

Email to Fax Instructions

1. Open a new email.
2. In the **To...** field, enter the fax number in the following format: Destinationnumber@ipfax.net
3. (The destination number should be a 10 digit number that includes a "1" and the area code.)
4. In the **Subject:** field, enter the word *pass*, a space, and then your password. Your default password is *123456*.
5. The body of the email will act like the cover page to an attachment or will serve as the fax if no attachment is added.



From: cloudservices@encoretg.com

To: 18005551234@ipfax.com

Cc:

Bcc:

Subject: pass PASSWORD

This area will serve as the body of your fax OR as the cover letter to the attachment you are faxing.



6. Press the **Send** button to send the fax.
7. A fax confirmation will be sent in an email and will look like the following:

FAX SUCCESS TO 18888204193

Fax <Fax@encoretg.com>
 Sent: Thu 4/11/2013 3:01 PM
 To: Mary Gilstrap

Dear Mary Gilstrap,

The following are the results for Fax Subject:0

MessageID : 4250833
 Creation Time : 4/11/2013 2:52:05 PM
 Dialed Number : 18888204193
 Pages Sent : 2
 Fax Status : SUCCESS
 Country : USA
 Duration : 1:6

Thank you for using Encore Technology Group Internet Fax Service.

If you have any comments on our service, please contact us at:

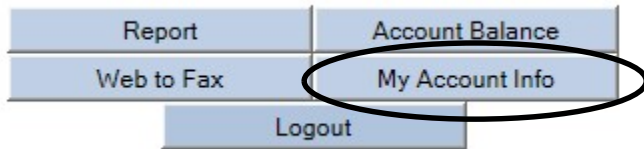
888-98-ENCORE

Fax Service Distribution

Direct:
 Office: (888) 983-6267

Accessing your Fax account and Changing your Password

1. To access your fax account, login to the User Portal at <http://ipfax.net/?level=user>.
2. Your email address is your Login/Username and your default password is 123456.
3. Select the My Account Info button.



4. Enter any required information and update your password.
5. Click **Save** and then click **Logout**.
6. You will receive an email when updates are made to your account.