



## Configure Fax Settings

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**Note** The Cisco IOS gateways must be configured to handle fax calls.

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Use this procedure to configure your fax settings.

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- Step 1** Choose **System > Fax Settings**. The System Fax Settings window appears.
- Step 2** Enter the hostname for the outgoing Cisco IOS fax gateway. Fax printing is allowed only when the outgoing gateway is input.
- Step 3** Enter a “From” e-mail address to use as the default. Use the format localhost@localdomain.com.
- Step 4** Select the fax number restriction table from the drop-down list.
- Note** If no restriction tables are configured in the drop-down list, see [Configure Restriction Tables](#).
- Step 5** Enter the fax printing number. Enter numbers without spaces, dashes, or parenthesis.
- Note** If multiple Sites (multiple Cisco Unified CMEs) are configured, a table will be present with a list of configured sites and their fax numbers that you can configure and modify.
- Step 6** Enter the hostname for the incoming Cisco IOS fax gateway and click Add. Up to ten faxes/Cisco IOS gateways can be added.
- Note** If you omit the incoming gateway input, the receiving fax is automatically disabled on the system.
- Step 7** Click **Apply** to save your settings.
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