



How to Send a Fax from Email

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To send faxes from email using the Kōdo Cloud Fax Email to Fax service you require the following:

- ✓ An online account with Kōdo Cloud Fax
- ✓ Your email address added as an 'Allowed Sender' on your Kōdo Cloud Fax account

Using the Kōdo Cloud Fax Email to Fax service sending a fax is fast and convenient and faxes can be sent anywhere you have internet or access to email:

1. Create a new email message in any email application.
2. Enter the fax number followed by @efax.kodocloud.com.au in the To: field (Kōdo Cloud Fax will not pick up any fax numbers in the 'Cc...' or 'Bcc...' fields).
 - When sending a fax to a standard Australian (02, 03, 07, 08) number, include the area code with no space.* For example 0388889998@efax.kodocloud.com.au
 - When sending to a 1300 number: 1300#####@efax.kodocloud.com.au
 - When sending to a 1800 number: 1800#####@efax.kodocloud.com.au
 - When faxing internationally: CountryCodeAreaCodeFaxNumber@efax.kodocloud.com.au

(Do not include the standard international dialing prefix, i.e. 0011, 0018, etc. or a

3. Enter a 'Subject Line' for your own reference/reporting (this will not be included in the fax)
4. Attach the fax e.g. PDF, Word doc etc. (See all Accepted Fax File Types). The maximum page count is 99 pages; the total file size must be less than 50.
5. Click Send.

From	KodoCloudFax@toshiba-tap.com
To	<input type="checkbox"/> 0298872321@efax.kodocloud.com.au;
Cc	
Bcc	
Subject	TEST Fax
Attached	Kodo Cloud Fax - How To Receive a Fax.pdf [208 KB]

Please note:

- If you wish to send the body of the email as the fax or include it as a cover page for your attached documents, simply enter in the “Subject” Line a space after any text and **/b**.
- To send the fax in High Resolution, simply enter in the Subject Line a space after any text and **/hq**.
- You can also apply sending the email body and high resolution to all faxes. Manage these settings and more from your Kōdo Cloud Fax Account. Go to “Send Fax Service” then “Manage Send Settings,” then “General Send Fax Settings”

NOTE! You can set a default area code up in “General Send Fax Settings”

For more information please contact your local Toshiba representative.