



## Inbound Fax

### **"Capturing inbound fax, and conversion to electronic format, enhances subsequent workflow processes and improves time and cost efficiencies"**

The Prodocom Inbound fax service can vastly improve business efficiency and workflow processes by having inbound faxed documents automatically converted into electronic format and either emailed to its intended recipient, or passed to a specific network directory.

Many businesses receive large numbers of inbound fax documents such as orders, contracts, remittance advice, application forms and reports, the list is endless. Fax machines typically service small to medium size work groups and often represent the first chain in the workflow process. Subsequent processes can include the manual delivery, or collection of the paper facsimile by its intended recipient, scanning for archiving purposes, data-entry of information contained within the fax, filing of the hardcopy, disposal of the hardcopy and redistribution. By using Prodocom Inbound Fax Service to receive the document as an electronic copy, many of these processes can be achieved automatically.

#### **How does it work?**

- » Simply register with Prodocom for an inbound fax number.
- » Clients have a choice of a standard number or a 1300/1800 number.
- » Any documents faxed to this number are automatically converted into PDF, or Group 4 Tiff by the Prodocom Message Server.
- » Files are then routed according to the routing rules associated with the inbound number within the Prodocom Message server. Options include:
  - Archive of document within Prodocom, or Client Archive
  - Delivery to individual via email
  - Delivery to workgroup via email
  - Delivery to Prodocom OCR, or Client OCR for specific data extraction
  - Delivery to specific location on Client network for pick up by subsequent processes/applications
  - Hardcopy printed on Client device
  - Automated response generation to the inbound fax document

#### **Key Features**

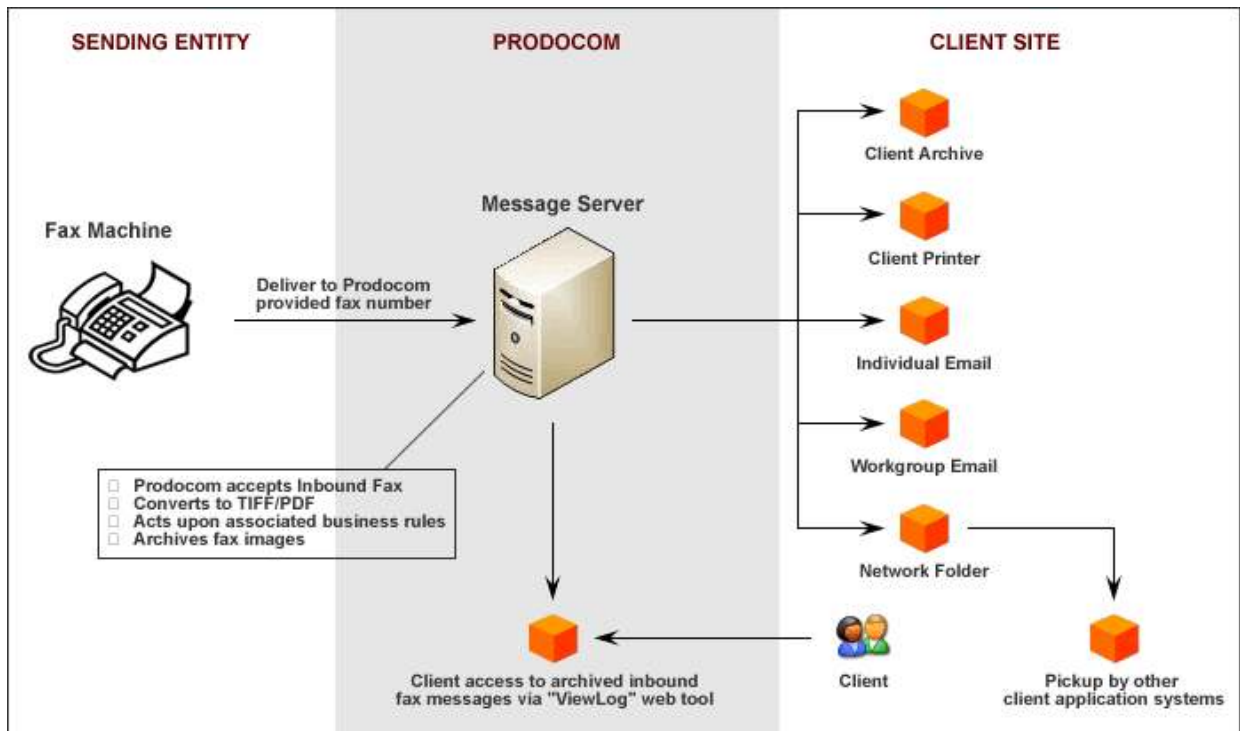
- » **Enhanced Document Security**
- » **Quicker Processing**
- » **Elimination of In-House Fax Machines**
- » **Improved Staff Productivity**
- » **Reduce Costs**
- » **Simple to Setup**

#### **Prodocom Value Proposition**

- » **No Capital Outlay**
- » **Unlimited Scalability**
- » **The Flexibility of Local Development**
- » **More Effective Deployment of IT Resources**
- » **Complete Redundancy**
- » **Access to Emerging Technology**
- » **Competitive Delivery Costs**

#### **For More Information**

If you haven't found the information you were looking for, or have any questions please feel free to call us on **1300 132 739**.



## Inbound Fax Key Features

### Enhanced Document Security

Documents are delivered directly and securely to the individual, or business process.

### Quicker Processing

Speedier delivery improves response time.

### Elimination of In-House Fax Machines

When coupled with Prodocom Outbound Fax services.

### Improved Staff Productivity

Time no longer spent on manual hardcopy fax pick ups and deliveries, can be used more productively.

### Reduce Costs

Eliminate expenditure on fax machines, fax servers, toner, paper, line rental and maintenance associated with such equipment.

### Simple to Setup

Just complete the inbound number request form and detail your preferred deliver mode and file type.