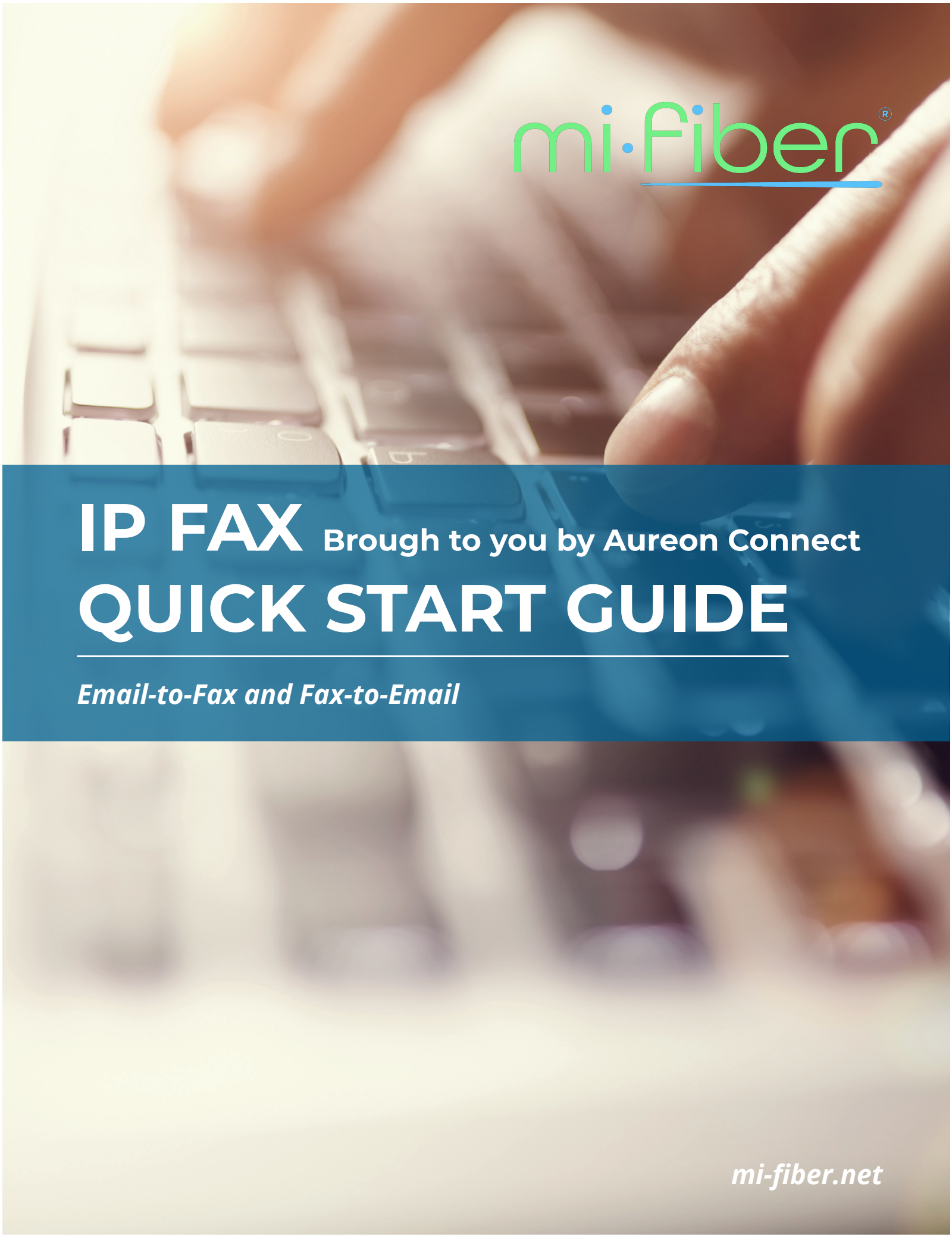


mi·fiber®

IP FAX Brough to you by Aureon Connect

QUICK START GUIDE

Email-to-Fax and Fax-to-Email

mi-fiber.net

IP FAX QUICK START GUIDE – EMAIL-TO-FAX AND FAX-TO-EMAIL

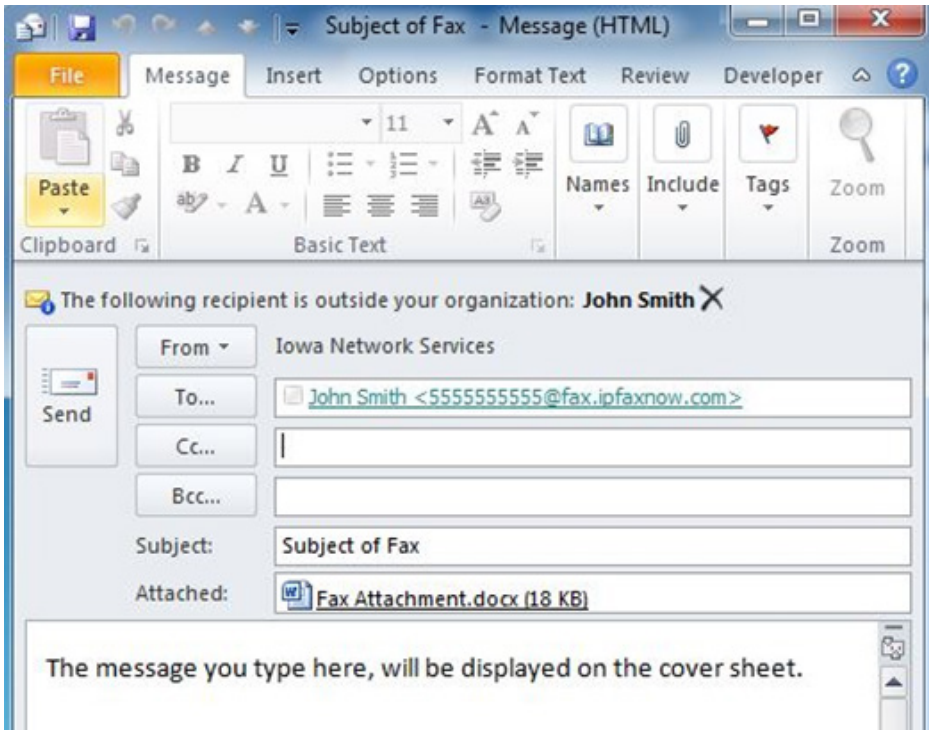
SENDING A FAX

If you would like to send a fax, start by opening your normal email application.

1. Enter the name of the person you will be sending the fax to in parenthesis, followed by FaxNumber@fax.ipfaxnow.com. The email address that you are sending from must be the email address that is registered with your IP Fax Line.

   In the example below, the person's name is John Smith and their fax number is 5555555555.

