

Faxes can be saved as documents to a specific drawer in Document Manager or as batches.

Document Manager Fax Module

Removing paper from the office

The Document Manager Fax Module captures incoming and outgoing faxes and saves them to Document Manager, without the need for paper copies.

The Fax Module integrates with the following fax products:

- Castelle FaxPress (recommended)
- WinFax
- RightFax
- GoldFax

The module can be configured to poll the fax system periodically and suspend polling between certain times of day (to allow for downtime, backups etc.).

Multiple profiles can also be configured to allow different faxes (different fax lines, mailboxes etc.) to be processed differently.

Features and benefits

- Faxes from specific senders can be included or excluded
- Once captured, faxes can optionally be removed from the fax software
- Faxes can be saved as documents to a specific drawer in Document Manager, or as batches
- Field values can be picked up from the fax software and used for document indexing, including the Sender ID, the date/time the fax was received or sent, and the number of pages
- Permissions can be applied to the documents/batches to restrict access to authorized users
- The Fax Module automates the indexing of inbound faxes. Paper copies of faxes can virtually be eliminated.

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