

USER GUIDE

eFax

To Send An eFax | Compose a new email with the following-

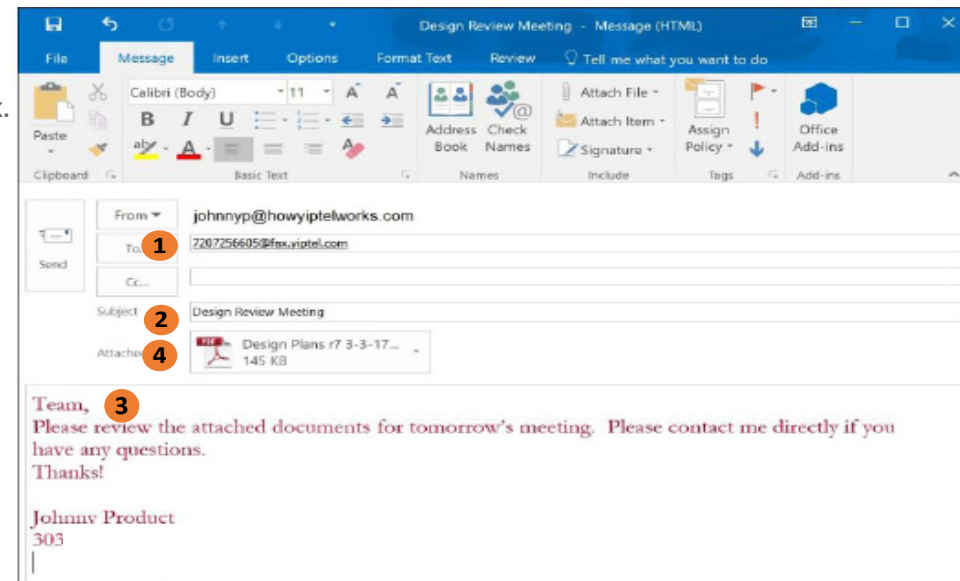
- 1 The **TO** field will need to be <recipient number>@fax.yiptel.com
- 2 The **SUBJECT** field will convert to the subject field on the cover page of the fax.
- 3 The **BODY** of the email will be the message on the cover page of the fax.
- 4 Any **ATTACHMENTS** will convert to subsequent pages.
*this converts most anything (.doc, .pdf, .xls, and more...)

Review the information and then press **Send**.

You will receive a confirmation email that will indicate if your fax was successfully completed or if it was unsuccessful.

General Notes |

- Inbound faxes can be delivered as a PDF to a single email address only. This can be a distribution email if you choose.
- Each eFax account includes up to 10 authorized emails to send faxes from. To add or remove emails from this list, contact us at 800-752-6110.



Fax

FACSIMILE

Date: 4/17/2017

1 **To:** 3035658227
From: Erik Drumm

2 **Subject:** Design Review Meeting

3 **Team,**
Please review the attached documents for tomorrow's meeting. Please contact me directly if you have any questions.
Thanks!

Johnny Product
303.555.1212