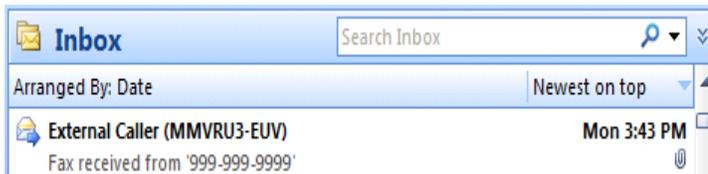


Modular Messaging – Fax Server Quick Reference Guide

This Guide provides instructions for Receiving, Printing, Forwarding, & Sending Faxes using the Modular Messaging System

Receiving, Printing, & Forwarding a Fax

When administered for Fax, Modular Messaging receives an incoming fax sent to a telephone number designated for your fax receipt and then places it as an email attachment in your email Inbox along with your other emails and voicemails

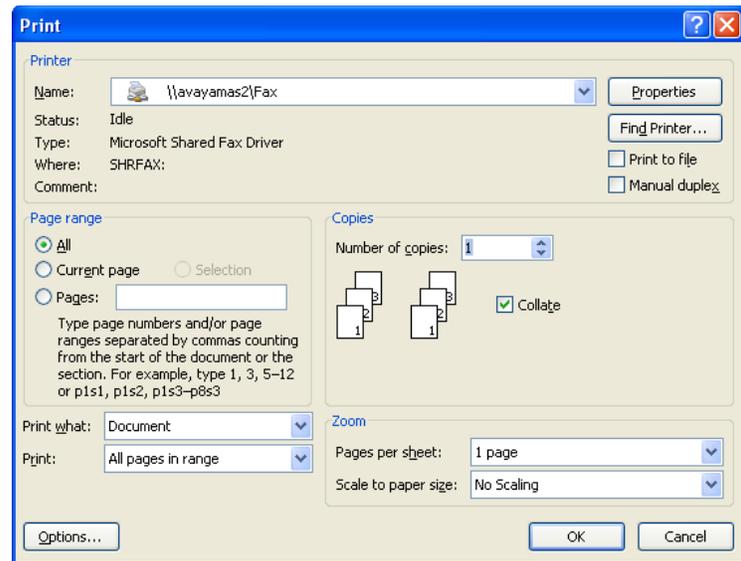


Since faxes are received as an email attachment, you may print or forward a fax to someone else as you would any email.

Originating & Sending Faxes

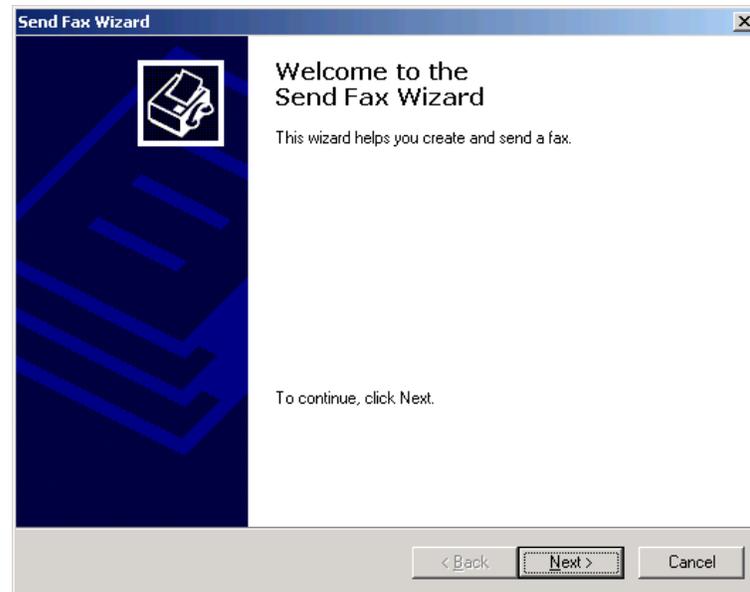
Any document that you can print can be sent as a fax. Instead of printing a document to a regular printer, you print it at the Modular Messaging Fax Printer ([\\AVAYAMAS2\Fax](#)).

Open the document to be faxed and start the print process as you normally would, e.g. *File: Print*. In the Printer List box, scroll-to and select the [\\AVAYAMAS2\fax](#) choice and click *OK*



This launches a *Send Fax Wizard* that prompts you for the faxing information details for the cover page and the telephone number of the destination fax.

