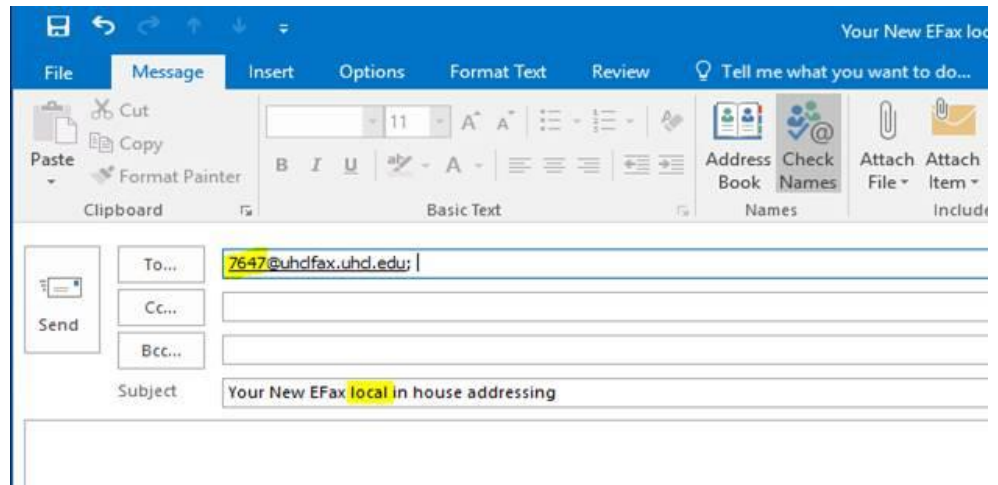


## I. Sending On-Campus Faxes

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

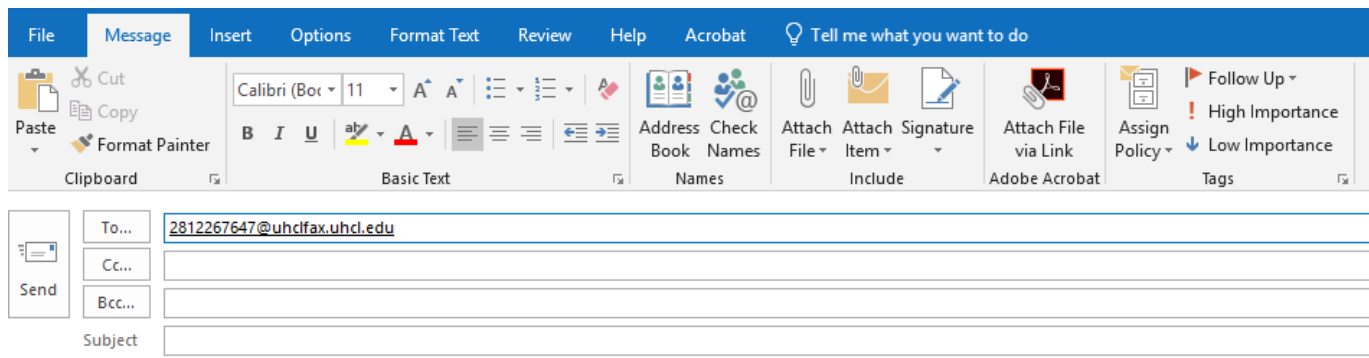
- Start with the receiver's number you wish to appear in the destination fax "To": 7647
- Then add @uhclfax.uhcl.edu. Please refer to the example on the right.



## 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:

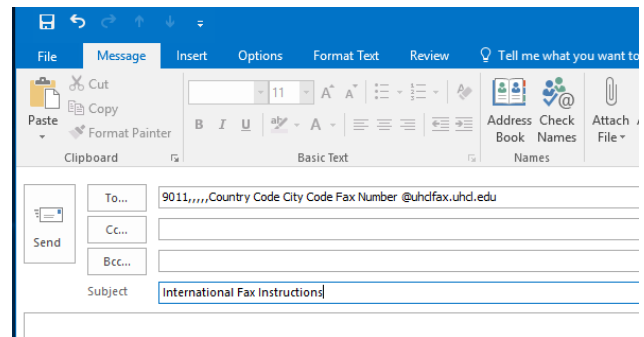
- Start with the receiver's number you wish to appear in the destination fax "To": 2812267647
- Then add @uhclfax.uhcl.edu
- \*Note: You will not need your LD code to send the fax. Please refer to the example below.



