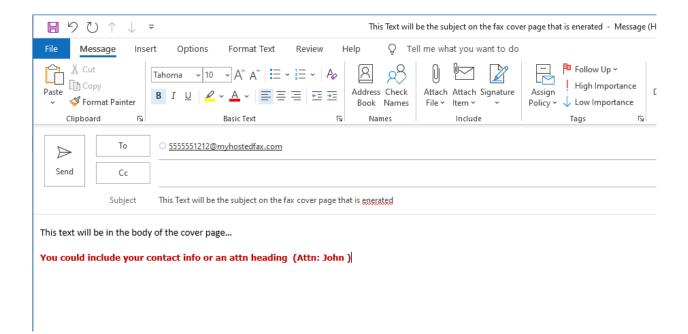
VIRTUAL FAX USER GUIDE

TO SEND VIRTUAL FAX

- Log in to email account associated with Virtual Fax
- Click to Compose new email
- Enter appropriate 10-Digit Fax Number followed by "@myhostedfax.com"
- Enter the subject of the fax into the subject field
- Enter cover page text in the body of email
- Attach documents (pdf and tiff formats are supported) to be faxed
- Click Send to send the fax



TO RECEIVE VIRTUAL FAX

- Provide sender with 10-Digit Fax Number your Virtual Fax Number
- Fax will appear as a PDF in the Inbox of the associated email account(s)