

INBOUND FAXING

 If your department/division has a need for a dedicated *inbound* fax number, please contact the ITS Helpdesk (784-HELP) with the request. Since incoming faxes are re-directed to our email services, please also specify the proposed workflow:

For example:

Should the incoming fax be re-directed to an email address for :

- One specific individual
- Multiple emails
- Email distribution group

If you need help determining the best course of action, we will be happy to discuss alternatives. In deciding the above, please take into consideration privacy and confidentiality issues.

- 2. ITS will dedicate a phone number for Inbound faxes and associate that number with an individual email account or a group.
- 3. Any faxes received will be forwarded to your Microsoft Exchange email Inbox (see example in figure below) as an attachment.

The sender email is specified as: "TheFaxServer@tamusa.tamus.edu"

Example:

🧧 🖉 TheFaxServer@tamusa.tamus.edu 🔰 Fax Sent to 🖓 👘 🖓 🖓

From: To:	TheFaxServer@tamusa.tamus.edu
Cc	
Subject:	Fax Received from CSID: TAMU-San Antonio - Pages received: 1
🖂 Message	1 64AF3AC0-3491-4887-AFA9-03A591922DFE-6127-IF.pdf (27 KB)
Pages Rec Time Rece Duration Remote C DID	eived :1 eived :Wednesday, June 8, 2016 5:00:29 PM CT :0 SID :TAMU-San Antonio :4



INBOUND FAXING

4. Incoming faxes are also listed in the Inbound History folder as shown below https://fax.tamusa.edu

Log in with your TAMU-SA domain credentials

) https://fax.tamusa.edu X		
← → X 🔒 https://fax.tamusa.edu		
You will be redirected in a moment. If you are not redirected automatically, <u>click here</u> .	Authentication Required ************************************	<

After you log in, click on Inbound History

← ⇒ C 🖀 https://fax.t	amusa.edu/fax/status/Folders.jsp?folderIndex=08	pageNumber=1						☆ 🖸 =
TEXAS ARM UNIV	TONIO							amusa.edu Qotions Helo Locout
E Compose	Expression: Folder view: Current <u>Deleted</u>	Time range: Al	▼ Stetus: A	T Section Options				Reinel
Calboard History	Nation deved Mark as undeved Delete Forward			Inhound Listory				
	Heceived time.	Duration (sec.)	DNIS/DID	Remote CSID	100	From	tume.	Note,
	0 6/8/2016, 5:00:22 PM	Q		TAMU San Antonio		Fox System	6/6/2016, 5:00:34 PM	
	HHELESIEN		_					
	Mark as viewed Mark as unviewed Date at Forward							

5. Clicking on the specific item listed in the history above will open a window similar to the one illustrated below. Notice that in addition to providing you with details of the fax transaction, it also allows you to view the Fax (click on the View fax link).

SAN AN	NTONIO					
Compose	Back Print					
older						
9 Inhound History	Fax Properties Routing History					
Outbound History	Fax Image					
Outgoing Queue	D view fax					
	Fay Details					
	Fax Information					
	Status	Received				
	DNIS/DID	4000				
	ANI					
	DTMF					
	Transaction ID	64AF3AC0-3491-4887-AFA9-03A591922DFE-6127-1F				
	Transmission Information					
	Local CSID	TAMU-San Antonio				
	Remote CSID	TAMU-San Antonio				
	Channel Number	0				
	Speed (bps)	0				
	Time and Size Informat	ion				
	Received Time	6/8/2016, 5:00:29 PM				
	Archived Time	6/8/2016, 5:00:34 PM				
	Duration (sec.)	0				
	Pages Received	1				
	Error Information					
	Error Code	0				
	Description	No error.				