before aborting and changing the status to FAILED <table border="1" data-bbox="1440 1287 1997 1442"> <thead> <tr> <th>Job #</th> <th>Destination</th> <th>Pages</th> <th>Status</th> <th>State</th> <th>Cancel</th> </tr> </thead> <tbody> <tr> <td>166233</td> <td>+17205052339</td> <td>2</td> <td></td> <td>READY</td> <td><input type="button" value="Cancel"/></td> </tr> <tr> <td>176502</td> <td>+17205052339</td> <td>2</td> <td>OK</td> <td>DONE</td> <td><input type="button" value="Cancel"/></td> </tr> <tr> <td>163882</td> <td>+18572330742</td> <td>1</td> <td>Dialing</td> <td>ACTIVE</td> <td><input type="button" value="Cancel"/></td> </tr> <tr> <td>176508</td> <td>+18572330742</td> <td>1</td> <td>Timed out</td> <td>SLEEPING</td> <td><input type="button" value="Cancel"/></td> </tr> </tbody> </table>	Job #	Destination	Pages	Status	State	Cancel	166233	+17205052339	2		READY	<input type="button" value="Cancel"/>	176502	+17205052339	2	OK	DONE	<input type="button" value="Cancel"/>	163882	+18572330742	1	Dialing	ACTIVE	<input type="button" value="Cancel"/>	176508	+18572330742	1	Timed out	SLEEPING	<input type="button" value="Cancel"/>
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