

Efaxing (not in Valant)

Rum River Counseling Inc. Fax Number: 612-235-6447

Receiving an Efax

All faxes will come directly to your email as an attachment. To receive a fax, the sender will fax as normal to 612-235-6447, and the fax will be forwarded to your email. To read the fax, just open the attachment and read it or print it as you would a normal attachment.

Sending an Efax

1. Compose an email

2. Type in the "faxnumber@rcfax.com" where you would normally type in the email address you are sending to.

Example - 6122356447@rcfax.com

3. Attach the document you want to fax to the email (be sure to erase anything in the body of the email, like your signature, if you don't want it to show up on the cover sheet). Anything in the body of the email will show up on the cover sheet.

4. Send it as you would send an email (You can send PDF or Word files).

5. An email confirmation that the fax was either Sent or Failed will be sent to your mailbox. If it fails you must fax it again.

If you do not get a confirmation at all within an hour or less, contact Drew or Jenny