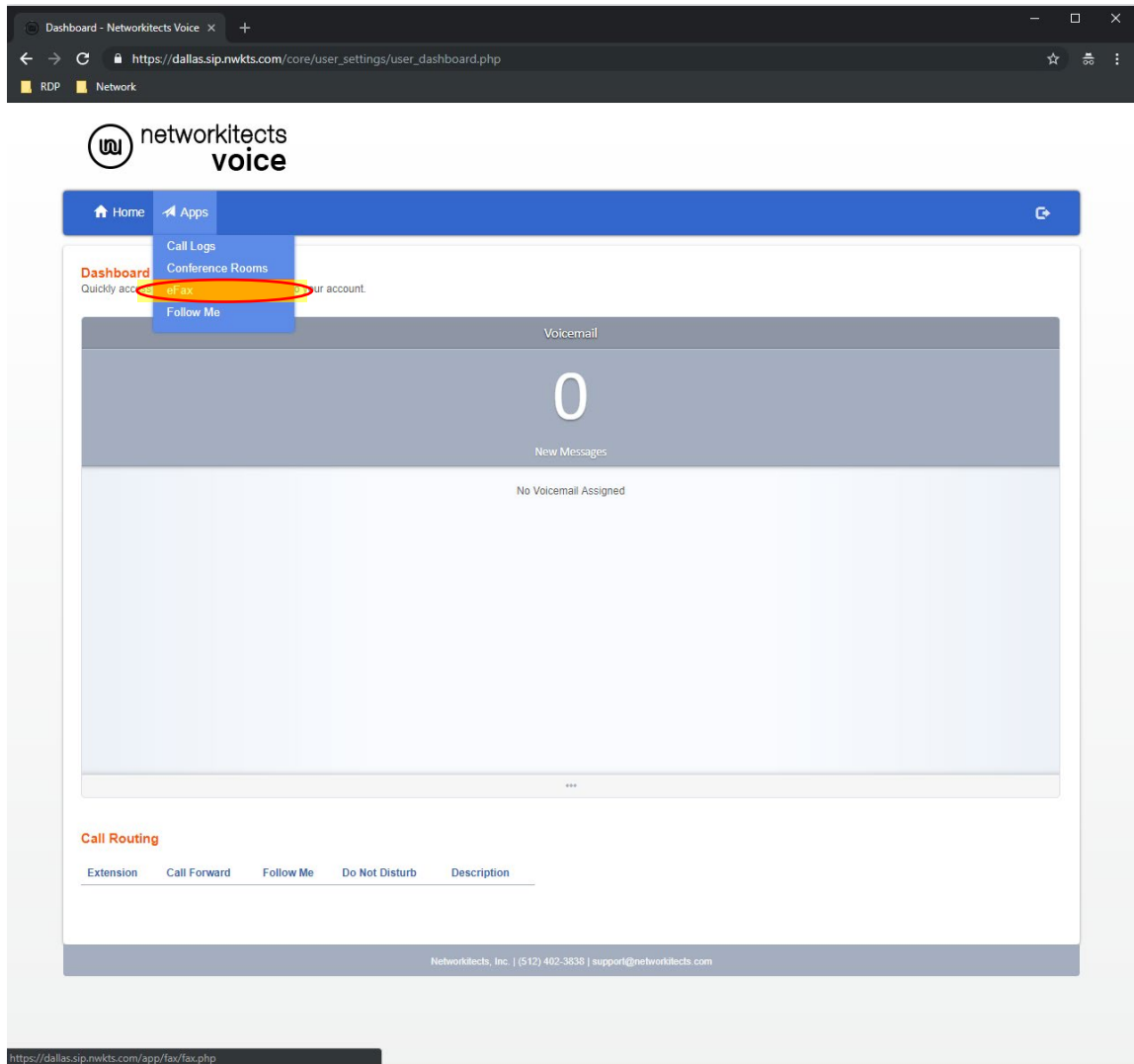




Diggio Voice – Send a Fax

This document explains how to send a fax through Diggio Voice eFax service.

