University of Houston Z Clear Lake

University Computing & Telecommunications

I. Sending On-Campus Faxes

Fax Destinations can be entered in the To, Cc, or Bcc field. The address should be formatted as follows:

- Start with the receiver's number you wish to appear in the destination fax "To": 7647
- Then add @uhclfax.uhcl.edu. Please refer to the example on the right.

8 *	0 0 1						0	our New	/ EFax lo
File	Message	Insert	Options	Format Text	Review	♀ Tell m	e what yo	ou want t	o do
Paste	6 Cut 을 Copy 『 Format Pain	ter B	- 11 t <u>u</u> #2	- A + E		Address Book	Check Names	() Attach File *	Attach
Cli	pboard	F2		Basic Text	5	Nar	nes		Includ
	То	7647@uhclf	ax.uhd.edu;						
Send	Cc								
Sena	Bcc	2							
	Subject	Your New E	Fax local in h	ouse addressing					

II. Sending Off-Campus and/or Long-Distance Faxes

Fax Destinations can be entered in the To, Cc, or Bcc field. The address should be formatted as follows:

- Start with the receiver's number you wish to appear in the destination fax "To": 2812267647
- Then add @uhclfax.uhcl.edu
- *Note: You will not need your LD code to send the fax. Please refer to the example below.

File	Messag	e Ins	sert	Optio	ns	Format Text	Review	He	p A	crobat	Q Tel	l me wh	at you wan	t to do			
Paste	🖌 Cut 🗎 Copy V Format F	ainter		ori (Boc v I <u>U</u>	-	• A • A			Address Book	€ Check Names	Û Attach File ▼	Attach	Signature •	Attach File via Link	Assign Policy *	 Follow Up + High Important Low Important 	
С	lipboard	G.				Basic Text		- Fai	Na	nes		Includ	e	Adobe Acrobat		Tags	- Fai
ت= Send	To Cc	2812267	647@	uhclfax.u	uhcl.ed	du											
	Bcc Subject																

III. Sending International Faxes

Fax Destinations can be entered in the To, Cc, or Bcc field. The address should be formatted as follows:

- Start with 9 then the receiver's country code, city code and fax number wish to appear in the destination fax "To" field, Please add at least 5 commas after your 011 to add a pause for the international dialing.: 9011,,,,country code city code Fax number.
- Then add @uhclfax.uhcl.edu
- You no longer need the LD code when sending these faxes.

Please refer to the example screenshot above:

IV. Find an On-Campus Fax Number

Perform the following steps:

- In Outlook click on New (for new message)
- Click on To..., Cc... or Bcc. and enter the person's name you want to send a fax
- Highlight the person's name and right click on their name
- Click on the Phone/Notes tab
- Their fax number will be in the Fax: section.

Once you have the number perform the following steps. Follow steps I, II, or III on the right.

eneral	Organization	Phone/Notes	Member Of	E-mail Addresses	
Phon	e numbers				
Busir	ness:	281-283-2986		Home:	
Business 2:		-		Home 2:	-
Fax:		281-226-7647		Mobile:	
Assis	tant:	1		Pager:	
Notes:					
					-

File	Message	Insert	Options	Format Text	Review	$\ensuremath{\underline{O}}$ Tell me what	you want to
) Cut) Copy Format Paint	ter B I		→ A* A* := - A + = =			Attach
Clip	board	r _a		Basic Text	G	Names	
ة Send	To Cc Bcc	9011,,,,,Cou	untry Code Cit	y Code Fax Number	@uhdfax.uhd.	edu	
	Subject	Internation	al Fax Instruc	tions			

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V. Sending a Fax to Multiple Numbers

If you want to send multiple faxes separate multiple addresses using the semicolon (See below for an example):

8	• <> ↑						Ui	ntitled - Me
File	Message	Insert	Options	Format Text	Review	♀ Tell me what yo	ou want to do	
Paste	6 Cut 9 Copy 8 Format Paint	BI				Address Check	L Attach Attach	-
	▶ Format Paint pboard	er Fa		Basic Text	1	Book Names	File ▼ Item ▼ Include	
ī	То	7647@uhdfa	x.uhcl.edu; 7	7677@uhd.fax.uhd.	edu; <u>28128329</u> 6	59@uhclfax.uhcl.edu	;	
Send	Cc							
	Bcc							
	Subject	Multiple Fax	ing Instructi	ons				

VI. Entering Subject

Subject text is optional, but if you do not enter subject the system will automatically enter "Fax from" as the subject.

VII. Body of the Text and Sending Attachments via Fax

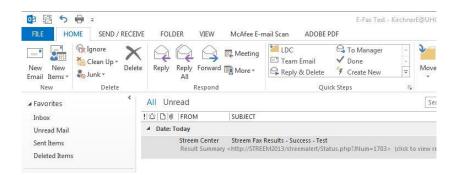
Enter a message in the body of the fax just like you would a normal memo. If you want to send attachments, i.e. Excel, Word, etc. utilize the same procedure as you would in an Outlook message. See below:

8	5 े ↑	↓ =	nore					Attac	hment	Faxing Instr	ructio
File	Message	Insert	Options	Format Text	Review	♀ Tell me	what yo	ou want t	o do		
Paste	& Cut ≧ Copy ≸ Format Paint	ter B I		A [*] A [*] Ξ			Check	Û Attach File ▼	Attach	Signature	Att
Cli	ipboard	r <u>a</u>		Basic Text	5	Name	es		Includ	e	Ado
ت <mark>ے ا</mark> Send	To Cc Bcc Subject	Z647@uhdfa	ix.uhd.edu; Faxing Instru	utions							
	Attached	· · · · ·	NTHLY BILLS								

The FAX server will automatically convert your attachment and put it in fax format. If the fax is printed out it will print in the format it was created in i.e. Excel, Word, etc.

VIII. What Occurs Once a Fax is Sent

You will receive the following message header in your email notifying you of the status of the fax, if it transmitted successfully or what problems occurred when attempting to transmit.



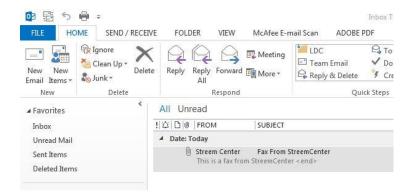
When you open the message you will have a message like the following informing you the fax has been successfully transmitted.

Result Summary (dick	to view results on-line)									
Job Number		196	Submitted		11/27/2018	11/27/2018 8:57:03 AM				
Subject	Subject test		Recipients		1	1				
Total Pages	Pages 1		Status	Status		ssful				
Billing Info										
Recipient Results										
Name	Number/ Address		Result	Pages Sent	Attempts	Date/ Time	Elapsed Time			
Regina Perez	7676		Success	1	1	11/27/2018 8:57:10 AM	00:50 (14.4k)			
			\sim	University of Houston Clear Lake	University of Houston- Clear Lake, 2700 Bay Area					
			DATE: ATTN:	Nov. 27, 2018 Regina Perez						
			FROM:	"Perez, Regina"						
			SUBJE	DT: test						
			Note:							
			test							

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IX. Receiving Faxes

When you receive a fax you will see the following message in your inbox in email:



X. Unsolicited Fax

IMPORTANT NOTE: If at any time you receive an unsolicited fax, please forward the fax via email to UCT Support Center at supportcenter@uhcl.edu so Telecomm can contact the vendor.