Get Through
Communications

Outbound Fax Instructions:

1. Create an outgoing email and address to:
XXXXXXXXXX@fax.masteraccess.com
X equals the 10-digit fax number you wish to send to (you do not need put 1 in for long distance fax only the 10 digits).
This number will be displayed as the TO: on the fax cover page.

2. Add a subject (optional).
 This text will be included as the SUBJECT: on the fax cover page.

3. Type any text in the body of the email.
This will be included on the cover page. (If body of email is greater than one page, additional pages will be printed.
This can ONLY be text. Any additional format included such as signature logos (.tif, .jpg, GIF, etc.) will not be included.

4. Attach the file you wish to send as a fax.
These files can be Word, PDF's, Excel and PowerPoint

5. Send the Email.
 The email MUST be sent from an address currently associated with an existing account's email delivery address.

 Incoming Fax to E-Mail:

 Inbound faxes are received by our FAX servers built into our Redundant Cloud Data Centers. Once the fax is sent to an email address (XXXXXXXXXX@fax.masteraccess.com) it will be converted into a PDF file. This email address could be a Personal/Corporate email address or a Distribution email address.

Changing the way you communicate and "Get Through" to your customers with superior cloud based technology.

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1572 Woodward Dr Ext
Greensburg, Pa. 15601
Phone: 724-221-9955
sales@gtcvoip.com

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