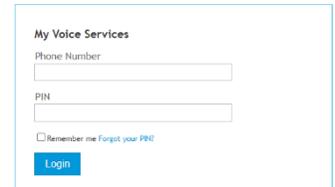


# UNIVERGE BLUE™ CONNECT – Web Fax

## Logging In to Web Fax

1. Visit this link to access the portal <https://portal.univerge.blue/voice/>
2. Enter you fax number
3. Enter PIN [As previously provided by NATG]
4. I suggest bookmarking this page as this will be how you send/receive faxes



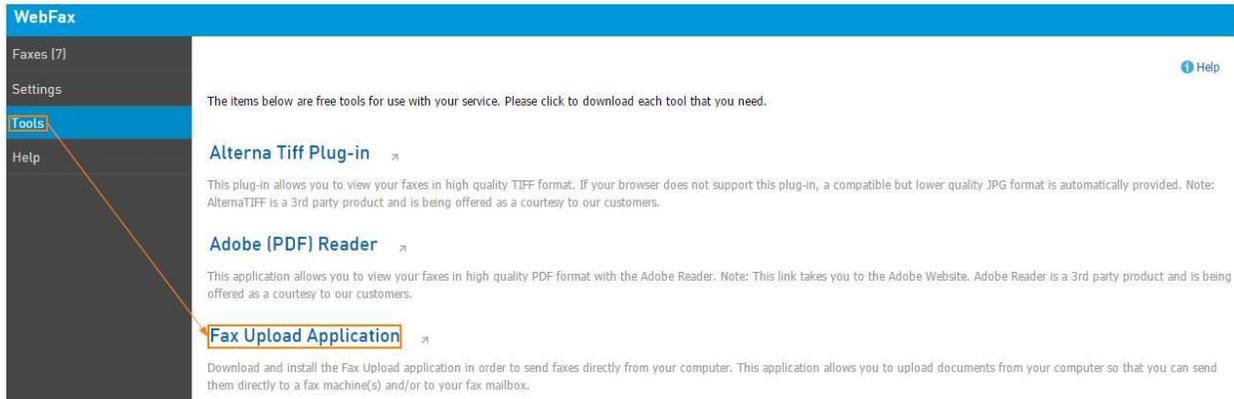
My Voice Services

Phone Number

PIN

Remember me [Forgot your PIN?](#)

Once logged in, navigate to the Tools tab and download the “Fax Upload Application” as well as the “Adobe (PDF) Reader”



WebFax

Faxes (7)

Settings

**Tools**

Help

The items below are free tools for use with your service. Please click to download each tool that you need.

[Alterna Tiff Plug-in](#)

This plug-in allows you to view your faxes in high quality TIFF format. If your browser does not support this plug-in, a compatible but lower quality JPG format is automatically provided. Note: AlternaTIFF is a 3rd party product and is being offered as a courtesy to our customers.

[Adobe \(PDF\) Reader](#)

