

## Fax Central



Never miss an important fax again. Anywhere you go, Fax Central goes with you.

Fax Central is a fax-to-email service that provides you with a private fax number that enables you to receive and view fax documents as electronic attachments in your email inbox. You can access faxes wherever you can access your email, and can forward them as email attachments.

On the road and can't access email? No need to worry. Fax Central alerts you of any incoming faxes with a voice message. From your voicemail, you can forward the fax to any fax number of your choice. Never miss an important fax again.

## **How It Works**

A fax is sent to your Fax Central number, and is stored digitally on the

server











You can forward it to multiple recipients







It is converted





forward it to a nearby fax machine

## Fax Central Advantages

- Privacy: Confidential faxes don't sit on fax machines or in trays where they can be seen by unintended eyes.
- ► Convenience: Faxes are delivered right to your desktop. Or to the fax machine you choose.
- ► Productivity: There's no waiting at the fax machine, and you can forward faxes to multiple recipients at one time.
- ► Availability: Senders won't get frustrated by busy signals. And you won't be waiting on important faxes to arrive.
- ► Archiving: Storing faxes is simpler with digital fax documents. And searching for old ones is much quicker and easier.
- ► Security: Fax important documents to yourself and forward them as needed. Keep signature documents safe from unauthorized editing.



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