

E-FAX

MANUAL

SENDING AN E-FAX

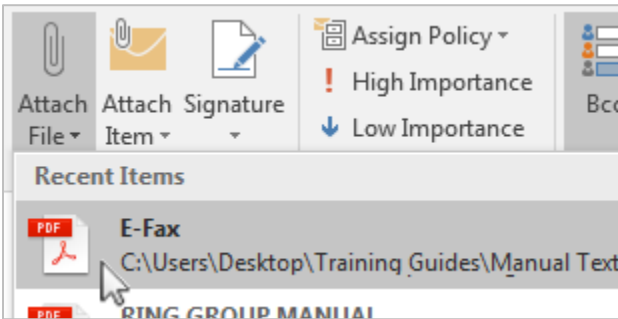
Smart Fax saves time and paper by allowing users to send faxes electronically through email.

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.



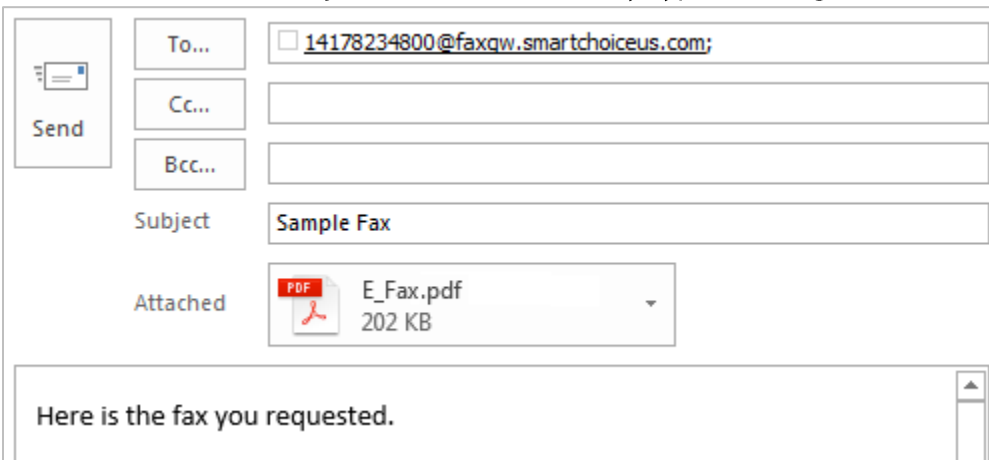
SENDING A TEST FAX

To ensure the e-fax feature works:

Send an email with a .PDF format attachment to:
14178234800@faxgw.smartchoiceus.com

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