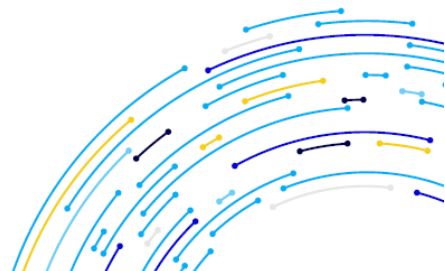




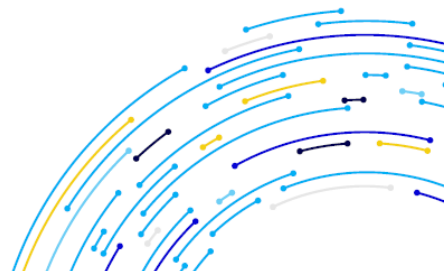
Web Fax Client Getting Started Guide



What is Segra SkyFax?

Segra SkyFax, is a secure, cloud-based fax solution that lets you keep your existing fax machines while sending faxes over the internet using HTTPS. It eliminates the need for legacy copper lines, reduces costs, and provides a seamless transition to digital faxing—without changing how users work. By unifying fax workflows into one platform, Segra SkyFax simplifies management, improves reliability, and supports compliance.

This guide provides a quick, step-by-step overview of how to send a fax using the Web Fax Client (SkyFax). It is designed to help users complete common faxing tasks quickly and efficiently.



Access the Web Fax Client

1. Go to <https://cloud.faxback.net/SkyFax/>
2. Log in using your Account Name and Password

Tip: Click Forgot Password if you need to reset your credentials

Login

Enter your account name and password to login

Account:

Password:

[Forgot Password](#) [Login](#)

Creating and Sending a Fax

1. Enter your **From Information**.
2. Enter the **Fax Number** or select a recipient from **Contacts**.
3. Enter a **Subject**.
4. **Add your fax content**. Detailed instructions for adding and uploading content are provided in the next section.
5. **Review** your fax details to ensure accuracy.
6. Click **Send Fax** when complete.

Search for Contact

Select Fax Recipients

Search All Fields Refresh Contacts: Shared

Full Name	Company	Fax Number	Email
☐ Nate Telovsky	Segra	813-888-0596	

New Edit Delete Import Export [OK](#)

Select Contact

Enter Sender Details

SEGRA | SkyFax

SEND FAX

From: Recipients(0)

#1 Fax Number

Additional Information (Optional)

Name Recipient Name

Company Sample Company LLC

Subject:

[FAX](#) [COVER](#) [DETAILS](#) [Send Fax](#)

[Add Attachments](#) [Add Fax Content](#) [Edit the Fax Details](#) [Edit Cover Sheet](#) [Send Fax](#) [Add Recipient](#) [Saved Contacts](#)

Adding Content to a Fax

1. Click the **Fax** button to:
 - Type content directly into the editor
 - Upload or import a document
 - Make edits as needed
2. Click **Cover** to add or edit the fax cover sheet.
3. Click **Details** to enter a Billing Code (if required).

Attach Document

Select document for upload and conversion. Types are restricted to the following:

- Word (*.doc, *.docx)
- Excel (*.xls, *.xlsx)
- Power Point (*.ppt, *.pptx)
- Acrobat (*.pdf)
- HTML (*.htm, *.html)

Additionally Supported: TIF (*.tif)

FILE NAME:
 No file chosen

SEGRA SkyFax

Log Out
Help About

Connected To: SkyFAX

SEND FAX

From: Recipients(0)

#1 Fax Number

Additional Information (Optional)

Name

Company

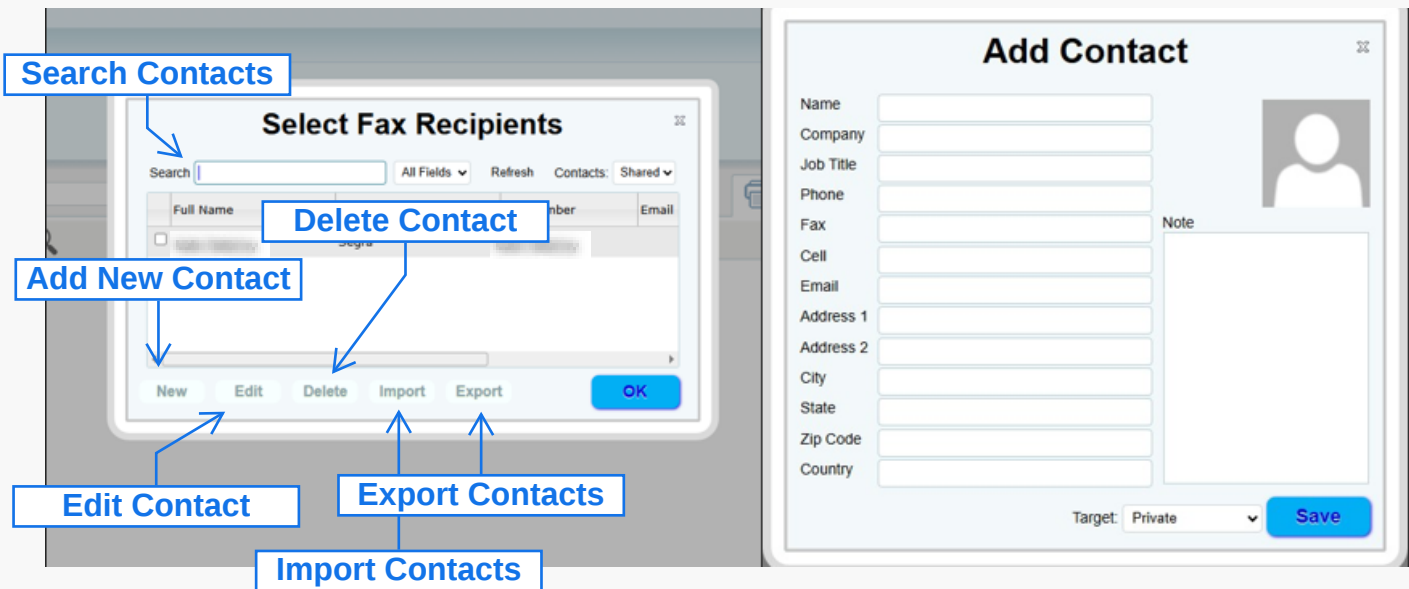
Subject:

Message Information

Billing Code:

Updating Your Contacts

1. Click **Contacts** to:
 - **Add** new contacts
 - **Edit** or **delete** existing contacts
 - **Import** or **export** contacts
2. Select the recipient and click **OK** to return to your fax.



Getting a Fax Confirmation

1. After sending, you will receive **email notifications** confirming:
 - The fax was sent
 - The fax was successfully delivered

