Fax Mail (Web Portal)

User Guide

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1   Overview

There is a user portal which allows company staff to manage fax.

Users need to use their registered email account to login the user portal.

Software requirements

The software needs to run on Micrsoft Windows Platform

- Windows 7, Windows 2000, Windows XP, Windows Vista
- Internet Explorer 9 or above
- Mozilla Firefox 8 or above
- Google Chrome 19 or above
- Apple Safari 5.1.7 or above

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2 User Logon Screen

Log-in User Portal allows user to do fax management. This allows him/her to view and manage fax.
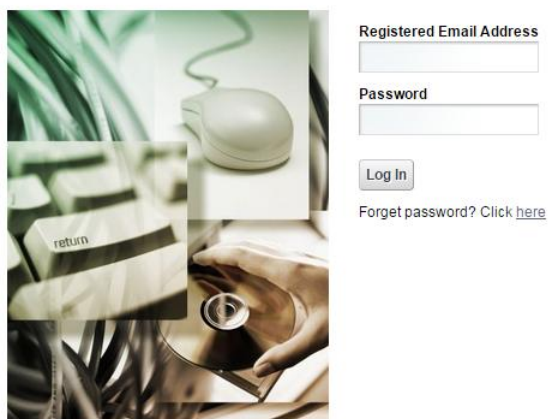

Figure 1: Logon Screen

You can login directly from web browser with url: https://www.hkt-uc.com

1) Enter the user name and password in Registered Email Address and Password. Note that the user name and password is located in welcome letter.

2) Press "Log In" button to login.

3   Corporate Fax Service

To go to Fax Mail Service, click the Menu: "Serivces"-> "Fax Mail".

Figure 2: Fax Mail Service Menu

4   Fax Mail

When user goes into service page, there have a list of fax. There have operation area which allow user to manipulate fax operation.

- Inbox – this dropdown box allows user to switch between inbox / Sent / Trash / Failed to check and view fax

- Delete – select fax mail by clicking checkbox and use this button to delete fax message

- Filter – it is used to filter fax with four type of selection criteria: All / Unread / Fax Number / Recevied Date.

- Refresh – use this button to refresh the web page for new fax mail

- Add to Blacklist (optional) – add selected number into black list to block all related incoming fax

HKT Here To Serve

Unified Communications Service Management - User Portal

Home	Company	**Services**	Personal

Fax Mail   Usage New Fax Mail Setting

36546052 / Inbox ▾ 1.87MB (38%) used   Add to black list | Delete | Filter: Show All | Refresh

☐	From	▾ Date	Size (KB)		
☐	22245890	2015-04-14 17:52:14	5	View	Forward
☐	36546052	2015-04-14 17:35:49	5	View	Forward
☐	22245890	2015-04-14 17:13:21	5	View	Forward

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Figure 3: Listing of all fax mail

5   Create a New Fax Mail

To fax out a new fax mail, user need to enter the recipient fax number, load a document and type the cover page (if any). The fax will be sent to receipent's fax machine after "Send" button is pressed.

■   Fax Recipient/Receiver Fax Number – the fax number which is going to receive fax

■   New Attachment – document with common file format (.doc, .xls, .ppt, .jpg, .pdf) which is used to fax out

■   With Cover Page – allow customer to type fax cover content

HKT Here To Serve

Unified Communications Service Management - User Portal

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Fax Mail Box for Distribution - New Fax Mail   Back

Sender Fax Number: 25160090 ▼ 30000 page remained
Fax Recipient:
Receiver Fax Number: [_____] Add
New Attachment:
Choose a file to upload ...

With Cover Page: ◉No ○Yes
Send

Figure 4: New Fax Mail

6 Usage Statistics

Fax Mailbox for Distribution - Usage Statistics

Fax number:	25160090
Concurrent inbound fax:	5
Number of fax destinations per request:	1
Number of fax pages per month:	30000
Number of fax pages per request:	50
File size per request:	5
Interval between retry:	10
Pages per inbound fax:	50
Number of retry per request:	3
Last received call:	23704054
Last received status:	3
Last received number of page(s):	3
Last received time:	Thu Aug 13 09:28:00 GMT+800 2015
Page quota:	30000
Page quota remained:	30000
Request quota:	600
Request quota remained:	600

Figure 5: Usage Statistics

Usage Statistics is a summary page contains the fax number information and usage quota information.

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7   Setting

Fax Mail Box for Distribution - Setting

Settings

Fax Number: 25160090 ▾
Auto-Forward: ○ - Yes   ● - No
Auto-delete (retention period - 7 days):   ○ - Yes   ● - No

Save   **Reset**

Figure 6: Setting

In order to auto-forward all fax mail to user pre-defined email address, user need to first define the auto-forward email in the setting page by clicking auto-forward "Yes" and enter the email address.

To auto-delete the fax message, user need to click Auto-delete "Yes" and the fax mail will be moved to trash folder after 7 days and permenant delete in trash after 30 days.

8 Forget Password

Figure 7: Forget Password

User may forget his password. User just needs to click the forget password and enter the registered login email address. A change password email will be sent to user's email inbox. User can then change a new password in order to use the service.

9 Change Password

Figure 8: Personal Information update

Figure 9: Update Password

After click "Personal" and then "Update Password", it will go to "Update Password" page. Input "Current Password" and "New Password" twice and then press "Update", the password will be changed and new password will be effective immediately.