

Compose New Fax

Users can send faxes in the SimboConnect dashboard using the **New Fax Button**, represented by a blue fax icon at the bottom-left corner of the screen.

Clicking the icon opens the **Compose New Fax** window where the user can initiate an outbound fax.

Compose New Fax — Fields & Options

The Compose window includes:

1. From (Fax Line)

This field displays the fax line you are sending from (e.g., **DEMO Fax Line (+1XXXXXXXXXX)**).

- If your account has **multiple outbound fax lines**, a **dropdown menu** will appear.
 - Select the correct fax line before continuing.
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2. To (Recipient Fax Number)

Enter the **fax number of the recipient**.

- Make sure to include any required prefixes (such as area codes or country codes).
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3. Include Cover Page

If you want to add a cover page:

- Check the **Include Cover Page** option ,then
 - Upload your own cover page in PDF format.
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4. Fax Document

Upload the **PDF document** you want to fax.

- The system accepts PDF format only.
 - Ensure the document is correct before sending.
 - Max support size is 5MB
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