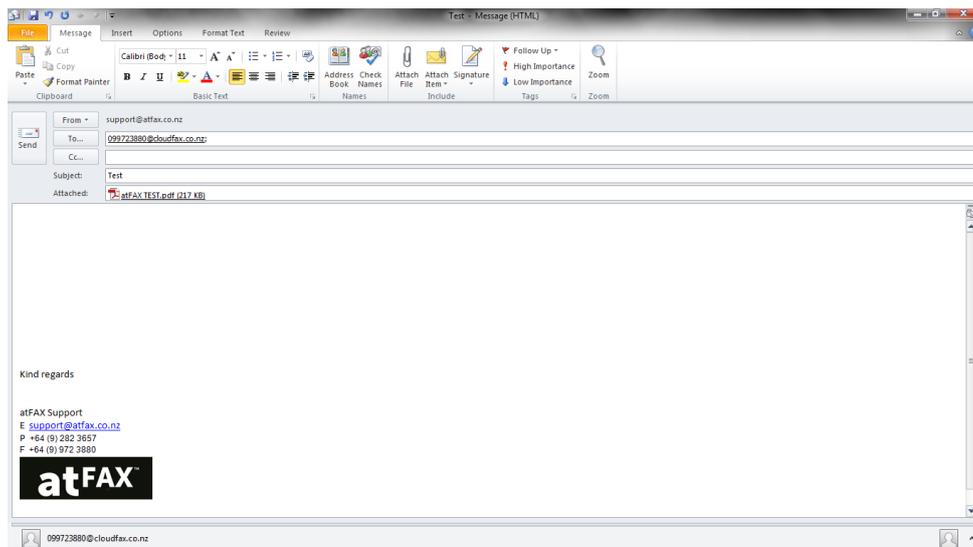# User Guide

To use the atFAX service your email address must be registered against a fax number. If you are unsure please contact your administrator.

Sending a Fax from Email

1. In the To… field type faxnumber@cloudfax.co.nz. The fax number should always include the area code.
2. Attach a PDF document. This contains your fax message and any other documents you wish to send to the recipients fax number.
3. Press Send

IMPORTANT PLEASE NOTE: If your email address is assigned to multiple fax numbers within your organisation you will need to specify the fax number you are sending from by entering that number in the Subject: field.

Fax Confirmation Receipt
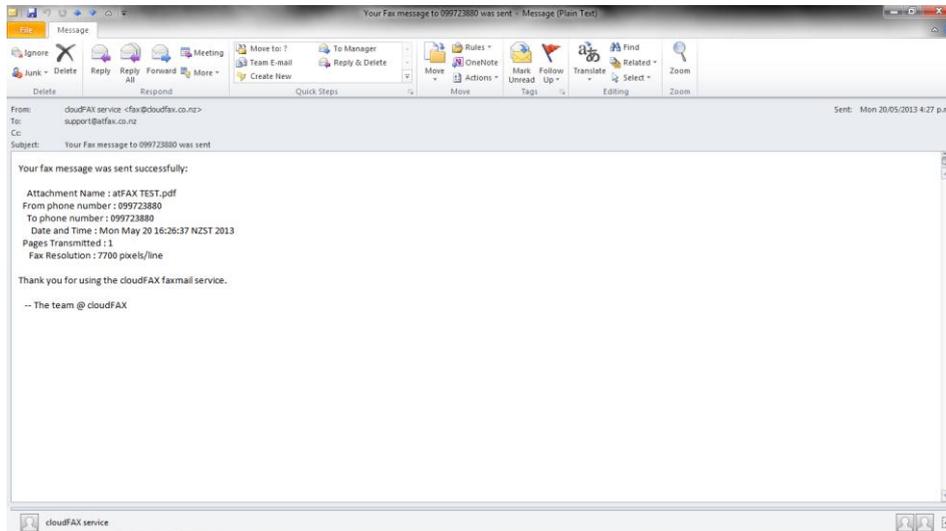
1. You will receive a fax confirmation receipt which will indicate fax transmission success or failure.

Receiving a Fax
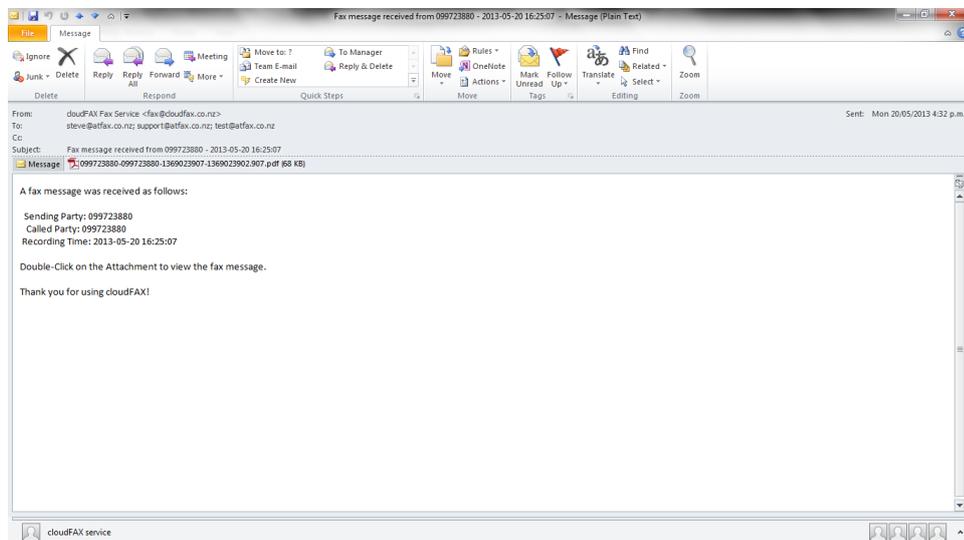
1. A message will appear in your email inbox.
2. Open the PDF attachment to the view the fax.
3. Save, print or delete the fax as required.

Sending and Receiving a Fax from your Multifunction Printer

Please ask your administrator for details.