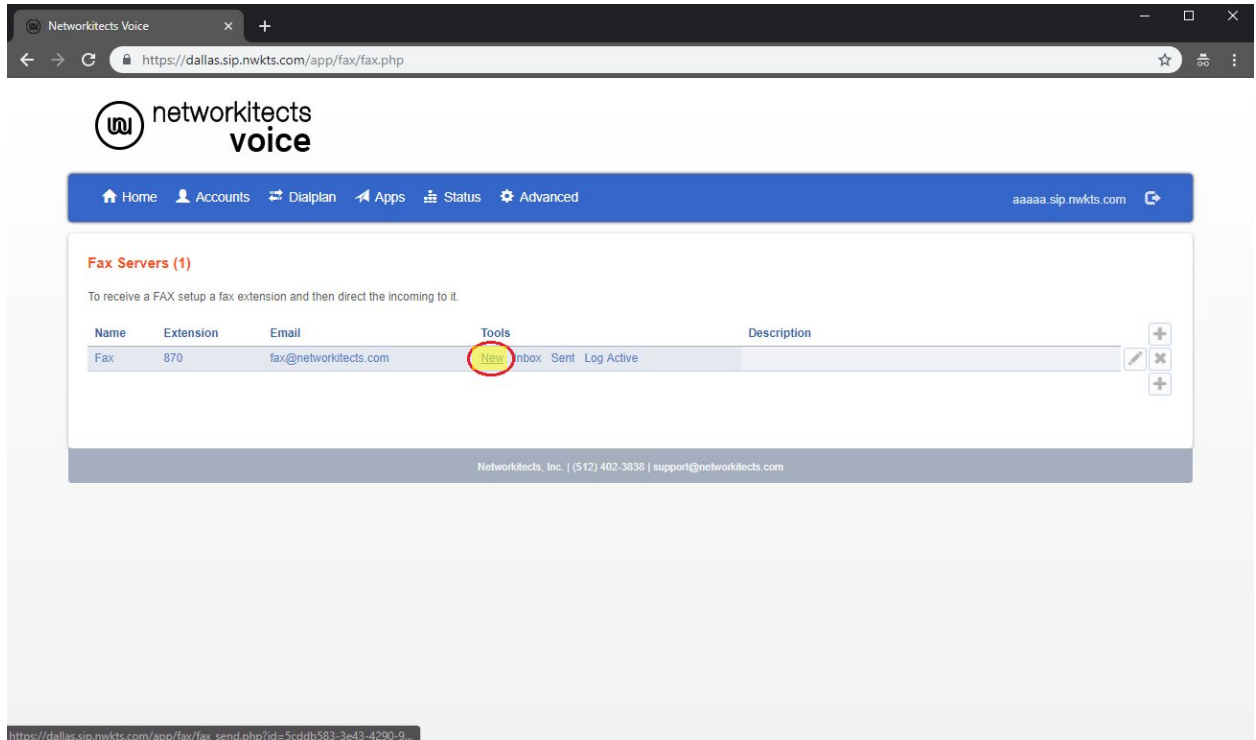
- 1) Go to <https://voice.nwtkts.com/> and login using your email address as the Username and your Diggio Voice password.
- 2) Hover your mouse over “Apps” and select “eFax.”



If you're expecting a fax, all incoming faxes go to or can be accessed by the office manager.

As a reminder, SKG's fax number is 512-481-1550

- 3) Under the "Tools" section, select "New".



- 4) In the "Fax Number" field, enter "9" followed by Area Code and the fax number of the recipient. For example, if I'm trying to send a fax to (512)402-3838, I'll enter:

The screenshot shows a form field labeled "Fax Number" with the value "915124023838" entered. Below the input field is a plus sign button and the text "Enter the recipient fax number(s)".

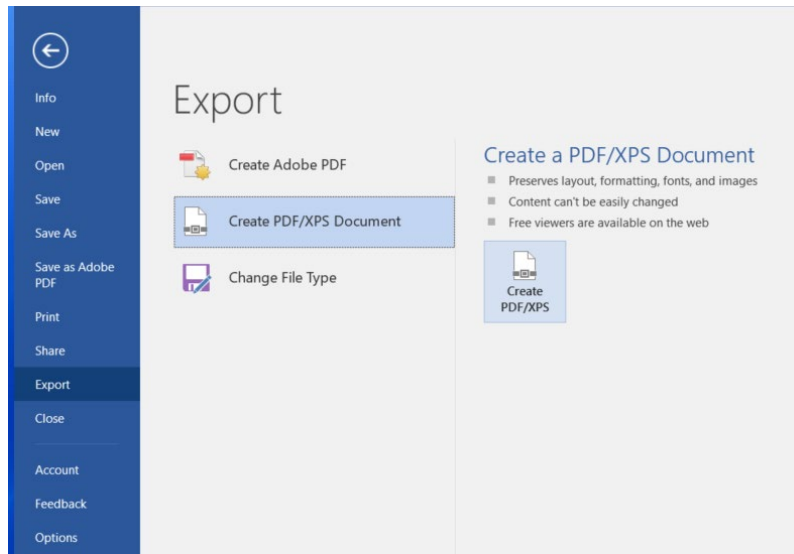
- a. If you'd like to send the fax to more than one person, you can click the "+" button to add more phone numbers.
- 5) To attach the actual document you'd like to fax, click the "Choose Files" button and browse to the PDF file on your computer or shared drive. YOU CAN ONLY ATTACH FILES IN PDF OR TIFF FORMAT (you can't attach Word or Excel Docs). You can add as many PDF files as you need.