## 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.



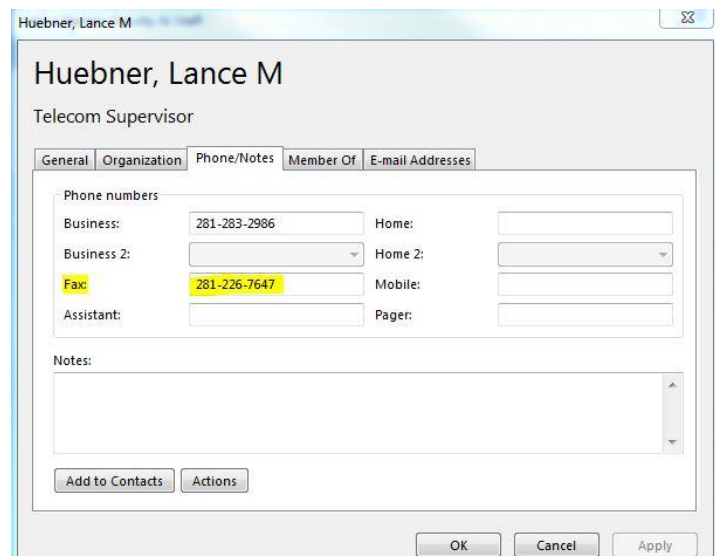
Please refer to the example screenshot above:

## IV. Find an On-Campus Fax Number

Perform the following steps:

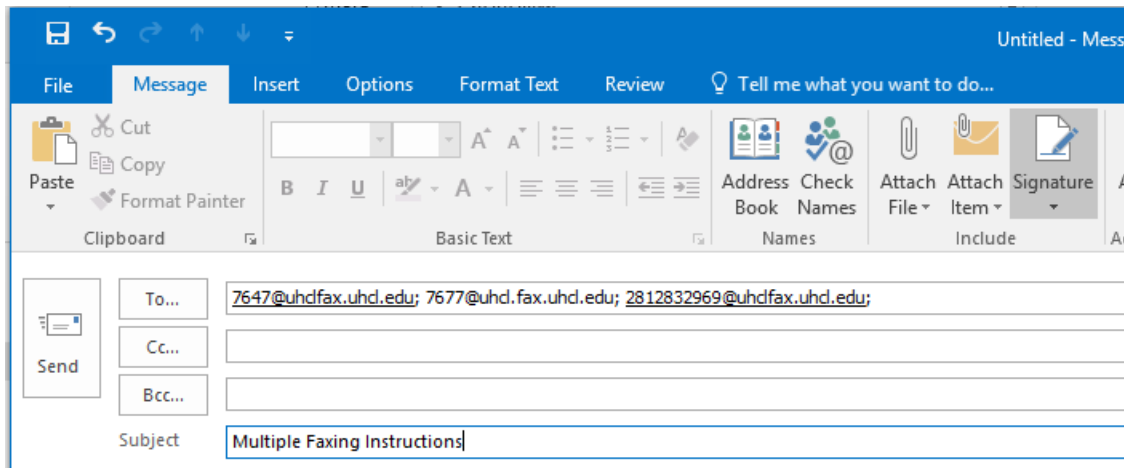
- In Outlook click on New (for new message)
- Click on To..., Cc... or Bcc. and enter the person's name you want to send a fax
- Highlight the person's name and right click on their name
- Click on the Phone/Notes tab
- Their fax number will be in the Fax: section.

