Fax Settings - Configuring your vFax

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How to set up Who Can Receive faxes:

1. Log into your account.

2. Select **Switchboard**

3. Select a Fax number.

4. Select **Fax Settings > Who Can Receive**.

5. **Who can receive**: Select the right option for your account, choose between receiving faxes on your account authorized email, additional emails only, or both alternatives under the last option.

6. **Additional emails**: Input the emails that you want to receive your faxes. *Note: Each additional email address must go on a new line.*

7. **Accepted format:** Choose the best format for you and your company. The options available are PDF, JPEG, Postscript, and Tiff format.

8. Click **Save** to update your settings.

How to set up Who Can Send faxes:

1. Log into your account.

2. Select **Switchboard**

3. Select a Fax number.

4. Select **Fax Settings** > **Who Can Receive.**

5. Select an **Attempt** time.

6. Select an **Attempt Frequency**.

7. Nominate a default subject line (optional).

8. Click **Save** to update settings.

Who can send

Accepted emails

eg name@company.com
name@company.com

Will attempt

3   times

Attempt every

5   sec

Fax header

CANCEL   SAVE

Tags
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