

## Fax Messaging - Step by Step Guide

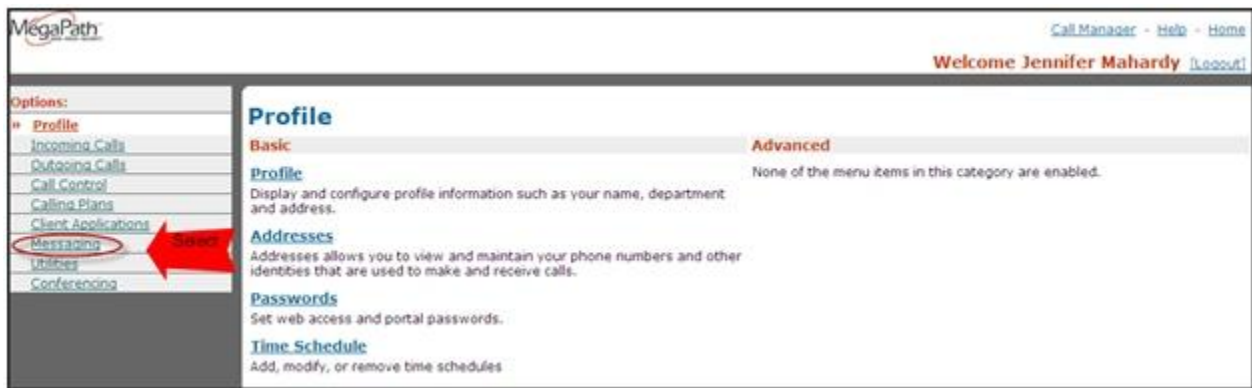
MegaPath's fax messaging service allows users to receive unlimited **inbound faxes** directly to a designated email account without the need of a fax machine.

Please note this service is for inbound faxes only and doesn't support outbound or the sending of faxes.

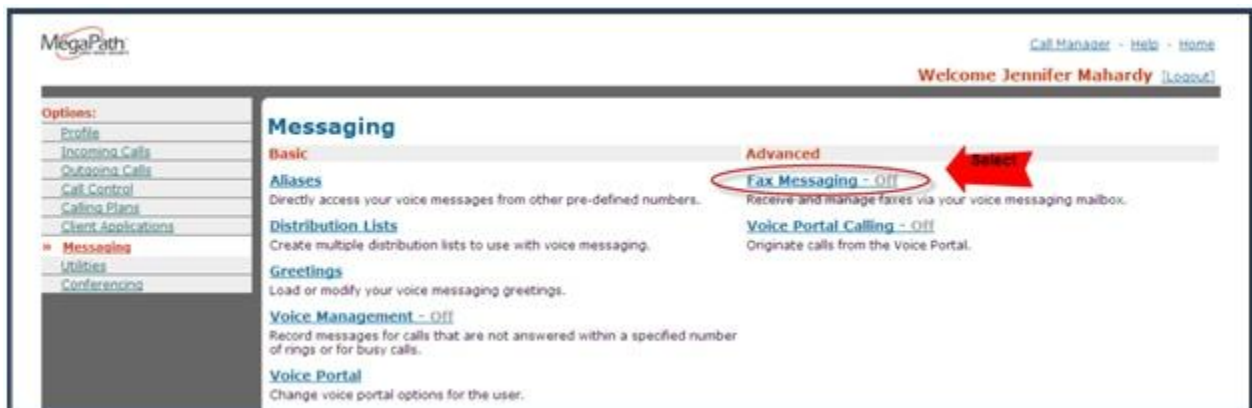
### Benefits of Fax Messaging Service

- Receive faxes without a fax machine
- Manage faxes, email and voicemail from a single inbox
- Give individual employees a personal fax number
- No wasted paper and supplies receiving unwanted faxes; only print the ones you want

Fax Messaging is configured in the Messaging section of the user web portal and can be activated by first clicking on the **Fax Messaging** link under **Options** : on the left hand side of the portal screen.



