ORIGINATING & SENDING A FAX (VISTA)
1. Open the document to be faxed and start the print process as you normally would, e.g. File: Print.
2. In the Printer List box, scroll to and select the \mmvr3-euv\Fax choice and click OK.
3. If you choose to send a cover page, click the dropdown menu to select a cover page template and complete the cover page notes section.
4. When the New Fax window appears, type the recipient’s fax number into the To field.
   - To add a recipient from your contact list, click the Address Book.
   - If you use the address book, you must have dialing rules enabled.
   - When not using 5-digit dialing, type a 9 followed by a comma then the recipient’s fax number into the To field.
   - If toll charges will apply, type a 9 followed by a comma, your 6-digit Authorization Code followed by a comma and then the recipient’s fax number into the To field.
5. If you need to send to multiple recipients separate each fax number with a semi-colon in the To field.
6. Click Send to send the fax to the recipient.
7. When your fax has been sent you will either receive a Successful Fax Delivery notification or a Fax Failure Notification in your inbox.

FAX CONSOLE
From the fax console you can view outgoing and sent items only, inbox items will be forwarded automatically to your exchange email account.
1. To view the status of your faxes click on Start > Printers and Faxes.
2. Double-click Fax on mmru3-euv.emory.edu

GENERAL TIPS
- Faxes are received as pictures. If you experience a problem opening a fax, save it to your computer and then open it in a picture viewer program.
- If a failure occurs when sending a fax: after verifying the recipient’s fax number is correct, check that dialing rules are set up correctly.

HELP
UTS Service Desk – 404-727-2323
http://it.emory.edu/voicemail
**RECEIVING, PRINTING, & FORWARDING A FAX**

Any document which can be printed can be sent as a fax, simply by printing the document to the Modular Messaging Fax Printer.

When Modular Messaging receives an incoming fax sent to a telephone number designated for your fax receipt, it then places it as an email attachment in your Exchange 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.

**RECEIVING, PRINTING, & FORWARDING A FAX FROM A TELEPHONE**

When retrieving messages using your telephone, you will be notified at login as to the number of emails, voicemails, and faxes you have in your inbox

1. Press (1, 3) to review your fax message headers
2. Press 2 to access print choices
   - Press 1 to print to your default fax destination
     - This is the extension of a regular fax machine in your office
     - You may change this extension number using Outlook or Modular Messaging Web Subscriber Options
   - Press 2 to print to an alternate fax destination
     - This is the extension of either a regular fax machine in your office other than your default or a Modular Messaging Fax subscriber
   - Press 3 if you are calling from a fax machine and wish to print the fax at that machine.

**ORIGINATING & SENDING A FAX (XP)**

8. Open the document to be faxed and start the print process as you normally would, e.g. File: Print
9. In the Printer List box, scroll-to and select the \mmvr3-euv\Fax choice and click OK
3. When the Send Fax Wizard screen appears, click Next
4. On the Recipient Information screen, enter the name of the fax recipient and their fax number.
   - To add a recipient from your contact list, click the Address Book.
     - If you use the address book, you must have dialing rules enabled.
   - When not using 5-digit dialing, type a 9 followed by a comma then the recipient’s fax number.
     - If toll charges will apply, type a 9 followed by a comma, your 6-digit Authorization Code followed by a comma and then the recipient’s fax number.
5. If you need to send to multiple recipients click the add button until your recipient list is complete.
6. Click Next.
7. When the Preparing the Cover Page screen appears, click the box next to Select a cover page template if you wish to send a cover page, otherwise click Next.
   - To send a cover page, click the cover page template dropdown menu to select a cover page, then click Next.
7. When the Send Fax Wizard screen appears, select when you want to send the fax and click Next.
8. When the Completing the Send Fax Wizard appears, click Finish.
9. When your fax has been sent you will either receive a Successful Fax Delivery notification or a Fax Failure Notification in your inbox.