



Fax Profile Settings

Mike Johnstone - 2024-04-08 - 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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Profile



Fax Settings

Number Details

Number

Type

Plan

Cost

Caller ID (CNAM) ⓘ

Caller Name ⓘ

Caller Email

Comments

Fax

2talk Bundled Line

0.00

CANCEL

SAVE

Number Settings

Restricted

Extension

Group

Billing Group

☐

Default

CANCEL

SAVE

Tags

Faxing