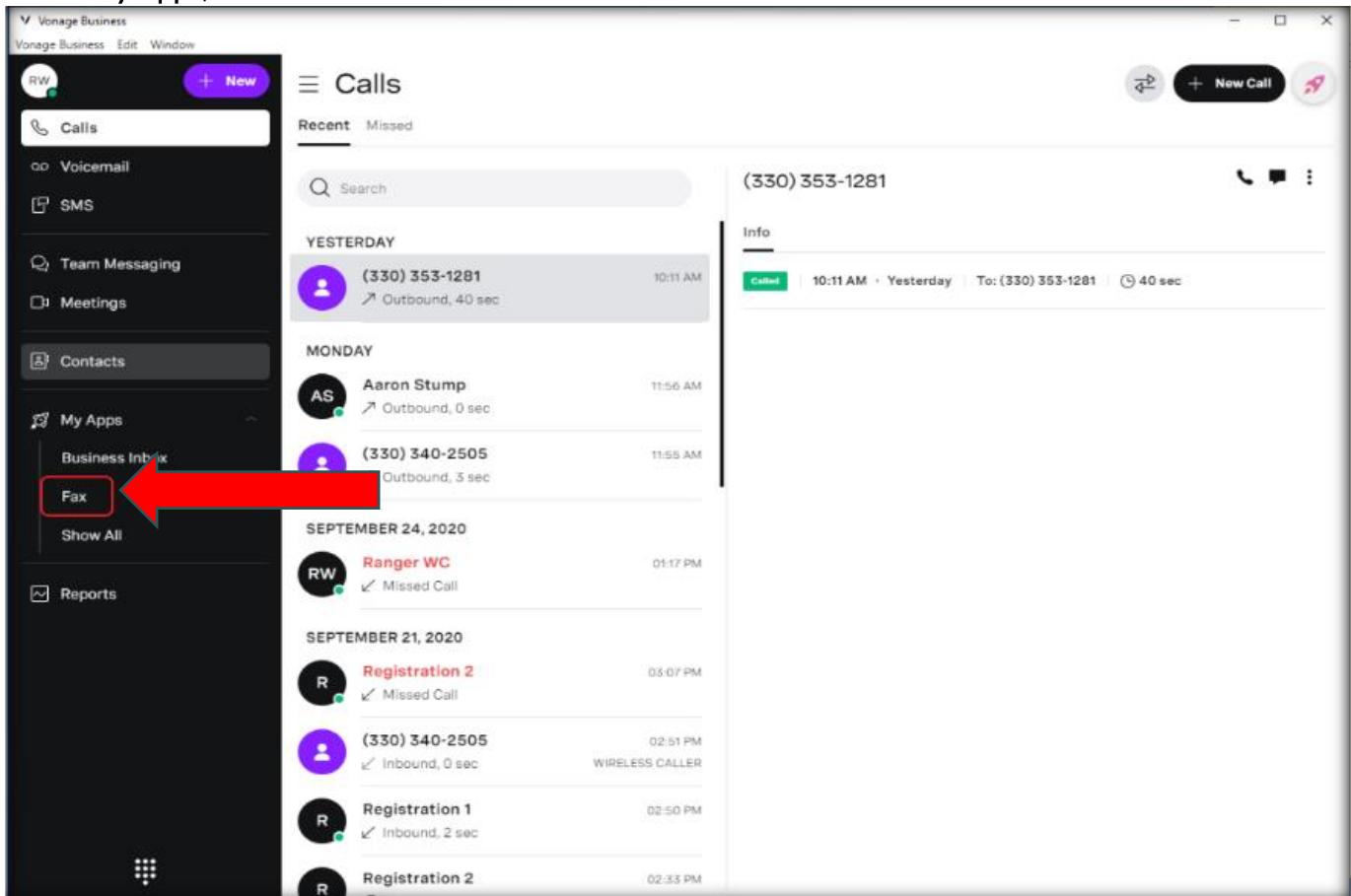


## 1 Vonage Fax Service

This guide will show you how to send and receive faxes from your Vonage dashboard.

