

IZMIR UNIVERSITY OF ECONOMICS  
DIRECTORATE OF INFORMATION TECHNOLOGIES  
IT DIRECTORATE

**ONLINE FAX SYSTEM (SMART FAX)**

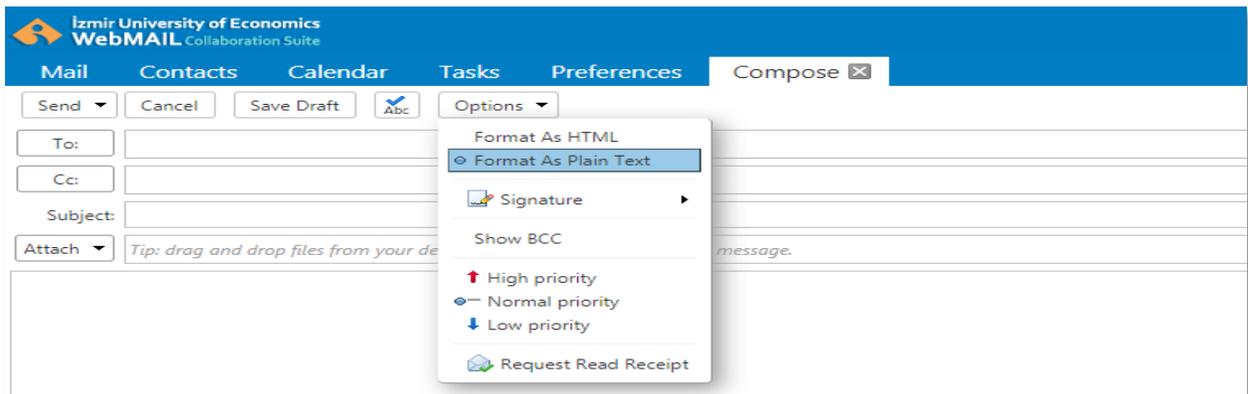
*This document intends to explain how to send and receive faxes online via e-mail (IUE academic/administrative staff e-mail accounts), mobile app, and web portal.*

Staff members must make a request on Document Management System (DYS), with the approval of their supervisor, when they want to enter the fax system for the first time.

1. via E-Mail
2. via Mobile application
3. via Portal

### 1. Sending Fax via E-Mail

Zimbra Webmail is used as sample here, however, other mail applications (such as Thunderbird, Outlook, etc.) can also be used to send and receive faxes.



- Before you start, please select your format as ***“Format As Plain Text”*** under Options tab.

Izmir University of Economics  
WebMAIL Collaboration Suite

Posta Kişiler Takvim Görevler Tercihler Oluştur ✕

Gönder İptal Taslağı Kaydet Seçenekler

Kime: 02322792626@tfaks.com ✕

Kk:

Konu:

Ekle Lorem Ipsum.docx (14 KB) ✕ Lorem Ipsum.pdf (61,5 KB) ✕

Selamlar,|

- Write **@turkcellakillifaks.com** or **@tfaks** at the end of the fax number of the receiver. (For Example: [02322792626@tfaks.com](mailto:02322792626@tfaks.com)), Pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, jpg, gif, png, txt, file types can be added as attachments.

## 2. Sending Fax via Mobile Application



Download **SMART FAX** application from (IOS or ANDROID) app stores.



Müşteri Numarası \ E-POSTA

Müşteri numaranızı ya da E-posta adresinizi giriniz

ŞİFRE

Şifrenizi giriniz

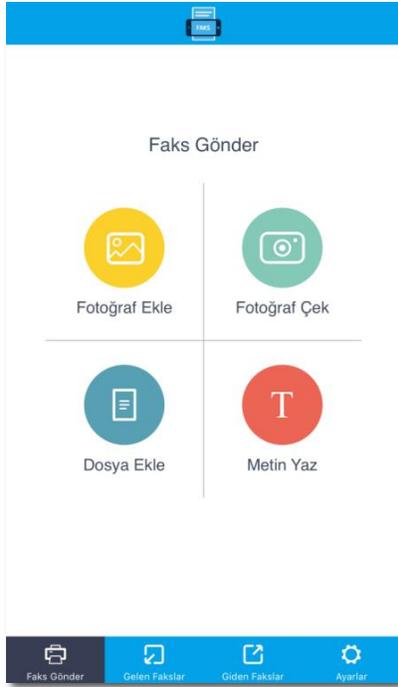
Beni Hatırla

ŞİFREMI UNUTTUM

Akıllı faks abonesi olmak için Superonline Müşteri Yöneticiniz ile iletişime geçebilirsiniz veya 0850 222 1222'yi arayabilirsiniz.