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



## 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):

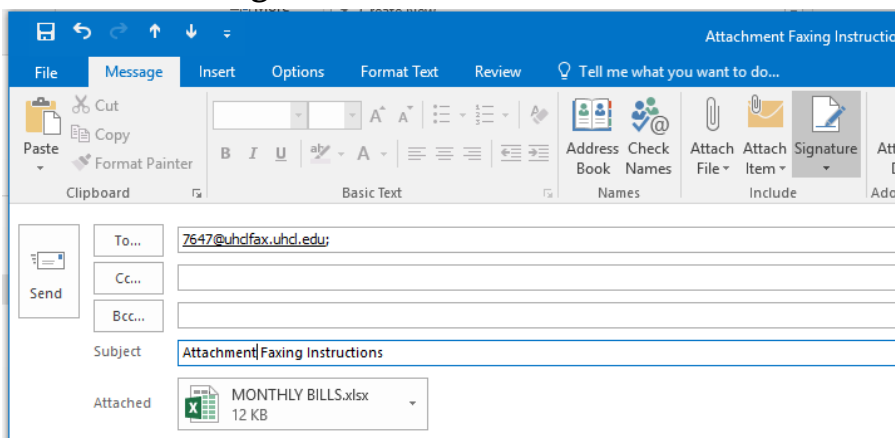


## VI. Entering Subject

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

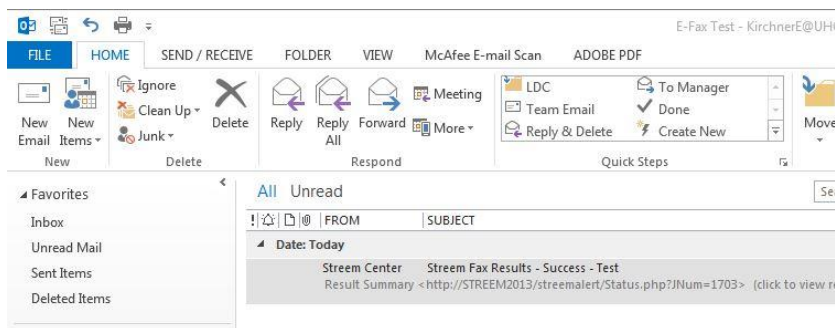
Enter a message in the body of the fax just like you would a normal memo. If you want to send attachments, i.e. Excel, Word, etc. utilize the same procedure as you would in an Outlook message. See below:



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.

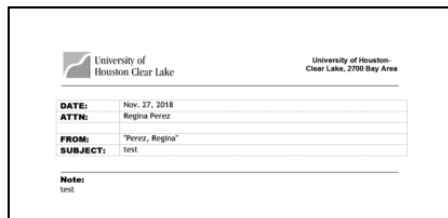


When you open the message you will have a message like the following informing you the fax has been successfully transmitted.

[Result Summary](#) (click to view results on-line)

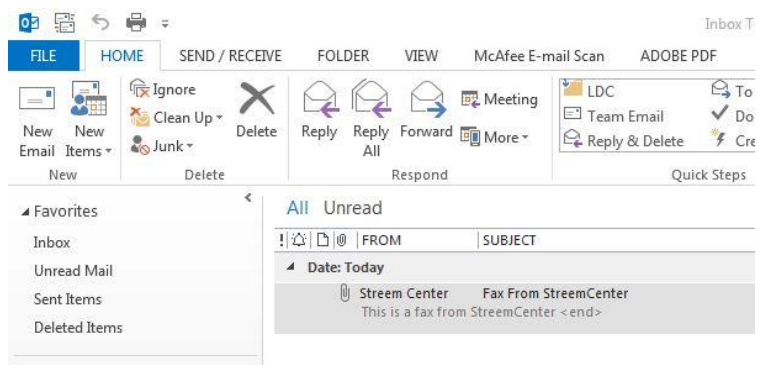
<b>Job Number</b>	196	<b>Submitted</b>	11/27/2018 8:57:03 AM
<b>Subject</b>	test	<b>Recipients</b>	1
<b>Total Pages</b>	1	<b>Status</b>	1 of 1 successful
<b>Billing Info</b>			

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)



## 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](mailto:supportcenter@uhcl.edu) so Telecomm can contact the vendor.