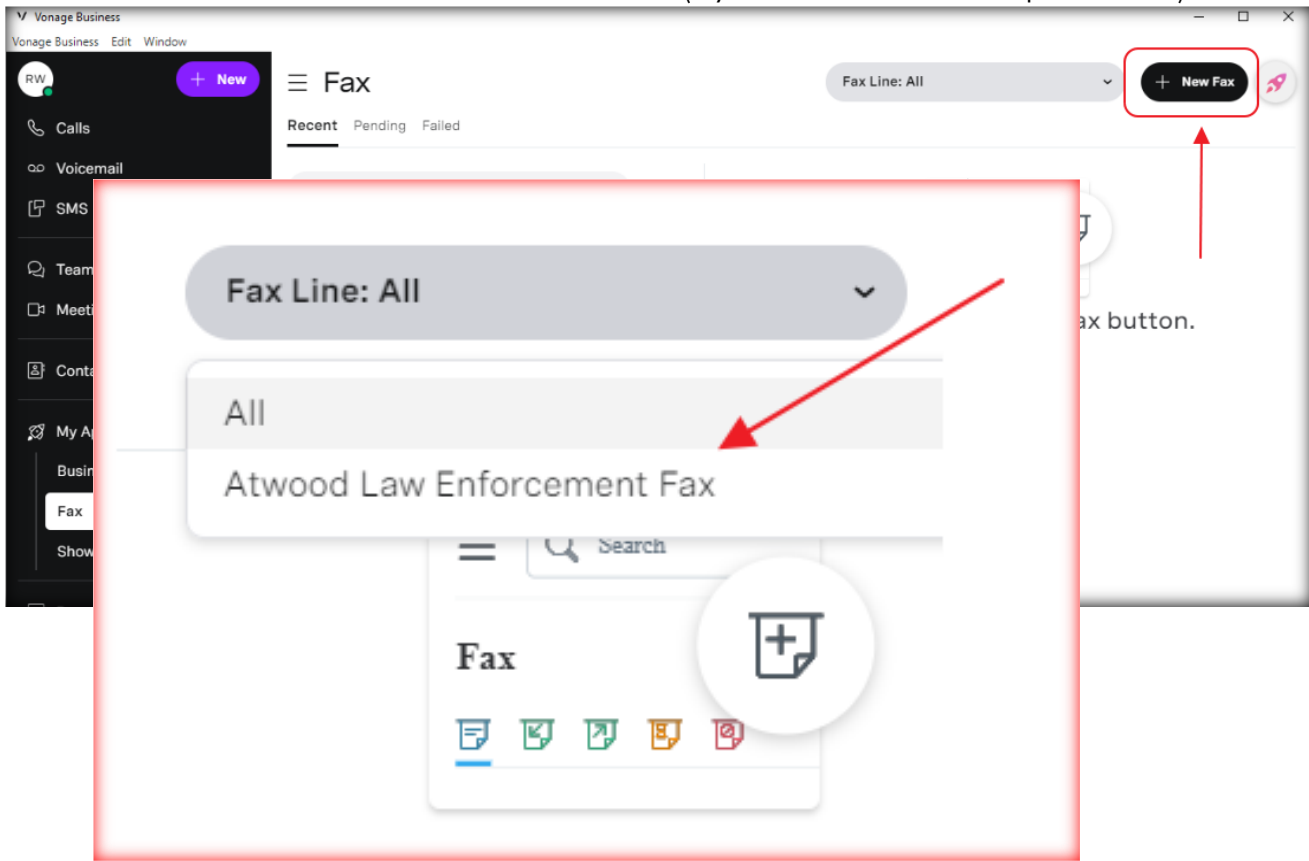
### 1.1 Sending Faxes

- 1) Sign in to your Vonage [Online Account](#).
- 2) Under **My Apps**, click **Fax**.

