

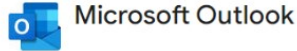


Fax Instructions

Digital Fax allows you to send a fax straight from your computer.

1

Open your email client



2

In the "TO" Field: enter sendfax@prcc.edu

To sendfax@prcc.edu

3

In the "SUBJECT" field: Enter the destination fax number

Subject 16014031124

Destination name can be added in Subject field, too. In this case, fax number should be placed after destination name, between brackets: Joseph White ((6014031124))

4

Add your text into the email body and/or an attachment

Email text will be used as fax body. Moreover, you can add any document type (same drag'n'drop method used for standard email) to be sent as fax body. Digital Fax email sending allows multiple attachments in same transmission. Allowed file formats: doc, docx, gif, jpeg, jpg, pdf, png, rtf, tif, tiff, txt, xls, xlsx.

5

Send your email.

Digital Fax will receive your e-mail and convert it to a fax format. It will then be sent to your selected destination.



WWW.PRCC.EDU

