

## **CLOUD FAX QRG**

## Sending a Cloud Fax

**Using your EMAIL client:** 

1. Open a new email message.

Enter **To** information in this format: Include a one (1) and the 10-digit Fax Destination <u>1Number@ipfax.net</u>

- Attach the document(s) that you wish to Fax to the message.
  (Maximum of 3 documents and most file formats).
  - Type information into the body of the email that you wish to appear on the Cover Page.
- 4. Click SEND



Send	From +	Test@evolveip.net
	То	16109648009@ipfax.net
	Сс	
	Bcc	
	Subject	
( COVE	R PAGE INFO	DRMATION TYPED HERE)

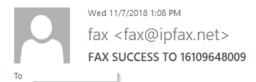


PLEASE NOTE: Instructions on sending faxes via the Windows Driver Client are noted in the CLOUD FAX USER GUIDE

## **Fax Confirmation**

Once the document is SENT to another electronic fax number or physical fax machine you will get a confirmation email on its **SUCCESS** or **FAILURE**.

- Fax confirmation can include:
  - Text (DEFAULT)
  - Text and First page
  - o Text and All pages
- Fax Confirmation allows confirmation to multiple emails and/or to an email distribution list.



Dear	
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The following are the results for Fax Subject:0

MessageID : 26265656

Creation Time : 11/7/2018 1:05:02 PM

Dialed Number: 16109648009

Pages Sent : 2

Fax Status : SUCCESS Country : USA Duration : 1:18

Thank you for using Evolve IP Cloud Fax.

If you have any questions or concerns please contact us at:

P: 877.459.4347, Option 2

Support@evolveIP.net