SETUP

USE

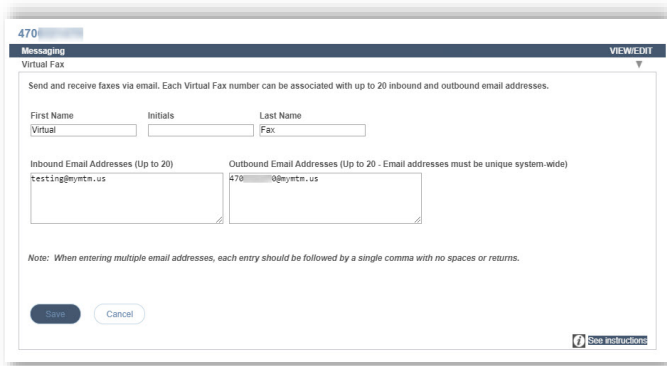### Online Setup

1. Sign into the Voice Services Portal website.

2. Click on the View All Features link in the Basic Features card on your Dashboard to view your Settings.

3. Click the *View / Edit* drop-down arrow next to **Virtual Fax** (*Fax-to-Email / Email-to-Fax*)

4. Enter a **Name** (First, Initials, Last) for the virtual fax number identifier.

5. **Inbound** - Enter up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Inbound (receiving) in the adjacent text box. Separate addresses with a single comma.

6. **Outbound** - Enter up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for Outbound (sending) in the adjacent text box. Separate addresses with a single comma.

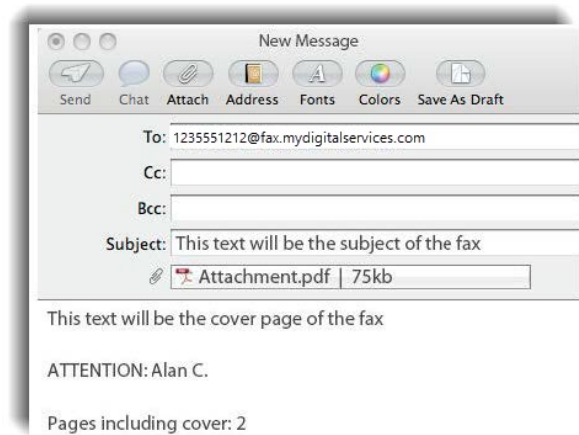7. Click **Save**.

Send Virtual Fax

1. Open the email account associated with Virtual Fax.

2. Compose a new email as follows:

   ➢ **To:** Recipient's 10-Digit Fax Number followed by @fax.mydigitalservices.com

   ➢ **Subject:** Type the fax subject here.

   ➢ **Body:** Type the cover page text in the body of the email. *When sent, this information is rendered in PDF format.*

   ➢ **Add Attachment:** Attach the Document(s) to be faxed. *Note*: The following document file types are supported: ***.pdf, *.doc, *.docx, *.rtf, *.tif, *.tiff,** and ***.txt** Other file formats (spreadsheets, etc.) are not supported at this time.

3. Click Send.

Receive Virtual Fax

1. Simply provide the sender with your 10-Digit Virtual Fax Phone Number and watch your email. *Received faxes appear in the inbox of the associated email account(s) and the pages or files that were sent are included as **PDF** attachments.*