

The following instructions can be used for sending faxes whether you are on campus or off campus. Using a web browser you can send a fax regardless of your location.

To send a fax:

1. Open a web browser and go to
  - <https://mainfax.baycollege.edu> for Main campus staff/faculty/usersor
  - <https://westfax.baycollege.edu> for West campus staff/faculty/users
2. Click Accept or Yes when prompted to accept certificate

Login Name: **\*Your Username\***

Login Password: **\*Your Password\***

**If you do not remember your password you can use the forgot password link to get an email with your current password.**



The screenshot displays the MultiTech Systems logo in the top left corner. The main heading is "FaxFinder® FF830" followed by "Web Management - Version 2.3.1". Below this is a login form with a "Login" tab and a "Forgot Password?" link. The form contains two input fields: "Username" and "Password", and a "Login" button.

To send a fax from the user interface (see below image for default display after logging in)

- Select **Send Fax**
  - Enter Recipient Information
    - Name
    - Organization
    - Fax Number
    - Telephone Number or Extension (For response purposes)

## Send Fax

### Sender Information

Name	<input type="text" value="Brian Seppanen"/>
Organization	<input type="text" value="ITS"/>
Phone Number	<input type="text" value="906-217-4092"/>
Fax Number	<input type="text" value="906-217-1670"/>
Email Address	<input type="text" value="brian.seppanen@baycollege.edu"/>

### Recipient Information

Find Recipient	<input type="text" value="Enter Recipient Info"/>
Contact/Group	<input type="text" value="Select Contact/Group"/>
Name	<input type="text"/>
Organization/Description	<input type="text"/>
Fax Number	<input type="text"/>
Phone Number	<input type="text"/>

**Add Recipient**

Name	Organization/Description	Fax	Phone	Action
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### Cover Page Information

Include cover page with this fax?  Yes  No

Select Cover Page

Subject

Comments

### Attachments

.txt, .tif, .tiff, .pdf or .ps files

Attachment  No file selected.

- Enter Subject
- Enter Comments

- Select Browse and Attach the document to Fax (Make sure this is in the approved format .txt, .tif, .tiff, .pdf or .ps)

Options	
Max Attempts	<input type="text" value="3"/>
Priority	<input type="text" value="Medium"/>
Retry Interval	<input type="text" value="300"/> seconds
Send a receipt	<input type="text" value="failure"/>
Fax Attachment with Receipt	<input type="text" value="PDF"/>
<input type="button" value="Send Fax"/>	

- Change any default Options desired
- Select Send Fax

If the fax fails to send you should receive an email that notifies you of that fact, but only if you leave the default setting “Send a receipt” for “failure.”

To modify your user editable attributes on the fax host, you can follow the procedures below.

**MultiTech Systems**

[Home](#) [Status & Logs](#) [User](#) [Contacts](#) [Send Fax](#) [Logout](#)

**FaxFinder® FF830**  
**Web Management - Version 2.1.0**

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Tel: (763) 785-3500 or (800) 328-9717  
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 Technical Support: (763) 717-5863 or (800) 972-2439

Online Support Portal: [support.multitech.com](http://support.multitech.com)  
 FTP site: [ftp.multitech.com](ftp://ftp.multitech.com)  
**Knowledge Base & Resolutions**

- Select User from the Toolbar
- Select Change Password, can be any combination of letters and numbers but cannot contain any of these special characters !@#%&^&\*()\_+
- Modify your telephone number and fax number if you prefer to list your full 10-digit number, this will be the number people receiving your faxes will see
- Save Changes by selecting Update

