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Fax Settings - Configuring your vFax

Mike Johnstone - 2025-08-31 - Faxing

Fax Settings - Configuring your vFax

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.

# Profile	Fax Settings
Who can receive	\sim \bigcirc
Send to	Account authorised email ~
Additional emails	eg name@company.com name@company.com
Accepted format	PDF ~
	CANCEL

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

- Tags Faxing