# FAXING PROCEDURES

The University is using a web based faxing program call RightFax.  Faxes can be sent from your desktop and will be received via email to the lanworkorders address.  Received faxes will be forwarded to your email.  The program sends to a fax telephone number and receives from a fax number.

To send a fax:

1. Complete a pink work order form and one of the office staff will scan and send the fax via the web-based program

Or

2. Go to fax.illinoisstate.edu
3. Log in with ADILSTU\ULID and ULID password
4. Complete the information and attach the document to fax.  You will be notified on screen when the fax goes through.

*All sent faxes will show they are sent from 309-438-8038, the department fax number.

To receive a fax:

1. Faxes will be received in the lanworkorders email in box.  One of the staff will receive and forward the faxed item to your email.

**Please note:  this will not be a confidential way to receive a fax.**