



# Fax2Mail

## Turn Faxes into Secure E-mail Communications

In today's business climate, faxes present many challenges but even with the mass adoption of e-mail, many industries, such as financial, insurance and legal, still rely heavily on hard-copy communications. This introduces the business challenges of confidentiality, identity theft, document loss and document storage.

### Fax with Confidence

Premiere Global Services' Fax2Mail application allows you to send, receive, store, forward and print time-sensitive documents right from your desktop. It helps companies improve communications, simplify business processes and increase productivity. Fax2Mail also works on laptops and PDAs, so you have one application that works across all of your employees' devices.

### Capture Documents Quickly

Fax2Mail gives you the ability to capture all of your faxes via your e-mail, in the form of an attachment. This means that only the intended recipient sees the fax. Additionally, faxes can be received 24x7, whether you are in the office or traveling—eliminating sensitive information from getting lost or sitting on the fax machine for hours or days before you return.

### Create a Document Repository

With no additional hardware or client software needed, you can turn your e-mail into a document-handling center. Receiving faxes as attachments (PDF or TIFF) means you can treat otherwise paper documents like electronic files—you can view, print, forward or delete them. Additionally, you can rename the file and save it to your computer for easy document storage. Send faxes straight from your desktop by attaching documents to an e-mail message or using the "Send To" function. Documents are sent to your recipient's fax machine, without you having to print and dispose of potentially sensitive information. Plus, you will have a record of exactly when the document was sent.

### Store Documents Securely

All of your inbound faxes are stored on a secure Web site for 30 days to protect against computer outages. If you require longer file back-up, you can also get copies of your documents on CD/DVD.



### Use Convenient Web-based Administration Tools to Manage Account

Clients maintain total control over administration of their accounts through a secure Web interface including user registration, coversheet/e-mail design, billing and delivery report options. Documents are automatically stored on our system for 30 days for proof of delivery and backup.

### The Benefits of Using Fax2Mail

- Prevent sensitive documents from being lost or exposed on a fax machine
- Log all documents for easy tracking and confirmation
- Convert all paper documents to electronic files
- Send documents from your desktop—eliminate the need to print, collate and fax
- Receive and print documents while you travel, from laptops and PDAs

### Increase Efficiency When Traveling

Premiere Global's Fax2Mail is a cost-effective solution that allows you to conduct business wherever you are, so you don't have to wait until you return to the office to view important documents. If you need to print documents while traveling, you can also send an e-mail message along with attached documents to the nearest fax machine and have it act as your personal printer.