

Intro to Faxing From The Server

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What is Faxing From The Server?

There are many types of software that allow users to fax something from their desktops. This means that you print a document and choose to “print” it as an outgoing fax. The only place the document actually shows up on paper is on the recipient’s fax machine.

This is very cool, but in most cases it requires that you have a fax modem and a phone line for each desktop that uses this technology.

“Faxing From The Server” means that we put a single fax modem and phone line on the server computer and everyone in the office can send their faxes through the server. It’s just as easy, but costs a lot less.



Levels of Fax Service

As with most technologies, there are several ways to accomplish faxing from the server. There are some companies that do very high volumes of faxing (either inbound or outbound). They need high-end hardware and software. Others have very light requirements, but like the idea of letting everyone have this convenience. They can generally get by with a standard modem and entry-level fax software.

And don’t forget that there are several “All-In-One” machines that include faxing, scanning, printing, and other services. Some of these can be shared on a network, but not all. Be sure you know what you’re buying before you buy one!

Where Do You Start?

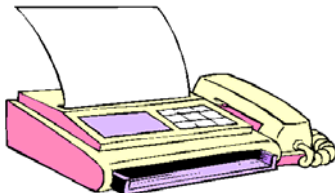
The first thing to do is determine whether you **already own** a faxing system that will meet your needs. If you have Microsoft **Small Business Server**, for example, you already own a great Fax Server. You may also have software that came with a machine and has never been used.

Second, determine whether you need primarily in-bound fax services or out-bound fax services. The easiest and cheapest solutions are simple out-bound faxing. In-bound faxing has to be delivered someplace. After that, it has to be routed to the correct person. So that takes some advanced planning.

Finally, you need to determine whether you are supplementing or eliminating your physical fax machine. Most offices still need the fax machine for that form or other paper that is not in an electronic format.

As with everything else, don’t be seduced by technology that sounds cool but doesn’t really fit with the way you do business. Any solution you find should be a good fit with your current procedures and your plans for the future.

If you have any questions or concerns, please contact us for a FREE initial consultation: 916-928-0888.



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