

Faxing via email is now possible with our email to fax feature.

Configuration

Set up the desired email address for the user.


The fax will fail if the email address you are faxing from is not assigned to any PBX User(s) at all.

Users / Jane Smith (1002)

Profile Answering Rules Voicemail Phones Advanced

Profile Information

First Name	<input type="text" value="Jane"/>
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Last Name	Smith
Login Name	1002@ABCCo
Department	Support
PERMISSION	
Change Account Security	
Email Address(es)	jane.smith@abcco.com 
Multi-Factor Authentication	Google Authenticator not configured.

Sending an Outbound Fax by Email

Using an email client like MS Outlook, you can send your fax to any 11-digit US number using the format [DID@instant-fax.com](mailto:12033045246@instant-fax.com) (eg. 12033045246@instant-fax.com).

Fax Caller ID when Sending an Outbound Fax by Email

You can now have a Fax Caller ID configured to your email address when sending an outbound fax. Please send us an email at info@telecomconcepts.biz or give us a call at 985-246-5788 to use this feature.

Receiving Inbound Fax Notifications by Email

Please send us an email at info@telecomconcepts.biz or give us a call at 985-246-5788 to setup Receiving Inbound Fax Notifications by Email.

Multiple Attachments

It is possible to attach multiple files in your email to fax. The files will all be combined into a single PDF document, based on an alphabetical file name sorting. With this in mind, if you want your cover sheet to be first, name your document file something like 1CoverSheet.doc to ensure it is sorted first, followed by other documents you may also have attached.