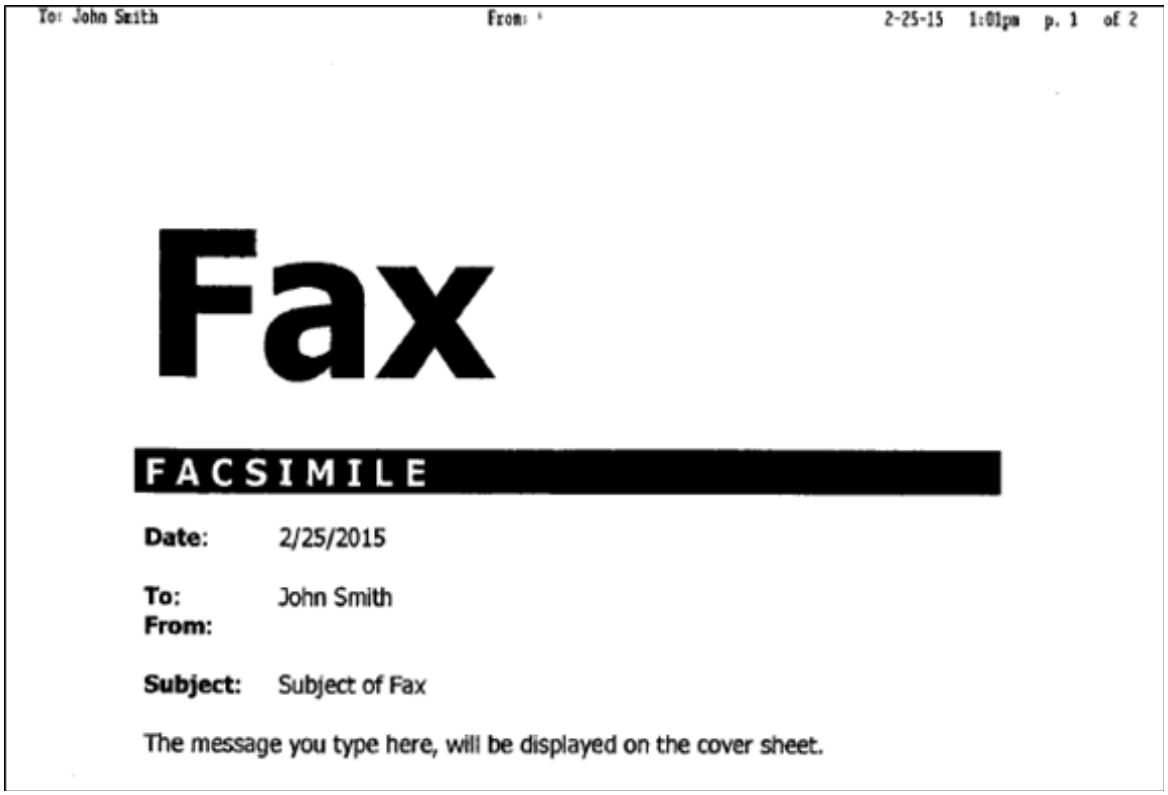
2. Enter the subject of your fax. This will display on the fax cover page.
3. Attach the contents of the fax.
   - These can either be Word, PDF, or JPEGs.
   - If you attach a three-page Word document, it will become pages two through four of the fax.
4. The information you type in the message body will be displayed on the cover page. If you leave the message body blank, the fax will be sent without a cover page. If your email automatically attaches a signature, this would be displayed on the fax cover page.
5. Click "Send."



SENT FAX

The person receiving this fax will receive it as if it was sent from an actual fax machine. The cover page will auto-populate with the information from your email, including the following:

1. To:
2. From:
3. Date:
4. Subject:
5. Message



To: John Smith From: ' 2-25-15 1:01pm p. 1 of 2

Fax

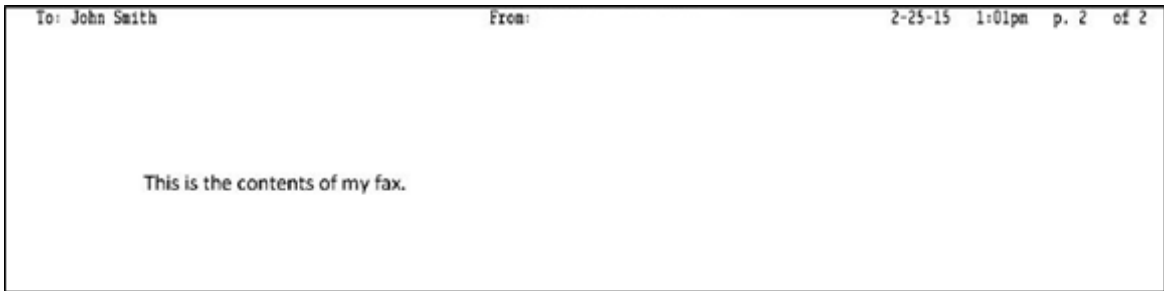
FACSIMILE

Date: 2/25/2015

To: John Smith
From:

Subject: Subject of Fax

The message you type here, will be displayed on the cover sheet.

