

# How to Use the Hosted Fax Service

## Sending a Fax

To send a fax from, compose a new email from an email address that has been configured to use the service and attach the file you would like faxed. In the To: field of the email, the recipient's address would be 1[**destination fax number**]@faxhd.com

## Receiving a Fax

Faxes to the hosted fax telephone number will be delivered as an attachment in PDF (as selected) to the email address configured for receiving incoming faxes. For example, to send a fax to Netwurx Technology Group, you would send an email to: **13017327401@faxhd.com**

## Email Confirmation / Activity Reports

The system will send the following confirmation emails:

- When a Fax is marked to be sent: **SUCCESSFULLY QUEUED**
- When a Fax has completed successfully: **SUCCESS**

If your user permissions allow for use of the Reports tab in the VoIP Portal, you have the ability to see a fax history of sent and received faxes by user. The Activity Report shows a new Hosted Fax activity searchable by incoming or outgoing status, but it does not provide explicit confirmation or the content of the fax.