

Fax Messaging

Overview

Fax Messaging is a Premium User level feature that allows a user to use a secondary phone number for inbound Fax Messaging.

All received messages are delivered to the delivery email address used within the Voice messaging settings.

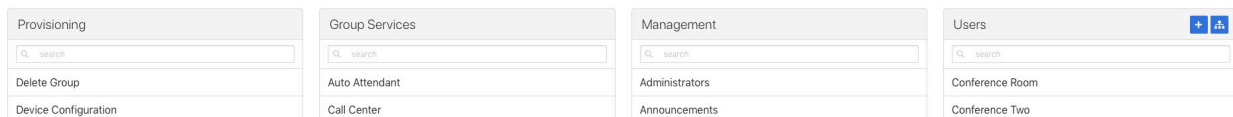
Feature Prerequisites

- Premium User Seat
- One DID dedicated for the user's fax messaging
- A deliver email must be set up in the voicemail settings.
This can be done either by forwarding all voicemail to email only or by using the "email a carbon copy" option (See *Voice Messaging* service guide for details).

Feature Setup

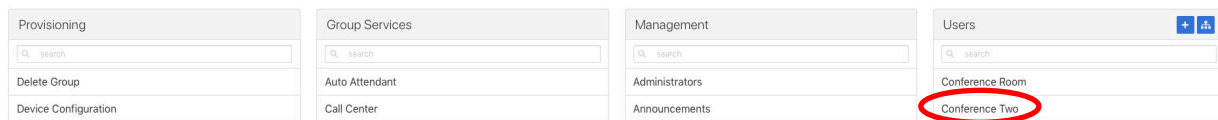
1. Go to the group admin dashboard.

Dashboard / Service Providers / AllCoveredSP / Groups / demo-lab-dev



2. Select the user or service on which you want to enable Fax Messaging.

Dashboard / Service Providers / AllCoveredSP / Groups / demo-lab-dev



3. Click **Service Settings** in the left column navigation.

4. Select **Fax Messaging** from the services list.

Name	Description	A
Calling Number Delivery	Calling Number Delivery	✓
Connected Line Identification Restriction	Connected Line Identification Restriction	›
Directed Call Pickup with Barge-in	Directed Call Pickup with Barge-in	-
Do Not Disturb	Do Not Disturb	›
External Calling Line ID Delivery	External Calling Line ID Delivery	✓
Fax Messaging	Fax Messaging	✓
Flexible Seating Guest	Flexible Seating Guest	›
Group Night Forwarding	Group Night Forwarding	›
Hoteling Guest	Hoteling Guest	›
Hoteling Host	Hoteling Host	›

5. Click the gear icon to configure faxing settings.

✕
Fax Messaging
⚙️

Active ✕

Phone Number

Extension

- *Is Active* – Turns on the Fax Messaging Service
- *Phone Number* – Selects the phone number used for inbound fax messaging
- *Extension* – Sets the extension for internal fax messaging.

6. Click **Save** to apply changes.