



How to send a b-hive e-fax



1 Open a blank e-mail message.

On your e-mail...

2 Show **To: as *recipient's 10-digit fax number@fax.voipment.com*
For example, *4086247949@fax.voipment.com***

3 Show **Subject: as *your sending 10-digit fax number*
For example, *9493257000***

4 Attach the file you want to fax.
Lots of different file formats work: .doc, .xls, .pdf, etc.

5 Click **Send**

It's that quick, simple and effective! Here's an example of an e-fax ready to go:

