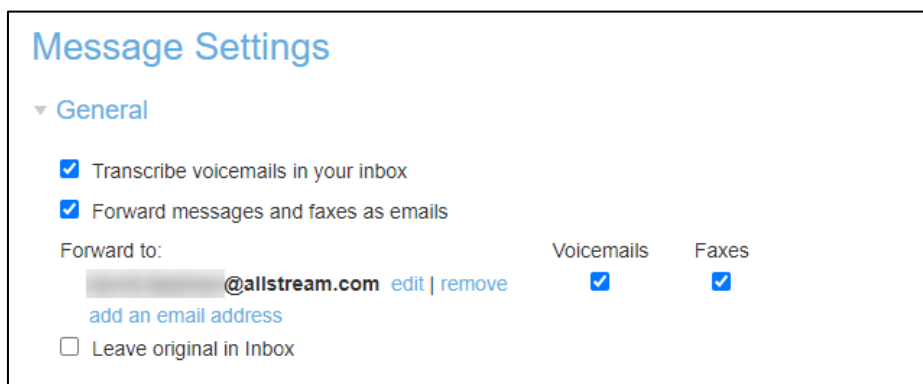# Incoming Fax Messages

## Max UC Quick Start Guide

Max UC Premium line voicemail services allow you to also receive fax messages. While not a full-scale electronic fax service, this feature provides a convenient way to receive faxes quickly.

**Note:** You must know when an incoming call is a fax message and allow the call go to voicemail.

## Fax Messaging Configuration

To configure fax messaging for your voicemail service:

1.  Access the **Message Settings** in the CommPortal.



**CommPortal Message Settings**

2.  Make sure the **Forward messages and faxes as emails** and **Faxes** boxes are checked.

## Receiving Fax Messages

When expecting a fax call, allow the call to go to voicemail. The incoming fax is then converted to a PDF file and sent as an attachment to the email address specified in your CommPortal **Message Settings**.

**Big enough to deliver,
small enough to care.**

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