OPEN TEXT
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Open Text Fax Appliance, Desktop Edition

All in One Easy and Affordable Desktop and MFP Network Fax Appliance

Are you sending faxes but losing track of where you put them? Looking to choose fax enablement with your MFPs? Still sending faxes from fax machines instead of your desktop computer? Go from stacks of paper to automated document distribution with Open Text Fax Appliance, FaxPress Edition.

Overview

Many organizations use stand-alone fax machines and MFPs with fax kits as a way to securely deliver and receive invoices, loans, purchase orders, patient records and a host of other private documents. However, businesses are realizing that managing stand-alone devices and unsecure fax documents is becoming expensive and risk prone. Why? When companies are deploying more than a few devices, fax kits and phone lines costs can grow substantially with each new fax enablement. Also, there is no easy way to track or log fax communications other than filing. Finally, in order to search for past fax communications, a manual search for sent or received faxes can be time consuming and unproductive.

In order to enable an easy search for past fax communications either from an MFP or a desktop application, a network fax appliance is a simple solution. A fax appliance will log and track fax communications via a network connection. Fax Appliance is

designed as a value-added substitute for unmanaged, single-line fax-enablement of MFP devices and desktop applications.

How It Works

Sending Documents is Easy with Fax Appliance

Fax Appliance processes fax jobs more quickly, accurately and inexpensively than any stand-alone fax machine or MFP. Sending a fax with Fax Appliance takes less than one tenth of the time compared to sending a fax manually. In fact, the higher the fax volume, the more money, time, and resources Fax Appliance can save. In some cases, Fax Appliance can even enable companies to grow their business without having to hire additional staff. Sending a fax from an application is easy. The user can accumulate pages from various documents to attach to the fax, and email clients are supported for quick faxing.
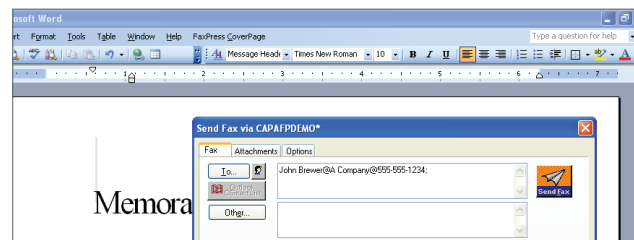

Figure 1. From an application, select print and choose FaxPress. Then insert fax number, cover page, subject and text as desired.

Use in Document Capture Environments

When sending documents from the Fax Appliance client, a user selects the Compose Fax icon and uses the same Send Fax dialog box when sending from an application. The Send Fax function allows for easy insertion of details for efficient and tracked sending of faxes. A document can be viewed in the lower window pain for fast selection. The document and fax details can be routed to other Fax Appliance users for additional business processes.
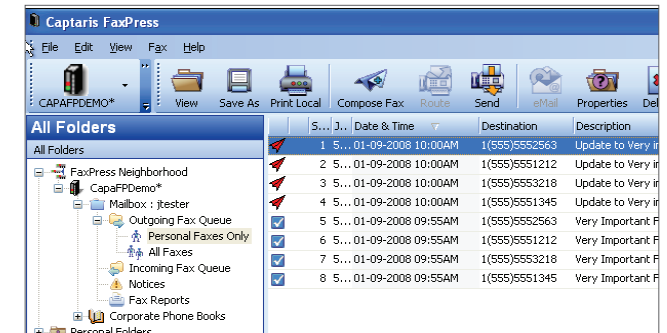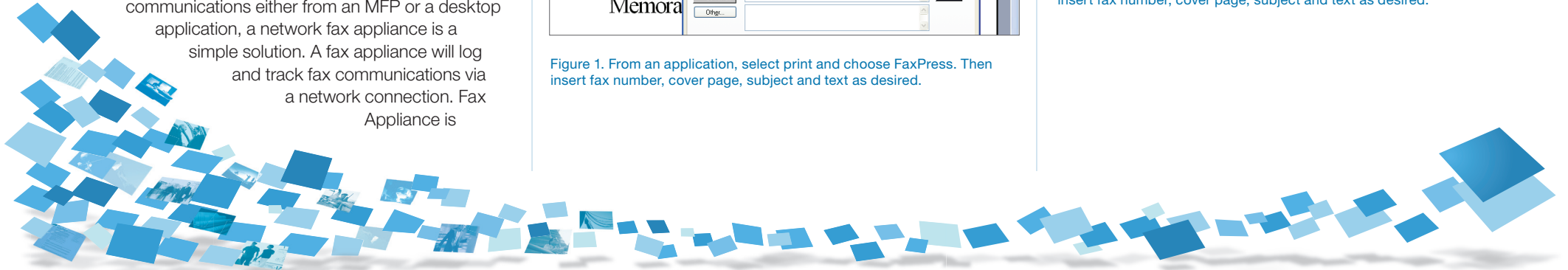

Figure 2. Select Compose Fax. Then using the Send Fax dialog box insert fax number, cover page, subject and text as desired.
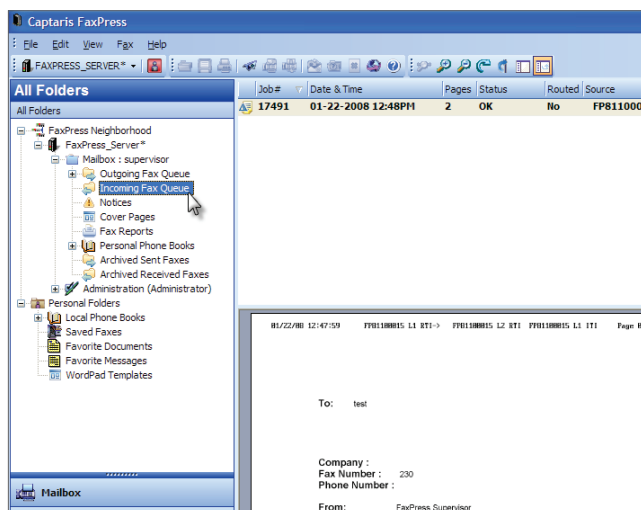
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Figure 3. Incoming Faxes are viewed and can be routed to other Fax Appliance users for business processes.

Integrate with Multi-function Devices

Sending from a networked MFP provides hard-copy faxing or scan to desktop features for secure document processes. Many organizations need to scan critical documents for accumulating with other documents at the desktop or for direct sending. Some MFP integrations provide walk-up and Fax Appliance user faxing with destination, billing codes and notifications. Advanced MFP integrations allow for access to personal phonebooks, library documents and fax history.

Features

- Desktop faxing
- Fax archiving and reporting
- Load sharing between multiple devices
- Corporate and personal cover sheets
- Billing codes
- Inbound routing: email, printer, mailbox and directory
- Fax notification: print, email and client
- Web fax client
- Easy installation and configuration
- Active directory synchronization
- Fax scheduling / batching

Benefits

- Freely share private documents within and outside the organization
- Send hard-copy faxes from your scan-enabled MFP
- Easily grow with Fax Appliance without needing fax kits for MFPs
- Apply routing policies to cost-effectively manage fax traffic
- Automate document processes and archive valuable data
- Fast Return on Investment for device and fax line consolidation
- Easily install and connect Fax Appliance for fast configuration

Advantages Over Single Fax Board In MFP:

- Inbound Routing
- Phone Books (including Outlook Contact list)
- Reporting for the entire group, not just those that use one MFP
- Centralized fax capture and administration

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