

## **OUTBOUND FAXING**

1. Go to the following website:

#### https://fax.tamusa.edu

A pop-up box will appear. Enter your windows login Information.

- 2. After you have successfully logged in, you should see the Fax portal displayed.
- To compose a Fax, click on the [Compose] button on the top left.
- Enter the Recipient details: Name: Company: Fax Number:

### NOTE: For Fax Number:

If it is a **LOCAL**, fax number, you must supply the **210** area code, enter the 10 digit number. *Example:* **2105553232** 

If it is a LONG DISTANCE, enter 10 digits, the area code + 7 digit number Example: 9795551212

ALWAYS leave out the dashes. DO <u>NOT</u> enter any other prefix, such as a 1, 8, or a 9

← → 🗙 🔒 https://fax.tamusa.edu	
You will be redirected in a moment. If you are not redirected automatically, <u>click here</u> .	Authentication Required https://fax.tamusa.edu requires a username and password. User Name: Password: Log In Cancel



**NOTE:** If you do not see the [**Compose**] button, then it could be that your browser is not compatible, try using a different browser, such as Chrome or Firefox.

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Compose	Submit							
Folder	Compose Sender & Company information Options							
은 Inbound History 은 Outbound History	Recipients							
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	Cover Sheet							
	Style: Default Cover Sheet (Basic01.cse) •							
	Subject: Enter and appropriate Subject							
	Comment: Enter comments or instructions							
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E-mail: General.Jag@ta

ne: 210-784-8888

Pager: 1

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### **OUTBOUND FAXING**

5. To customize a cover sheet, click on the "Sender & Company Information". You can then customize with additional information. + - C = ht

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Submit

Use default sender ar Use custom sender ar Personal Information

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Job Title: Universi Billing Information

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Compose

Fax submitted Fax successfully queued for delivery; Broade AFA9-03A591922DFE-7352-BR

New Recipients The following recipients do n the contacts you want to add Dr. VIP, ABC Company,

Ok

Use default sender and company i Use custom sender and company i Personal Information

Last Name: Jag Job Title: University M

Billing code: Sub Billing Code: Company Informatic Company: TAMU-SA

Compose

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Greetings from Texas A&M Univ. San Antonio

You will then click on the radio button. "Use custom sender and company information"

- 6. To send the fax, click on the [Submit]
- 7. After you click [**Submit**], you should see the submission confirmation on the right.

- 8. You can verify the status of the fax by choosing the Outgoing Queue on the left pane.
- After the fax has been successfully sent, you should receive a confirmation from: "TheFaxServer@tamusa.tamus.edu" in your email.







# **OUTBOUND FAXING**

 You can track the history of your Outbound Faxes by clicking, Outbound History.

#### **Outbound History:**

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Cutbound History	Resubmit Mark as viewed Mark as unviewed Deleted						
M Outgoing Queue			Outbound Hi	story			
	Recipient Name	Modified Destination	Subject	Completed/Failed Time_	Duration (sec.)	Status	Error Code
	🗆 🗟 💋 <u>Dr. VIP</u>	202	Information about Product	6/23/2016, 1:50:28 PM	Q	Sent	Q
	🔲 🗟 🚳 Dr. VIP	10000	Information about Product	6/23/2016, 1:47:50 PM	Q	Sent	0
	B      Test to COMPANY	8882200007	TEST	6/20/2016, 2:11:45 PM	49	Sent	Q
		1000	Test to fay	C/20/2016 1-02-25 PM		Careb	0

### s Inbound History:

(NOTE: if you or your department has been assigned and "Incoming" fax number, you can click on **Inbound History** to track your Incoming Fax history)

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TEXAS ARM UNIVERSITY SAN ANTONIO								
a Compose	Expression:	Tir	ne range: All	Status: All	•	Search Options		Refresh
Folder	Polder view: currenc   <u>Deleted</u>							
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	🗉 🗟 💋 6/8/2016, 5:00:29 PM	0	Care .	TAMU-San Antonio	E	ax System	6/8/2016, 5:00:34 PM	
	4 4 1 to 3 of 3 ▶ ▶							
	Mark as viewed Mark as unviewed Delete Forward							