

# smartnumbers Fax-to-Mail — Getting Started Guide

The Inbound Contact smartnumbers Fax to Email service is a business-class fax-to-email service designed to meet the needs of large and small organisations.

The personal information you need to perform the steps in this guide is provided in your Welcome Emails.

Please add smartnumbers.com as a trusted domain in your email service to ensure that you receive all emails.

## Your Fax Number

Customers send faxes to this number. smartnumbers sends these faxes to the email address provided at set up. Make a note of the number here:

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### 1. Changing your email address

To change the email address faxes are delivered to, the Authorised Contact must contact the Service desk.

### 2. Changing your Authorised Contact

To change your Authorised Contact, contact the Service desk.

For more information on using your service, please contact the Service desk on 0845 604 6815 or [servicedesk@smartnumbers.com](mailto:servicedesk@smartnumbers.com)

For further assistance or information, please contact your support representative or email the Service Desk at [servicedesk@smartnumbers.com](mailto:servicedesk@smartnumbers.com)