

## Steps for Using the New Faxing Method at Carleton

Sue or Doug will meet with department contact.

Give contact the following handouts:

- Instructions for sending a Fax using an MFP (colored handout)
- Instructions for sending a Fax using Email
- Fax Server Setup options document
- Setting up your Fax Mailbox in Outlook document (only needed for current Outlook users)
- Steps for Using the New Faxing Method at Carleton document (this document)
- Sample Cover Page
- Faxing @ Carleton Info page

### Receiving Faxes

- Complete *Fax Server Setup Document*
- Return Fax Server Setup document to Sue Traxler in ITS (while visiting, via campus mail or via email)
- You will receive an email in the next day or two inviting you to share the new fax mailbox. Open **this email in Zimbra and click Accept.** Outlook users should now follow Outlook document instructions.
- You will continue to **receive** faxes at your old fax machine, until Telecom completes their step.
- Dave Flynn will send a follow-up email to the department contact after Telecom has completed their step . At this point faxes are now being received in your fax mailbox in email. Faxes will no longer be received at your dedicated fax machine.
- Dave Flynn will send a test fax to the new number with a document confirming that this is working.
- When a new fax arrives, the departmental contact person will get email notification in their regular email box.

### Sending Faxes from on-campus MFPs (Multi-Function Printers)

- Sending faxes from all campus MFPs is now working. See blue handout for instructions.
- Use any campus MFP to send faxes.

### Sending Email to a Fax Machine

- Sending email to a fax machine is now working. The address in the "To:" field will be the same as the format for faxing from an MFP, including the "9", "1", country code and area code, as needed and includes ending with @f.x (example: [915035554537@f.x](mailto:915035554537@f.x)).
- When sending email to a fax machine, You can put plain text in the body of the message, and you can also attach a PDF file to the outgoing Fax message. Note: At this time, PDF is the only file format that can be attached to an outgoing Fax from an email message.
- Send in plain text (Using Zimbra mail is best).
- If you can send your message or document *to somebody's email account*, that's usually preferred over Faxing.

Address questions or technical issues as they arise to Rapid Response at x5999.