

STANDARD OPERATING PROCEDURE (SOP)

Voice over Internet Protocol (VoIP)

Optimizing business processes through modern communication tools.

JFAX

1. Go to nuavox iFax portal - https://client.nuavox.com/ifax/



- 2. Key in username and password provided by administrator.
- 3. You will reach the inbox upon login and access to all the incoming fax.
- 4. To fax out, you may go to **SEND FAX** on the top menu, key in the number for e.g. 0376102010, choose file that you would like to fax out and click send.