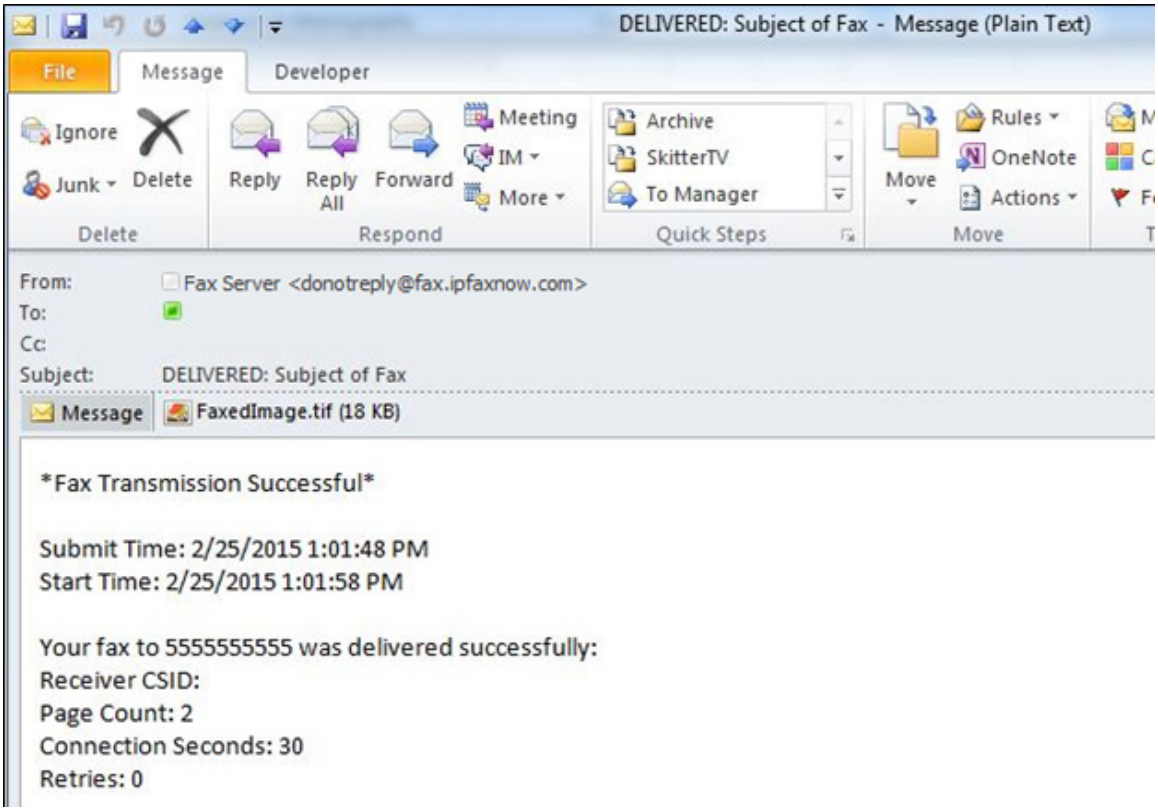


To: John Smith From: 2-25-15 1:01pm p. 2 of 2

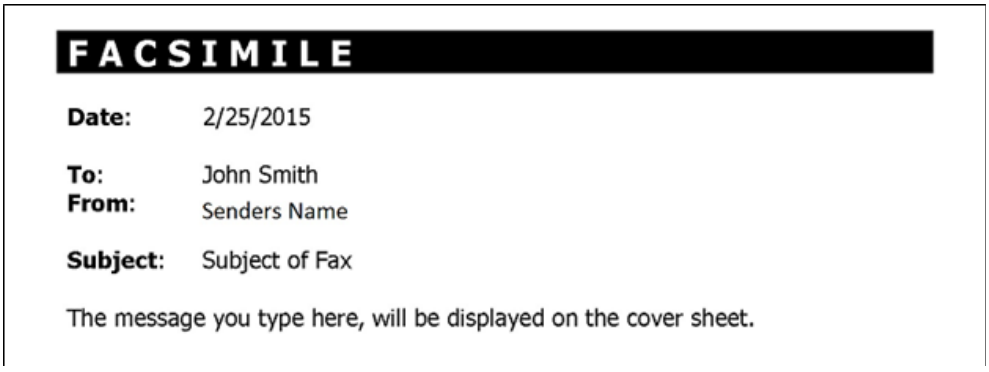
This is the contents of my fax.