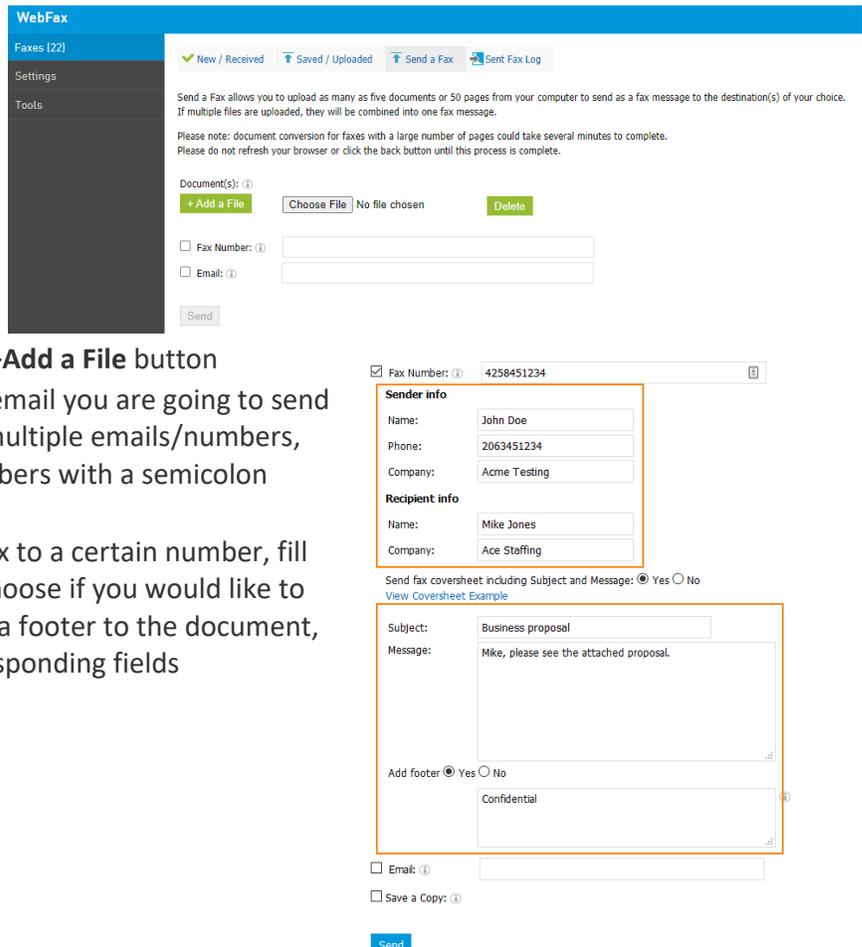
This application allows you to view your faxes in high quality PDF format with the Adobe Reader. Note: This link takes you to the Adobe Website. Adobe Reader is a 3rd party product and is being offered as a courtesy to our customers.

[Fax Upload Application](#)

Download and install the Fax Upload application in order to send faxes directly from your computer. This application allows you to upload documents from your computer so that you can send them directly to a fax machine(s) and/or to your fax mailbox.

## To send a Fax

1. Log in to your webfax
2. Select Faxes
3. Select Send a Fax
4. Upload the document(s) you would like to fax out by either clicking the **Choose File** button and selecting it or by dragging it from the file explorer onto this button. If you need to send multiple documents, click **+Add a File** button
5. Type in the number and/or the email you are going to send the fax to. A fax can be sent to multiple emails/numbers, separate recipient’s emails/numbers with a semicolon when filling this field;
  - a. If you are sending this fax to a certain number, fill in the Sender info and choose if you would like to attach a coversheet and a footer to the document, and if so, fill in the corresponding fields



WebFax

Faxes (22)

Settings

Tools

Send a Fax

Send a Fax allows you to upload as many as five documents or 50 pages from your computer to send as a fax message to the destination(s) of your choice. If multiple files are uploaded, they will be combined into one fax message.

Please note: document conversion for faxes with a large number of pages could take several minutes to complete. Please do not refresh your browser or click the back button until this process is complete.

Document(s):   No file chosen

Fax Number:

Email:

Fax Number:

**Sender info**

Name:

Phone:

Company:

**Recipient info**

Name:

Company:

Send fax coversheet including Subject and Message:  Yes  No [View Coversheet Example](#)

Subject:

Message:

Add footer:  Yes  No

Email:

Save a Copy:

## UNIVERGE BLUE™ CONNECT – Web Fax

- b. If you are sending this fax to an email, select email, and fill in the reply-to-email field with an email address and, optionally, type in a Subject and a message that would get attached to the fax. Then, select the delivery method: **Link** — the fax message will be sent as a URL from which the fax document can be downloaded; **Attachment - PDF** — the fax message will be sent as an attachment to an email. Any document you send this way will be converted into PDF format;

Fax Number: ⓘ

Email: ⓘ

ⓘ The document will be sent from a system address. Please enter a "Reply-To-Email" below to ensure replies to this document will reach you.

Reply-To-Email:

Delivery Method:  Link  
 Attachment - PDF

Subject:

Message:

Save a Copy: ⓘ

6. Optionally, check **Save Copy** checkbox if you would like to store a copy of your fax message in Control Panel;

Save a Copy: ⓘ

Document Name: ⓘ