Fell the Forest of Faxes;
A Greener Faxing Workflow

Cost, clutter and loss of productivity associated with traditional faxing are just a few of the problems facing companies that still use a fax machine today. Fortunately, there are several ways to tackle the traditional fax problem without spending big money. Thanks to new technology, receiving or sending a fax can be as easy as the click of a mouse. After all, you don't expect your employees to go to the printer to get their emails. So why should they wait for a fax?

Contrary to popular opinion, faxing continues to be an important aspect of conducting daily business. For businesses such as healthcare providers, estate agents and financial services companies, fax usage remains high for the quick exchange of documents and authorisation retrieval. In addition, the Health and Social Care Information Centre (HSCIC) and other regulations governing data privacy have increased the need for documents containing personally identifiable information to be created and saved securely.

To find an alternative fax method, look for what are generally referred to as digital cloud faxing, faxing by email, or digital fax solutions. These services offer far more features and capabilities than traditional faxing.

For example, a significant benefit of digital cloud faxing is that employees can send and receive faxes by email. Whether you're waiting for a meeting to begin, holding a mobile device while you're talking with colleagues, networking at a business function, travelling or sitting in your office, digital cloud faxing lets you access important business faxes anywhere — from any desktop, laptop or mobile device.

It's little wonder that businesses are increasingly recognising the convenience that digital cloud faxing offers, not to mention the productivity gained by employees no longer having to constantly make trips to their fax machines. Furthermore, digital cloud faxing can put an organisation one step closer to having the "paperless office" that management strategists have touted for years. It won't single-handedly eliminate all of your company's paperwork, but it can slash paper costs, eliminate clutter, and reduce the headaches that can come from losing, misrouting or misplacing paper faxes.

Another major benefit digital cloud faxing offers: every employee can get his or her own dedicated fax number. The best-in-class providers will offer a choice of local, freephone and even international fax numbers.

Moreover, a digital cloud fax solution not only eliminates the need for a dedicated fax phone line, but also saves you the costs of hardware and fax supplies. Businesses can control their costs even more by monitoring individual usage, as the best digital cloud fax providers offer robust and centralised fax management through an intuitive administrative portal. Finally, productivity often increases because employees no longer have to spend time maintaining machines or waiting endlessly for a paper fax transmission.

Protecting customer privacy within an organisation is key, particularly in today's highly regulated environment governed by the UK Data Protection Act of 1998, HSCIC for healthcare organisations, and similar regulations for businesses in other industries. That's why providing employees with their own dedicated fax numbers is one of the other major benefits of digital cloud faxing. Cloud-based fax transmissions, which with the best providers are encrypted using the most advanced standards, offer unparalleled privacy — whereas traditional faxes often arrive in full view of anyone who happens to be near a fax machine.

Having realised the need for a digital cloud faxing solution in their organisations, many companies have chosen to install their own fax systems. But as they discover other options, managers continually request outsourcing to a proven digital cloud fax provider as an attractive alternative. In-house solutions require significant IT resources and hardware investments, while fully hosted, digital cloud fax services take just a few days to deploy.

Which solution is best for your organisation? The chart on the next page will help you decide.

Compare the Capabilities of Traditional Faxing with the Benefits of Digital Cloud Faxing

	Fax Machine	In-house Fax Server Solution	Digital Cloud Fax Service: eFax
Convenience			
Send and receive faxes quickly and privately by email with no waiting	✖	✔	✔
Remote fax access anywhere via pc, laptop, Blackberry or other Internet ready wireless device	✖	✔	✔
Individual fax numbers and custom cover sheet per user	✖	✔	✔
Simple fax number portability	✖	✔	✔
Fast setup, quickly scalable	✖	✖	✔
24/7/365 availability & tech support	✖	✔	✔
Easy online administrator tool	✖	✔	✔
Outlook/Lotus compatible	✖	✔	✔
Client coding, signature stamping, annotation	✖	✔	✔
Cost Savings			
Requires no hardware, capital expenditure, installation, maintenance or IT Tech Support	✖	✖	✔
Requires no phone lines or bills	✖	✖	✔
Billable cost-recovery usage reports	✖	✔	✔
Average fax page cost < .08p	✖	✖	✔
Security and Compliance			
HSCIC compliant and up to ITIL best-practices	✖	✔	✔
Convert paperless fax as PDF or TIFF, store safely on your desktop	✖	✔	✔
	Traditional Faxing	Digital Cloud Faxing	

About eFax

eFax launched its digital cloud fax service with the goal of using the convenience of email and the speed of the internet to make it easier for people to send and receive faxes. eFax lets users and our 11 million customers receive, review, edit, sign, send and store faxes by email or through a web interface. Our appeal and success are built around three key features: the widest selection of phone numbers; an easy way to send and receive faxes and voicemail by email; and a fast, reliable and secure communications network.

To learn more about outsourcing to a digital cloud fax model with eFax, visit us at: eFaxCorporate.com

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