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## Fax Settings - Configuring your vFax

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**How to set up Who Can Receive faxes:**



1. Log into your account.
2. Select **Switchboard**
3. Select a Fax number.
4. Select **Fax Settings > Who Can Receive**.
5. **Who can receive:** Select the right option for your account, choose between receiving faxes on your account authorized email, additional emails only, or both alternatives under the last option.
6. **Additional emails:** Input the emails that you want to receive your faxes. *Note: Each additional email address must go on a new line.*
7. **Accepted format:** Choose the best format for you and your company. The options available are PDF, JPEG, Postscript, and Tiff format.
8. Click **Save** to update your settings.

The screenshot shows a user interface with two main buttons at the top: 'Profile' (with a calendar icon) and 'Fax Settings' (with a fax machine icon). Below these is a modal window titled 'Who can receive' with a toggle switch that is turned on. The modal contains three input fields: 'Send to' with a dropdown menu showing 'Account authorised email'; 'Additional emails' with a text area containing 'eg name@company.com' and 'name@company.com'; and 'Accepted format' with a dropdown menu showing 'PDF'. At the bottom right of the modal are 'CANCEL' and 'SAVE' buttons.

**How to set up Who Can Send faxes:**

1. Log into your account.
2. Select **Switchboard**
3. Select a Fax number.
4. Select **Fax Settings > Who Can Receive.**
5. Select an **Attempt** time.
6. Select an **Attempt Frequency.**
7. Nominate a default subject line (optional).
8. Click **Save** to update settings.

Who can send



Accepted emails

eg name@company.com  
name@company.com

Will attempt

3

times

Attempt every

5

sec

Fax header

CANCEL

SAVE

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