INSTRUCTION OF SENDING FAX BY EMAIL

AS ON 1/18/2018

To send a fax, please follow the following procedures:

- Enter <u>fax@hi-link.com</u> in "To:" field
- Enter recipient's name, recipient's fax number, fax subject in "Subject" field
 - Such as: Joseph White ((012345678)) Order confirmation
 - The order of recipient's name, Recipient's fax number, fax subject is critical
 - no need to add 9, direct number with area code
 - double (()) is needed
- Fax body
- Enter text into email body. Email body will be used as fax body
- Or add attachment for the fax body (any format, pdf doc xlsx..)
- Send email

Don't send internal fax within town departments.

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