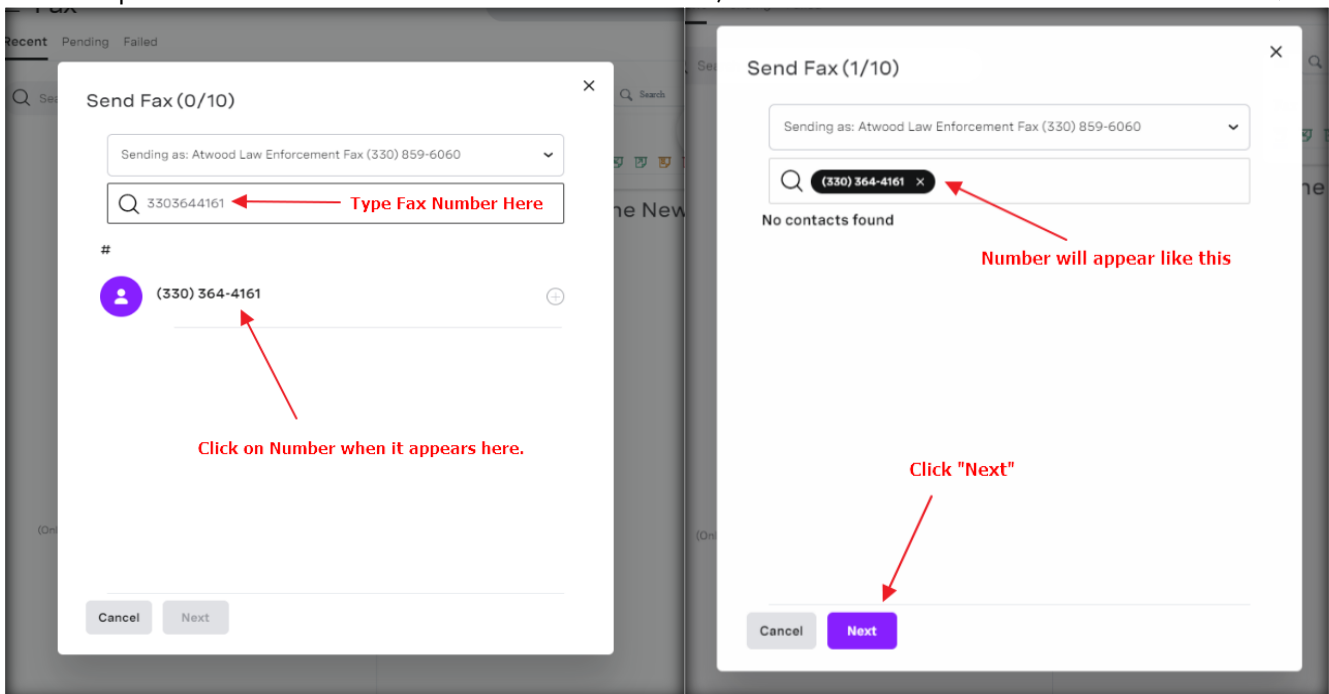


## MWCD Guide – Vonage Fax Service

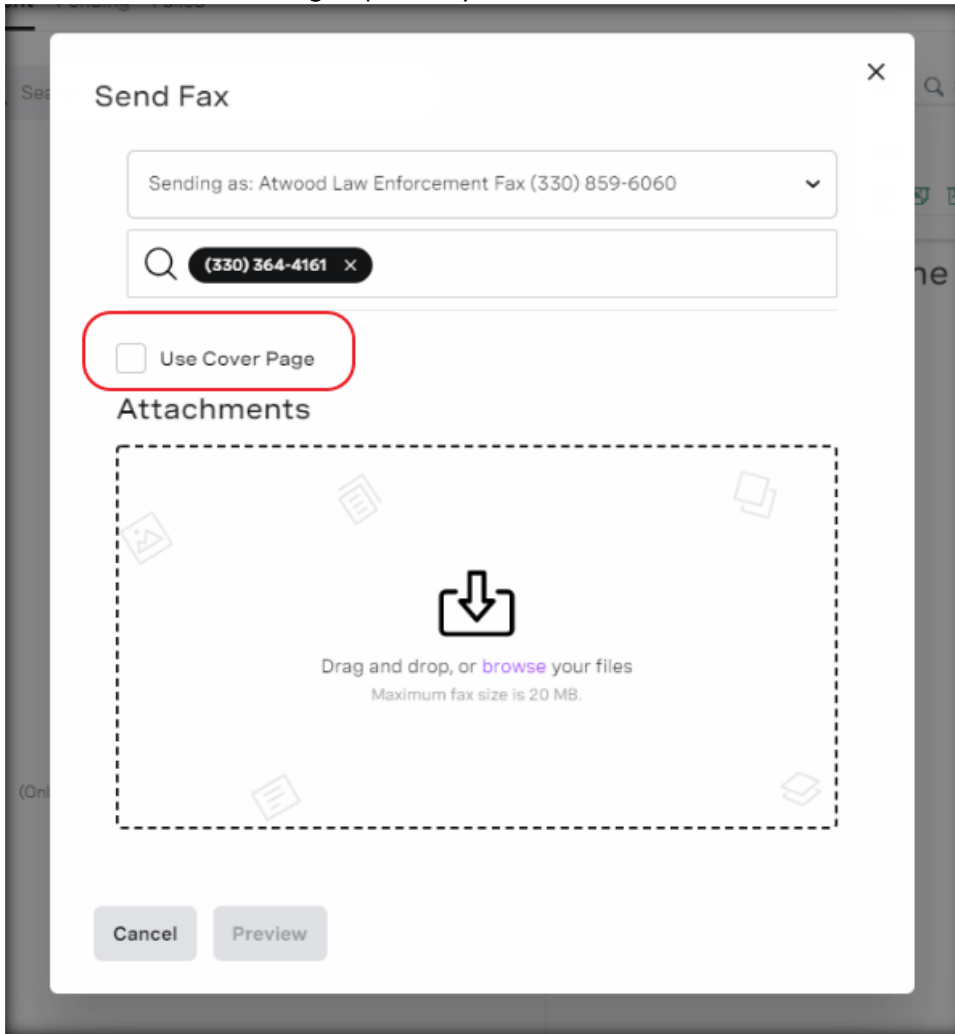
- 3) Click the **+ New Fax** button and select the line to use (if you have access to multiple fax lines).



- 4) Enter the phone number to receive the fax in the **To** field, then click the same number below. Click **Next**.



