Sending Fax Messages

9 Thu, Jul 30, 2020 IP Fax

Question

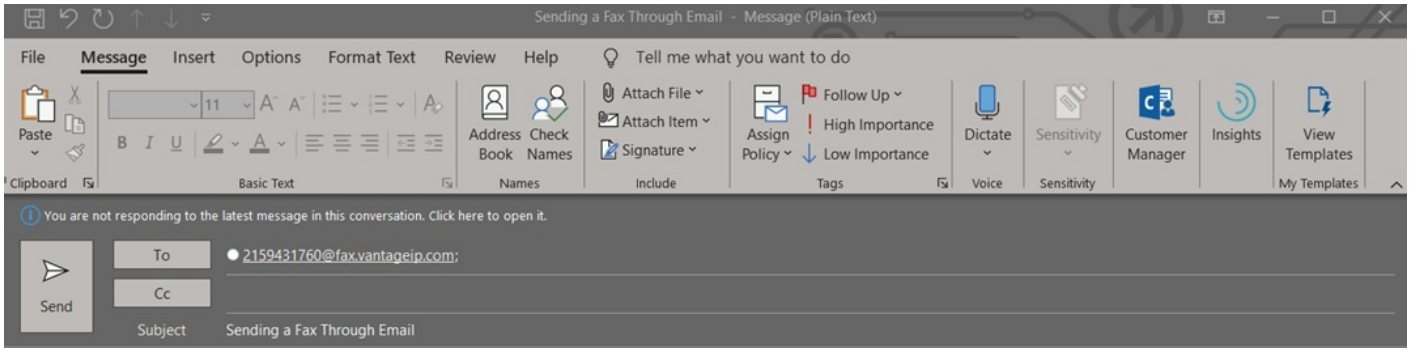
How do I send a fax?

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

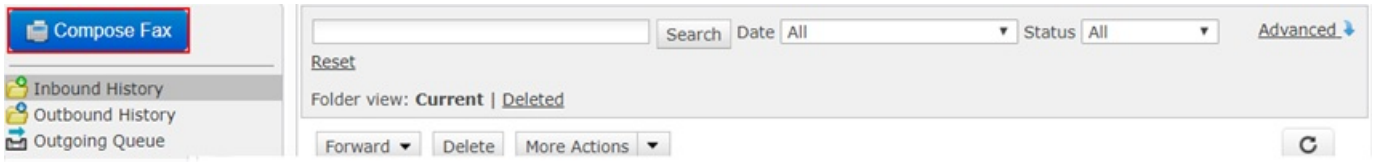
Open a new email and type the 10-digit fax number followed by *@fax.vantageip.com* in the *To:* field of your email application. An example of this would be **2155551104@fax.vantageip.com**
In the body of the email, you will need to manually type the following with [*password]* being the fax password provided to you by your Admin or our Concierge Team
@@password=[password]
Before sending, your email should look something like this:



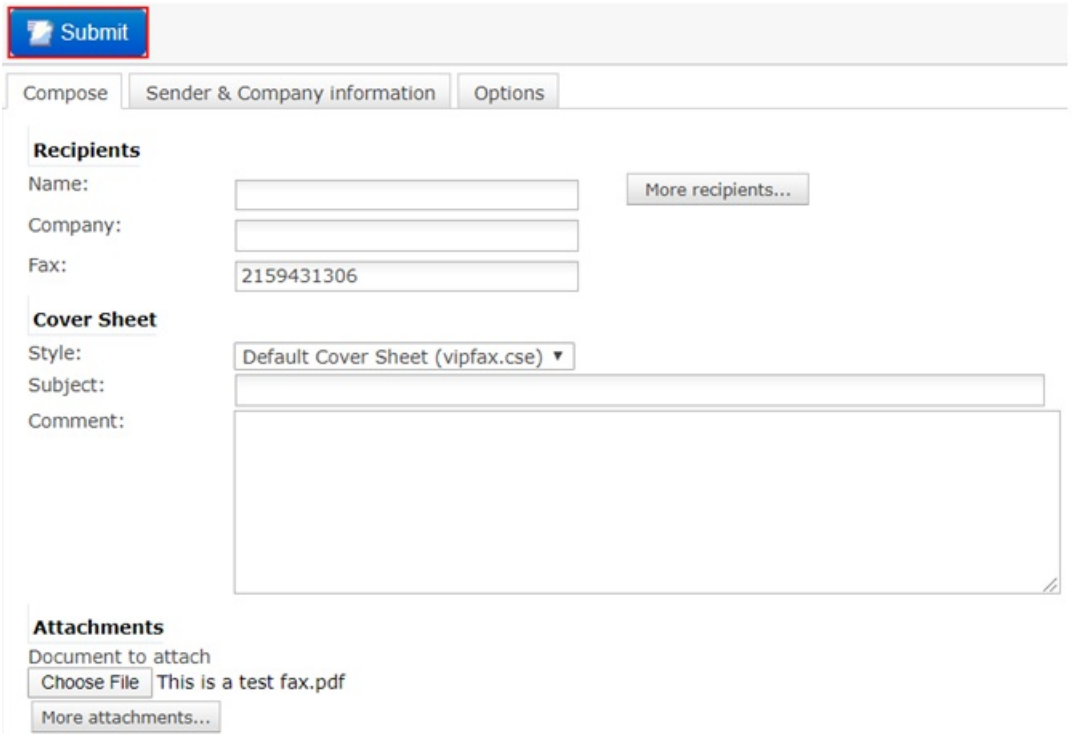
@@password=faxpassword123
Attach the document(s) you would like to fax out and hit send

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 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:



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