



## Sending and Receiving e-Faxes

**USA**  
PHONE.COM  
856-761-1000

1. To send an e-Fax to a recipient, create a new e-mail message in your e-mail client.
2. In the “To” field, type the recipients 10-digit phone number (ex. 7132315008), followed by @instant-fax.com.
3. Attach any documents that you want to be sent. The system can support PDF.DOC, DOCX, TIFF, TIF, XLS, XLSX

Now simply send the message as you would any other email.

If your e-Fax cannot be delivered, you will receive an e-mail message. You will see why the fax was not sent by looking next to the Error text. For example, the number was busy and was attempted to be dialed 3 times.

When you receive a new e-Fax, an e-mail will be sent to the address that was setup with your account. Attached will be the fax you were sent in a PDF format. The name of the file reflects the caller ID of the person who sent you the fax. The message body also indicates the caller ID of the person who sent the fax and what number they sent the fax to.

For portal access go to <http://www.usaphone.com>  
Click on **Unlimited Portal Access** at the top right of any page.  
Then enter your assigned username and password for access.

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FOR EMERGENCY AFTER HOURS SERVICE CALL 856-761-1000 AND SELECT 8 WHEN PROMPTED

