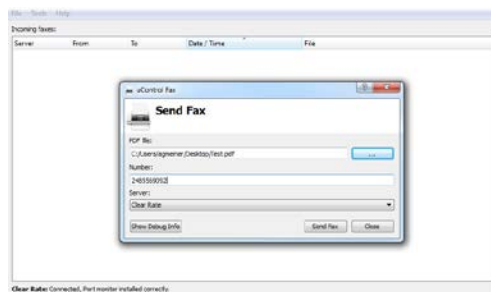




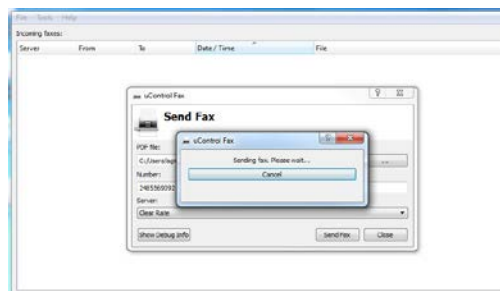
Outbound Efax User Guide

uControlFax Agent

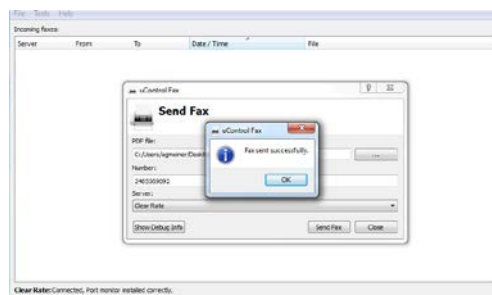
1. Go to file. Document must be a PDF to send directly from uControlFax Agent.
 - a. Click "Send Fax"
 - i. Click "OK"
 - ii. Choose your PDF file by clicking on the "..." or "Browse" button
 - iii. Type in the ten digit number you would like to fax to (no dashes or spaces).



- iv. Click "Send Fax"



2. If your fax was sent, you will receive a confirmation notice. If not, a rejection notice will be displayed.



*You can send only one document (document can have multiple pages) at a time using uControlFax Agent.

**Outbound Efaxes are not recorded in a log.