

Business Voice

Cloud

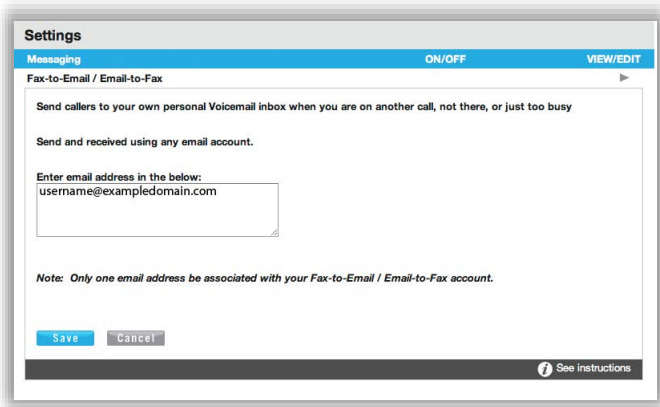
Virtual Fax

User Guide

SETUP

Online Setup

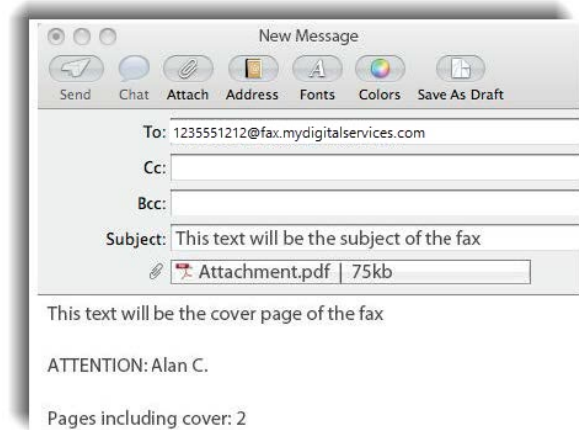
1. Sign into the Voice Services Portal website.
E.g.: <https://myphone.mylogix.com/>
2. Go to **Settings** or click on the **View All Features** link in the Basic Features card on your Dashboard to view Settings.
3. Click the *View / Edit* drop-down arrow next to **Fax-to-Email / Email-to-Fax**
4. Enter up to five (5) email addresses to be associated with the Virtual Fax Number.
5. Click **Save**.



USE

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.
 - **Add Attachment:** Attach the Document(s) to be faxed.
Note: Only *.pdf, *.doc, *.docx, *.rtf, *.tif, *.tiff, *.txt, *.htm, *.html, *.xls, and *.xlsx files are supported.
3. Click **Send**.

Receive Virtual Fax

1. Provide the sender with your 10-Digit Virtual Fax Number (your phone number).
Received faxes will appear in the Inbox of the associated email account(s) as PDF attachments to emails.