

How to E-fax

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. Otherwise anything in the body of the email will show up on the cover sheet too
4. send it as you would send an email (You can send PDF or Word files)
5. You will get an email confirmation the fax was either Sent or Failed. If it fails you must fax it again. If you do not get a confirmation at all within an hour or less let Drew or Jenny know!