



Fax to Email

User Guide

Updated Version 05.13.20

Send and receive from any device using Outlook

Send Fax in 3 Easy Steps:

- Enter the fax number you wish to send a fax to be 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



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

• Sender Details

First Communications, LLC.

• Attachments

Send	From *	amaniyan@firstcomm.com
	То	2242061069@fax.firstcomm.com;
	Cc	
	Bcc	
	Subject	PDF Document
	Attached	Scanned Document.pdf (895 KB)
łi,		
Attache	d is the pdf	document. Please sign and send it back.
Best Regards,		



	Inu 10/17/2019 126 PM
	HylaFAX Agent <fax@hylafax.net.firstcomm.com></fax@hylafax.net.firstcomm.com>
	Fax received from "2242061069"
To Ashwin M	lanivan
U We remove	ed extra line breaks from this message.
Message	(c) fax000000115 pdf (172 KB)
//	
recvq/fax00	0000115.ttl (ttp://tylatax.net.firstcomm.com/4559/recvq/fax000000115.ttl): r 2242061069
Pages	:2
Quality	; Fine
Size:	ISO A4
Receive	d: 2019:10:17 12:25:24 CDT Time To Receive: 0:02:37
Signal Ra	te: 9600 bit/s
Data Forr	
Callin1	sct No • 222/061069
CalliD2	2242061069
Received	On: boston08
Comm	1D: 000000189 (<u>ftp://hylafax.net.firstcomm.com:4559/log/c00000189</u>)

Basic Package ONLY | Maximum 20 pages / instance (Recommended) | Supported File Format : PDF