myDatavo

Unified Fax Messaging
Quick Reference Guide

USING UNIFIED FAX MESSAGING

With myDatavo Unified Fax Messaging, you can send through email and receive faxes to your myDatavo User Account - no fax machine required! The service allows you to transmit to any fax machine by sending an email to a fax number. You can use as many email addresses as you like to send faxes using myDatavo Unified Fax Messaging. There is no additional charge for additional emails. Any address you authorize can send a fax by email with ease:

Simply address an email to **number@faxage.com, attach your file(s) and send the email!**

EASY TO USE!

Sending an email to a fax machine is a breeze, and so is receiving a fax. It involves only logging into your myDatavo User Account and clicking the Messages tab. You can also set up your myDatavo Unified Fax Messaging account to send an email fax notification. That makes it easy to manage and track all of the faxes you receive using with your email account as a notification system and a backup for your stored faxes.

You can send multiple documents to multiple recipients, all in a single send operation. That's miles ahead of the traditional faxing method. You can send your fax by email in more than a dozen formats, and you don't need additional software. If you want to send more than one type of document in the same fax, you can! Simply attach the documents you want to send to the email and list the different recipients.

HOW TO USE YOUR FAX SERVICE

- Incoming faxes will be automatically received under the **MESSAGES** tab in the myDatavo User Account you specify. When you receive a fax, the message waiting indicator light will show on your desk phone if you have requested the myDatavo Hosted Phone service. You only need to login to your myDatavo Account to view, download, print or forward to another myDatavo User.

- Outgoing faxes can be sent from **any authorized email address** by sending an email to number@faxage.com - for example, 8182328771@faxage.com to send a fax to 818-232-8771.

- You control which emails can send and/or receive faxes by sending an email to faxage@datavo.com and provide your Datavo account number, myDatavo Unified Fax Messaging number and the new email address authorized to send faxes from the account. The new user will be able to send faxes via email within 2 hours.