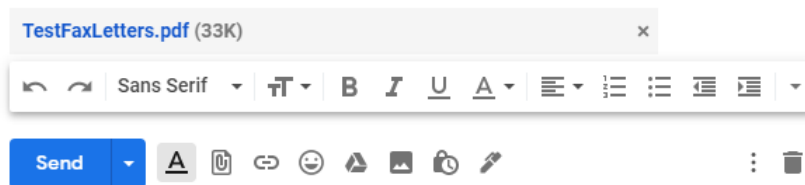
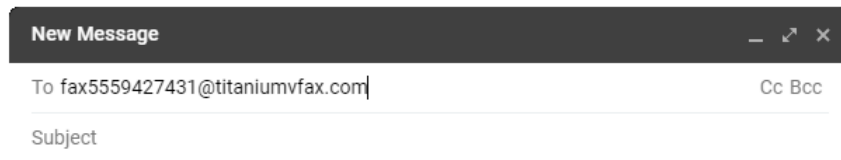


## Email to Fax Instructions

Below are the instructions on how you can send an email to a fax machine

1. Open your email client and compose a new message (only configured emails can fax)
2. In the "To" field, type fax<destinationnumber>@titaniumvfax.com.
  - a. You will simply replace <destinationnumber> with the 10-digit destination that you wish to fax.
3. Attach any supported document types\* to the email and send the message. (It is not necessary to include a subject or body, as these fields are ignored).

**Email to Fax format – fax#####@titaniumvfax.com**  
where ##### = destination fax number



After sending the message, you will then receive an email in your inbox stating that your attempt has been queued. Afterward, you will receive another email that will notify you if the fax completed, or if it failed.

**\* Supported document types are 8.5" x 11" (US Letter Size) PDF, DOC, or DOCX.**