

CLOUD FAX QRG



Sending a Cloud Fax

Using your EMAIL client:

1. Open a new email message.

Enter **To** information in this format:
Include a one (1) and the 10-digit Fax Destination 1Number@ipfax.net

2. Attach the document(s) that you wish to Fax to the message.
(Maximum of 3 documents and most file formats).
3. Type information into the body of the email that you wish to appear on the Cover Page.

4. Click **SEND**

Send	From ▾	Test@evolveip.net
	To...	16109648009@ipfax.net
	Cc...	
	Bcc...	
	Subject	

(COVER PAGE INFORMATION TYPED HERE)

EVOLVE IP
THE CLOUD STRATEGY COMPANY™

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Wayne, PA 19087
610.964.8000
www.evolveip.net



PLEASE NOTE: Instructions on sending faxes via the Windows Driver Client are noted in the CLOUD FAX USER GUIDE

Fax Confirmation

Once the document is SENT to another electronic fax number or physical fax machine you will get a confirmation email on its **SUCCESS** or **FAILURE**.

- Fax confirmation can include:
 - Text (DEFAULT)
 - Text and First page
 - Text and All pages
- Fax Confirmation allows confirmation to multiple emails and/or to an email distribution list.

Wed 11/7/2018 1:08 PM

fax <fax@ipfax.net>
FAX SUCCESS TO 16109648009

To _____

Dear _____

The following are the results for Fax Subject:0

MessageID : 26265656
Creation Time : 11/7/2018 1:05:02 PM
Dialed Number : 16109648009
Pages Sent : 2
Fax Status : SUCCESS
Country : USA
Duration : 1:18

Thank you for using Evolve IP Cloud Fax.

If you have any questions or concerns please contact us at:

P: 877.459.4347, Option 2

Support@evolveIP.net