The screenshot shows a section titled "Fax File(s)" with three files listed for upload:

- Choose Files Test Fax.pdf CLEAR
- Choose Files Full+Report...152017.pdf CLEAR
- Choose Files Distributor ...reement.pdf CLEAR

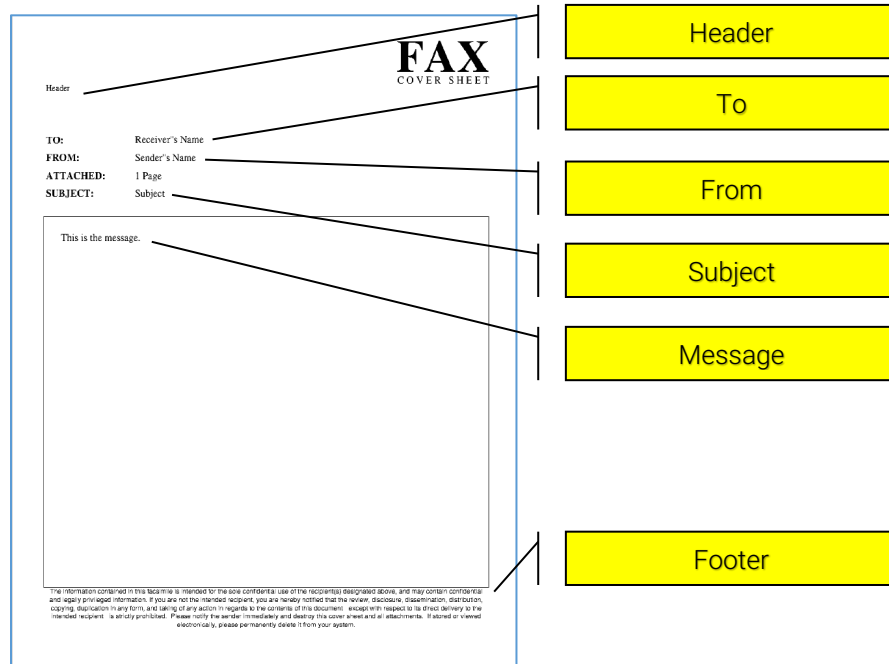
Below the list is the text "Select the file(s) to upload and send."

- a. If you'd like to fax a Word or Excel Doc, you'll need to export it to a PDF file before faxing (much like you would need to print it before faxing if you were using a traditional fax machine). To export to PDF from an Office application, go to File -> Export -> Create PDF/XPS Document -> Create PDF/XPS. If you have the Professional version of Adobe, you can choose "Create Adobe PDF" instead.



- 6) (optional) The "Header," "From," "To," "Subject," and "Message" fields will be used to generate a Cover Sheet for your fax. If you DO NOT WANT to send a cover sheet, DO NOT put any information in these fields. Filling out just one of these fields will cause a cover sheet to be generated.

- a. If you do decide to create a Cover Page, here's how the form fields you enter on the New Fax page will translate:



- 7) (optional) If you would like to proofread the fax and cover letter before sending, you can also click "Preview" in order to download a PDF of exactly what is about to be sent.
- 8) Once you have your optional Cover Page form fields entered, the fax number entered, and the Fax Files attached, you can click "Send" in order to send the Fax.

The screenshot shows the New Fax page form fields. The Subject field contains "Test Subject". The Message field contains "This is a message". The Footer field contains a confidentiality notice: "The information contained in this facsimile is intended for the sole confidential use of the recipient(s) designated above, and may contain confidential and legally privileged information. If you are not the intended recipient, you are hereby notified that the review, disclosure, dissemination, distribution, copying, duplication in any form, and taking of any action in regards to the contents of this document - except with respect to its direct delivery to the intended recipient - is strictly prohibited. Please notify the sender immediately and delete this cover sheet and all attachments. If accessed or viewed electronically, please permanently delete it from your system." The PREVIEW and SEND buttons are visible at the bottom right, with SEND circled in red.

Phone: (512) 402-3838
 Email: support@diggio.com
 Chat: Click the "Diggio Support" icon on your computer desktop