

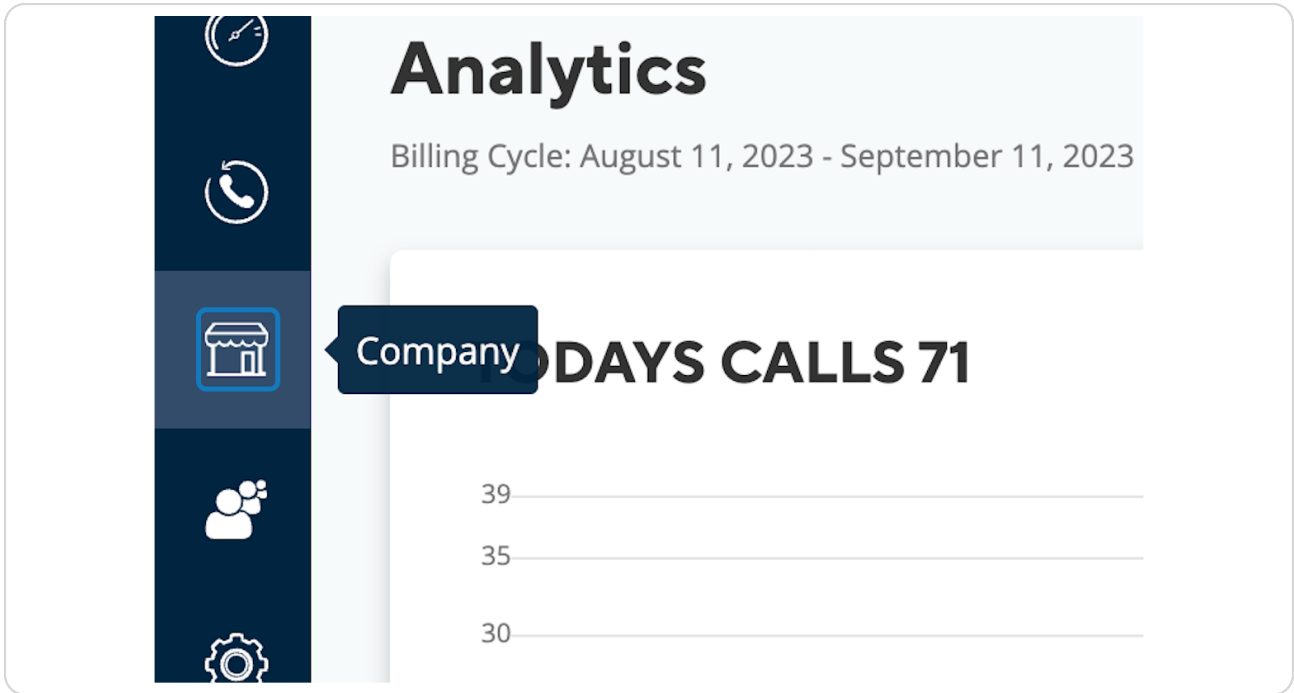


Net2phone Portal Managing Virtual Fax

For support call: 732.363.9898 Email: Support@empiretelecomnj.com

STEP 1

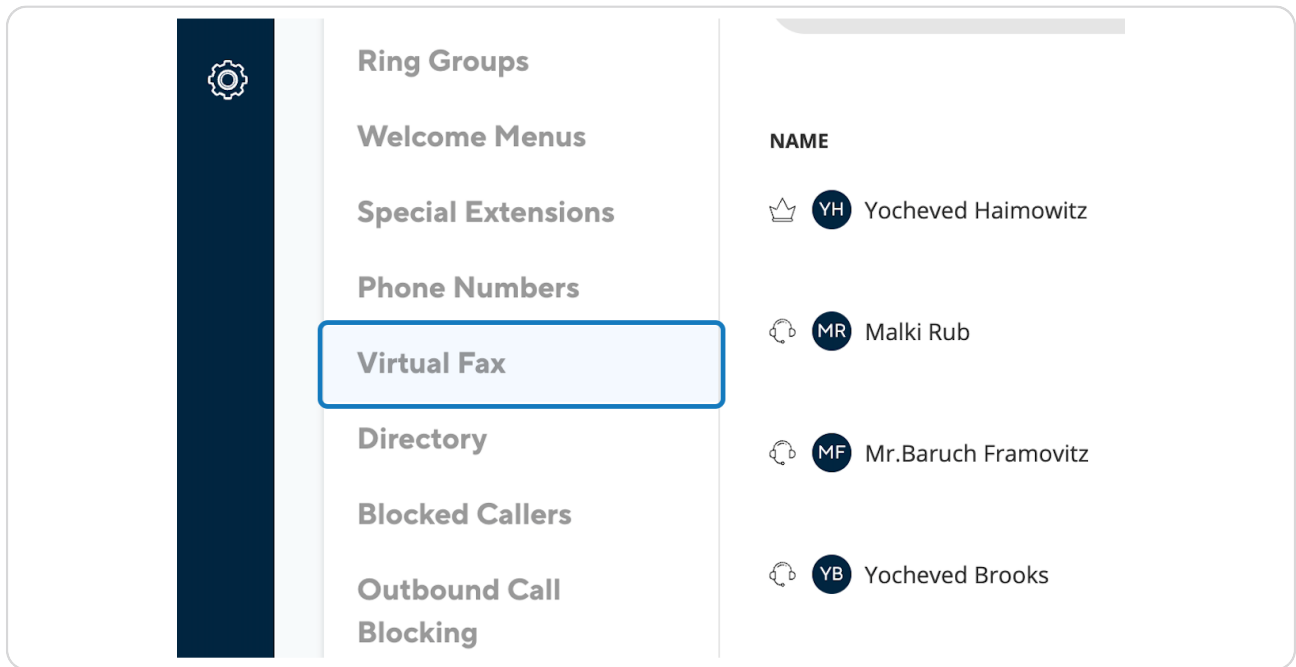
Click on highlight



The screenshot shows the Net2Phone Analytics dashboard. On the left is a dark blue sidebar with icons for a clock, a phone, a storefront (highlighted), a group of people, and a gear. The main content area has a light blue header with the title "Analytics" and the text "Billing Cycle: August 11, 2023 - September 11, 2023". Below this is a white card with a dark blue callout box pointing to the text "Company" and "DAYS CALLS 71". To the right of the callout is a vertical axis with horizontal grid lines at 30, 35, and 39.

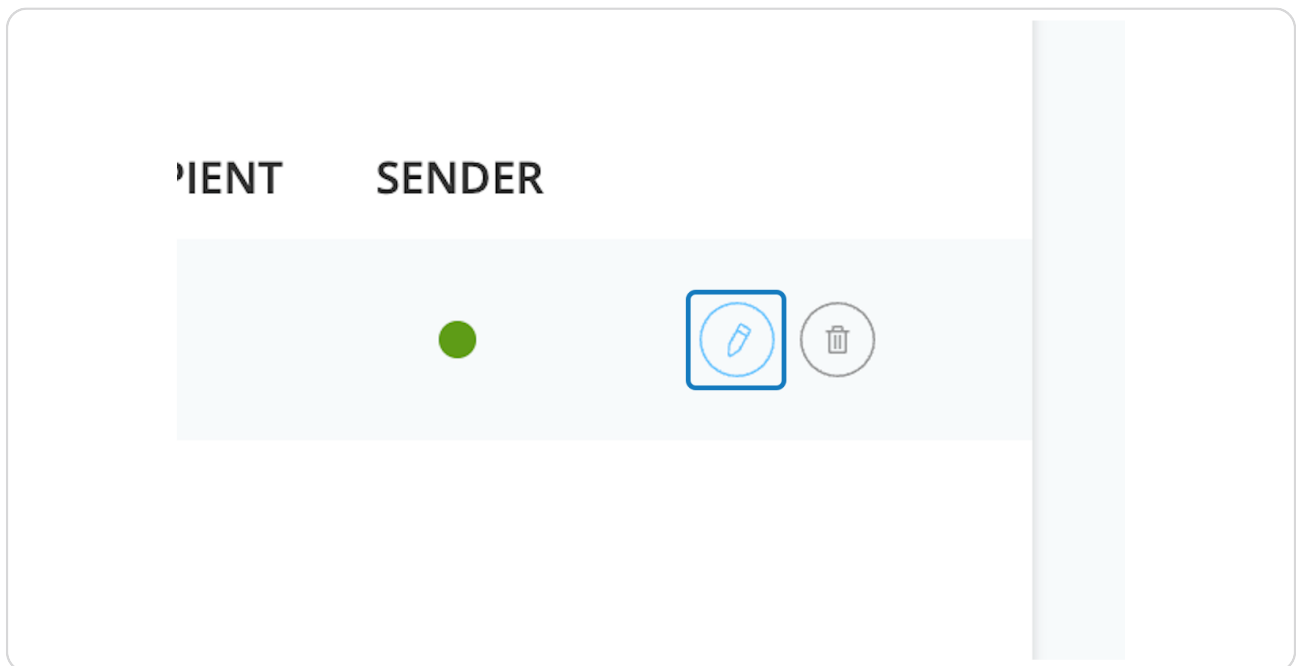
STEP 2

Click on Virtual Fax



STEP 3

Click on highlight



STEP 4

Click on Add an additional email

The emails you specify in the Recipients area will receive faxes sent to the selected phone number.

Email
office@bfdesignnj.com

This email will use this phone number for outgoing faxes

Add an additional email

SAVE CANCEL

STEP 5

Click on Email

Recipient

The emails you specify in the "Recipients" area will receive faxes sent to the selected phone number.

Email
office@bfdesignnj.com

This email will use this phone number for outgoing faxes

Email
net2phone@idt.com

This email will use this phone number for outgoing faxes

Add an additional email

SAVE CANCEL

STEP 6

Click on **SAVE**

Special Extension

Phone Numbers

Virtual Fax

Directory

Blocked Callers

Outbound Call Blocking

net2phone@idt.com

This email will use this phone number

[Add an additional email](#)

SAVE CANCEL

