

# Utility Fax Professional Instructions

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Welcome to Utility Fax Professional! Your new Utility uFax Pro service will allow you to both send and receive faxes through your email.

## Sending Faxes:



To send a fax, simply send an email message, including one or more attachments to the area code and phone number you'd like to send to @ufax.

*For example, to send a fax to 805-549-7801 you would send an email to the address: 8055497801@UFax.pro*



The body of your email message will be sent as a fax cover page, and any compatible attachments will be sent on the following pages.

*The UFax email to fax service supports PDF, TIFF, and TXT attachments only.*



You may send your UFax to two recipients if your email client allows you to do so. Simply add a second uFax to the recipients list.

## Receiving Faxes:



Faxes are received as incoming email messages in the form of an attached PDF from the address faxadmin@telcox.net. Please make sure this address is not blocked by your junk filter.



The subject field of your received email will contain the number of the fax machine that sent the fax and the number of the machine that received the fax.