

VOCUS IP TEL MANAGER

Fax to Email Provisioning

September 2018

INTRODUCTION

This document provides step by step instructions on how to provision the Fax to Email service.

This service allows incoming faxes to be converted to a .tiff file and then sends them to a specified email address.

For this service to operate a user will need to have a User license, the faxtoemail overlay and the voicemail overlay.

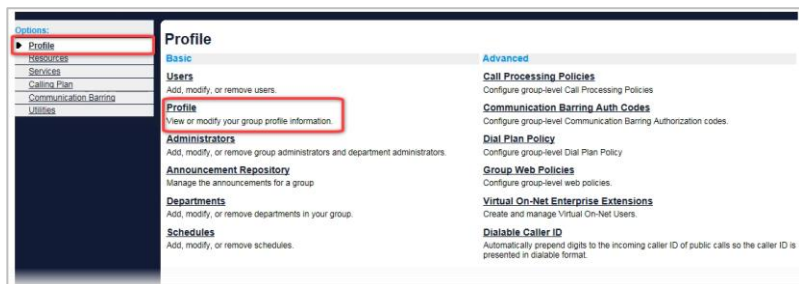
VERIFY GROUP SETTINGS

Locate the Group and check the Settings are configured.

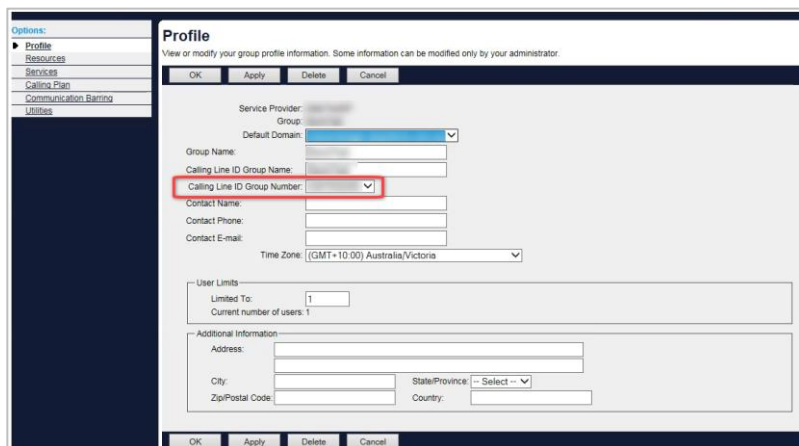
Login to Vocus IP Tel Manager.

On the *Group > Profile* menu page:

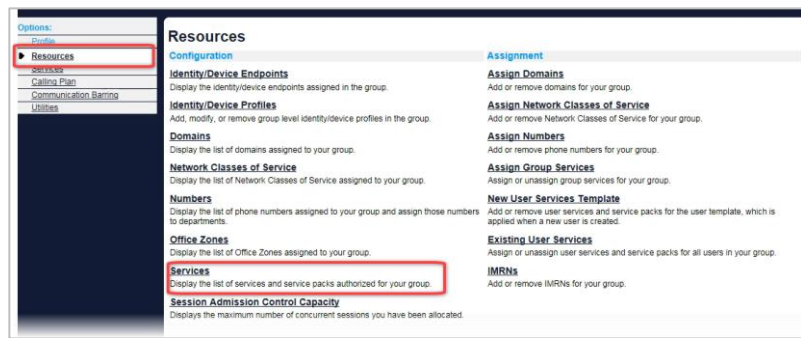
1. Click **Profile**.



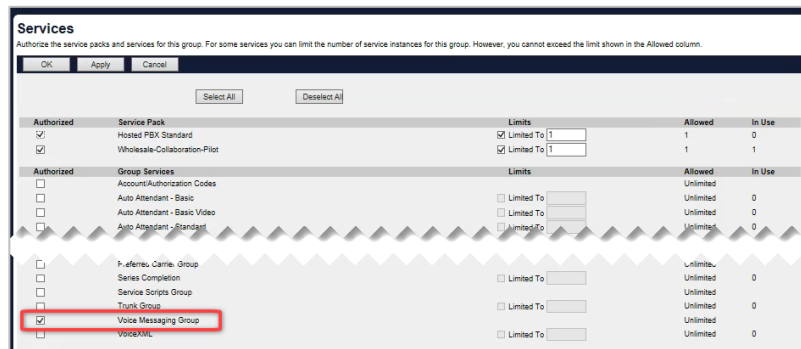
Check that there is a phone number set as the **Calling Line ID Group Number**. If no number is set, please contact Vocus support and request for this number to set.



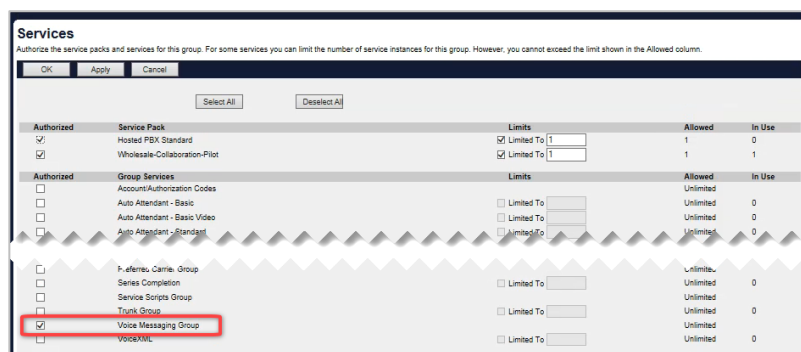
2. Click **Resources**.
3. Click **Services**.