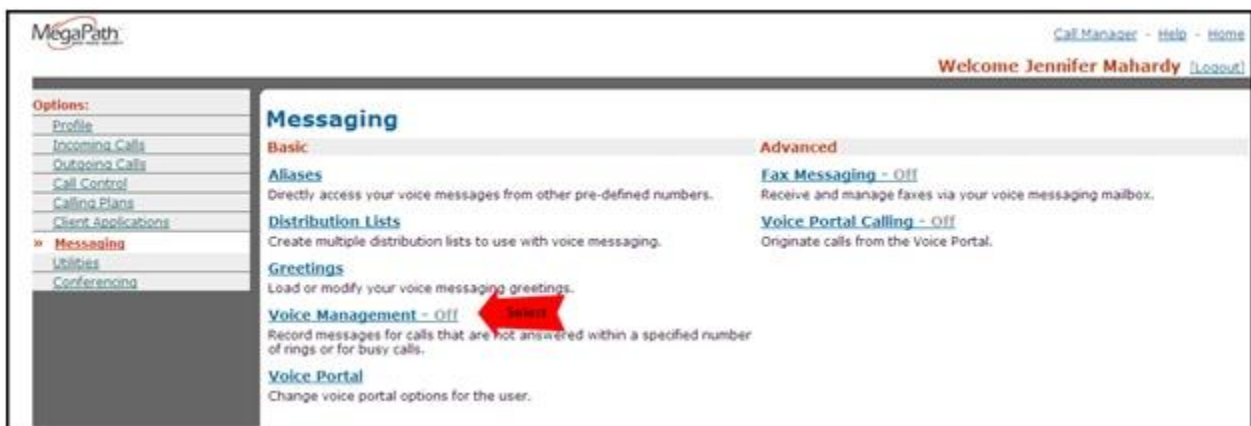
Once on the Messaging Page click on the **Fax Messaging** link.



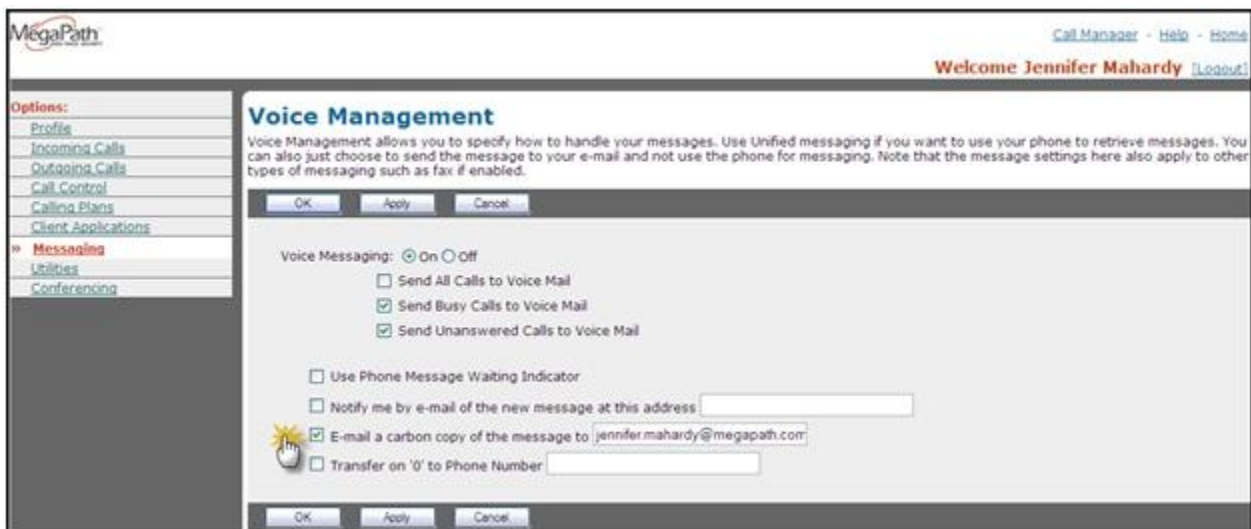
The Fax Messaging page is displayed.



Once on the **Fax Messaging** page the user can turn the Fax Messaging service **On** and **Off**. The user can also view the dedicated fax Phone Number/Extension. Select the **On** radio button and click **Apply** and **OK** to save your changes.



To set up the email account that you would like your fax messages forwarded to, you need to first access the **Voice Management** screen via the **Messaging** section of the web portal.



From the Voice Management page, you can turn Voice Messaging **On** and **Off**. You may also select from the following options:

- Send All Calls to Voice Mail
- Send Busy Calls to Voice Mail
- Send Unanswered Calls to Voice Mail

To receive a carbon copy of your fax messages to your email, click the box next to “E-mail carbon copy of the message to” and type the email address that you would like your faxes forwarded to in the box to the right.

Note this is the same email address that receives your voice mail messages.

Select **Apply** and **OK** to save your changes.

You have now completed the Fax Messaging setup.