

FAX

SEND A FAX VIA EMAIL

Local Calls on Oahu, all other islands should be treated as a Long Distance (Domestic)

- Compose new email message
 - "Recipients" field
 - Use the following format but replace x's with the 7 digit fax number
 - fax=9xxxxxxx@xmedius.chaminade.edu
 - "Subject" field
 - This field replaces the Regarding or "RE:" section of a fax cover sheet.
 - Enter the information you would normally add in the Regarding section.
 - "Body of Email"
 - This field replaces the Comments section of a fax cover sheet.
 - Enter the information you would normally add in the Comments section.
 - If you would like the recipient to have your contact information, it should be included here.
 - "Attachments"
 - This field is for the pages of your fax.

Fax

The screenshot shows an email composition window titled "New Message". The header fields are: To: _____, From: _____, Fax: _____, Pages: _____, Phone: _____, Date: _____, Recipients: _____, Re: _____, cc: _____, Subject: _____, and Comments: _____.

Below the header fields are several checkboxes: Urgent, For Review, Please Comment, Please Reply, Plea.

At the bottom of the window is a rich text editor toolbar with the following options: Sans Serif, font size (T), Bold (B), Italic (I), Underline (U), Text color (A), background color, bulleted list, numbered list, link, unlink, quote, and source code. Below the toolbar are icons for Send, Attachments, Undo, Redo, Bold, Italic, Underline, Text color, background color, link, unlink, quote, and source code. The word "Saved" is visible in the bottom right corner.

Blue arrows point from the text in the instructions to the corresponding fields in the screenshot: "To:" to the To field, "From:" to the From field, "Fax:" to the Fax field, "Pages:" to the Pages field, "Phone:" to the Phone field, "Date" to the Date field, "Recipients" to the Recipients field, "Re:" to the Re field, "cc:" to the cc field, "Subject" to the Subject field, and "Comments:" to the Comments field.

Use Attachments to add all pages of your fax.

FAX

SEND A FAX VIA EMAIL (part 2 of 3)

Long Distance (Domestic) call

- You will need an authorization code (see your supervisor), have it on hand
- Compose new email message
 - "Recipients" field
 - Use the format below but replace x's with the 10 digit fax number (includes area code)
 - Use the format below but z's with each individual digits of your long distance code
 - fax=91xxxxxxxxxpzpzpzp@xmedius.chaminade.edu
 - "Subject" field
 - This field replaces the Regarding or "RE:" section of a fax cover sheet.
 - Enter the information you would normally add in the Regarding section.
 - "Body of Email"
 - This field replaces the Comments section of a fax cover sheet.
 - Enter the information you would normally add in the Comments section.
 - If you would like the recipient to have your contact information, it should be included here.
 - "Attachments"
 - This field is for the pages of your fax.

Recipient will see the following:

Fax Received from CSID: Chaminade - Pages received: 1
faxserver@chaminade.edu [faxserver@chaminade.edu]

Sent: Tuesday, July 18, 2017 3:00 PM
To: Chaminade Help Desk - Fax
Attachments: 4CE10743-E4F1-47DC-80AB-89~1.pdf (8 KB) [Open as Web Page]

Pages Received : 1
Time Received : Tuesday, July 18, 2017 at 2:59:32 PM
Duration : 32
Remote CSID : Chaminade
DID : 8550

TIME RECEIVED	REMOTE CSID	DURATION	PAGES	STATUS
July 18, 2017 at 2:59:32 PM HST	Chaminade	32	1	Received

3140 Wai'aleale Avenue
Honolulu, Hawaii 96816

Chaminade University of Honolulu

FAX

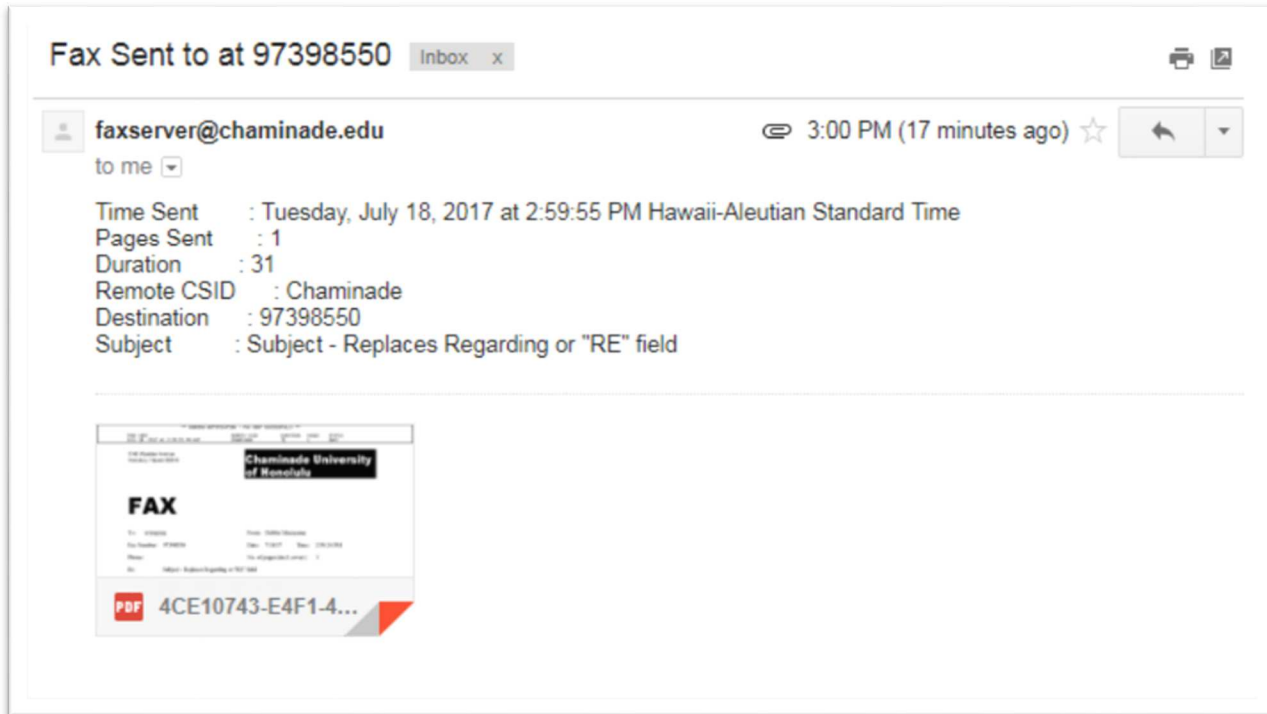
To: 97398550 From: Debbie Murayama
Fax Number: 97398550 Date: 7/18/17 Time: 2:59:24 PM
Phone: No. of pages (incl. cover): 1
Re: Subject - Replaces Regarding or "RE" field

Details: Body of Email - Replaces Comments Section

FAX

SEND A FAX VIA EMAIL (part 3 of 3)

As the sender, you will see the following:



Note: If you need further assistance or you receive any error messages, please take a screenshot and contact the Client Services at (808) 735-4855 or email us at helpdesk@chaminade.edu