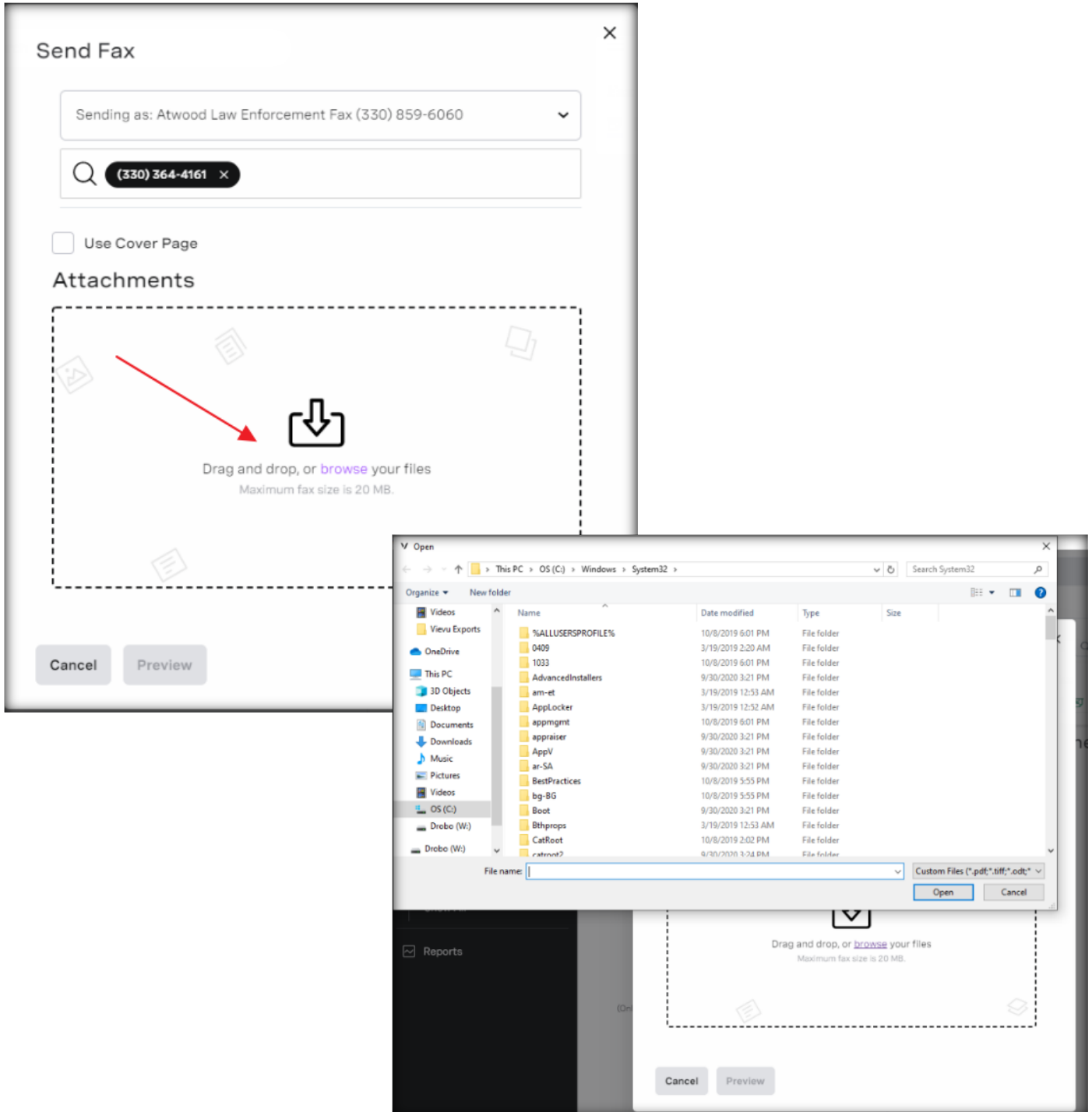
5) Check the **Use Cover Page** option if you want to add one:



- a) Accept default cover page or select a cover page for use from the menu.
- b) Complete required fields for the cover page you selected.

