How do I send and receive faxes using the Vantage VIP Fax service?

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Question

How do I send and receive faxes using the Vantage VIP Fax service?

Answer

You can send and receive faxes using the Vantage VIP Fax service by email or by using the fax portal.

Email

Incoming:

When someone sends you a fax you will receive an email from vipfax@vantageip.com

It will have two attachments. Your fax is the PDF file; just simply open the file.

Outbound:

To send an out bound fax from your PC:

1. Open a new email and type the 10 digit fax number followed by @fax.vantageip.com in the To: field (Example 2155551212@fax.vantageip.com)

In the body of the email enter @@password=[password]

2. Attach the document(s) that you want to fax and hit send

@@password=faxpassword123

Using the Fax Web Portal:

Go to: https://fax.vantageip.net

Your web email is: Email address

Your web password is: [password]

Inbound History:

Inbound history will display faxes received to your fax assigned fax number. You can forward and delete received faxes from here and view them as well.

Compose:

To send an outbound fax from the fax web portal:

Click Compose Fax in the top left corner

2. Enter the name of the recipient (if applicable,) company (if applicable,) and enter the 10-digit fax number ex. 2159431306
3. Click Choose File and upload the .pdf file you would like to attach
4. Click Submit

Outbound History:

To view faxes that have been sent, click the Outbound History. This will display all attempts whether they were sent or failed.

Outgoing Queue:

The outgoing queue displays current faxes being sent. Clicking a fax will show you how many pages were sent.