

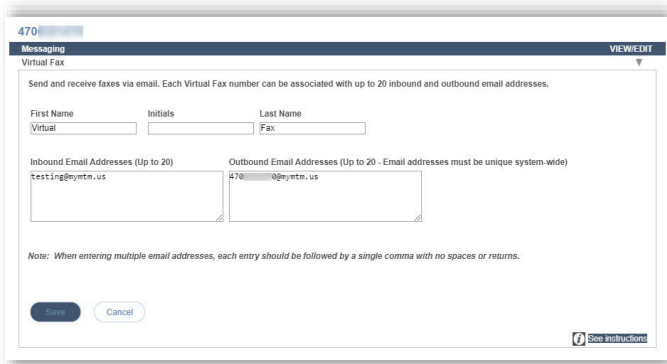
SETUP



USE

Online Setup

1. Sign into the **Cloud Services Portal** website. E.g.: <https://portal.driveuc.com/>
2. Click on the **View All Features** link in the Basic Features card on your Dashboard to view your Settings.
3. Click the *View / Edit* drop-down arrow next to **Virtual Fax** (*Fax-to-Email / Email-to-Fax*)
4. Enter a **Name** (First, Initials, Last) for the virtual fax number identifier.
5. **Inbound** - Enter up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for **Inbound** (receiving) in the adjacent text box. Separate addresses with a single comma.
6. **Outbound** - Enter up to twenty (20) unique email addresses to be associated with the Virtual Fax Number for **Outbound** (sending) in the adjacent text box. Separate addresses with a single comma.

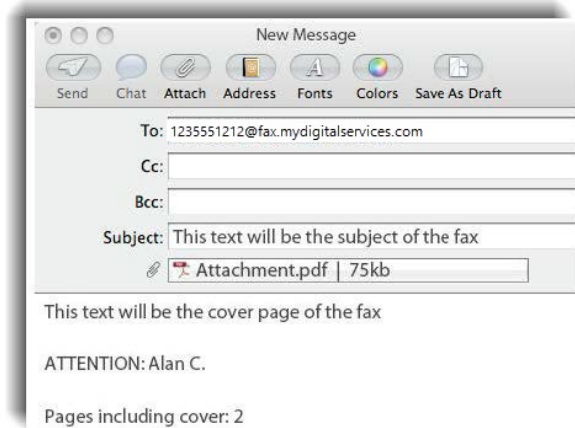


The screenshot shows a 'Virtual Fax' configuration window. It includes fields for 'First Name', 'Initials', and 'Last Name' for the 'Virtual' fax number, and 'First Name', 'Initials', and 'Last Name' for the 'Fax' number. Below these are two text boxes for 'Inbound Email Addresses (Up to 20)' and 'Outbound Email Addresses (Up to 20 - Email addresses must be unique system-wide)'. The inbound box contains 'testing@ymtn.us' and the outbound box contains '470-0@ymtn.us'. A note at the bottom states: 'When entering multiple email addresses, each entry should be followed by a single comma with no spaces or returns.' There are 'Save' and 'Cancel' buttons at the bottom left, and a 'See Instructions' link at the bottom right.

7. Click **Save**.

Send Virtual Fax

1. Open an email account associated with Virtual Fax.



2. **Compose** a new email as follows:
 - **To:** Recipient's 10-Digit Fax Number followed by @fax.mydigitalservices.com — Example: 1235551212@fax.mydigitalservices.com
 - **Subject:** Type the fax subject here.
 - **Body:** Type the cover page text in the body of the email.
 - **Add Attachment:** Attach the images and/or document containing the pages to be faxed. Note: Only *.pdf, *.doc, *.docx, *.rtf, *.tif, *.tiff, *.txt, *.htm, *.html, *.xls, and *.xlsx files are supported.
3. Click **Send**.

Receive Virtual Fax

1. Simply provide the sender with your 10-Digit Virtual Fax Phone Number and watch your email the Fax they send you.

Received faxes appear in the inbox of the associated email account(s) and the file attachments that were sent are included as PDF or image file attachments.