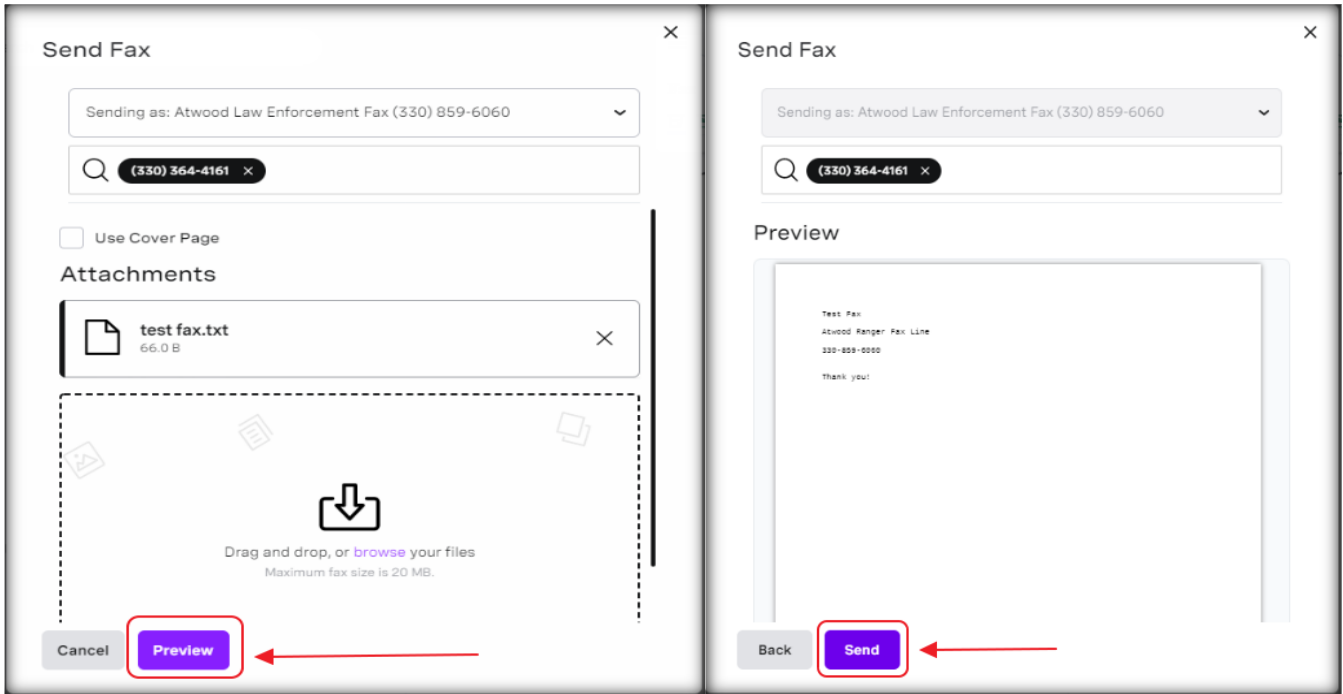
## MWCD Guide – Vonage Fax Service

- 6) Upload the fax you want to send. You can either drag and drop into the Attachment window or click **Attach File**.

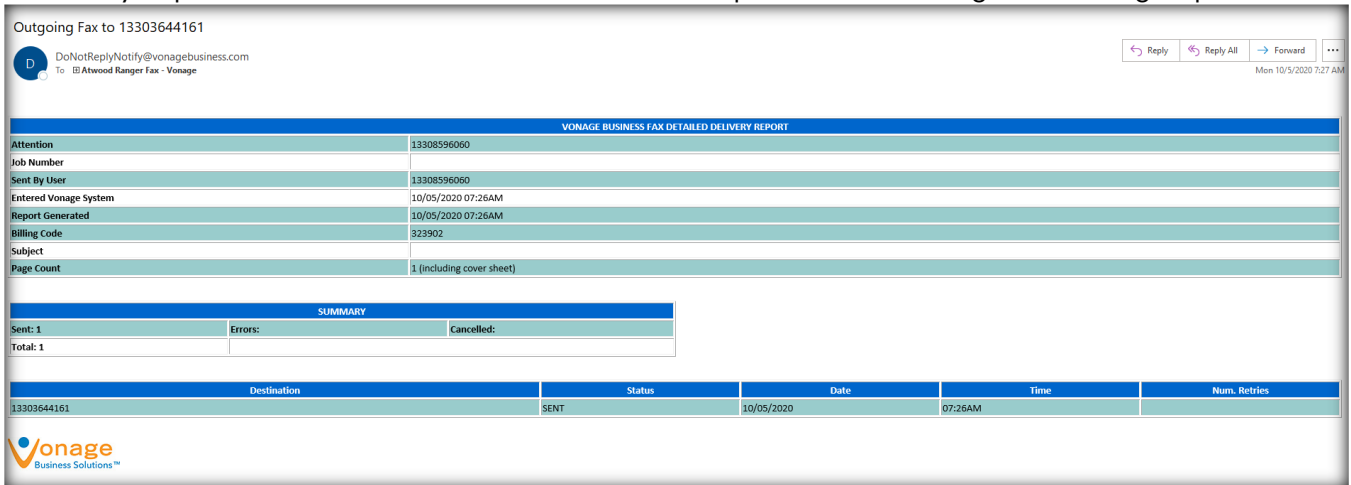


## MWCD Guide – Vonage Fax Service

7) Click **Preview** to review and then click **Send**.

