

# Sending & Receiving Fax from Your Phone

Fax used to be a work of heavy machines and output of the vexing procedure. With the advancements, modern technology has shifted the faxing from a traditional fax machine to digital, easy to carry devices.

Now anyone can fax while walking on the street via a mobile phone or tablet.

Fax is preferred by many government offices because it is not easy to switch the old ways so suddenly. Secondly, people find it safe to send and receive confidential documents via fax. Modern ways have made the fax more secure by excluding the need for printing out the documents before sending it.

## CocoFax: Free online fax application for smartphone users

CocoFax is covered in a blog post-Google fax-free in an answer to the question "how can I fax from my phone". CocoFax is the software that can convert any digital device connected with the internet into a fax machine. It works as an interface between digital signals and analog signals.

In case of receiving a fax from the fax machine, CocoFax will act as a translator and will convert the analog TIFF file into a digital PDF file. All the work is done by CocoFax behind the scenes free of cost. Android Authority, CNET, PCMag, TechRadar, Toms Guide, Digital Trends, and Life wire are the well-known institutions endorsing CocoFax.

Picture 1 of Sending & Receiving Fax from Your Phone

### Features of CocoFax:

1. CocoFax is available on both Android and iOS devices.
  2. It has a large storage capacity and can save the incoming faxes for an extended period.
  3. A most convenient feature is emailing to fax and fax to email that has made sending the fax similar to sending an email.
  4. The fax is delivered instantly to the recipient.
  5. None of the data is stored in any database, so there is zero chance of introducing plagiarism in your work.
  6. Digital documents can be selected and sent directly without printing, so it preserved the secrecy. There is no need to expose the data to the outside environment.
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1. The method is easy and fun along with being economical.
  2. A free fax number is provided to the users without establishing a separate landline connection.
  3. CocoFax works without a telephone line, heavy hardware, or any printing machine.

### Send fax via CocoFax dashboard through your phone:

Mobile phones are not built for sending and receiving faxes but with the help of the CocoFax application, it is possible. There is no rocket science in using a faxing application on the phone and to make it clear we have explained the process below. You can read the Google fax-free blog to get a better idea of sending a fax via Google fax-free softwares.

### Picture 2 of Sending & Receiving Fax from Your Phone

#### Step 1:

The first thing is to install the application and sign up for the account. CocoFax has a free trial facility that can be used for one month. For that click on the free trial option on the official site of CocoFax and get yourself registered here.

To complete this step you have to select the fax number. Different options are available like a toll-free number, vanity number, and local fax number. There is no need to call the telephone interpreter for getting this number. This fax number is like an email address you need to send and receive the faxes.

### Picture 3 of Sending & Receiving Fax from Your Phone

You will get this number online without any payment. After that proceed on to the next step and enter the personal information along with the email address of that account you want to merge with the CocoFax account. This email account will save the incoming faxes and you can send the fax directly from your account.

### Picture 4 of Sending & Receiving Fax from Your Phone

#### Step 2:

The next part is to draft the fax once the registration is done. For that click on the "new fax" option and fill in the mandatory fields.

In the "To" field type, the fax number of the person you want to send the fax to. This is necessary for sending the fax both nationally and internationally.

In case of sending a fax from an email account don't forget to add the suffix @cocofax.com at the end of the fax number.

In the subject field, you can type the title or can leave it empty, it's up to you.

Next is the body field, this is also not mandatory to fill in, but you can add the important points of fax and contact information here. It will become the first page of the fax.

Lastly, the attachment option is important as you have to attach the documents here. CocoFax gives you the privilege of sending multiple documents in a single fax. Various file formats are supported by CocoFax like PDF and Docx.

#### Step 3:

After attaching the files by clicking on the paper clip option, review the fax and check if there is any need to do some exciting. Once you are satisfied, click on the send option and all the work will be done by the CocoFax

next.

## Picture 5 of Sending & Receiving Fax from Your Phone

In case of sending the fax to a traditional fax machine, CocoFax will take the digital file and will convert it into analog signals to send them down the lines. The receiving fax machine will not experience any difference in receiving the fax.

You don't have to wait and make a call to ensure the delivery; once it is done, CocoFax will let you know through a notification and confirmatory email in your inbox.

### **Receiving fax on your phone via the CocoFax dashboard:**

For receiving the fax there is no requirement of keeping the phone on. CocoFax keeps on working even when the phone is off. In this way, there is no chance of missing any incoming fax. You will see all the faxes in your inbox without doing anything.

You can download the fax and can read it without printing it out. The fax will stay in the inbox and you can read it whenever you want. Without connecting your device to a telephone line, fax can be received on the phone directly.

### **Conclusion:**

In the end, to wrap up the discussion, it can be said that CocoFax has made faxing easy for common people and feasible for a busy life. Now faxing is not just limited to offices, anyone can send a fax from their devices while traveling or while sitting comfortably in the home.

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