

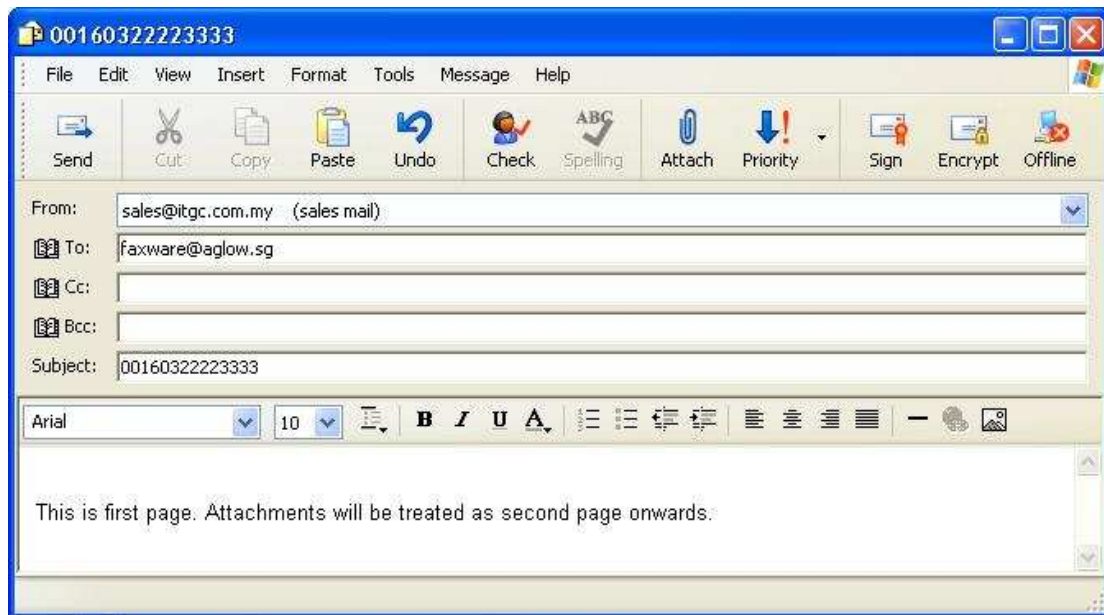
## MFax Service instructions

### Email2Fax

1. In your email client, create a New Message, type in your message in the email body text, this will appear as the first fax page.
2. Attach additional documents (MS Office97\*\*, tiff, pdf, jpg type in A4 size) to your email. These will appear as subsequent fax pages. \*\* does not support newer MS office version. (i.e. Office 2K)
3. Type the destination fax number into the "Subject:" field of your email. The format of the destination fax number is **001 CC AC TEL**. For example:

For example fax to Malaysia	60-3-22223333	type 00160322223333
For example fax to Singapore	65-33338888	type 0016533338888
For example fax to Hong Kong	852-66668888	type 00185266668888
For example fax to USA	1-212-2228888	type 00112122228888
For example fax to Australia	61-2-33332222	type 00161233332222

4. Send the email "To" [faxware@aglow.sg](mailto:faxware@aglow.sg)



5. You will receive confirmation of fax delivery via email.

### Fax2Email

For receiving fax, sender will send fax to your fax number as per normal, you will then receive the fax into your email account as per normal of receive email. Please give us two different email accounts to ensure reliable fax reception. Sometimes, our fax email will end up in your email Spam or Junk folder. Please also ensure your email server provider does not block our email