



## vFax Information

### Your vFax Information:

Company Name: \_\_\_\_\_

Your Fax Number: \_\_\_\_\_

Username: \_\_\_\_\_ Password: \_\_\_\_\_

Authorized Contact: \_\_\_\_\_

### How to View vFax:

#### View Email:

Choosing the vFax option provides you with the convenience of having all incoming faxes sent straight to your email. Faxes will automatically be converted to a .pdf file and then sent to any email addresses that are listed on your vFax account.

To begin receiving your vFaxes, please have your authorized contact email support@axioncommunications.com with the list of appropriate email addresses for your account.

#### View Via Program:

Rather than having your email authorized, you can also view the incoming faxes by using the Virtual Network Fax Program (downloaded from <http://www.viewmyfax.com/setup.exe>) and login with the vFax username and password listed above.



## How to Send vFax:

### Send Via Email:

*You can send faxes directly from your authorized email account. Please have your authorized contact message support@axioncommunications.com with your current vfax number and the email address you would like to have added to your account. Make sure to specify if you would like to be able to send as well as receive via vFax, or if you will just be utilizing one option with vFax.*

Sending a fax from your email is as simple as sending off a regular email.:

Simply type the 10 digit fax number you wish to fax to in the "To:" line in your email, followed by "@emaiyourfax.com"

*Example: If you want to send a fax to 805-642-1456 then in it should read: "To: 8056421456@emaiyourfax.com"*

The next part to ensure your fax sends correctly, you MUST type in the 10 digit fax number your sending the fax from in the subject line, without spaces. This fax number MUST be the vFax number registered to your account. If you type in a different fax number in the subject line, the process will fail and the fax will not send.

Once you've formatted the email correctly simply attach the file you wish to fax and hit SEND. The supported files for attaching are as follows: (.xls .doc .jpg .pdf .txt .htm .html .rtf .csv .ps .tif). Any other file formats are currently not supported and will not send.

Once the fax sends, you will receive a confirmation email confirming that the fax was sent correctly.

*COVER PAGE (OPTIONAL): If you wish to add a cover letter to the fax, simply add the text "cover page" in the subject line after your fax number and then the body of the email will be treated as the cover page of your fax. Example : "Subject:8181112222 cover page"*

*If you do not want this, the recipient will only receive whatever file you attach.*

### Send Via Program:

Visit <http://www.viewmyfax.com/setup.exe> and the install file will download.

Run the .exe file to install the Virtual Network Fax software.

Locate the Virtual Network Fax program from your start menu and enter in your username and password located at the top of this document when prompted.

Once the program is open, click File > Send A Fax. This is where you will enter in the recipients fax number, attach a file and have the option to add a cover letter.

You can also check faxes sent to this number by clicking File > Check Messages and then selecting View Fax from the Action drop down next to the fax you wish to view.