Sending a Fax via Email

Create a new email.

**LOCAL FAXES**

“**To:**”
Enter fax number in the “To” field using fax=9xxxxxxx@xmedius.chaminade.edu
- “fax=9” will always be used when faxing
- “xxxxxxx” represents the 7 digit fax number
- Example: if the local fax number is 345-6789 then the “To” field would look like this:
  Fax=93456789@xmedius.chaminade.edu

“**Subject:**”
This is what you would normally put in the RE:” section of a fax cover sheet.

**Body of Email**
This is what you would normally put in the Details section of a fax cover sheet. If you would like the recipient to have your contact information it should be included here.

**Attachments**
These will constitute as the pages of the fax.

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**LONG DISTANCE FAXES**

“**To:**”
LONG DISTANCE FAXES: fax=91xxxxxxxpzpzpzpz@xmedius.chaminade.edu.
- “fax=9” will always be used when faxing
- “1” is for dialing long distance
- “xxxxxxx” represents the 10 digit fax number including area code
  - “pzpzpzpz” is for a “p” and each of four digit long distance code separated by “p”
- Example: If the long distance fax number has an area code of 777, the number is 987-6543, and the long distance code is 1234, then the “To” field would look like this:
  fax=917779876543p1p2p3p4@xmedius.chaminade.edu

“**Subject:**”
This is what you would normally put in the RE:” section of a fax cover sheet.

**Body of Email**
This is what you would normally put in the Details section of a fax cover sheet. If you would like the recipient to have your contact information it should be included here.

**Attachments**
These will constitute as the pages of the fax.
A confirmation will be email back.

What the recipient will see:
To:  fax=9  @xmedius.chaminade  From:  Debbie Murayama
Fax Number:  9  Date:  2/24/11  Time:  8:11:02 AM
Phone:  No. of pages (incl. cover):  1
Re:  "Re:" section of cover letter

Details:  "Details:" section of cover letter