

# SANTA FE ISD

## TECHNOLOGY SERVICES

### Instructions for Faxing From Your Desktop

#### Receiving a Fax

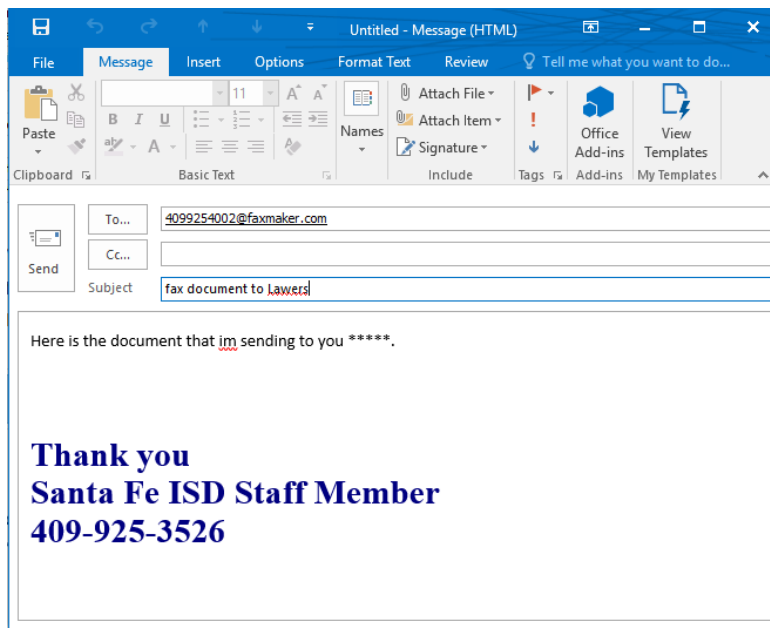
**To receive a fax:** Do not pick up/answer your phone **if you know it is a fax**. If you happen to pick-up and it is a fax just **wait for a few seconds**, you will then hear fax tones the system will then reorder dial tone, after you hear dial tone just hang up the phone. The fax service has picked up the call and your fax should come through your email shortly.

At this point the fax service is processing the fax and will come to your email.

#### Sending a Fax

1. **To send a Fax:** Open your email, then open a new email. In the to: space enter the fax/phone number **with no dashes or spaces** then add **@faxmaker.com**.  
Example: **4099254002@faxmaker.com** add a **1** for long distance calling.
2. Then add any attachment or text as needed.
3. Send email as usual.

You may also right click a file and select **Send to Mail Recipient**, in the address field enter the fax number.



*For any issues, questions or concerns regarding faxing from your desktop, please contact Technology Services by submitting a [Technology Helpdesk Ticket in Eduphoria](#).*