



E-Fax - Outbound

Quick Reference Guide



Empower your team to send faxes from anywhere they use their work email instead of maintaining clunky fax machines. Telesystem's Internet Protocol Fax (IPfax) solution allows your company to send and receive faxes via email.

Using Outbound E-Fax

Sending an E-Fax is just like sending an email - no fax machine is necessary.

1. Create or scan the document you want to send and save it as any supported file type (PDF, TIFF, TXT, MS Word/Excel).
2. Attach the document(s) to an email as you normally would, or simply type an email.
3. Address the email to phone-number@efax.telesystem.us (for example: 6103584067@efax.telesystem.us will go to fax number (610-358-4067).)
4. Remove any automatic signatures your email may create on your email (if the signature includes graphics, it can cause an issue or delay your E-Fax).
5. Send the email.

Please note, you must send these E-Faxes through your domain email address (your corporate domain @yourcompany.com).

Features, Functionalities, and Benefits

- Reduce CAP-EX costs associated with paper, toner, machine upgrades/replacements, and maintenance contracts
- Improve distribution of documents
- Ensure better send/receive ratios
- Check the status of your inbound and outbound faxes through our online client portal from anywhere, anytime
- Eliminate the hassle and headache of dealing with outdated hardware once and for all

Additional Important Facts about Telesystem's IPfax Solution

- Telesystem eFax will only accept mail from allowed domains.
- You must have a unique corporate email domain. We cannot provide service to anyone who has a non-corporate email domain, such as Gmail.com, Hotmail.com, AOL.com, or Comcast.com