

# 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](mailto: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.**

Online URL: <https://help.maxcore.io/article-79.html>