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***“Taking business communications to the Max”***

**E-FAX Services Quick Reference User Guide**

**How to use Maxsip E-Fax Services:** (Must be an E-Fax subscriber with Maxsip in order to utilize this service)

**To send an E-Fax:**

1. Compose an e-mail to [efax@maxsip.com](mailto:efax@maxsip.com).

2. In the Subject Line add the phone number that you are faxing to. Do not add any characters, example; 2015554444.

3. Attach the document(s) that you want to fax. Supported E-Fax file types: bmp, doc, docx, gif,

htm, html, jpeg, jpg, pdf, ppt, tif, tiff, txt, xls, xlsx

4. Type a message (if you wish) in the body of the e-mail, this message will be sent along with the faxed document(s).

5. Hit send

You will receive an e-mail confirmation from: [EFAX\_NOTIFICATION@maxsip.com](mailto:EFAX_NOTIFICATION@maxsip.com) if your fax has gone thru.

Should your fax fail; The E-Fax will re-try to send up to 3 times, if not able to send, you will receive a failure notice from [EFAX\_NOTIFICATION@maxsip.com](mailto:EFAX_NOTIFICATION@maxsip.com).

**To receive an E-Fax:**

1. Receive e-mail from fax sender.

2. Open e-mail from Sender. Please Note; The Subject Line will have the senders fax number and number of pages faxed, example: Fax from 12015554444 to 12128840101. Pages [1]

3. Open attached file

4. Print or save attached document(s)