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]
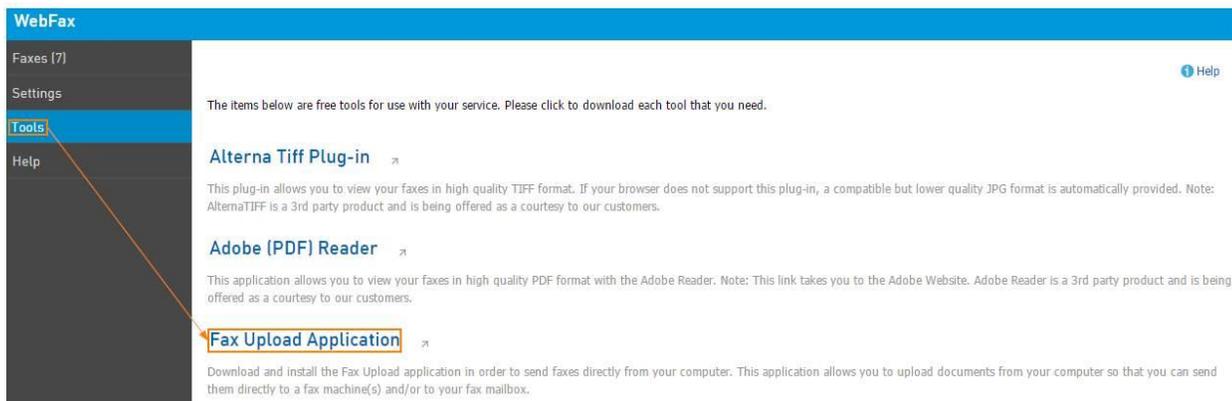4. I suggest bookmarking this page as this will be how you send/receive faxes

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

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

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;

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