

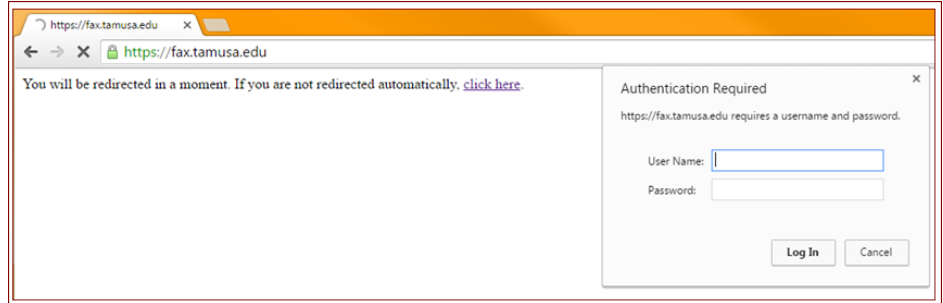


OUTBOUND FAXING

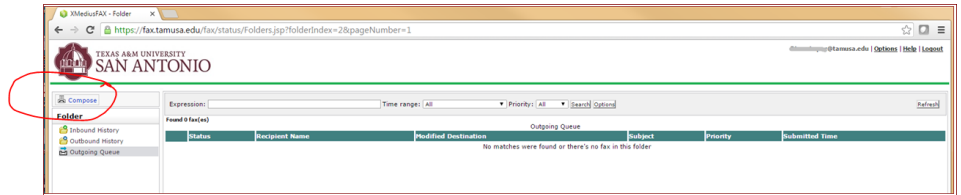
1. Go to the following website:

<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.



3. To compose a Fax, click on the
[Compose] button on the top
left.

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.

4. 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.

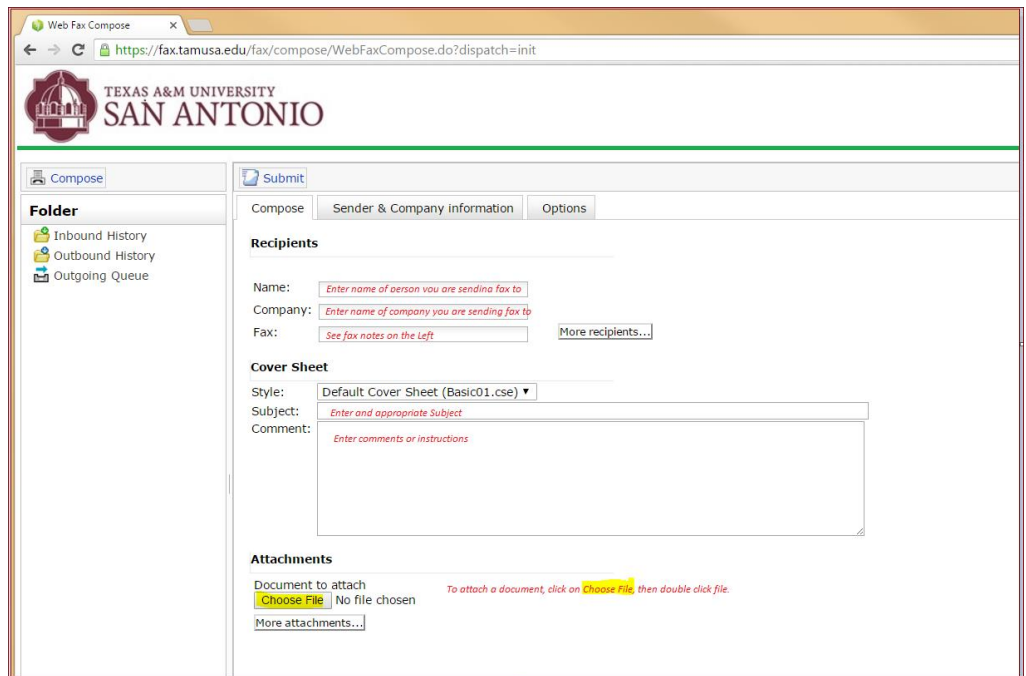
Example: **2105553232**

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

Example: **9795551212**

ALWAYS leave out the dashes.

DO NOT enter any other prefix,
such as a 1, 8, or a 9





OUTBOUND FAXING

- To customize a cover sheet, click on the “Sender & Company Information”. You can then customize with additional information.

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

- To send the fax, click on the [Submit]

- After you click [Submit], you should see the submission confirmation on the right.

- You can verify the status of the fax by choosing the Outgoing Queue on the left pane.

Outbound Name	Modified	Destination	Subject	Outbound History	Completed/Failed Time	Duration (Sec.)	Status	Error Code
Dr. VEP	6/23/2016	6827	Information about Product	6/23/2016, 1:55:28 PM	0	sent	0	

- After the fax has been successfully sent, you should receive a confirmation from: “TheFaxServer@tamusa.tamus.edu” in your email.



OUTBOUND FAXING

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

Outbound History:

Recipient Name	Modified Destination	Subject	Completed/Failed Time	Duration (sec.)	Status	Error Code
Dr_VIP	8888	Information about Product	6/23/2016, 1:50:28 PM	0	Sent	0
Dr_VIP	8888	Information about Product	6/23/2016, 1:47:50 PM	0	Sent	0
Test to COMPANY	888899997	TEST	6/20/2016, 2:11:45 PM	49	Sent	0
Norma	8888	Test to Fax	6/20/2016, 1:03:35 PM	0	Sent	0

(**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)

Inbound History:

Received Time	Duration (sec.)	ONIS/DIR	Remote CSID	ANI	From	Time	Note
6/23/2016, 1:50:28 PM	0	8888	TAMU-San Antonio		Fax System	6/23/2016, 1:50:33 PM	
6/23/2016, 1:47:50 PM	0	8888	TAMU-San Antonio		Fax System	6/23/2016, 1:47:55 PM	
6/8/2016, 5:00:29 PM	0	8888	TAMU-San Antonio		Fax System	6/8/2016, 5:00:34 PM	