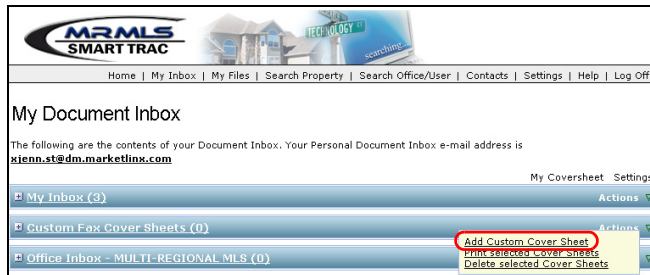


Smart Fax - Custom Cover Sheet

Follow the steps in these sections to create a custom cover sheet that automatically forwards faxes to your inbox and other e-mail addresses.

Creating Custom Cover Sheets

- From the My Document Inbox page, hover over the Custom Fax Cover Sheets **Actions** menu and select **Add Custom Cover Sheet**.

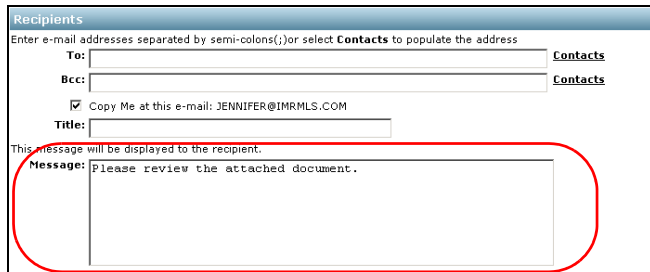


- Enter the e-mail addresses you want copied on your faxes in the To and BCC text fields.

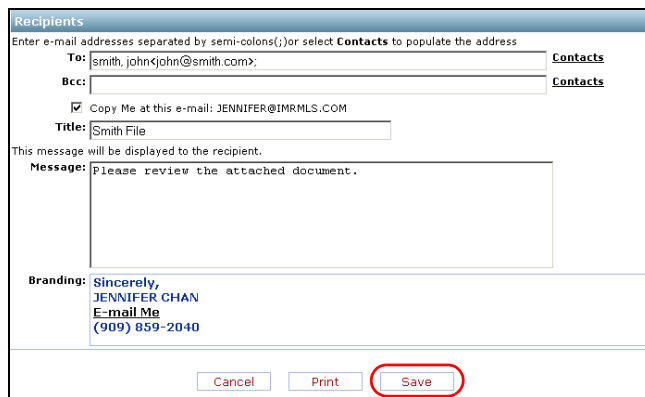


Note: You will automatically receive a copy of the e-mail message unless you uncheck the **Copy Me at this e-mail** checkbox.

- Enter a custom message that will be sent to all recipients included on the custom fax cover sheet in the Message text field.



- When you're finished, click **Save** to return to the My Document Inbox page.



To create additional cover sheets, repeat steps 1 to 4.

Managing and Printing Cover Sheets

Hover over your custom cover sheet and select **Print this Cover Sheet**, **Edit This Cover Sheet Information** to add or remove recipients from the distribution list, or **Delete this cover sheet**.

