# SN
## COMMUNICATIONS

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# Fax-To-Email

## User Guide

Technical Services Team

**SN**
**COMMUNICATIONS**

# How to send a fax using your email

This feature is only available if you have chosen this service as part of your subscription.

## Step-by-step instructions

1. Open new email
2. In the To: fax@pbx.panorion.com
3. In the Subject: enter destination fax number (no dashes)
4. Attach pdf or gif, jpg etc.

Note 1: Nothing in the body of the email will be sent.
Note 2: Only email addresses configured in the Fax Centre can send or receive emails.

When a fax is sent using email the system will send an authorization to send notice. Depending on how your Web browser is configured you may be able to just click on the link in the notice or cut & paste the link into your browser's URL line.

## To Use the Fax Centre:

1. Login to fax extension: http://efax.sn-communications.com
   a. Login: As provided (eg. 1234*123)
   b. Password: As provided

2. Select Extension Preferences
3. "Accept fax from email" - add authorized email address, use + - to list or delist email users.

Note: You can also send and manage faxes directly through the "Fax Centre" Icon.

www.sn-communications.com
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