

## Using FaxBB fax/voice broadcasting web portal step by step

### 1, Upload fax file

Log into your account → click 'Message' → click 'Fax documents' → 'New Document' → name your new document → click 'Choose File' → select a file from your local computer (only **PDF, JPEG and TIFF** are supported for now) → click save → click 'view' to make sure it's correct file.

### 2, Upload fax list

Click 'Contacts' → 'Contact Groups' → 'Add new" and name your Contact Group → 'Save'

Click 'Contacts' → select 'Contact Group' → click 'import' → choose your local file (.csv or .txt) → select desired 'Target Group' → 'Save'

The correct fax/phone number format: 17189877898,

The wrong format: 7189877898 / 1-718-987-7898 / 1 (718) 9877898

( How to add country code 1 before the fax numbers in MS Excel: "Just right click and select Format Cell on the context menu, select custom and then specify '0' type as you wish, it would be '10'. Here '1' is the prefix and 0 is the numeric after")

### 3, Start fax campaign

Click 'Campaigns' → 'Campaign Management' → 'Add new" → select 'Fax Campaign' → name your fax campaign, select contact group, leave 'campaign mode' as 'normal', select 'fax document', enter '**Max.**

**Concurrent Channels'** (provided in email, default 100 for US, 5 for Canada), enter 'caller ID', schedule your campaign. Leave other options as default. → campaign will be starting by click 'Save'. You can monitor and check result real time.