

### Sending a Fax

The Fax2Mail solution uses your existing email client to send documents to a recipient as a fax. This eliminates the need for you to load any additional software. You may also send a fax from your mobile PDA (Blackberry, Treo, etc) using the same instructions.

#### To send a fax

**STEP 1** - Create a new email document.

**STEP 2** - Attach the document(s) in the order you want them received. Make sure that paper size is set to A4, B4, letter or legal.

The documents will be delivered to the recipient as a single transmission.

**STEP 3** - In the "TO:" field on your compose email screen, enter the recipient's fax number followed by @fax2mail.com.

Example: 4043331234@fax2mail.com (If sending to an International destination you MUST include 011 and the country code).

#### To send a fax with a Cover Sheet

To populate your cover sheet with Name and Company address your string as follows:

Firstname\_Lastname.Company.fax#@fax2mail.com

The period character "." is used to separate the fields in the address line. As in email you are not permitted to use spaces within the email addressing scheme. Please use the underscore (\_) in place of a space for Name and Company field (if needed)

Example:

Susan\_Smith.OpenText.2015374287@fax2mail.com

Do not use parenthesis "(" or angle characters "< >" in the email address. You can use dashes "-" in the numeric fax number portion of the address.

Example: 212-555-1212@fax2mail.com

#### Populated Cover Sheet

Email address content data appears on cover page

**FAX COVER SHEET**

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<b>To:</b> Susan Smith	<b>From:</b> Lori Daniels
<b>Company:</b> OpenText	<b>Date:</b> 02/06/17 01:39:48 PM
<b>Fax Number:</b> 2015374287	<b>Pages (Including cover):</b> 3
<b>Re:</b> Data from Subject Line	

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**Notes:**

Any text in the email body will appear in the Notes section of the cover sheet

Thank You,

**Lori Daniels**  
Training Specialist | Cloud Support Services

Phone: (732) 652 3535  
Website: www.opentext.com

**OPENTEXT**

This email message is confidential, may be privileged, and is intended for the exclusive use of the addressee. Any other person is strictly prohibited from disclosing or reproducing it. If the addressee cannot be reached or is unknown to you, please inform the sender by return email and delete this email message and all copies immediately.

### Receiving a Fax

To receive a fax, simply provide the sender with your assigned fax number and request he or she send the document in the traditional manner. OpenText receives the fax and instantly converts the document into PDF or TIFF format before forwarding it to your email box.

To view a fax, simply select and open the email attachment. Your PC will launch the viewer necessary to read the document.

Once you have received and viewed your fax, you can perform all standard document operations, including saving, filing, printing, and forwarding it to other users

From: Fax2Mail <fax-8047@reply.fax2mail.com>  
To: Lori Daniels  
Cc:  
Subject: 3 page document from 2015374287

Message: fax-060217-1340.pdf (56 KB)

You have received a document.

Sender's Name: 732-652-3535  
Sender's Caller ID: 2015374287  
Date/Time: Mon 06 Feb 2017 01:40:51 PM EST  
Number of Pages: 3

**Please Note:** You cannot **REPLY** to an incoming fax

### Customer Support

E-mail: [F2MSupport@OpenText.com](mailto:F2MSupport@OpenText.com)

Phone: 866.323.9707