

Faxing & Your Computer

Background

Faxing as we know it has evolved through time. Now, rather than having a physical fax machine with a dedicated telephone line, not to mention that horrible tone that hurts our ears, we can send and receive faxes through eMail.; using a fax server.

Every user has the capability to send faxes from your computer. You will simply type in the fax address, ie the telephone number, on the TO line, add a special extension, complete the subject line, attach the documents and select send. You will receive an email from the fax server letting you know the fax was either successful or unsuccessful eliminating all the guess work.

Traditionally our copiers have a dedicated fax number which will receive the faxes. For instance, the Superintendents' fax number is 530.225.0329. When someone wants to fax you, give them the fax number of your desired copier.

If your position is one that receives a lot of faxes, you have the power to have a personnel fax number that can be directed to your own email or a departmental group email. If you have this need, please contact your manager for authorization and Information Technology so we can get it set up for you; there is a cost per month which I believe is less than \$5.00 per month; what a bargain.

How to Send Faxes

1. In the TO line type in the complete fax number, including the 1 and area code@fax.shastacoe.org
2. Complete the subject line
3. Add some context if you like in the body
4. Attach the document(s)
5. Select send

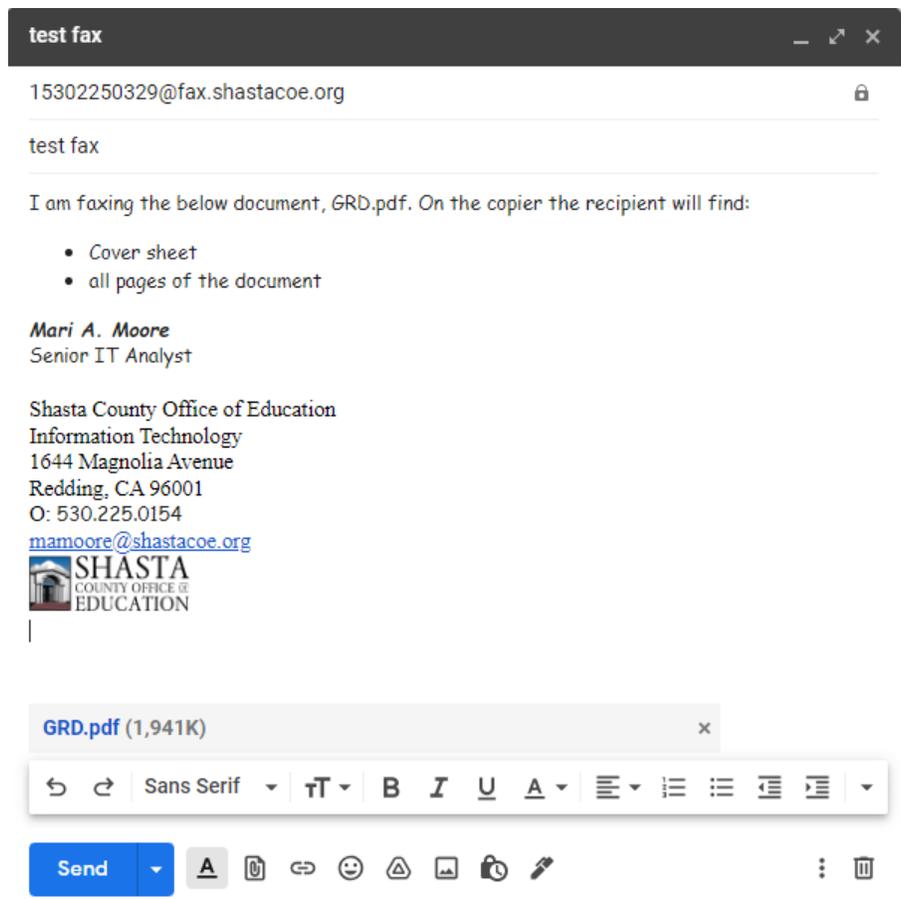
Email Confirmation

You will receive an email from itadmin@shastacoe.org with a subject line of 'Fax Sent to at 1#####'

Should the fax fail, the email will let you know that as well.

Want to Practice?

Send a fax to one of the SCOE fax lines, hopefully one near you, and watch the magic. If it didn't work out quite right, give the hotline a call and we can walk you through it.



The screenshot shows an email client window titled "test fax". The recipient address is "15302250329@fax.shastacoe.org". The subject is "test fax". The body text reads: "I am faxing the below document, GRD.pdf. On the copier the recipient will find:" followed by a bulleted list: "Cover sheet" and "all pages of the document". Below this is the signature of "Mari A. Moore, Senior IT Analyst" at the "Shasta County Office of Education, Information Technology, 1644 Magnolia Avenue, Redding, CA 96001". Contact information includes "O: 530.225.0154" and the email "mamooore@shastacoe.org". A logo for "SHASTA COUNTY OFFICE OF EDUCATION" is also present. At the bottom, there is a toolbar with a "Send" button and various icons for text formatting and attachments. An attached file "GRD.pdf (1,941K)" is visible above the toolbar.