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#121	How to FAX via Email	4-7-2011

VartelHosted service provides FAX via Email to those customers that have elected this service. Please check with your system administration to verify you have this feature if you are uncertain.

This feature allows users to simply address an email to the Vartel FAX server.

The FAX server accepts your email and then responds with a security email requiring your response prior to sending the FAX.

Addressing a FAX email

The user should address the email to fax@colo.vartel.com and in the subject line place the telephone number of where the FAX is to be sent. Then the user should attach the document to be Faxed in the form of a PDF, JPG, or TIFF. Information in the text field of the email will be discarded by the FAX server.

Figure 1 provides a sample of a properly addressed email for the FAX server.

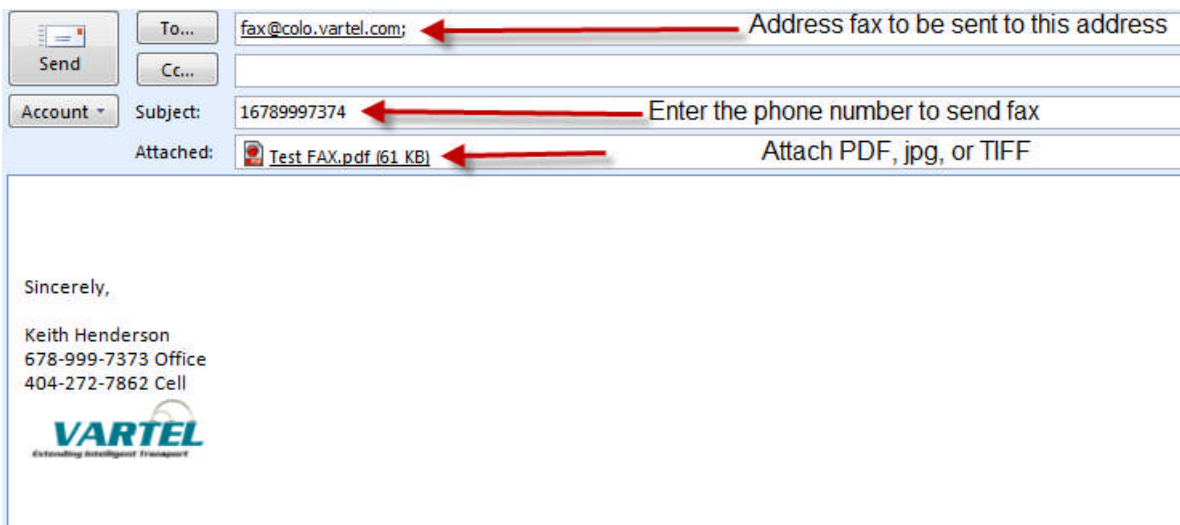


Figure 1 FAX Email Request

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FAX server Security email

The FAX server will send a security email back to the user requesting verification that the fax request is valid. Figure 2 is a sample of the email returned by the FAX server. The user should follow the hyperlink in order to verify the FAX request.

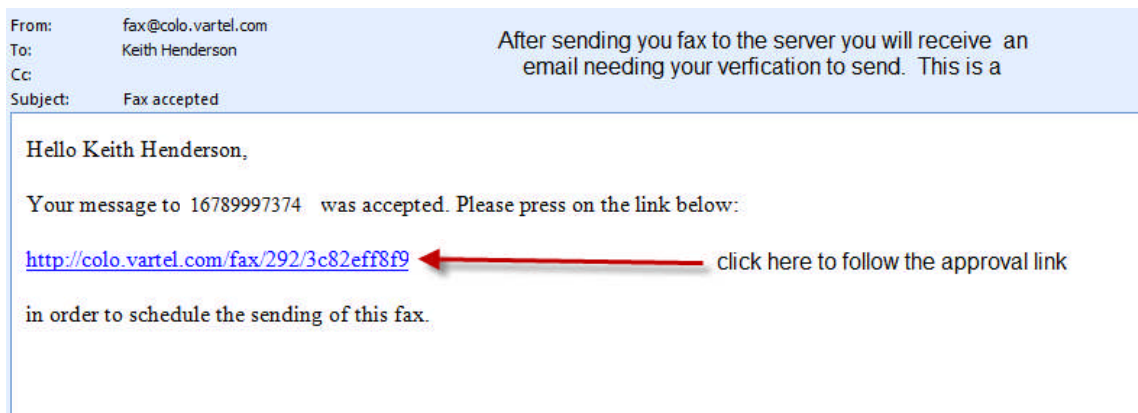


Figure 2 FAX Server verification request

Approval Hyperlink Response

When the user follows the hyperlink the server will respond with the message as shown in Figure 3.

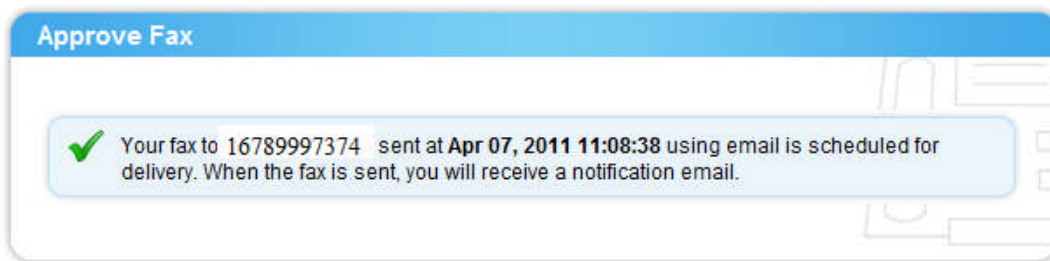


Figure 3 FAX Server hyperlink approval

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Delivery Email Response

The FAX server will send to the user an email confirming the successful transmission of the FAX. Figure 4 provides a sample email message.

Fax delivery report to 16789997374

fax@colo.vartel.com

Sent: Thu 4/7/2011 11:31 AM

To: keith@vartel.com

Hello Vartel FAX,

Your message to 16789997374 was sent at Apr 07, 2011 11:31:24.

Thank you.

Figure 4 Email of FAX success