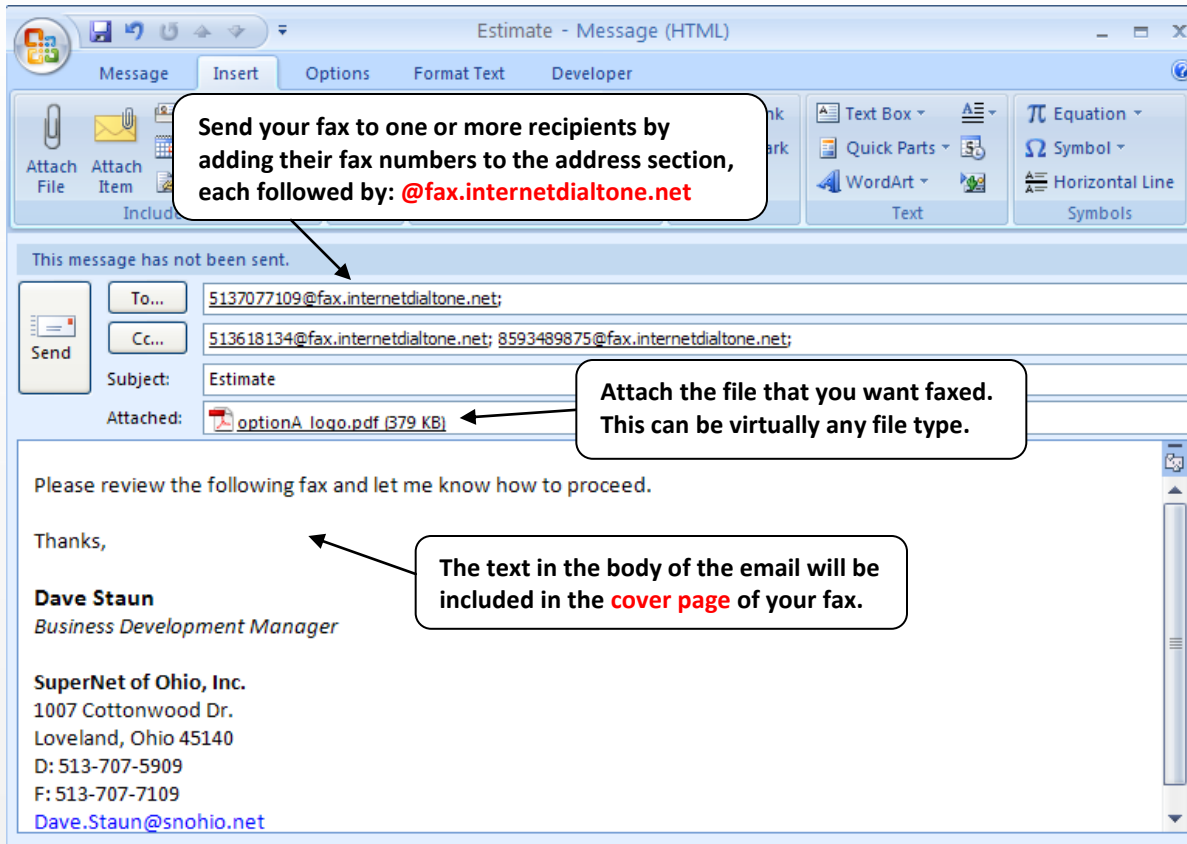


Faxing with Internet Dial Tone – Quick Reference



1. Open a new email.

2. Select one or more recipients to receive the fax.

- In the address field, type in the recipient's fax number followed by *@fax.internetdialtone.net*. For example: **5131234567@fax.internetdialtone.net**
- To send this fax to multiple recipients, simply provide additional fax numbers. This is no different from providing additional email addresses when sending an email to multiple people at once.

3. Attach the file that you want to fax.

- Virtually any type of file is accepted (e.g., .doc, .pdf, .bmp, .xls, etc.).
- Multiple attachments are acceptable.
- The total file size of your attachments should be no greater than 5MB.

4. Write a message in the body of the email.

- Include any information you want in the body of the email.
- The **email body** become the "cover page" of your fax.

5. Send the email.

- Internet Dial Tone receives your email and transforms it into a fax.
- The fax is then sent from Internet Dial Tone to your recipient(s).
- The process is automatic, instantaneous and secure.