

## INSTRUCTION OF SENDING FAX BY EMAIL

AS ON 1/18/2018

To send a fax, please follow the following procedures:

- Enter [fax@hi-link.com](mailto:fax@hi-link.com) 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.

