Setting Up Queues for Fax Lines

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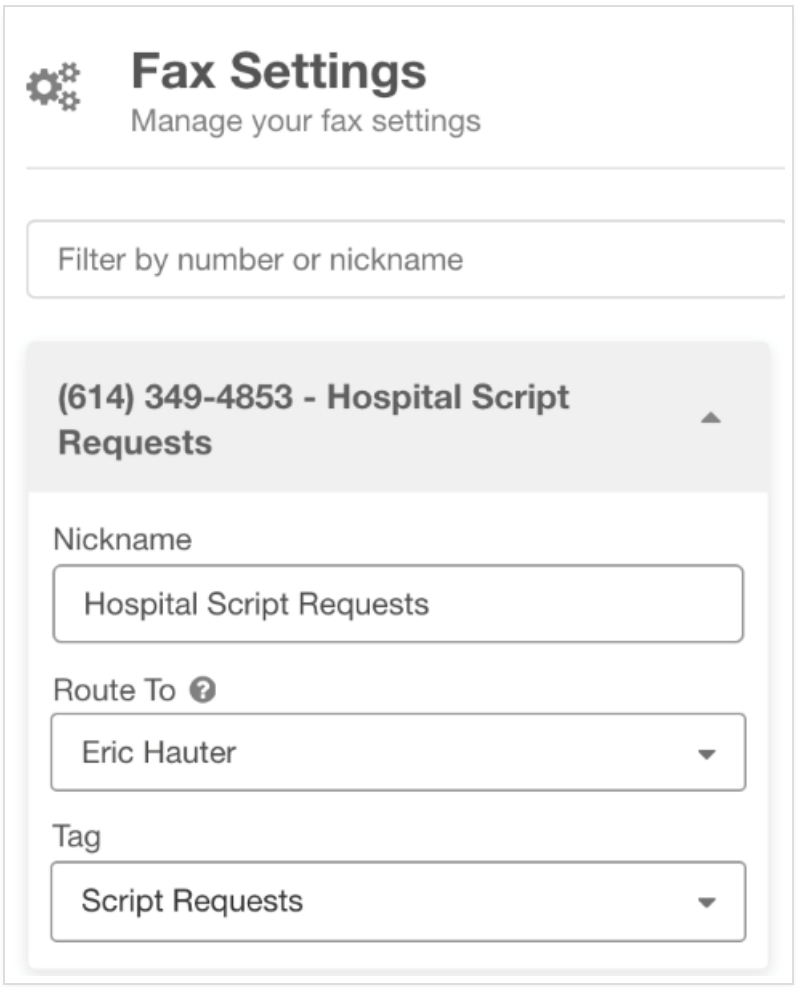
You can use fax lines that are either forwarded or ported into Updox and route them directly to a queue bypassing the general inbox. This gives only a select group of users with access to the queue the ability to see and process those faxes.

- Once logged into Updox, click on **Menu** > **Admin** > **Fax Settings** .
- Select the number you wish to route to a queue and click the drop down arrow to the right.
- Under **Route To**, select your queue. You can also choose to add an automatic tag to the faxes coming in for additional filtering.
- Click **Save** at the bottom.

Faxes coming into the number chosen will now route directly to the queue, bypassing the general inbox.