

# Fax2Mail Quick Reference Guide

Thank you for choosing Fax2Mail.

**Fax2Mail**<sup>TM</sup>

SEND A FAX, RECEIVE IT ANYWHERE  
RECEIVE A FAX, SEND IT ANYWHERE

## Receiving a Fax

To receive a fax, simply provide the sender with your Fax2Mail fax number. The Fax2Mail system receives the fax and instantly converts the document into either PDF or TIFF format before forwarding it to your inbox. Faxes will be emailed to you from Documanager powered by Fax2Mail and the subject will be (x) page document from (fax number) e.g.

Documanager powered by Fax2Mail  
2 page document from 0870 114 2000

## Viewing a Fax

To view a fax, simply select and open the email attachment. You can save, print, delete or forward the fax.

## Sending a Fax

- STEP 1** Create a new email.
- STEP 2** Attach the documents you wish to send as faxes.
- STEP 3** In the "TO:" field on the email enter the recipient's fax number followed by @fax2mail.com  
e.g. 08701142000@fax2mail.com
- STEP 4** Send the email.

Any text which you type in the body of your email will appear on the cover page of your document. So you can add any extra notes or instructions for the main fax document that may be necessary.

Cover pages are set up as default to all accounts, but if you wish to send a particular fax with out a cover page type //CP=NONE in the subject field of your email.

To populate the TO: and COMPANY: fields you must address your message in the following format:  
Firstname\_Lastname.Company\_name.faxnumber@fax2mail.com

e.g.  
John\_Doe.Fax2Mail\_Ltd.08701142000@fax2mail.com

Fax2Mail supports the following attached document formats in sent outbound faxes:

.doc .xls .vsd .rft .pdf .jpg .ppt .gif .bmp .jpeg .txt .rtf

## Managing Your Account

Log on to the [www.fax2mail.com](http://www.fax2mail.com) website using your email address and password. From here you can review your account activity and change your account preferences.

- Received Faxes** View and act upon faxes that you have received
- Sent Faxes** View and act upon faxes that you have sent
- Preferences** Change your preferences. Each user can select either PDF or TIFF formats to receive their faxes.

## Received Faxes

This activity log on [www.fax2mail.com](http://www.fax2mail.com) allows the user to view faxes received in the past 30 days. Information provided includes the date and time the fax was received, the number of pages and a reference number. Users can resend previously received faxes.

## Sent Faxes

This activity log allows the user to view all of the faxes sent in the past 30 days. Information provided Includes the time and date a fax was sent, the recipient (fax number), the number of pages and a reference number. Users can resend faxes directly from this log. Please Note: The activity log only stores the records from the past 30 days. After this period, records are automatically deleted from the system.

## Preferences

This allows you to change whether you receive your faxes as PDF or TIFF attachments, change the email address you send and receive your faxes on and the login password for your account.

## Customer Support

If you are having problems with basic user functions, please contact our customer service centre at [support@fax2mail.co.uk](mailto:support@fax2mail.co.uk) or call 0870 114 1140.