



## Hosted Fax

An email address must be defined when the hosted fax service is set up. This email address will receive inbound faxes and will be allowed to send.

### Sending a fax

You can send a fax from any pc capable of sending email, but **MUST** be sent from the email account(s) DEFINED AS ELIGIBLE SENDING ACCOUNTS. You can define up to two of these. The document to be faxed is attached to an email and sent to the fax server.

The fax system requires that the document be in a PDF format.

The system does not attach a cover sheet when the fax is sent so you must include one with your document if you want one. It must be attached as a PDF file.

Multiple PDF files can be attached. 20MB total. 250 pages max. They will be processed in order from first to last.

Attach the PDF file to an email with the TO: address in this format: 1<faxnumber>@faxhd.com

Example: [17708225651@faxhd.com](mailto:17708225651@faxhd.com)

An email subject is not required and will be ignored by the system. The body of the email is also ignored.

SEND the email.

### Receiving a fax

Inbound faxes are received by the inbound email address DEFINED AS ELIGIBLE RECEIVING ACCOUNT. There can be only ONE receiving account. The fax is delivered in PDF format:

They are not saved on the server.