FAX CONFIRMATION EMAIL

You will receive a confirmation email once the Email-to-Fax that you sent is received by the Hosted IP Fax server.

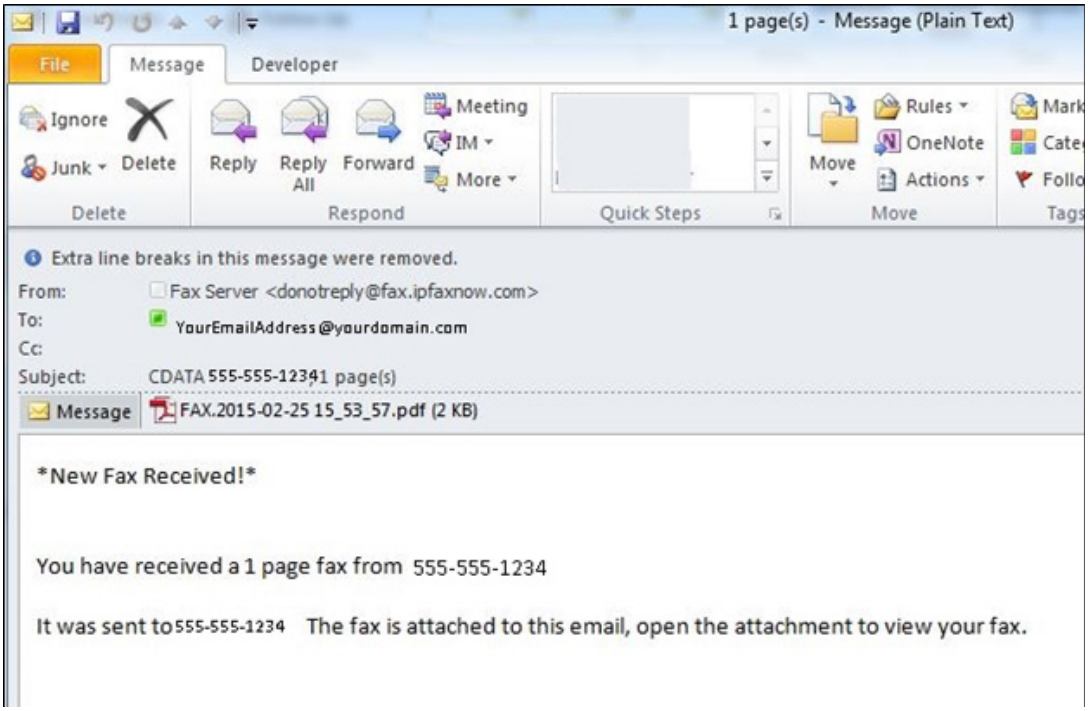


The confirmation email will include an attachment. The attachment is a copy of the cover page that was sent.

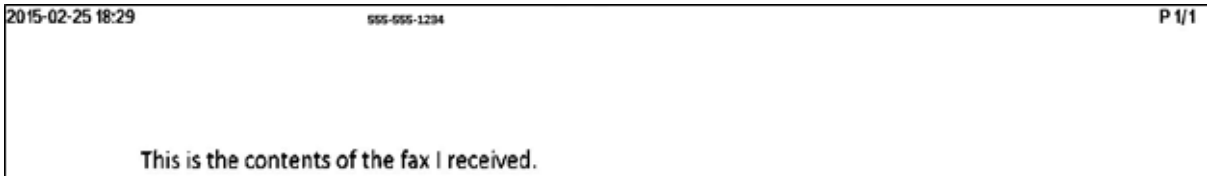


RECEIVING A FAX

In order to receive a fax from someone else, you simply provide them with your fax number. They will send the fax the same way they currently fax someone. You will receive the fax in your email inbox. It is recommended you add the domain @fax.ipfaxnow.com to your email white list.



The attachment is the contents of your fax message. It will include both the cover page, as well as the fax message.



TROUBLE REPORTING:

For support or troubleshooting, please contact 24/7 Tech Support at 515-850-0500