



Using Outbound E-Fax

Sending an E-Fax is just like sending an email - no fax machine is necessary.

1. Create or scan the document you want to send and save it as any supported file type (PDF, TIFF, TXT, MS Word/Excel).
2. Attach the document(s) to an email as you normally would, or simply type an email.
3. Address the email to phone-number@lsiefax.com (for example: 6103447017@lsiefax.com will go to fax number 610-344-7017).
4. Remove any automatic signatures your email may create on your email (if the signature includes graphics, it can cause an issue or delay your E-Fax).
5. Send the email. You will receive a confirmation email back after a successful transmission.

Please note, you must send these E-Faxes through your domain email address (your corporate domain @yourcompany.com).