**Giriş Yap**

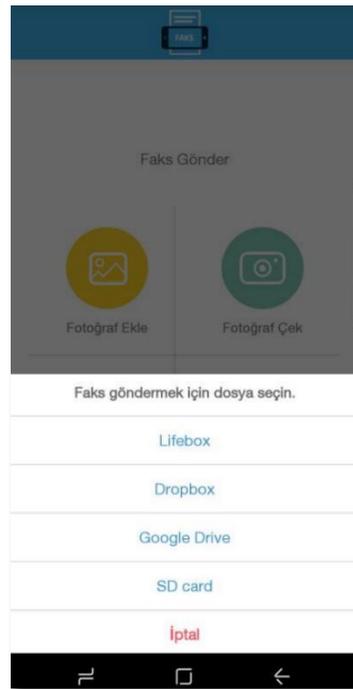
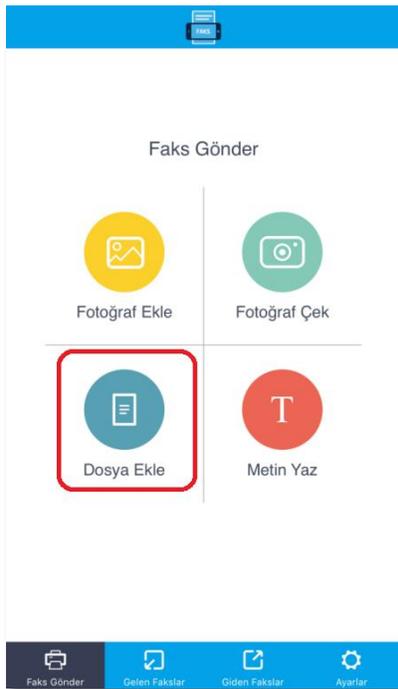
- Click on **“SUPERONLINE ABONELERİ (SUBSCRIBERS)”** and go to the start screen. Once your account is activated, you need to enter the **e-mail address** and **password** forwarded to you.



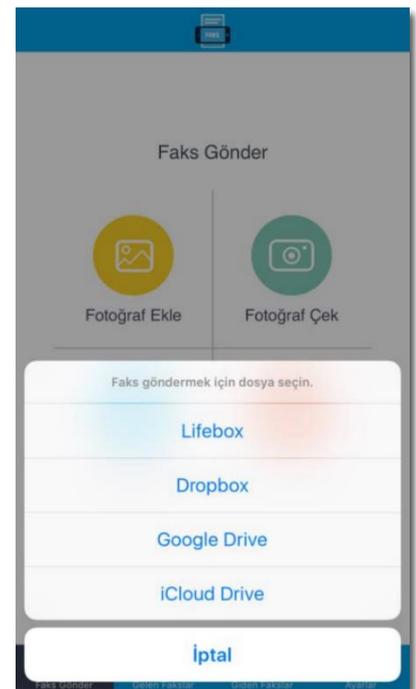
- When you enter, you will see the 'faks gönder (send fax)' screen initially.

- If you want to send a file, select **"Dosya Ekle (Add File)"**.

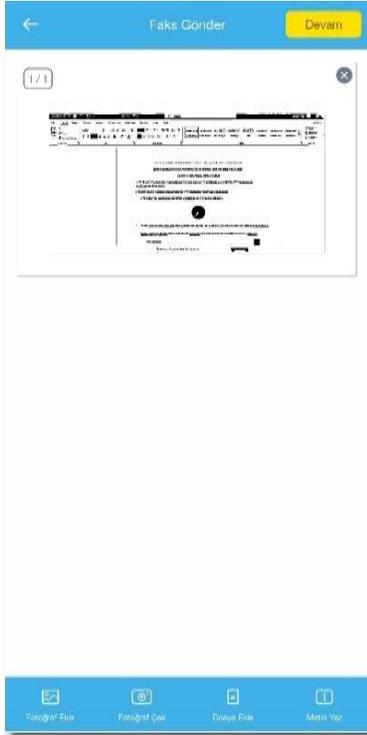
### Android Look



### IOS Look

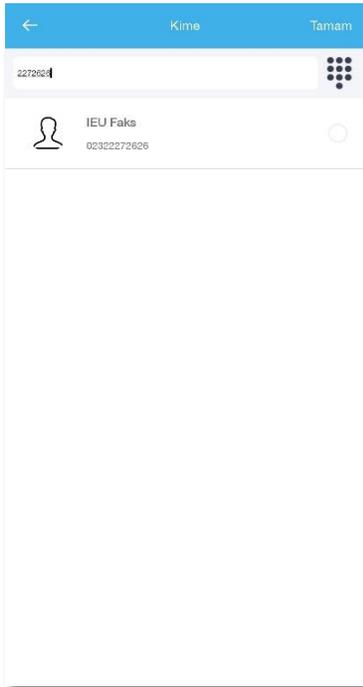


- Select the storage space for your file, and then select your file.



