

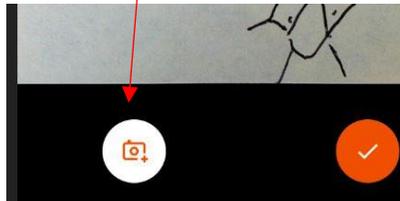
Sending Faxes from Phones

Things to know first:

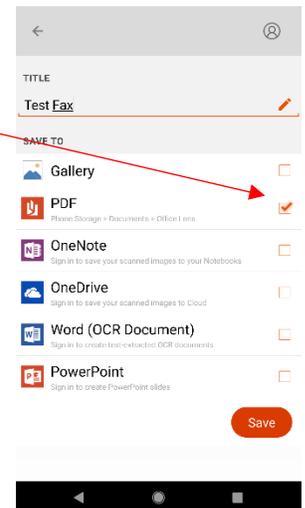
- I. It is only possible to send faxes from your phone using a PDF.
- II. The following instructions include screenshots using the “Office Lens” app, which is available for both Android and Apple at their respective app stores.

Instructions:

- 1) Open Office Lens on your mobile phone
 - a. Make sure the setting at the bottom is set to “Document”.
- 2) Line the orange box up to fit your page and tap the white button to take an image
 - a. Continue adding pages to your scan by tapping the camera icon with the plus symbol.
- 3) Once scanning is complete, press the orange checkbox



- 4) Edit the title of your scan if desired. In this example the file has been named “Test Fax”
 - a. Ensure sure the “PDF” button is checked and note the directory where the file will be saved under the file type (in this example the file is saved to “Phone Storage > Documents > Office Lens”). Tap the Save button when ready.



- 5) Open the Outlook app on your phone
 - a. Click the triple-line (sometimes called the “hamburger”) and select the faxinbound account (displayed as a circle with an “F” in the center).
 - b. Contact aklinger@cog-med.com if you don’t have this account on your phone.



- 6) Create a new message
 - a. In the To box, address your message to recipient in the following fashion: 16148679889@concordsend.com (You MUST include the 1!).
 - b. The above is just an example for how to format the address in the To box for your e-mail. Some pharmacies can be pulled up by name if they’ve been entered as a contact, if not you must enter the address as formatted in 6a.
 - c. Anything typed in the subject line will appear as a cover sheet on the outgoing fax.

- 7) Tap the paperclip icon in the bottom-right to attach your PDF file created in step 4a

- a. Tap “Choose from device files”



- 8) Navigate to the folder from saving your image in step 4a
 - a. The phone may default to “Phone Storage”, so your first folder to look for will likely be “Documents”.

- 9) Attach the PDF to your outgoing message and tap send.

