

Faxing in the new 3CX System:

Inbound Faxes:

We have set up the same fax lines from the previous phone system to receive faxes directly to the email inbox decided by each department.

410-339-4127	Admission Fax
410-339-7534	Athletic Center Fax
410-339-7095	Communications Fax
410-339-4165	Development Fax
410-769-5710	Facilities Fax
410-339-4108	Financial Assistance and Enrollment Management Fax
410-339-4125	Front Office Fax
410-339-7531	HR Fax
410-769-5716	IT Fax
410-769-5717	Library Fax
410-339-7098	Lower School Fax
410-339-7684	Middle School Fax
410-769-5775	Nurse Fax
410-339-7530	Parents' Association Fax
410-339-4156	School Store Fax
410-339-4116	Security Office Fax
410-339-7096	Upper School Fax

Outbound:

If the party receiving the document, requires fax, we will have 2 centralized fax machines for outgoing faxing only: Room 133 (Konica Minolta) workroom or Business Office (Sharp).

If the party receiving the document, does not require fax, the IT Department recommends utilizing the following secure messaging solution available with our current email system.

Microsoft OneDrive is part of our Office 365 service. Sharing documents through this method requires the receiving party to not only have the link to the shared document, but also receive a verification code. The sender will receive notification that the receiving email recipient opened their file. So, if it is an error, the sender can immediately remove access, etc.

Here are detailed instructions on how to securely share documents using OneDrive:

https://support.office.com/en-us/article/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07?ui=en-US&rs=en-US&ad=US#BKMK_BusinessTab&OS_Type=OneDrive_Business

