



How to send faxes using FaxMagic

FaxMagic is not only for receiving faxes. You can also send faxes using FaxMagic. You no longer need to spend time standing at the fax machine trying to get that fax delivered! Simply E-mail it! You may add your normal attachments such as pictures, spreadsheets and word processor documents. On receipt of your email it is converted to a fax and sent to the number(s) specified. Once completed the system sends you an email containing a delivery report.

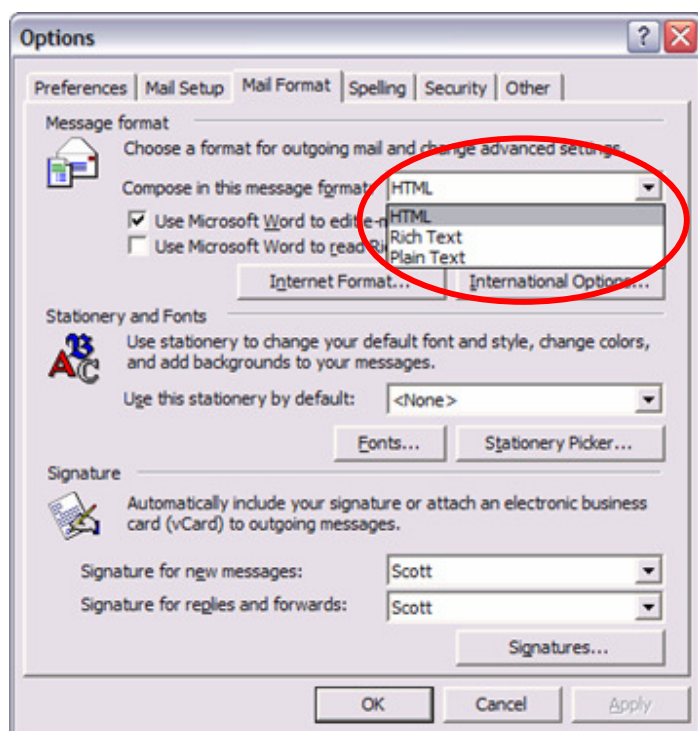
What you need to send faxes

- A valid FaxMagic number
- Credits on your Email2Fax service (Refer to the document called "How to buy credits with FaxMagic")

Sending faxes

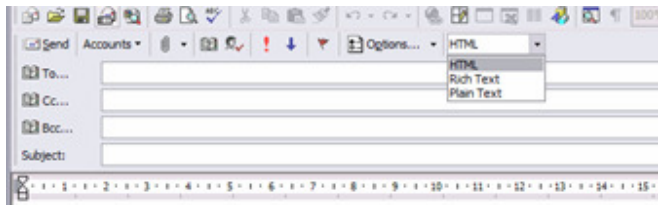
In order to successfully send faxes, the following settings must be set on the mail client.

- Mails must be sent as Plain Text. This can either be done on a case by case basis or for all emails. Different mail systems have different ways of setting this but for Outlook, click on Tools, Options, Mail Format as shown below:





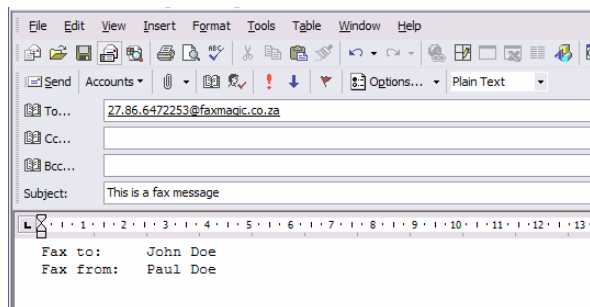
If you only wish to change this for a single email, it can be changed whilst composing your message as shown here:



- Messages must be sent in MIME format.

How it works – Sending a fax

1. A fax is sent using E-mail and is addressed to the Recipient's fax number @ domain. For example: 27.11.5168718@faxmagic.co.za to send a fax to 011 516 8718. The E-mail page will come out as a cover page (depending on the settings chosen) with the attachment (if there are any) as the body of the fax.



2. This E-mail is then turned into a real fax and sent through the gateway out over a Public Switch Telephone Network (PSTN) to the Recipient.
3. A fax arrives at the Recipient's Fax Machine.
4. Remember that Emails should send as PLAIN TEXT. Acceptable attachments include:
 - a. Office (Word, Excel, PowerPoint)
 - b. JPG
 - c. TIFF
 - d. BMP
 - e. PDF (This is the best format – please visit <http://www.cutepdf.com/Products/CutePDF/writer.asp> for a free PDF converter)
 - f. TXT
 - g. RTF
5. A fax arrives at the Recipient's Fax Machine.