

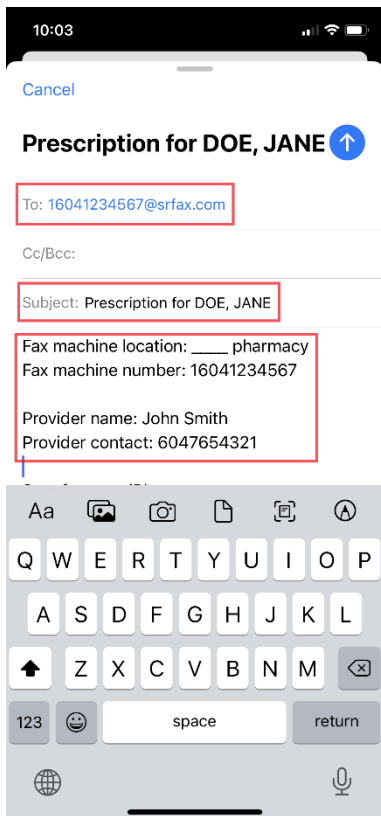
## SRFax on an iOS mobile device

### Requirements


- An SRFax account
- Access to a health authority (HA) issued email
- Wi-Fi/data enabled iOS mobile device (e.g. smartphone or tablet)
- Built-in Mail app on your iOS mobile device set up with your HA email – click [here](#) for instructions
- Cloud uploading function turned **off** for the built-in Mail app – click [here](#) for instructions
  - Avoids contravention of the Freedom of Information and Protection of Privacy Act (FIPPA)


### Sending an electronic fax

1. Open the Mail application and start a new email.
2. Use the following information for your email:

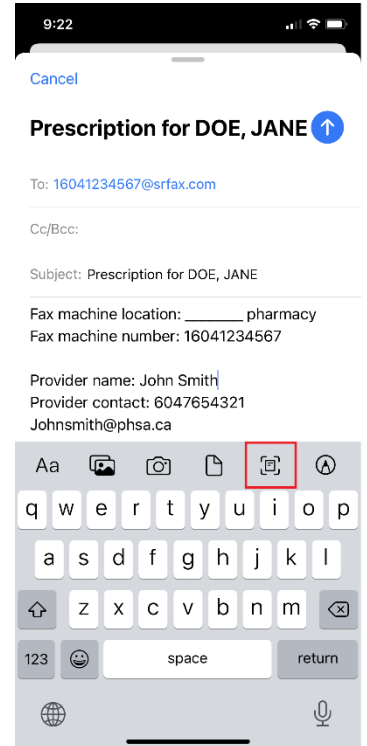
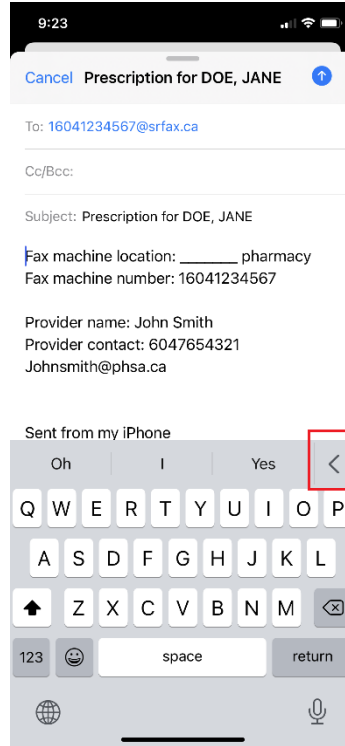


<b>To:</b>	<b>[1 + Area code + Fax number]@srfax.com</b>
<b>Subject:</b>	<b>[Document name] for [Last name, First name]</b>
<b>Body:</b>	<b>Fax machine location name</b> <b>Fax machine number</b>  <b>Your name</b> <b>Your contact information</b>


**Note that the 'To', 'Subject' and body of the email will become the fax cover sheet with a confidentiality disclaimer.**

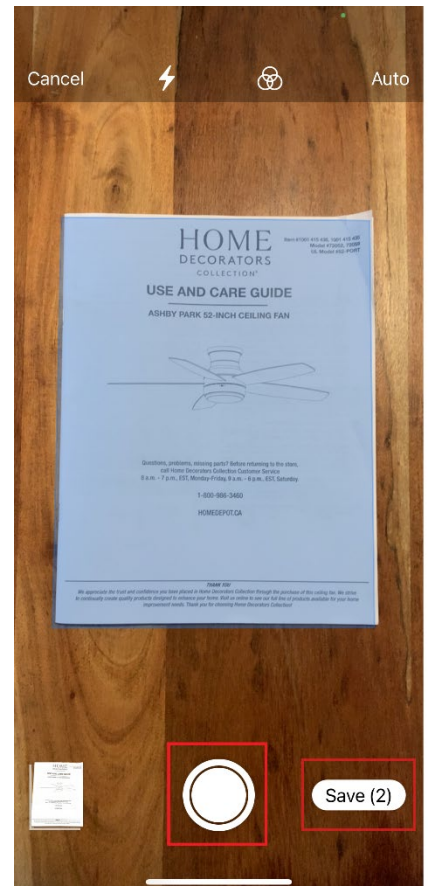
3. Tap the arrow button  above the keyboard letter P to show more options.

4. Tap the second icon  from the right.




5. The camera function will open. Centre the document within the blue box that appears and tap the round centre button to take a picture.

6. Tap **Save** in the bottom right corner.



7. Confirm the photo is added as an attachment.
8. Confirm all email information (i.e. fax number, email address, subject, patient name, etc.) and **send** the email.

 *If your fax was not sent successfully, you will receive an email from SRFax within five - ten minutes. Try again, or contact [OVHZoomSupport@phsa.ca](mailto:OVHZoomSupport@phsa.ca) for assistance.*

9. Delete the email with the attached document from your **Sent Items** and **Deleted Items** to avoid potential privacy breaches.

10. Delete the photo of the document from your phone's **photo album** to avoid potential privacy breaches.



11. Follow your clinical program guidelines on proper storage of the clinical document.