



## SEND A FAX USING EMAIL TO FAX

### Step 1

- Open your Email program and create a new email msg.
- In the “To” field enter the destination fax number followed by “@westfax.com”
- The destination fax number must include the area code + number. i.e. 5553331212@westfax.com

### Step 2

- Enter the subject of the fax. This can be a reference or account #. It will come back in the fax receipt.
- Attach any document(s) you want to fax. Supported formats are pdf, word, excel, powerpoint, most image formats as well
- Faxes will be ordered in the order they are attached.

#### Additional Options:

(These options are set in the Subject Line)

**/cp** include default coverpage or first coverpage

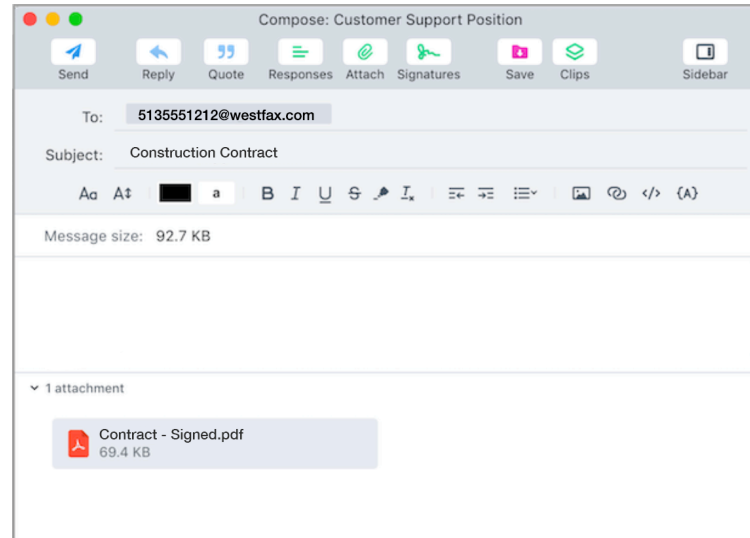
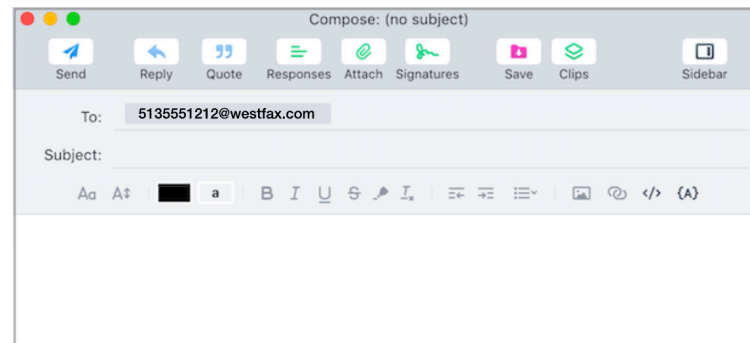
**/cp** *coverpage-name* Include specific coverpage.

**/h** *fax header value*

**/hn** Suppress Header completely

Sample subject:

**Subject:** **/h** *ACME INVOICE* **/cp** *cover1*



**SEND!**

That's it! Fax is on the way.  
You will get a confirmation email once it successfully sends.