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 FaxWizard 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.
Click Add

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

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

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.