

Fax Server Setup Form

There is an active project to upgrade on-campus fax machines (many of which are aging, unreliable, and require individual phone lines) in favor of a centralized, server- based fax solution, *for those who want it*. This form is for choosing how your department wants to receive Faxes.

There are 3 options for how to receive incoming faxes. Please check the box next to the solution best suited for your department, complete the backside of the form, and return it to Sue Traxler (2- ITS) for setup.

1. **Designate one person in your department to receive and distribute faxes to others by forwarding to the mailbox of each recipient or printing out and giving to recipient.** With this option, only the designated person can get the faxes out of the fax mailbox. All faxes previously sent to your departmental fax number will now go to this fax mailbox. Faxes transmitted in this way are attached to the email as a PDF document, and remain in the Inbox of the fax account until they are deleted.

2. **Setup everyone in your department to receive faxes from the fax mailbox. All department members** can go into the fax mailbox to retrieve any faxes. In addition, the contact person in your department will also have full rights to this mailbox. A person receiving a fax should forward the fax to their own mailbox and then delete it from the fax mailbox. All faxes previously sent to your departmental fax number will now go to this fax mailbox. Faxes transmitted in this way are attached to the email as a PDF document, and remain in the Inbox of the fax account until they are deleted.

PLEASE be careful when managing emails in this account through the shared mailbox - everyone needs to be able to delete their own faxes, and so everyone has admin privileges on this share and will be capable of reading or deleting any email contained within it.

With both of the above options, all costs for fax sending and receiving will be covered centrally, and not via your departmental budget.

3. **Stay with your existing fax machine for all sending and receiving of faxes.** Continue to have your department billed for the sending of faxes and for the monthly line charges. Continue to purchase consumables for your fax machine via your department budget.

Please copy the Faxing Option you chose from previous page:

Option 1 _____ Option 2 _____ Option 3 _____

If choosing solution #1 or 2, please complete the below information.

Fax machine phone number for your department: 507-222-_____

Your department's fax mailbox will be named: DEPT FAX XXXX (ie: ITS Fax 4537)

Date you would like the change to happen: _____

Primary contact person for Faxing in your Dept (ie: Candy Lelm) _____

Primary contact person's email name (ie: clelm) _____

We can setup a forward on this fax mailbox that will send a message to the primary contact person when there is a new incoming fax. *Would you like us to do this for you? **YES or NO***

If choosing Option #2: Please list the usernames of faculty and staff that should have access to this mailbox to receive faxes. Please list by email name. ie: (straxler)

Add another page if you need additional space.

Once the mailbox has been converted to the fax server, the *sending* procedure also changes. We are using the scan-to-email functionality on the MFDs to send faxes to a special email account that will route them through our fax server to the receiving fax machine. You will see documentation for this attached.

What happens next?

Once the fax mailbox gets setup, an email message will be sent to all those listed above. This email will ask them to subscribe to the fax mailbox. They should click the accept box. More details will be sent to the Primary Contact Person to share with their department members.

Thanks!