4. Tick to enable the **Voice Messaging Group** feature found under the Group Services section.



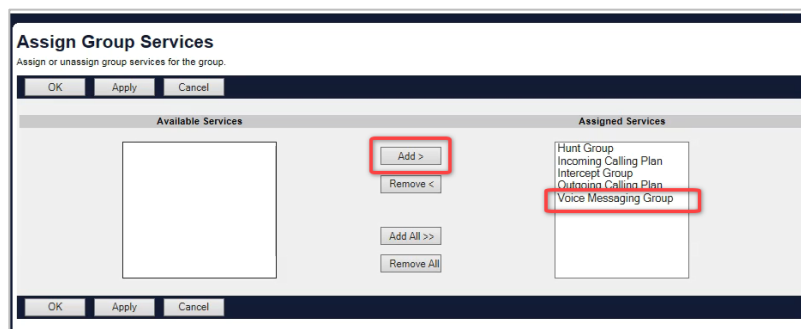
5. Click **Resources**.
6. Click **Assign Group Services**.



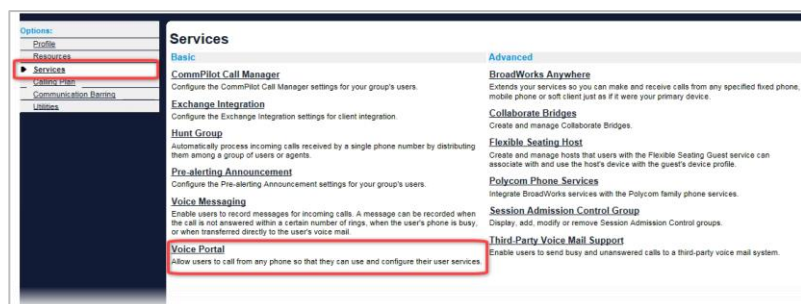
Ensure the **Voice Messaging Group** is in the **Assigned Services** list. To assign it:

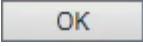
7. Click to highlight the **Voice Messaging Group**.

8. Click .



9. Click **Services**.
10. Click **Voice Portal**.



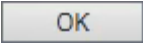
11. Click Radio button to enable the feature.
12. Enter an available extension number.
13. Click .

VOICE MANAGEMENT

Creating the Fax to Email user and setup.

Create a user profile as per normal and then assign the Fax Messaging License.

1. Click **Messaging**.
2. Click **Voice Management**.

3. Turn on the **Voice Messaging**.
4. Select the Forward it to this e-mail address:
5. Enter an email address.
6. Click .

Activate the feature and assign a phone number and extension.

7. Click **Messaging**.
8. Click **Fax Messaging – On**.

9. Ensure **Fax Messaging** is **On**.
10. Enter a **Phone Number** and **Extension**.

Fax Messaging
Fax Messaging allows you to receive faxes over a dedicated phone number.

OK Apply Cancel

Fax Messaging: On Off
 Phone Number:
 Extension:

Aliases:
 sip: @
 sip: @
 sip: @

OK Apply Cancel

11. Click **Profile**.
12. Click **Addresses**.

Options:
 Profile
 Incoming Calls
 Outgoing Calls
 Call Control
 Call Forwarding
 Client Applications
 Messaging
 Service Scripts
 Utilities
 Collaborate

Profile
 Basic
 Profile
 Display and configure profile information such as your name, department and address.
 Addresses
 Addresses allows you to view and maintain your phone numbers and other identities that are used to make and receive calls.
 Announcement Repository
 Manage the announcements for a user.
 Passwords
 Set web access and portal passwords.
 Schedules
 Add, modify, or remove schedules.

Advanced
 Assign Services
 Assign or unassign services and service packs.
 Call Application Policies
 Select Call Control Applications enabled for a user.
 Call Policies
 Configure user Call Policies.
 Call Processing Policies
 Configure user-level Call Processing Policies.
 Communication Barring Auth Codes
 Configure Communication Barring Authorization codes for a user.
 Device Policies
 Configure user Device Policies.
 Privacy
 Set your visibility within the Enterprise or Group.
 Office Zone
 Configure an Office Zone and Primary zone.

13. Ensure there is an assigned extension number set for the group. The extension number can be any 4-digit number.

Addresses
 Addresses allows you to view and maintain your phone number and other identities that are used to make and receive calls.

OK Apply Cancel

Phone Number:
 Extension:

Identity/Device Profile Trunking None

Identity/Device Profile
 Identity/Device Profile Name:
 * Line/Port: @

Aliases: sip: SavTest@voicemanager.ipsystems.com.au
 sip: @
 sip: @
 sip: @

OK Apply Cancel