

# DeskFax Service



Welcome to the BarNet DeskFax facsimile service. BarNet's DeskFax service allows you to receive and send facsimiles from and to any facsimile machine anywhere in the world without the need for your own facsimile machine or a separate telephone line.

## DeskFax Inbound – Receiving Facsimiles

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You can read facsimiles as soon as they are received without being in chambers. Your computer does not need to be left on for DeskFax to receive a facsimile for you. When you are ready, you can check your facsimiles in the same way as you check your email.

There is no extra charge for facsimiles **received by** DeskFax and delivered to your email inbox (including SMS notification). If you are travelling, you can check facsimiles by using BarNet's webmail facility or from the DeskFax website.

Your personal direct inbound DeskFax number is: **00 0000 0000**.

You can include this number on your letterhead and you can ask people to send facsimiles to this number. If you have asked BarNet to send an SMS notification, this will be sent as soon as a facsimile is received. You can ask BarNet to deliver facsimiles to more than one email address and to deliver facsimiles received by DeskFax to a networked floor printer as soon as a facsimile is received. This allows chambers to route facsimiles automatically as emails.

## DeskFax Outbound – Sending Facsimiles

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You can send facsimiles by email and by using special freeware and shareware software. In addition, BarNet's outbound service operates with some commercial software faxing products as a fax server. For assistance, please send an email to [info@barnet.com.au](mailto:info@barnet.com.au). BarNet uses a Hylafax-compatible fax server with our own special additions and enhancements to it.

To send a **facsimile by email**, send an email to [faxnumber@deskfax.barnet.com.au](mailto:faxnumber@deskfax.barnet.com.au) (the fax number should only contain the digits 0 to 9 with no spaces). The facsimile should appear either in the body of the email or attached as a PostScript or PDF file. (Please do not send Word or RTF documents. This is because we may not have all the fonts required to make your facsimile appear as you intended it.)

There are several third party applications available for outbound fax support. These include:

- *Windows HylaFAX Client* – Available from <http://www.uli-eckhardt.de/whfc/>.
- *Winprint HylaFAX* – Available from <http://winprinthylafax.sourceforge.net/>. It is less featureful than the Windows HylaFAX Client, but it does the job.
- *MacOS/X PageSender* – Available from <http://www.smileonmymac.com/pagesender/>. It is a printer driver, but the delivery is via email.

Self-guided assistance with installing these applications is provided by BarNet our documentation library (<http://docs.barnet.com.au/> – Document Library)

For local calls, outbound faxes are charged at 19 cents per fax for the first 50 pages and 15 cents per additional page. For long distance calls, outbound faxes are charged at 15 cents per page. This is less expensive than standard phone rates. Charges for outbound faxing will appear on your floor's BarNet account.

If you have any further questions, more information, please contact us at [info@barnet.com.au](mailto:info@barnet.com.au) or by telephone on 1800-BARNET (1800 227 638).

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