

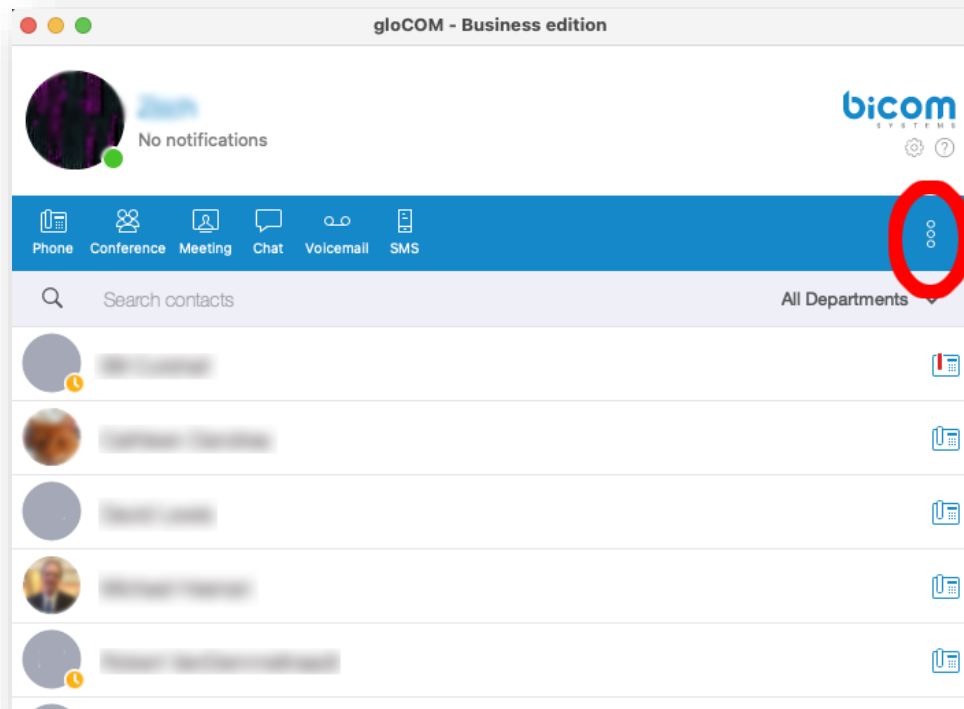


## How to send a fax using the gloCOM desktop app

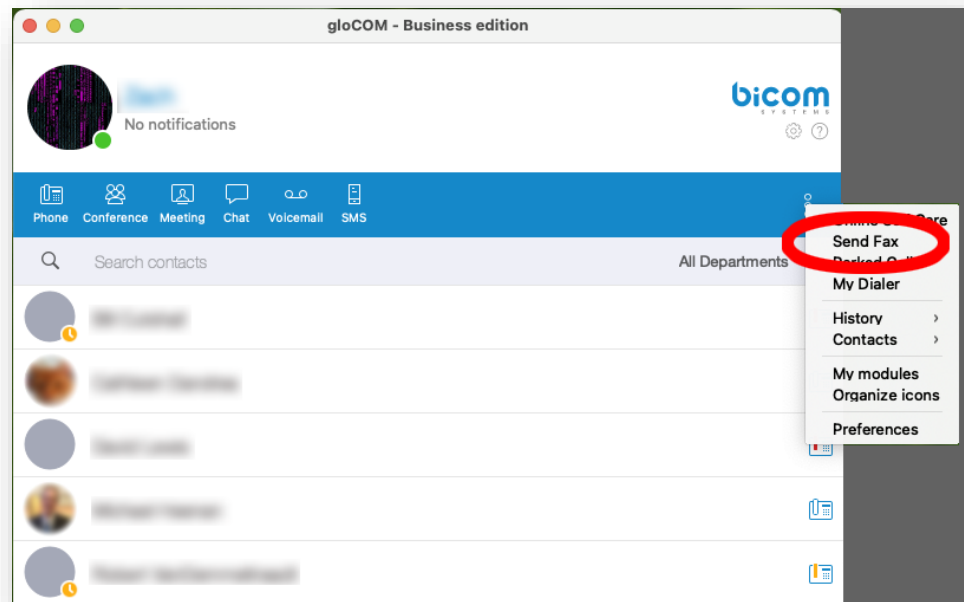
1. Log into your gloCOM app on your desktop. If the gloCOM app has not been installed, contact [support@midwesttelco.com](mailto:support@midwesttelco.com).

A screenshot of the gloCOM desktop application's login screen. At the top center is the gloCOM logo, which consists of a blue circle containing a white stylized 'G' shape, with the text 'gloCOM' underneath. Below the logo are two input fields: the first is for a username, containing several asterisks and a cursor; the second is for a password, also containing several asterisks. Below these fields is a blue rounded rectangular button with the text 'Login'. Underneath the button are two checkboxes: the first is labeled 'Remember password' and the second is labeled 'Log In automatically on startup'. At the bottom of the login area is a blue link that says 'Forgot my password'.

2. Select the **Menu** icon to the right.




3. Select **Send Fax**.



4. Select the **File** icon to the right. Choose your desired document to be faxed. Fill out the remaining required contact information. Click **Send Fax**.

Send fax - gloCOM

PDF file \* | 

[Learn how to send any types of documents \(Word,Excel etc...\)](#)

FAX INFO

TO

Name \* Search

Fax \*

Phone

Email

Company

FROM

Name \* Search

Caller ID Default Caller ID

Fax

Phone

Email Search@midwesttelco.com

Company

COMMENTS AND STATUS

Message

Resolution Standard Resolution (204x98)

Send cover page     Urgent     For Review

Please Comment     Please Reply     Please Recycle

Logs    **Send Fax**