**How to Receive/Manage Inbound Faxes**

This document outlines the options on how to receive inbound faxes with native fax.

**Requirements:**

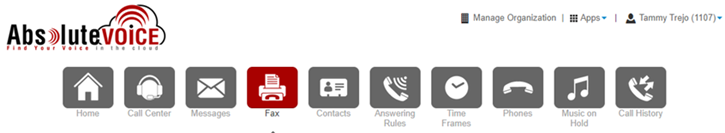
Access to Absolute Voice User Portal.

Absolute Voice Fax feature enabled.

**Inbound Fax Handling**

Log in to the Manager Portal

Click on the Fax navigation icon as shown below. If you don't see this button, the fax is not configured or enabled on your account.



Your received faxing will be displayed:

A screenshot of a computer

Description automatically generated

You can hover over the Magnifier to preview the fax:A screenshot of a computer

Description automatically generated

You can click on arrow to download the fax:

A screenshot of a computer

Description automatically generated

To delete click on the red X to the far right of the fax information:

A screenshot of a computer

Description automatically generated