

# Sending Fax Messages

9 Thu, Jul 30, 2020 IP Fax

## Question

How do I send a fax?

## Answer

With Vantage Communications, we offer two ways to send a fax message. These methods are through **email** and our **fax portal**. Below, we will go over both methods.

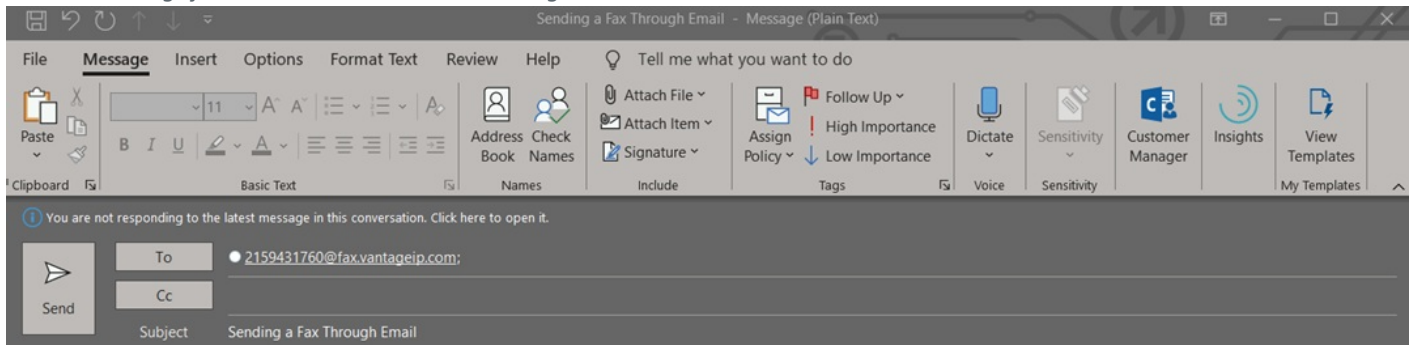
### Sending Fax with Email

Open a new email and type the 10-digit fax number followed by *@fax.vantageip.com* in the *To:* field of your email application. An example of this would be **2155551104@fax.vantageip.com**

In the body of the email, you will need to manually type the following with *[password]* being the fax password provided to you by your Admin or our Concierge Team

**@@password=[password]**

Before sending, your email should look something like this:



**@@password=faxpassword123**

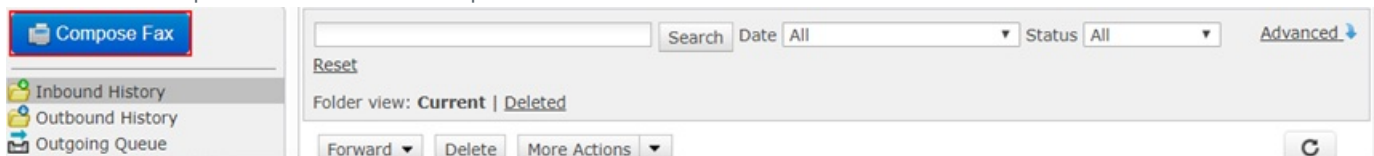
Attach the document(s) you would like to fax out and hit send

### Sending Fax with the Fax Portal

Sign into the Fax Portal found at <https://fax.vantageip.net>

If you need your credentials or a password reset, dial 611 from your Vantage phone or email [customercare@vantage.com](mailto:customercare@vantage.com) for assistance

Click on the Compose Fax button in the top left corner



In the *Name* and *Company* fields, enter this information if applicable. It is not required to fill out these two fields

In the *Fax* field, enter the 10-digit fax number you will be sending a fax to. An example of a valid entry would be 6095557312

Click the *Choose File* button towards the bottom of the page and upload the document(s) you intend to fax. Before sending, your page may look like this:

**Submit**

Compose   Sender & Company information   Options

**Recipients**

Name:

Company:

Fax:

**Cover Sheet**

Style:  ▼

Subject:

Comment:

**Attachments**

Document to attach

This is a test fax.pdf

If all the information is correct, you may hit **Submit** to send the fax

## Applies To

IP Fax

Online URL: <https://help.maxcore.io/article-9.html>