

# Infonic Document Manager Fax Module

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

### 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

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

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

Faxes from specific Senders can be included or excluded.

Faxes can optionally be removed from the fax software once captured.

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

Field values can be picked up from the fax software and used for document indexing, including the Sender Id, Date/Time the fax was received/sent and number of pages.

Permissions can be applied to the documents/batches to restrict access.

The Infonic Fax module automates the indexing of in-bound faxes. Paper copies of faxes can virtually be eliminated.

**Infonic (US)**  
3445 Executive Center Drive  
Suite 105  
Austin, TX 78731

**t** +1 (512) 345-4600 option 2, 1

**f** +1 (512) 233-2351

**e** [us.dmsales@infonic.com](mailto:us.dmsales@infonic.com)