LUNATECH

www.lunatechit.com

Virtual Fax

LunaTech is proud to announce our newest Communication's Solution-

Outbound/Inbound Fax Service.

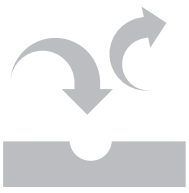
Outbound Faxing from your E-Mail Account:

Sending a fax is easy. Our system allows you to fax PDF's, Word Documents, Excel Spreadsheets and Presentations. The receiving party will receive these files in a PDF format. Simply create a file of the page(s) you want to fax, open up outlook, click "new email" and attach them.

Our system automatically creates a Fax Cover Sheet, using the subject and body of the email. It even calculates the number of pages and time-stamps the date and time the fax was received on the fax cover sheet. The cover sheet, along with the file attachment can be sent to the recipients fax machine or to an email address (this will require a special fax DID number) Once delivered, you will receive a "Successful Fax Delivery" confirmation email along with a copy of the attachment (in a TIF File) you sent the fax to. Common Practice: This email notification can be saved in the customer's folder with-in outlook or on your PC.

NOTE: The system will attempt to deliver 4 times. If unable to deliver successfully, (busy signals, no answer, etc.) you will receive a "Fax Delivery Failure" notification.

Files Not Supported to Fax: PNG, GIF, JPEG



11112 Hartsook St. | North Hollywood, CA 91601 | Phone 818·287·6521 | Fax 818·478·3380 | Email sales@lunatechit.com

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Outbound Fax Instructions:

1. Create an outgoing email and address to:
XXXXXXXXXX@fax.masteraccess.com
X equals the 10-digit fax number you wish to send to.
This number will be displayed as the TO: on the fax cover page.

2. Add a subject (optional).
This text will be included as the SUBJECT: on the fax cover page.

3. Type any text in the body of the email.
This will be included on the cover page. (If body of email is greater than one page, additional pages will be printed. This can ONLY be text. Any additional format included such as signature logos (.tif, .jpg, GIF, etc.) will not be included.

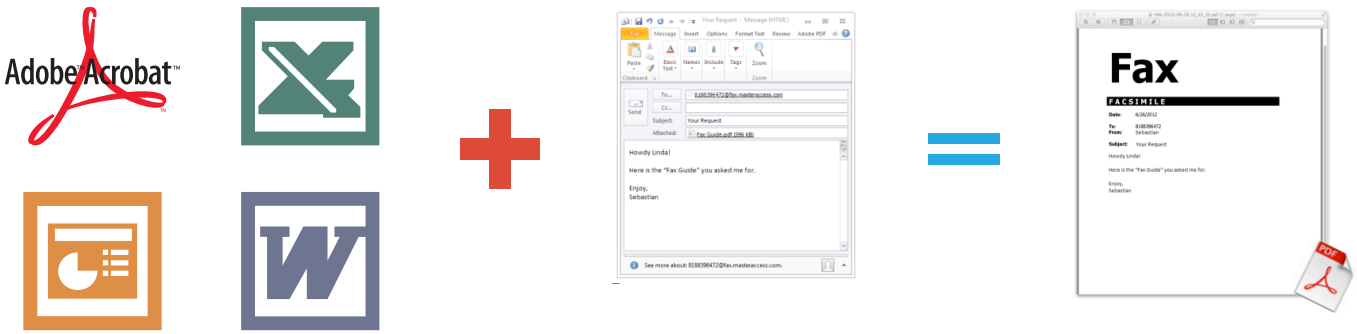
4. Attach the file you wish to send as a fax.
These files can be Word, PDF's, Excel and PowerPoint

5. Send the Email.
The email MUST be sent from an address currently associated with an existing account's email delivery address.

Incoming Fax to E-Mail:

Inbound faxes are received by our FAX servers built into our Redundant Cloud Data Centers. Once the fax is sent to an email address (XXXXXXXXXX@fax.masteraccess.com) it will be converted into a PDF file. This email address could be a Personal/Corporate email address or a Distribution email address.

XXXXXXXXXX = Fax DID number you wish to send to.



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