



## 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.

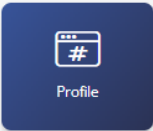
### Setting up Caller Name

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.

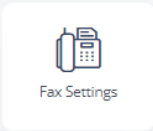
### Setting up a Password

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.



Profile



Fax Settings

### Number Details

Number

Type

Fax

Plan

2talk Bundled Line

Cost

0.00

Caller ID (CNAM) ⓘ

Caller Name ⓘ

Caller Email

Comments

CANCEL

SAVE

### Number Settings

Restricted



Extension

Group

Billing Group

Default

CANCEL

SAVE

Tags

Faxing