

# How to Send a Fax

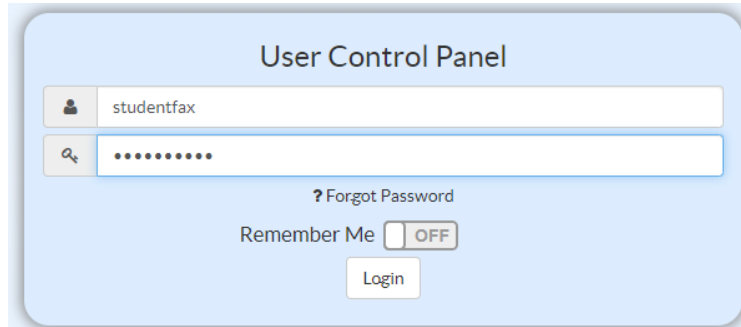
Please be advised that the document you wish to fax should be scanned or saved in PDF or TIFF format before attempting to fax.

1

Visit <https://questuni.itel.com/ucp/> and log in with the following details:

USER: studentfax

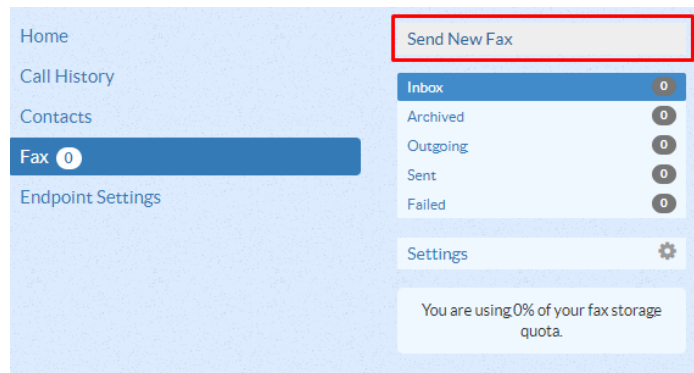
PASSWORD: QuestFax10



The image shows a 'User Control Panel' login form. It has a header with the title 'User Control Panel'. Below the title are two input fields: the first contains the username 'studentfax' and the second contains a masked password '.....'. Below the password field is a link that says '? Forgot Password'. Underneath that is a 'Remember Me' checkbox which is currently 'OFF'. At the bottom of the form is a 'Login' button.

2

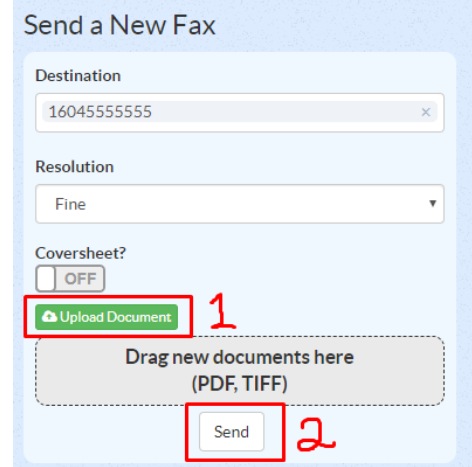
Under the fax tab, select 'Send New Fax'.



The image shows a dashboard navigation menu. On the left is a vertical list of links: Home, Call History, Contacts, Fax (with a '0' badge), and Endpoint Settings. On the right is a main content area with a 'Send New Fax' button highlighted with a red box. Below this are several status indicators: 'Inbox' (0), 'Archived' (0), 'Outgoing' (0), 'Sent' (0), and 'Failed' (0). At the bottom of this area is a 'Settings' gear icon and a message: 'You are using 0% of your fax storage quota.'

3

Enter the phone number including country and area code in the destination field. Upload your file in PDF or TIFF format, and then hit send.



The image shows a 'Send a New Fax' form. It has a 'Destination' field with the value '1604555555'. Below that is a 'Resolution' dropdown menu set to 'Fine'. Underneath is a 'Coversheet?' checkbox which is 'OFF'. At the bottom of the form is a green 'Upload Document' button with a red box and the number '1' next to it. Below the button is a dashed box containing the text 'Drag new documents here (PDF, TIFF)'. At the bottom of this dashed box is a 'Send' button with a red box and the number '2' next to it.

4

Your fax should now send! You can check the status of your fax under the 'Outgoing' tab.

If you require additional support, Quest Library Staff will be happy to assist you.