



Virtual Fax Service

How to Document

Receiving a Fax via E-Mail:

That's the easy part, we simply need to know what email address you would like faxes to be sent to for each of your fax numbers. If you would like more than one email address to receive faxes we will need you to setup a distribution email address for us to send to and your email system will handle the rest.

Sending a Fax via E-Mail:

In order to send a fax via email simply address the message as fax#####@titaniumvfax.com
example fax3056652551@titaniumvfax.com

Attach the document you want to send to the email and click send.

Valid attachment types are PDF, DOC, DOCX, XLS, XLSX, RTF, PPT, PPTX, and TIFF (Fax-formatted)

Security:

Your email address will need to be in the "allow list" for each fax number you need to send from, this prevents unauthorized use of your fax service.

The Process:

Once you send the email you will receive a confirmation with the subject line:

Fax Queued

This will show you a list of files as well as the TO and From Fax Numbers:

To: 7862215555

From: 3056652525

Source Email:YourEmailAddress@YourDomainName.com When: Date & Time It was received from you.

Once the fax is received by the recipient you will receive an email confirmation with the subject line:

Fax Sent Successfully

The body of the message will provide you with the status:

To: 7862215555

From: 3056652525

Source Email:YourEmailAddress@YourDomainName.com When: Date & Time It was received by the recipient.