



Fax to Email User Guide

For just \$20.00 (excluding GST) per month, you can get your faxes delivered to your email mailbox.

You can transfer your existing fax number or we will give you a new number for your faxes.

Setting up fax to email

Log into www.callplus.co.nz/myphone

- Phone number
- You will need to know your password.

The My Phone portal is used for CallPlus Connect Voicemail and line features as well as our CallPlus fax to email service.

Voicemail Mailbox — Top right hand corner

Stores fax messages as an email

Main Menu:

1. Select **Messaging** from the main menu
2. Check to see **Fax Messaging is On**
3. Select **Voice Management**
 - Voice Messaging = On
 - When a message arrives...
 - Forward it to email address
4. Enter you email address
5. Select **Apply**



You are now setup to receive faxes to your email address.

Changing the My Phone portal password

1. Select **Profile** from the main menu
2. Select **Passwords**
3. Remember to ensure your password has enough security to ensure hackers are unable to access you're my phone portal. It's recommend that you have capitals, numbers and lower case in your passwords.