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Fax Profile Settings

Mike Johnstone - 2025-06-12 - Faxing

Fax Profile Settings

When configuring your vFax, you are able to set up a **caller name** and enter a **password** to your Fax Number, on the Profile settings.

Setting up Caller Name

- 1. Login to your account.
- 2. Go to the **Switchboard**.
- 3. Select your number.
- 4. Select **Profile > Number Details**.
- 5. Set your **Caller Name**.
- 6. Click **Save** to update settings.

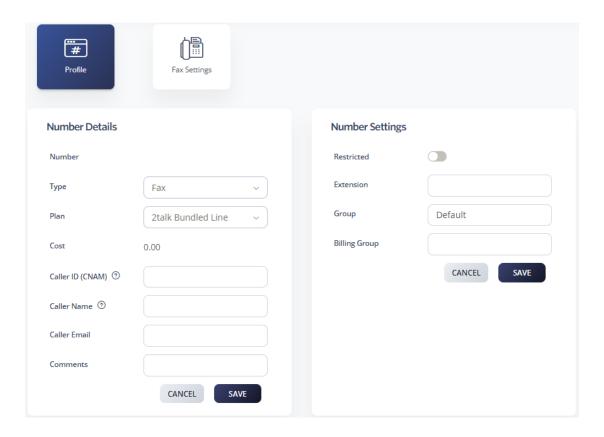
Setting up a Password

We strongly recommend setting a unique strong password for each of your lines. This measure is intended to prevent fraud on your account. Just follow the steps below:

- 1. Login to your account.
- 2. Go to the **Switchboard**.
- 3. Select your number.
- 4. Select **Profile > Number Settings**.
- 5. Toggle Restricted on and create a strong password for your line (you

must use at least 8 characters, including lower case, upper case, and numbers). $\,$

6. Click **Save** to update settings.



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