



Hosted Studio

## Fax to Email

### Bridging the gap from Fax to Email

As business communication shifts towards becoming increasingly paperless we've developed a service which makes the transition from traditional to modern document sending as seamless as possible.

Fax 2 Email allows the user to receive faxes directly to their email inbox with minimal fuss, zero waste and absolute efficiency. Replacing the cumbersome fax machine and costly paper with a simple web-based solution; Fax 2 Email represents an elegant solution in document sharing which is cost effective, practical and incredibly flexible.

### What is Fax 2 Email?

Fax 2 Email converts any fax the user receives into PDF format and forwards the document to the chosen email inbox. Once received, the fax can be read on an internet enabled device such as a computer, a laptop or even a mobile phone. This PDF form of the fax can then be saved, or if required - printed out and treated as a more conventional faxed document.

In many industries the fax is still a vital form of communication. Within financial and legal organisations for instance, the fax is regularly used to ensure confidentiality and security whilst also allowing for handwritten or signed documents to be quickly sent and received. Fax 2 Email offers the same functionality and peace of mind but with greater flexibility.

### How to use

1. Select your desired fax number (either non-geographic or local)
2. Link your chosen email address to your new fax number using the intuitive online control panel
3. Receive future faxes direct to your email inbox

### The Benefits

- Receive faxes quickly to your email inbox wherever you are - even on a mobile device
- Redistribute the fax by simply forwarding the email to others
- Save on unnecessary printing costs
- Receive confidential, handwritten or signed documents securely to your email inbox
- Receive Reduce your wastage and carbon footprint
- Choose from a local or non-geographic fax number to suit your business
- full back up from our technical support team