SERVICE BRIEF

Fax Server: Centralized Fax Management

With digitized faxes, both your budget and the environment will thank you.

Fax Centralization Streamlines Office Communication

Sending a fax directly to your email inbox makes faxes easy to archive, search, and transfer.

By taking full advantage of a centralized fax management solution, you remove one of the most archaic pieces of machinery from your office and drastically improve operations. Replacing your fax machine with a virtualized fax server can eliminate the hassle from paper jams, and the material costs associated with ink and toner. What's more, by removing your fax machine hardware, you'll be able to more-effectively use your office space.

Let's face it; nobody likes digging through filing cabinets for a specific document. Centralized Fax Management (CFM) saves incoming faxes as PDF files, which makes locating them much easier. All you have to do is perform a basic network search. With digitized faxes, your office can easily stay organized and deal with significantly less print documents. This helps minimize office clutter and optimize overall efficiency.

Send Faxes without Switching Programs

Use Application-to-Fax to send documents without switching applications.

Increasing productivity can be as easy as eliminating a step in your work process. Centralized fax management allows you to send faxes from the same program you used to create the document in the first place. An example would be writing a document in Microsoft Word, then sending that document through your fax server.

Increase Your Fax Security

Digital files can be backed up to avoid disaster. Paper files can't.

A competitive business has taken measures to protect their digital assets. Unlike your data, paper faxes and files can be destroyed in the event of a disaster, like a flood or fire. By digitizing your faxes, they can be protected and backed up by the same measures that you use for the rest of your company's IT infrastructure. The best solution keeps an off-site copy of your information ready to be backed up in a moment's notice.

Electronic Faxing Saves the Environment

Reduce your environmental footprint with centralized fax management.

Paper consumption is still a problem, despite the rise of digital technology. Here are some statistics concerning the average US office's consumption of paper and print documents:

- US offices increase paper consumption by 20% every year.
- Since the introduction of email, paper consumption of offices has increased by 40%.
- The average US office worker uses one sheet of paper every 12 minutes.

Features

- **Fax Centralization**—Centralized incoming an outgoing fax Services.
- Green Solution to Faxing
- **Fax to Email**—Converts all incoming faxes to PDF and sends as email.
- **Application to Fax**—Allows you to fax direct from applications and productivity tools.
- **Print to Fax**—Allows fax via easy-to-use print function.
- **Incoming Fax Management**—Incoming faxes can be customized to fit your needs.
- **Fax Archive**—Allows digital archiving of faxes for retrieval and storage.

Benefits

- Streamlined fax communication.
- Incoming faxes are sent to email inboxes for easy delivery.
- Send faxes directly from applications like Microsoft Word, Excel, and more.
- Customizable management options give you control over who receives specific faxes.
- Store and search for faxes, and back them up with your backup solution for added security.

Get proactive and call us TODAY!

(866)282-2810 | www.etsinc.online | info@etsinc.online