

# NEC CONNECT – Web Fax

## Administrator - Locate Phone Number & PIN

*If you do not have the original fax information from the initial installation, please do the following:*

1. Log into the Control Panel
2. Go to Resources & Utilities
3. Locate the Web Fax and select
4. Capture the telephone number to be used below
5. Select Reset next to PIN. Reset and use below.

## User Instructions

1. Log into your Voice Services Page – <https://fax.univerge.blue/login/>
2. Enter your Phone Number and PIN

Phone Number: 1 (11 digits with no dashes = 1XXXXXXXXXX)

PIN: \_\_\_\_\_



**My Fax Services**

Phone Number

  

PIN

  
 Remember me

Login

3. Navigate to Send a Fax Tab
4. Upload the document(s) you would like to fax out by either clicking the browse 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. Check Fax Number

6. Type in the number you are going to send the fax to in the Fax Number field. A fax can be sent to multiple numbers by using a semicolon.
7. Enter the sender and recipient information
8. If you wish to send a cover page, select yes and enter the information.
9. Click SEND

---

[New / Received](#)
[Saved / Uploaded](#)
[Send a Fax](#)
[Sent Fax Log](#)

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): [?](#)

[+ Add a File](#)
[Choose File](#)
No file chosen
[Delete](#)

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

[?](#)

**Notes:**

- Up to 5 documents can be sent as a fax message at one time.
- A fax can be up to 50 pages long
- A fax can be sent to up to 100 numbers
- Supported attachments are the following: .abw, .art, .arw, .avs, .bmp, .cin, .crw, .csv, .dcx, .doc, .docx, .eps, .fax, .gif, .gs, .html, .jpeg, .jpg, .key, .lwp, .numbers, .odg, .odp, .ods, .odt, .otp, .ots, .ott, .pages, .pcd, .pcx, .pdf, .png, .pps, .ppsx, .ppt, .pptx, .psd, .rtf, .sdc, .svg, .tex, .txt, .vsd, .wpd, .wps, .xls, .xlsx, .xlt.