EFAX Instructions

To successfully send a fax via email using EFAX, follow these steps:

1. Create your fax cover sheet and either save it as part of the file that you are going to fax or attach it as the first page of the PDF file.
2. In the "TO" field of your email, type "fax<destinationnumber>@titaniumvfax.com". For example, if you want to send a fax to the number 352-123-4455, you would type "fax3521234455@titaniumvfax.com". It is not necessary to include a subject or email body as these fields will be ignored.
3. After sending the email, you will receive a reply indicating that your attempt has been queued. Keep file names less than 32 characters and the paper size format as 8.5x11 (standard) for best results.
4. Don't worry if the fax fails on the initial attempt, as it will retry sending up to 3 times.
5. Note that you can only send and receive from authorized email addresses. Contact customer support to add or remove emails.
6. Switch your signature to TextOnly, as images in your signature can cause issues with older fax machines.
7. Remember to check your spam folder/filter once you start using your EFAX. It is possible that your email may read incoming faxes as spam, and you will need to mark them as "not spam."
8. The valid attachment types that can be sent are: .DOC, .DOCX, .PDF (recommended for best results), .TIFF (Fax-formatted), .XLS, .XLSX.