FAX to EMAIL

Send and receive from any device using Outlook

Send Fax in 3 Easy Steps:

1. Enter the fax number you wish to send a fax to followed by **@fax.firstcomm.com**
   e.g. 123456789@fax.firstcomm.com
2. Attach your pdf document
3. Click **Send**
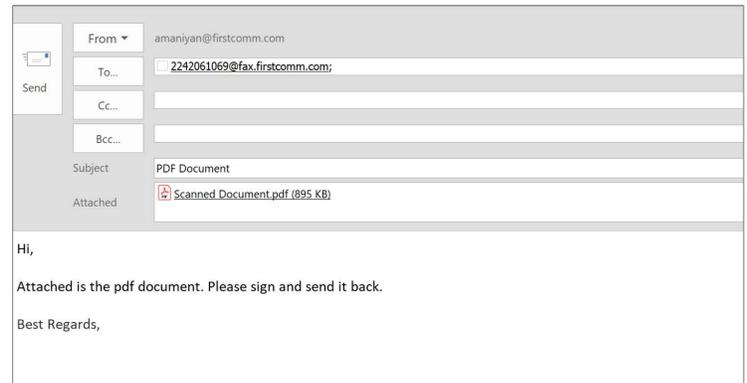
Once the email has been received by the recipient, you will receive a confirmation email. It includes the following :

- Number of Pages Sent
- Attachments Sent
- Processing time
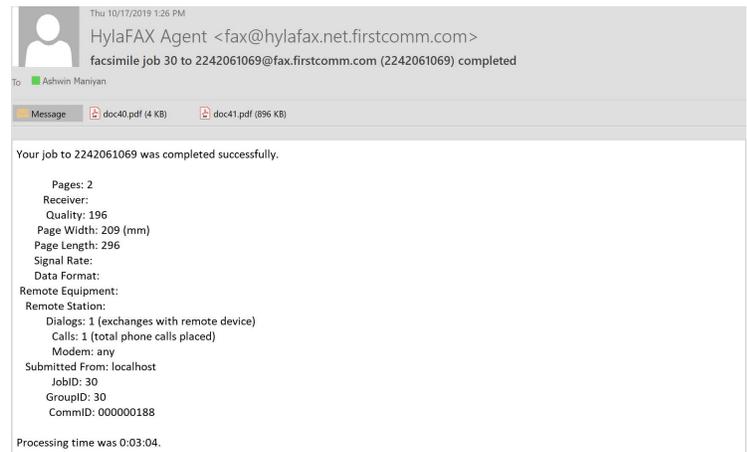
Receive Fax :

You will receive an email with the attachment when a fax has been sent to you. It includes :

- Sender Details
- Attachments
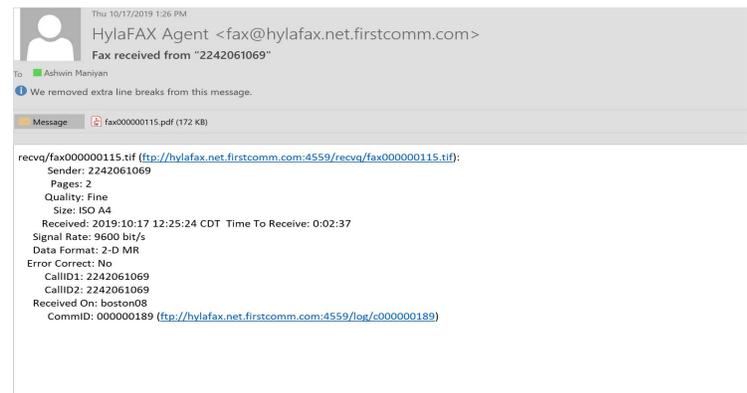
Basic Package ONLY **|** Maximum 20 pages / instance (Recommended) **|** Supported File Format : PDF

Contact Business Care 1-800-860-2934