Fax to Email

Email to Fax

Send a fax with Gardonville's vFax service in seven easy steps:

1 Go to https://bizhostedvoice.gctel.com/login and login to your account.

2 Click the "Enterprise Services" drop down menu and choose "Hosted Fax."

3 Select the "Send a Fax" icon.

4 Select the fax number you are sending from under "Sender Fax Number."

5 Enter recipient name and fax number within respective fields.

6 Under "Fax Type," select "Attachment" and click the "Attach New File" button to upload files.

7 Click "Send Fax."

High Five! You've just successfully sent a virtual fax!

You can view, resend, email, or delete faxes in this portal as well. See the next page to send using email.

Questions? 320.834.5151
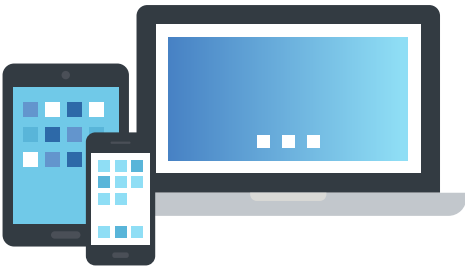**sales@gardonville.net**

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You can also send a fax using your email:

1. Open a new email.

2. Use the number that you want to send a fax *to* as the email address follwed by @faxingnow.com. Here's an example: 3205242785@faxingnow.com

3. In the email "subject" field, enter your company's 10-digit fax number.

4. If you want a cover page then add any information you want on the cover page as the body of your email.

5. Attach supported files to your email.

6. Click "Send."

Congrats! You've just sent a virtual fax using email!

Note: You should not have dashes in step 2.

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