

VIRTUAL FAX INTERNET INSTRUCTIONS

TO SETUP VIRTUAL FAX

1. Login to online account
2. Click Settings
3. Click View / Edit option following Fax-to-Email / Email-to-Fax
4. Enter up to 20 Inbound email addresses to be associated with the Virtual Fax Number
5. Enter up to 20 Outbound email addresses to be associated with the Virtual Fax Number
6. Click Save

Account Settings Group Support Multiple Locations 605.306.5482 (Efax Line)

Settings

Messaging ON/OFF VIEW/EDIT

Virtual Fax

Send and receive faxes via email. Each Virtual Fax number can be associated with up to 20 inbound and outbound email addresses.

First Name Initials Last Name
Virtual [] [] Fax []

Inbound Email Addresses (Up to 20) Outbound Email Addresses (Up to 20 - Email addresses must be unique system-wide)

[] []

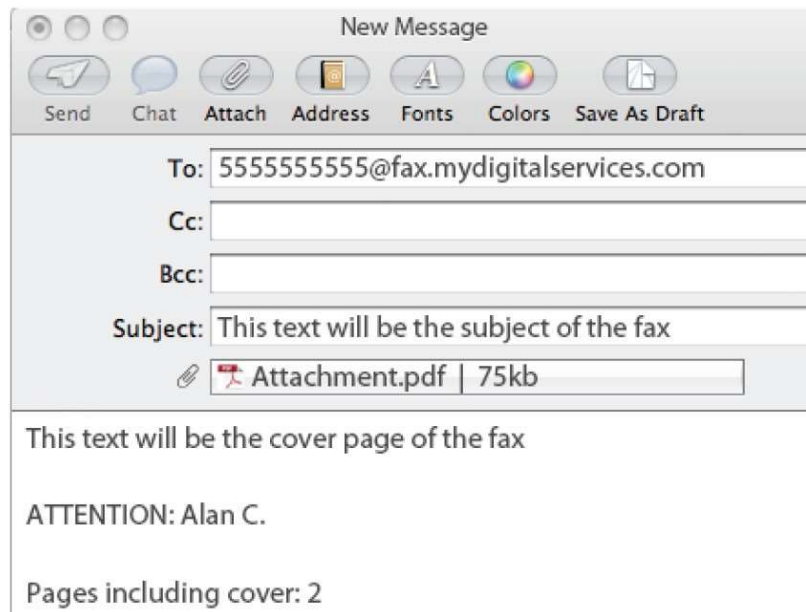
Note: When entering multiple email addresses, each entry should be followed by a single comma with no spaces or returns.

Save Cancel

See instructions

TO SEND VIRTUAL FAX

1. Login to email account associated with Virtual Fax
2. Click to Compose new email
3. Enter appropriate 10-Digit Fax Number followed by @fax.
mydigitalservices.com
4. Enter the subject of the fax into the subject field
5. Enter cover page text in the body of email
6. Attach documents (pdf, doc, txt, rtf and tif formats are supported) to be faxed
7. Click Send



TO RECEIVE VIRTUAL FAX

1. Provide sender with 10-Digit Fax Number Virtual Fax Number
2. Fax will appear as a PDF in the Inbox of the associated inbound email addresses