



**FINANCE AND ADMINISTRATION CABINET
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AGENCY CONTACT MEMORANDUM #2014-1202

To: Agency IT Leadership, Technical Contacts
From: James M. Fowler
Chief Information Officer
Date: Dec. 15, 2014
Subject: Fax2Mail Desktop Solution Now Available

A new desktop faxing solution is now available through the Managed Print Services Program.

Fax2Mail offers full desktop faxing functionality on workstations and mobile devices using a secure, cloud-based system that can be accessed through your email or web browser. The monthly service charge is \$14 for each account, plus one cent per faxed page sent or received.

Fax2Mail is replacing COT's Genifax service, which is being discontinued. **Every Genifax user will be required to transition to Fax2Mail or a stand-alone fax machine.** Business Relationship Managers will be contacting agencies about their schedule plans and any concerns with the transition.

The service is offered, supported and billed entirely by Xerox.

Current numbers can be transferred for a one-time fee of \$20 while new numbers will incur no additional charge. There is no additional charge for long distance.

The service is available to governmental and- quasi-governmental agencies. To order the service, download the Fax2Mail request form from the [Managed Print Services Portal](#) and submit it according to the instructions.