



# **E-FAX**

# **MANUAL**

## SENDING AN E-FAX

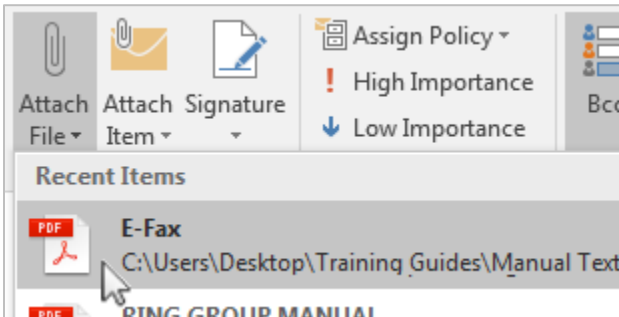
Smart Fax saves time and paper by allowing users to send faxes electronically through email.

To send an e-Fax:

Create a new email in your browser or email client.



Click **Attach** and select the .PDF document you would like to send as a fax.



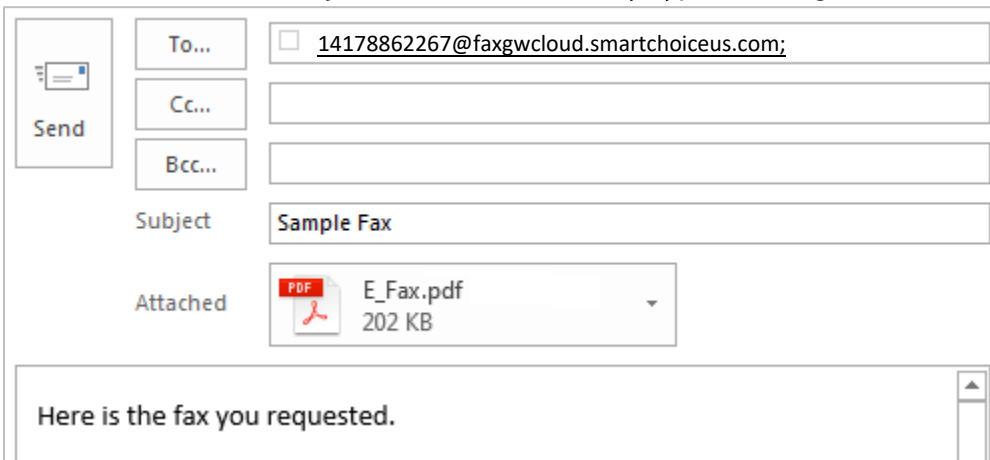
### SENDING A TEST FAX

To ensure the e-fax feature works:

Send an email with a .PDF format attachment to:  
**14178862267@faxgwcloud.smartchoiceus.com**

Enter the recipient's fax number email in the **To:** field. It should read **FAXNUM@faxgwcloud.smartchoiceus.com**

Enter fax details in the **Subject** field and, if necessary, type a message into the main message field.



Click **Send** to send your fax.



*Electronic faxes that are sent to your fax number will also arrive as .PDF files.*

## FREQUENTLY ASKED QUESTIONS

**Question:** What file format will my e-Faxes be when they arrive?

**Answer:** All inbound e-faxes will arrive in .PDF format.

**Question:** Why can't I open the e-Fax I received?

**Answer:** To open e-Faxes, your computer or device will need Adobe Reader or a similar application that can access .PDF attachments.

**Question:** Is there a limit to how large the .PDF file can be?

**Answer:** Please contact your IT administrator to determine the limit on inbound .PDF fax size.

**Question:** Do I have to use Outlook to receive my e-Faxes?

**Answer:** No, you may use any email client that can open .PDF attachments.

**Question:** How do I send outbound e-Faxes?

**Answer:** Attach a .PDF fax and send an email to a recipient with format below:  
[FAXNUM@faxgwcloud.smartchoiceus.com](mailto:FAXNUM@faxgwcloud.smartchoiceus.com). (FAXNUM will represent the fax number.)

**Question:** How can I receive additional support?

**Answer:** You can reach Smart Choice Communications **24x7x365** at **(800) 217-3096**.