

Sfax using the Web

1. In Sevocity, click **Print Preview**. Document will open in the respective pdf viewer installed on the computer.
2. Save the file to computer.
 - Repeat steps 1-2 for more than one document.
3. Log into your clinic's Sfax account at <https://app.sfaxme.com/appLogin.aspx>.
4. Click **Compose Fax**.
5. Enter Recipients Fax number.
6. Click the **+Add** button or hit **Enter** on your keyboard.
7. Click **Upload Documents** and find file(s) on computer to upload.
8. Drag file(s) or click **Choose Files** to find file(s).
9. Click **Next**.
10. Select cover page, if desired.
11. Enter Subject, Reference and Remarks, if desired.
12. Click **Send** at the top, right of the screen.

Sfax using the Driver

1. In Sevocity, click **Print Preview**. Document will open in the respective pdf viewer installed on the computer.
2. Click the **File** menu.
3. Select **Print**. The Print window will open.
4. Select **Sfax Driver** from the Printer drop down list.
5. Click the **Print** button at the bottom of the Print window. The Sfax Driver window will open.
6. Select Action:
 - Click **Save for later** to store the document in your fax queue to send at a later time or to find/add another document to send.
 - Repeat steps 1-6 for multiple documents.
 - Click **Continue** to proceed sending this document as a fax. The Sfax window will open.
7. Enter the recipient's fax number in the **Recipients** field.
8. Click the **+Add** button or hit **Enter** on your keyboard.
9. Select the **Cover Page** (if desired) from the drop down.
10. Enter Subject, Reference and Remarks, if desired.
11. Click the **Send** button at the bottom of the Compose screen.

Sfax using the API

1. In Sevocity (or outside of Sevocity), save file to computer.
2. In Sevocity, click the **Fax** tab.
3. Click **New**.
4. Select the recipient from the **To** drop down. *(Contacts must be added under Tools > Preferences > User or CLINIC > Contact List > Begin Edit, prior to creating new fax message.)*
5. Enter **Subject**.
6. Enter **Remarks**.
7. Click **Add** to find file on computer.
8. Click **Open** to attach file.
 - Repeat steps 7-8 for additional files to be added to fax.
9. Click **Send**.