- Click on **“Devam (Continue)”** button if you want to continue with one file.

- Click on **“Dosya Ekle (Add File)”** button if you want to add more files.



- Enter the fax number of the receiver.

- Click on **“Tamam (Okay)”** button and finalize your process.



- After you approve the sending (yes-evet/no-hayır) your fax will be sent.

### 3. Sending Fax via Portal

- Go to <https://www.turkcellakillifaks.com/> address.



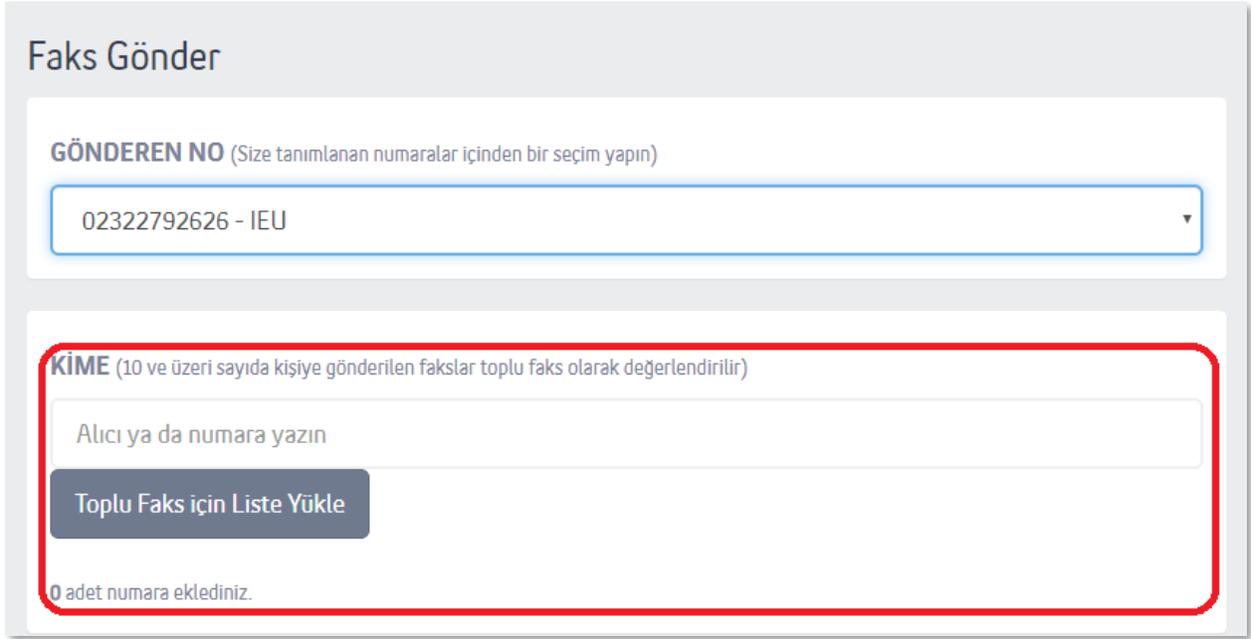
- Click on "**Giriş (Enter)**" on the upper right of the page.

The image shows the user login page of the Turkcell Akıllı Faks portal. The page has a blue header with the text "KULLANICI GİRİŞİ". Below the header, there are two input fields. The first field is labeled "E-POSTA/MÜŞTERİ NUMARASI" and contains the placeholder text "E-posta adresinizi ya da müşteri numaranızı giriniz". The second field is labeled "PAROLA" and contains the placeholder text "Parolanızı girin". At the bottom right of the form, there is a link "Şifremi Unuttum" and a blue button labeled "Giriş Yap".

- Once your account is activated, you need to enter the **e-mail address** and **password** forwarded to you.



- Click on the “**Faks Gönder (Send Fax)**” button and enter the fax sending screen.



- Enter the fax number of the **person** or **organization** you want to send a fax to

**KONU**

Konu giriniz

**FAKS İÇERİĞİ**

**B I U** Biçim - Yazı Türü - Bo...

- Write the **subject** and **content** of your fax.

**Please note that when you write the subject or content, it will be sent as the first page of your fax.**

**DOSYA YÜKLEME**

Dosyaları buraya sürükleyebilirsiniz.

Dosya seç Yükle 0 b 0%

**KAYDET** **ÖNİZLEME**

**GÖNDER**

- Select the **dosya (file)** or **dosyaları (files)** you want to send.
- Click on **“Yükle (Install)”** button to prepare the files you selected for sending.
- If you are ready, click on **“ÖNİZLEME (PREVIEW)”** button for final check.
- Click on **“KAYDET (SAVE)”** button and save your fax in your drafts.
- Click on **“GÖNDER (SEND)”** button to send your fax.