WHITEPAPER

FaxMaker: 4 Key Features to Try in Your Trial

GFI Software™

Introduction

If you have recently downloaded and installed GFI FaxMaker, then you have no doubt discovered that it is a convenient and easy to use tool for sending and receiving faxes without a fax machine. As you continue to evaluate FaxMaker, there are several useful features that you should be sure to try.

1. Sending Faxes

Even though the most obvious way to send faxes is from a desktop client, there are other options. One especially appealing option is the FaxMaker Web Based Client. This simple, and easy to learn interface gives users the ability to securely send faxes from anywhere. For IT pros, using the Web client is a great alternative to installing and maintaining a fax client on each individual machine.

GFI FaxMaker includes support for numerous attachment types. Just as a mail client allows you to send various types of files by email, GFI FaxMaker lets you send documents by fax. A few of the supported attachment types include images, PDF files, Microsoft Office documents such as DOC, XLS, and PPT, as well as HTML files.

GFI FaxMaker is also an excellent tool for faxing longer, multi-page documents. If you have ever tried to manually fax someone a 30 page document, then you know the hassles of standing next to the fax machine, waiting for the job to complete, and trying to avoid paper jams.

GFI FaxMaker lets you effortlessly send multi page documents without any of the usual inconvenience. It's just as convenient to send a 50 page document as it is to send a single page document.

2. Receiving Faxes

As much as GFI FaxMaker simplifies the process of sending faxes, it also makes receiving faxes far more convenient. Gone are the days of waiting by the fax machine for a fax to arrive. Instead, GFI FaxMaker can automatically route faxes to the recipient. Routing rules can be based on the sender's fax machine ID (CID routing), or the fax number that the sender dialed (based on DID or DTMF routing). GFI FaxMaker can even route faxes to a recipient by using optical character recognition (OCR) to figure out who the fax is meant for.

GFI FaxMaker is not limited solely to delivering faxes to user's email Inboxes. It provides additional options so that users can receive faxes in the way that makes the

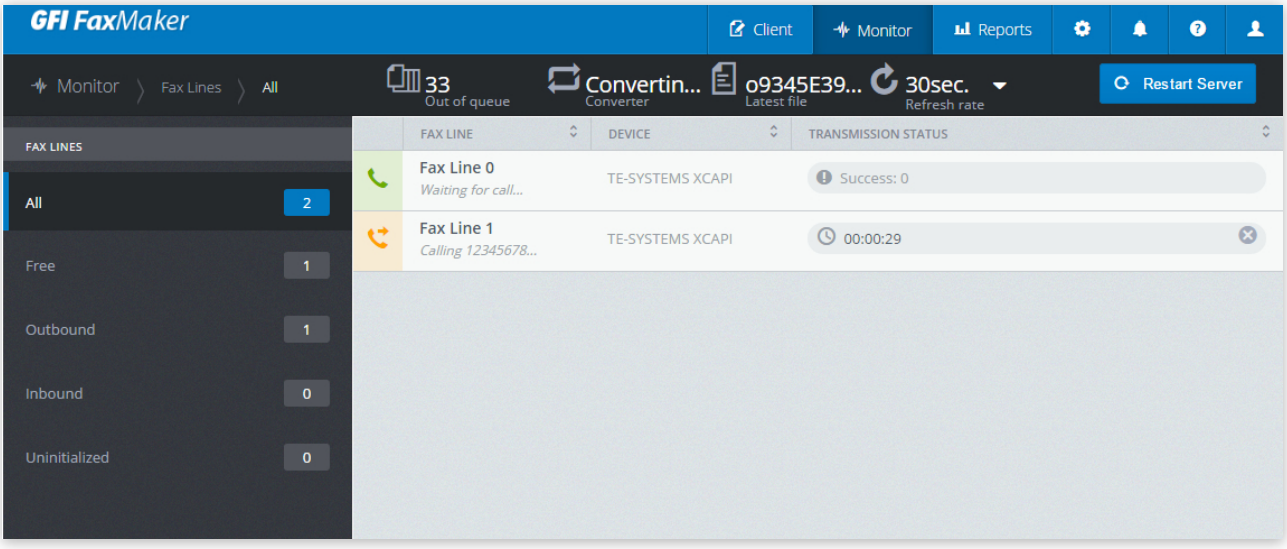
most sense based on their own unique needs. For example, FaxMaker is able to deliver inbound faxes to file folders. This can be helpful for users who use an external application to ingest the fax contents. It can also be handy way of keeping all of a user's received faxes in one place.

