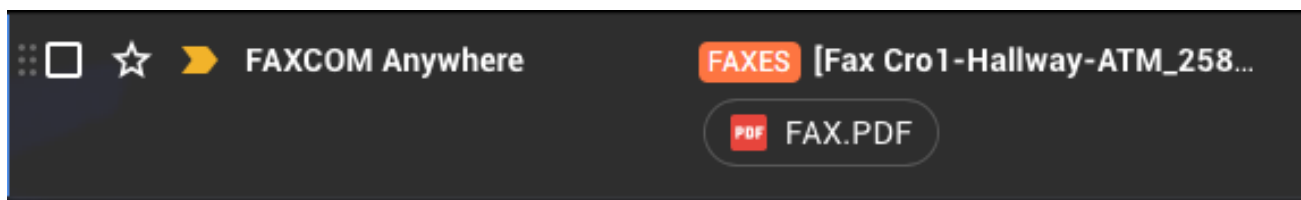


HOW TO RECEIVE A FAX

First, make sure you have filled out the google form to have your Conn account enabled for receiving desktop faxes. If you need to fill out the form please request the link by emailing printshop@conncoll.edu

Once you are granted access to receive desktop faxes for your department/office's fax number, you will simply give out your fax number as you always did. Incoming faxes will look like the image below. All incoming faxes for your fax number will go into the email inboxes of those granted access to receive inbound faxes for that number. There can be one person who receives all the faxes for your office/department and forwards them on to other users (similar to having a fax machine in an office and handing paper faxes to the recipient) Or you can have multiple people receive faxes for your office or department.



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Fax Cover Page	
TO	
FAX NUMBER	1 (860) 439-5136
FROM	Kristi Kerr
COMPANY	Connecticut College
FAX NUMBER	(860) 439-2311
DATE	August 08, 2020
SUBJECT	TEST FAX

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Kristi Kerr
Print Services Coordinator
CTW-One Source Co-Administrator
Connecticut College
Print Services
Crozier-Williams, First Floor
860-439-2374

cover page

Good morning,

Due to the upgrade that was completed yesterday there is some action needed on your part to use the system. There is a new server that has a different path and your shortcuts will need to be remapped. Use: \\bbapp\workstation

Click on Bbts Main and you will receive this screen:

TRANSACTION

Web API Server FQDN

User Name

Password

Sign in with your work account

Enter in: bbapp.conncoll.edu as the server and then your username and password

I've included John in case you have any questions along the way. Also, big thank you to John and his team in successfully completing the upgrade!

Thanks,

fax