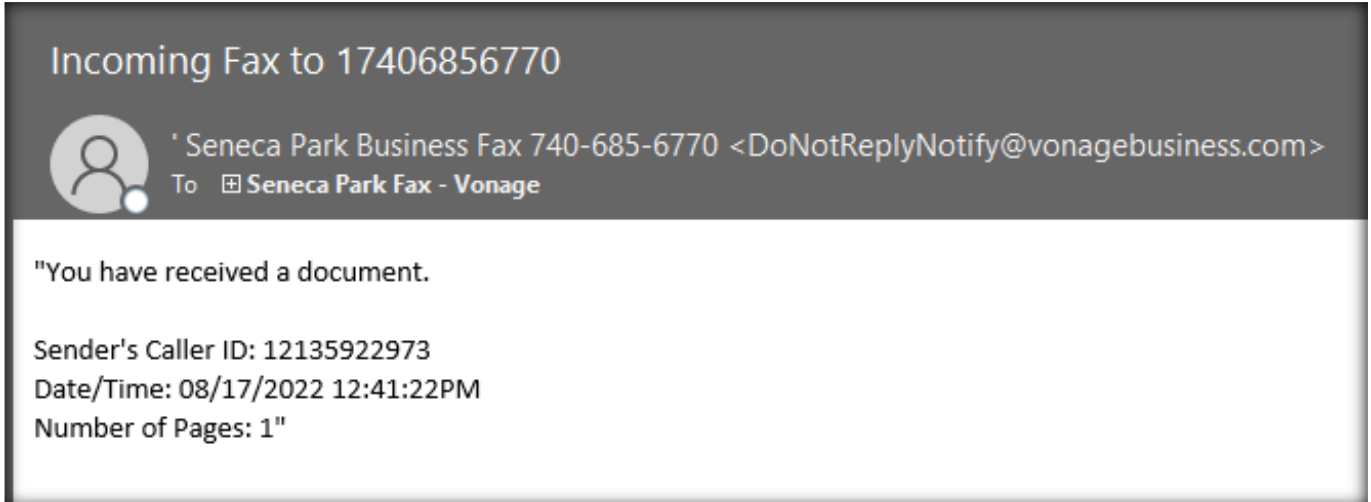


8) A Delivery Report should be emailed after successful completion to the configured email group.