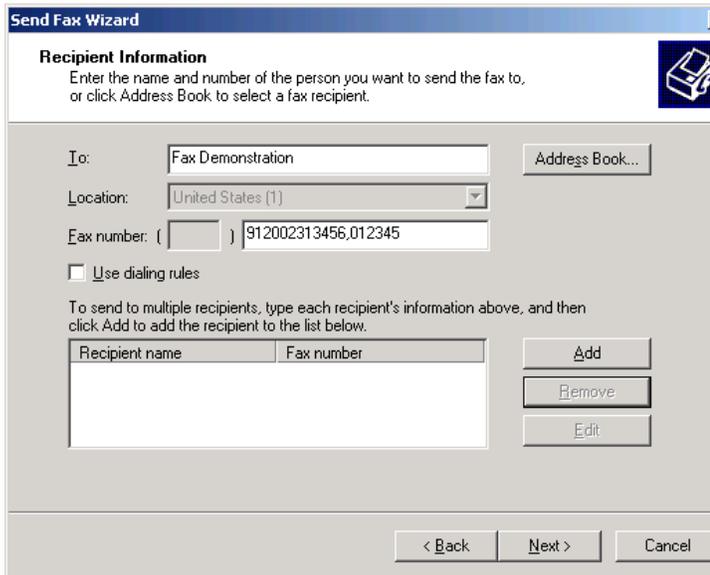
Complete the *Send Fax Wizard* screens as shown below



Provide the name of the fax recipient or click *AddressBook* to select someone from your Outlook Contacts

Enter the destination Fax Telephone Number

For numbers outside the Enterprise Telephone System and for Toll Call destinations as shown below, enter (9) and the number as you would normally dial it followed by your 6-digit Authorization Code



Send Fax Wizard

Recipient Information
Enter the name and number of the person you want to send the fax to, or click Address Book to select a fax recipient.

To:

Location:

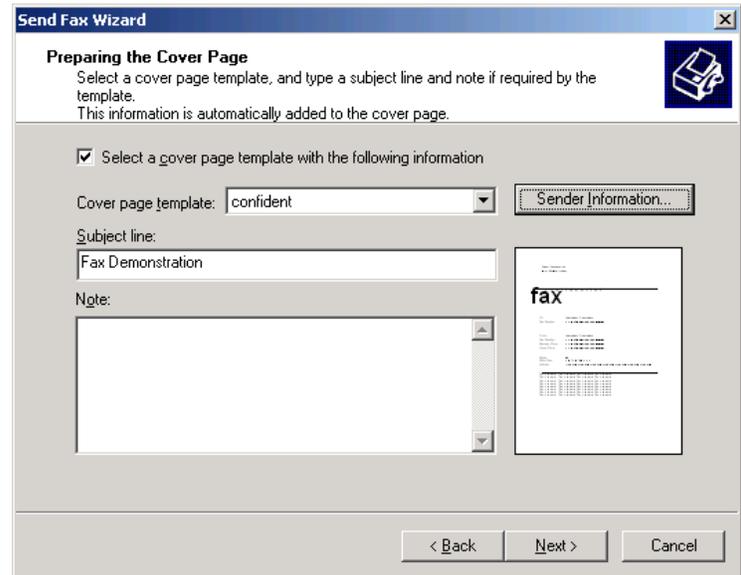
Fax number: ()

Use dialing rules

To send to multiple recipients, type each recipient's information above, and then click Add to add the recipient to the list below.

Recipient name	Fax number

< Back Next > Cancel



Send Fax Wizard

Preparing the Cover Page
Select a cover page template, and type a subject line and note if required by the template. This information is automatically added to the cover page.

Select a cover page template with the following information

Cover page template:

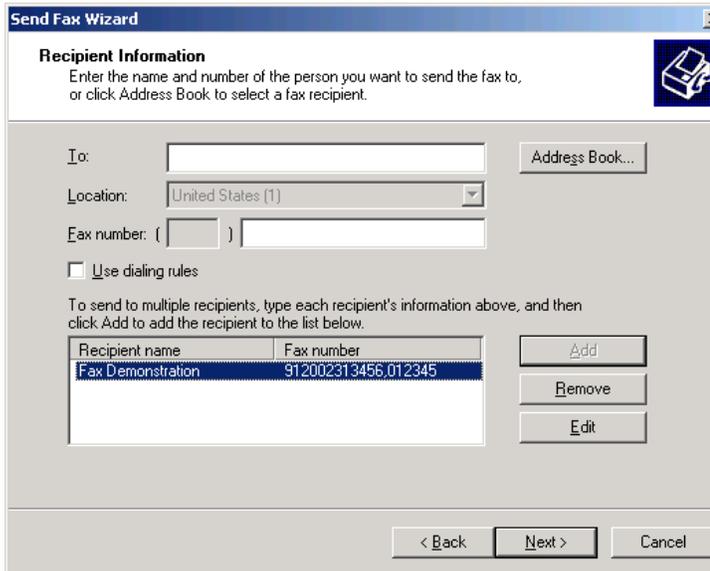
Subject line:

Note:

fax

< Back Next > Cancel

Click *Add*



Send Fax Wizard

Recipient Information
Enter the name and number of the person you want to send the fax to, or click Address Book to select a fax recipient.