Another delivery option is that received faxes can be automatically sent to a network printer. This is a great option for organizations whose business processes require the use of paper faxes, because it overcomes the limitations associated with traditional fax machines, while still automatically printing inbound faxes just as a physical fax machine would.

3. Web Interface for Administrators

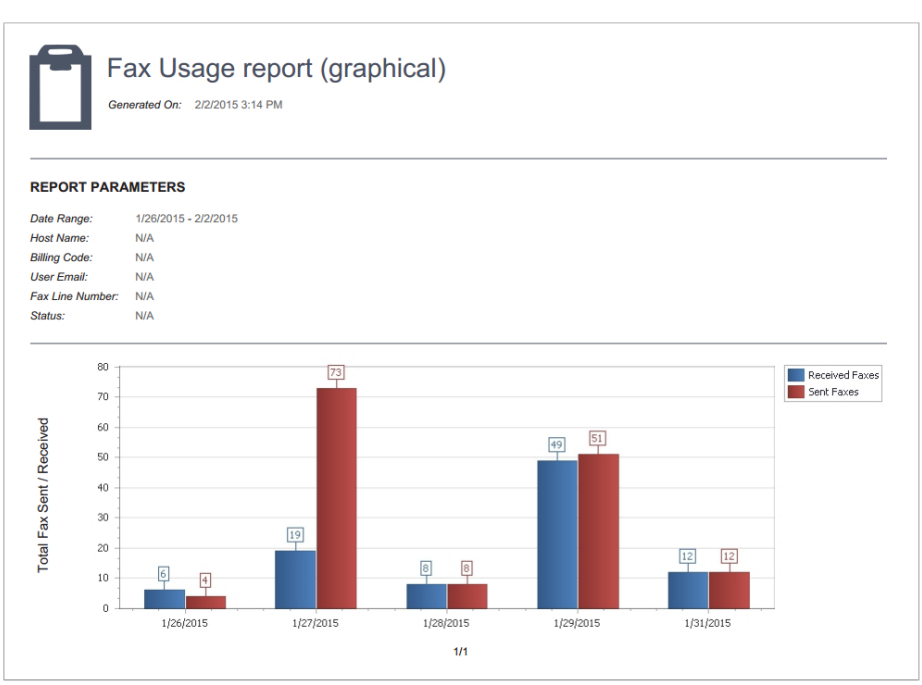
Another GFI FaxMaker feature that is worth checking out is the Web interface. This is different from the previously mentioned Web client. While the Web client allows users to send faxes from anywhere, the Web interface is a management tool that Administrators can use to monitor FaxMaker. You can access the Web interface at http://<your FaxMaker host name>/FaxMaker.

The Web Interface is a convenient and easy to use tool for monitoring inbound and outbound faxes. As you can see in the figure below, administrators can see an overview of all of the organization's fax lines, and how those lines are currently being used. With a single click, Administrators can filter the view to show inbound, outbound, free, or uninitialized fax lines.



The Web Interface provides an overview of the organization's fax lines.

In addition, the Web interface provides a variety of reports detailing how FaxMaker is used. These reports are useful for purposes ranging from capacity planning to assisting with regulatory compliance. You can see an example of a basic fax usage report in the figure below.



This is an example of a graphical fax usage report generated through GFI FaxMaker's Web interface.

4. Easy Backups with Archiver

As you continue to evaluate GFI FaxMaker, you might also consider downloading GFI Archiver. Archiver is GFI's solution for maintaining searchable archives of electronic communications such as email messages, calendar entries, voice messages, and SMS text messages. In addition, Archiver can create archive copies of faxes that have been sent or received.

One of the most compelling benefits to using Archiver in conjunction with FaxMaker is that Archiver makes archived faxes searchable. Not only can you search for attributes such as sender, receiver, and date, but you can also search the faxed document's contents. Archiver uses optical character recognition to extract the contents of documents that have been sent or received by fax. The resulting text is then indexed. This means that a search can return results from a variety of document types, including email messages (including message attachments) and faxes.

You can download a free trial of GFI Archiver at:

https://www.gfi.com/products-and-solutions/network-security-solutions/gfi-archiver

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