



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.



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.



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