

Fax to Email

Each extension can have the ability to receive faxes sent to their extension directly. A direct DID would typically be associated with an extension that has the fax ability enabled.

Open the UCx Web-based Configuration Utility

1. From the **PBX** tab, select **PBX Configuration**
2. From the left side column, select **Extensions**
3. From the list on the right hand side, select the extension that you want to configure Fax
4. Scroll down to the **Fax** section
5. Check the **Enabled** box to allow the extension to receive faxes
6. Enter the email address in **Fax Email**, this is the email that will be receiving the faxes
7. Select the **Attachment Format**, incoming faxes will be converted to this format before it is emailed to the recipient

- Fax

Enabled [?]

Fax Email [?]

Attachment Format [?] pdf ▼



This feature is NOT the same as the Virtual Fax feature described in [Virtual Fax](#).