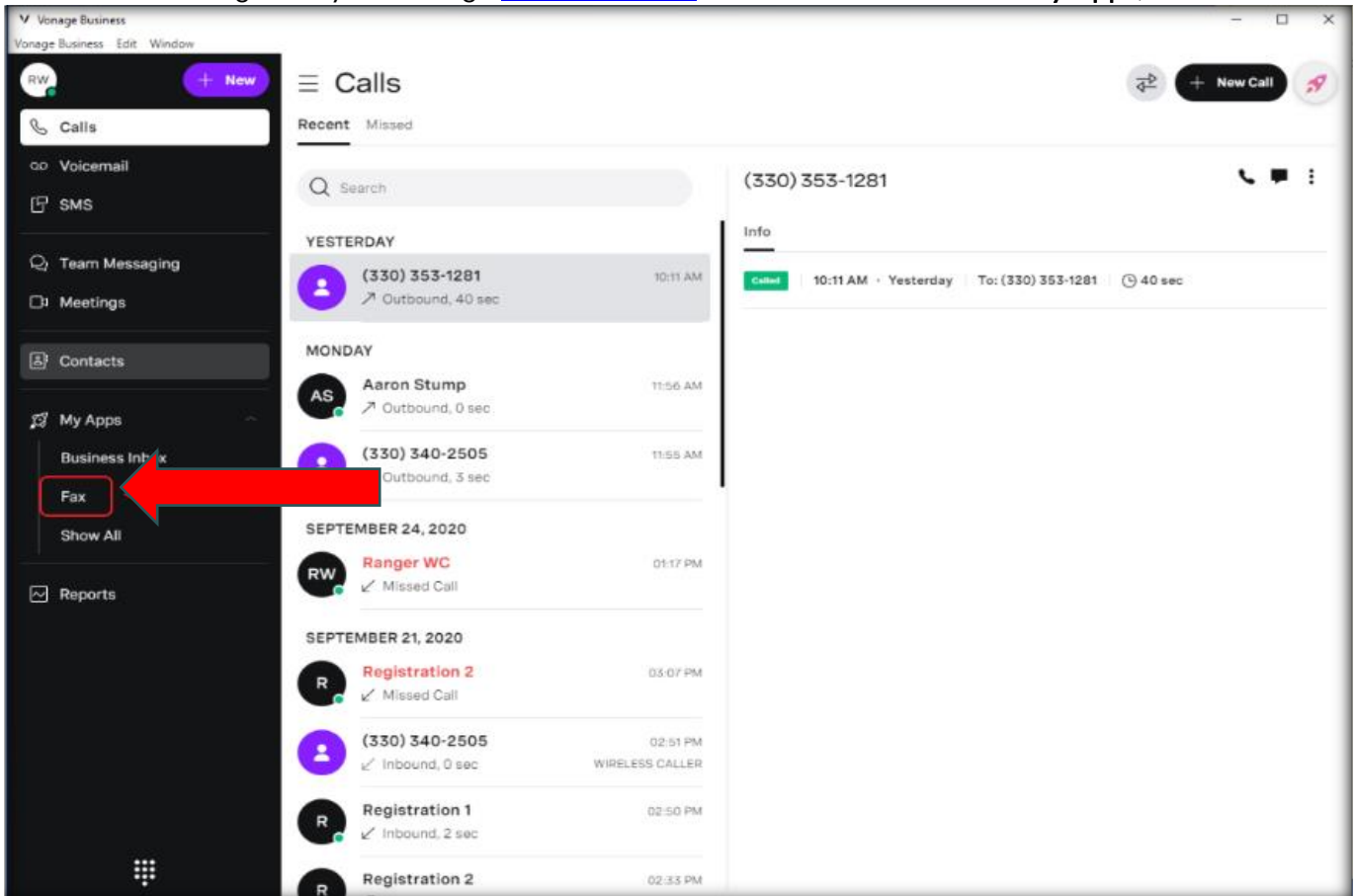


## 1.2 Receiving Faxes

- 1) When a fax is received, you should receive a notification email stating “You have received a document”, similar to what is shown below:

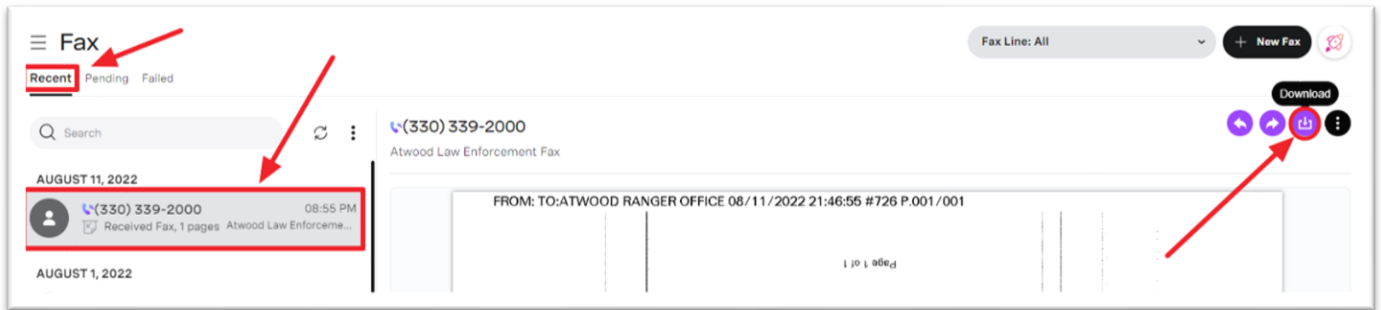


- 2) You will need to sign into your Vonage [Online Account](#) to retrieve the fax. Under **My Apps**, click **Fax**.



## MWCD Guide – Vonage Fax Service

- 3) Next, select the desired fax from the **Recent** tab under **Fax**, and then click on the **Download** icon on the right side of the window to download the file to your computer.



- 4) Once downloaded, you can open the fax like a standard document and print if you need a physical copy of the file.