To:

Location:

Fax number: ()

Use dialing rules

To send to multiple recipients, type each recipient's information above, and then click Add to add the recipient to the list below.

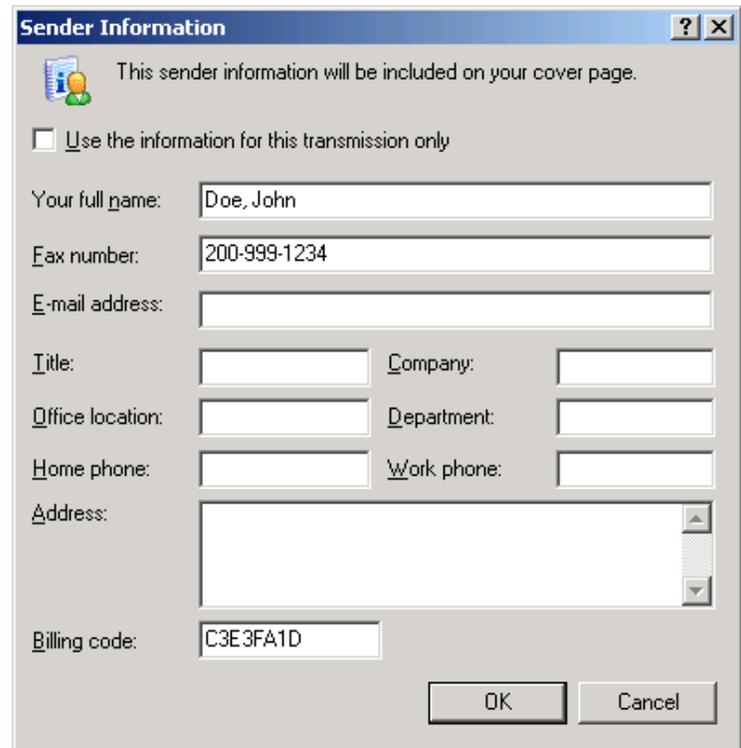
Recipient name	Fax number
Fax Demonstration	912002313456,012345

< Back Next > Cancel

Once setup is completed, the information below will be used each time you send a fax unless you change it

Enter your name and the telephone number where you can receive Faxes (*Fax number*) and any other information you would like included in the cover page

Click *OK*



Sender Information

This sender information will be included on your cover page.

Use the information for this transmission only

Your full name:

Fax number:

E-mail address:

Title: Company:

Office location: Department:

Home phone: Work phone:

Address:

Billing code:

Click *Select a cover page template with...* and a cover page template (*Confident* recommended)

If you don't select a cover page template, the system default cover page will be used which does not have the information that will be needed by the receiver to identify the sender

Enter the *Subject*

Click *Sender Information*

Send Fax Wizard

Schedule
Specify when you want your fax to be sent, and set priority. Higher priority faxes will be sent first.

When do you want to send this fax?
 Now
 When discount rates apply
 Specific time in the next 24 hours:

What is the fax priority?
 High
 Normal
 Low

< Back Next > Cancel

You will receive a failure notice similar to the one below when a fax has failed to be sent. The Fax service retries the sending of failed faxes for 7-Days

Inbox Search Inbox

Arranged By: Date Newest on top

Yesterday

FAX{vmd1}{9449808d-e695-4d6a-9667-40d...} Failed Fax Delivery

FAX{vmd1}{9449808d-e695-4d6a-9667-40d...} Successful Fax Delivery

Failed Fax Delivery
 FAX{vmd1}{9449808d-e695-4d6a-966
 Sent: Mon 7/14/2008 5:21 PM
 To: Modular Messaging, JTM

Your 3 page fax to brian bell test, subject "Fax", could not be sent at 5:21:24 PM on 7/14/2008 due to transmission failure

Send Fax Wizard

Completing the Send Fax Wizard

You have successfully created a fax as follows:

From: Massey Jr., Joseph T

Recipient name	Fax number
Fax Demonstration	912002313456,012345

Cover page template: confident
 Subject: Fax Demonstration
 Time to send: Now

Preview Fax ...

To send your fax, click Finish.

< Back Finish Cancel

You will receive a fax confirmation similar to the one below when the fax has been sent successfully

Inbox Search Inbox

Arranged By: Date Newest on top

FAX{EmoryUniversity}{bf761472-01fb-49a9-82f7-9cbc86149f5b} Mon 6
 Successful Fax Delivery

Successful Fax Delivery
 FAX{EmoryUniversity}{bf761472-01fb-49a9-82f7-9cbc86149f5b}
 Sent: Mon 6/30/2008 5:00 PM
 To: Massey Jr., Joseph T

Your 3 page fax to Karen Cochran, subject "Fax", was successfully sent at 4:59:44 PM on 6/30/2008