Title	**Use of Fax Servers by State Government Agencies**
Category	**Groupware Architecture**
Applicability	**State Government Agencies** (See the "Applicability" section below.)
Status	☐ **Standard** - A degree or level of requirement that all jurisdictions should use, which would be enforceable by duly authorized entities. With any standard, there may be circumstances that merit exceptions. ☑ **Guideline -** A statement of general policy or procedure by which to determine a course of action. Adherence is voluntary.
Date Adopted	**DRAFT (October 3, 2002)**
Date of Last Revision	
Date of Next Review	

A. *Authority*

Section 86-516 (6). "[The Nebraska Information Technology Commission shall] adopt minimum technical standards, guidelines, and architectures upon recommendation by the technical panel."

B. *Purpose and Objectives*

The purpose of this guideline is to provide state government agencies a suggested technical solution for sending and receiving electronic faxes through the use of a fax server. (Other methods of sending documents electronically, including the use of e-mail attachments, are not covered by this guideline.)

Background

The traditional method for sending and receiving faxes is to use a facsimile machine connected to a phone line. An alternative method for faxing documents is the use of a fax server. A fax server is a computer in a network that provides a bank of fax/modems for users to send and receive faxes.

Three agencies, IMServices, HHS and Workers' Compensation Court, identified a need for the use of a fax server. In a collaborative effort, these agencies are sharing the use of a fax server maintained and hosted by IMServices.

IMServices' shared fax server system, called "eFax", is available for use by other agencies within state government.

C. *Guideline*

State agencies needing a fax server should consider utilizing the "eFax" system maintained and hosted by IMServices. Agencies are encouraged to contact IMServices for more information.

D. *Key Definitions*

Fax server. A computer in a network that provides a bank of fax/modems for users to send and receive faxes.

<u>eFax</u>. A shared fax server system maintained and hosted by IMServices for use by state government agencies.

E. *Applicability*

<u>State Government Agencies</u> - Agencies needing a fax server are encouraged to utilize the eFax system maintained and hosted by IMServices.

F. *Responsibility*

G. *Related Policies, Standards and Guidelines*

(http://www.nitc.state.ne.us/standards/)

Secure E-mail for State Government Agencies