

Helpful hints for Monash Fax

- Always prefix '0' in front of the fax number when sending a fax message to an external fax number.
- When faxing internally, type only the extension number (51245@fax.monash.edu.au) and not the complete fax number (99051245@fax.monash.edu.au).
- Save frequently used fax numbers in the following format in Lotus Notes or Mozilla Thunderbird under Contacts/Address book

"Name/Company"<recipient fax number@fax.monash.edu.au>

For example:

"Bob Martin/IT Solutions"<098023365@fax.monash.edu.au>

"Betty Yen/Monash University"<54125@fax.monash.edu.au>

- Your email becomes the fax coversheet. Your name, department name & fax number are pre-populated in the Senders details section of the fax cover sheet.
- When a fax message is sent from a shared (role) account, the Sender's name is pre-populated on the fax coversheet with the 'Name of the account' (For example: ITS Enquiries).
- 'Name of the fax recipient' and 'name of the company' can be pre populated on the fax cover sheet by typing the following format in the 'To' text field of a mail message.

"Name/Company"<recipient's faxnumber@fax.monash.edu.au>

For example:

"Bob Martin/IT Solutions"<098023365@fax.monash.edu.au>

"Betty Yen/Monash University"<54125@fax.monash.edu.au>