Hosted Fax Quick Guide

SENDING A FAX –

- Select 'New Email' using the account that was set up. You must send from the email address linked to the fax service.
- Attach your fax to the new email. Attachments will need to be PDF format.
- In the subject line please include your fax number (in 612 / 613 / 617 / 618 format), otherwise your fax will not be sent.
- Send the email to the destination fax number, for example – 03XXXXXXXX@fax.hosted-voice.com.au.
- You can send to multiple recipients by adding multiple recipients in the same format.
- You will receive a success or fail email once the platform has completed your transaction.

RECEIVING A FAX -

- By default, faxes will be sent to your primary email address associated with your fax number and attachments will be in PDF format.
- Faxes will be received to your primary email and be from: voicemail@hosted-voice.com.au