



Fax Quick Start Guide

How to Send a Fax

Outbound faxes are sent through your email. Almost any email program can send faxes, including Microsoft Outlook, Yahoo, Hotmail, and Gmail to mention a few. Simply send an email to

FaxNumber@gphonefax.com by replacing faxnumber by the actual number

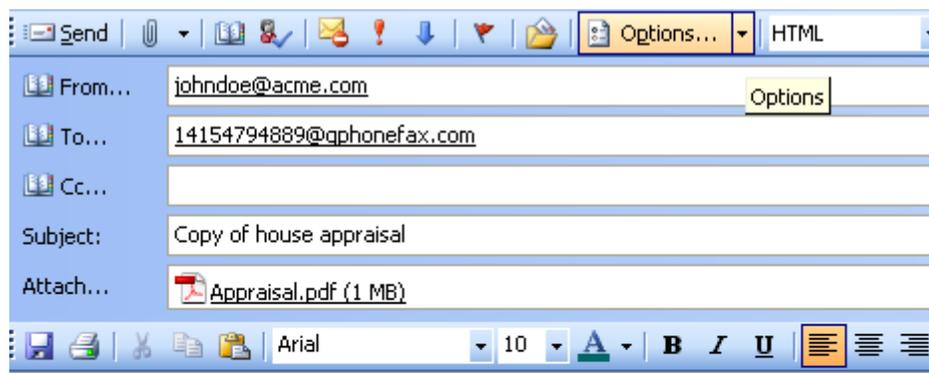
Follow these syntax rules to send a fax via email in the US or Canada, or even internationally.

1. Enter the number "1" for US and Canada emails, or, 011 plus the 'Country Code' for emails outside of the US or Canada. For example, 01144 would be the number to enter for a UK fax (the Country Code for the UK is 44).
2. Follow the "1", or the 011 plus the 'Country Code,' with the Fax Number of the person you are sending a fax.
3. Do not use hyphens, spaces or dashes between any parts of the fax number.

Examples of sending a fax in the US with the number 800-555-1212 would be: 18005551212@gphonefax.com

An International Fax to the UK with the fax number 12-345-6789 would be: 01144123456789@gphonefax.com

You can send a fax to **up to 5 fax numbers in a single email** following the 3 steps above for each number.



Dear Sally,

Here is the fax of the house appraisal.

John Doe
ACME Tool Company



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Attaching your Fax Document

You will need to attach an electronic file to send as the fax. From your message screen you will need to **insert** or **attach** the document by browsing within your computer and selecting a file. You may attach up to a maximum of 5 files of almost any page length to each faxed email.

The following file types are supported:

- .DOC, DOCX (Microsoft Word)(shown in the example above)
- .XLS, XLSX (Microsoft Excel)
- .PPT, PPTX (Microsoft PowerPoint)
- .TIF/TIFF (Tagged Image File Format)
- .TXT (Plain Text)
- .HTML(Hypertext Markup Language)
- .RTF (Rich Text Format)
- .PDF (Adobe Portable Document Format)
- .JPG, VSD (Visio and JPEG)
- .GIF (Graphics Interchange Format)

Outbound Fax Confirmation

When sending a fax to the “gphonefax.com” domain, you will receive two emails: a confirmation that the fax was received at our fax server for delivery; then a second email confirming whether or not the fax was sent successfully. Confirmation emails are sent to the email address used for sending the fax.

Fax Administration

You can manage your account at the website, <https://admin.gphonefax.com/login.aspx>, by using your fax number and PIN to log into your account. At this website you can

- view Activity Reports – Sent Logs
- change your email
- change your cover letter options

Corporate fax administrators have additional capabilities and add manage users. For more information, please contact support@gphone.com or call 703-533-2122.