# Enterprise Fax for SharePoint

Biscom, the leading provider of enterprise fax and document delivery solutions, introduces its enhanced fax server and hosted fax service solution with Microsoft SharePoint Server 2010.

As more and more businesses are adopting Microsoft SharePoint to access shared workspaces, information stores, and documents, there is greater demand to include fax management capabilities within SharePoint. With Biscom's Enterprise Fax for SharePoint, organizations can now intelligently route incoming faxes to document libraries, as well as send faxes from document libraries and automated workflows.

## Intelligently Routes Incoming Faxes to Document Libraries

Biscom's Enterprise Fax for SharePoint not only automatically routes faxes into SharePoint document libraries, it routes them intelligently.

Faxes are routed using two forms of information:
- Information extracted from the fax image itself, such as bar code data and specific text strings.
- Transmission information associated with the fax (also called metadata), such as time/date of transmission, sender's Caller ID, recipient's fax number, etc.

Biscom's Enterprise Fax for SharePoint uses both the information extracted from the fax image and associated transmission information as criteria for rule-based routing actions.



Extracted Bar Code and P.O. Number Determines Routing

### FEATURES:

- Receives faxes to document libraries as searchable PDF files.

- Sends outbound faxes from document libraries and automated workflows.

- Automatically populates document library column values.

- Enables configuring fax capabilities of each SharePoint site individually.

## Auto-Populates Document Library Column Values

The information extracted from the fax and associated transmission information can also be used to auto-populate the document library column values (see figure below). The auto-populated column headings enable easier browsing, sorting, and organizing faxes. In addition, the information enhances both the efficiency and intelligence of the workflow being triggered.
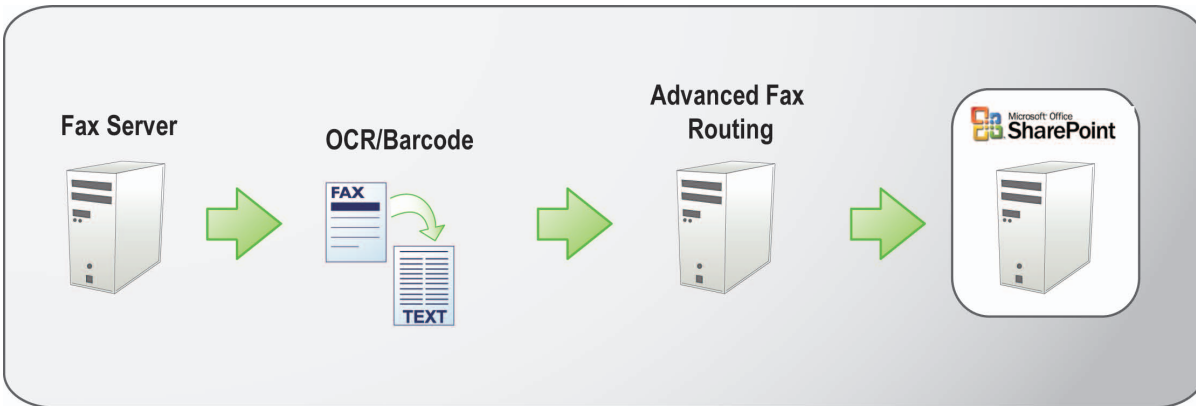


**Auto-Populated Document Library Column Values**

## Key Capabilities

- Supports full text searches of received faxes while maintaining the original image.
- Manages document routing without software programming.
- Maintains a history of fax deliveries within SharePoint and with each document faxed.
- Supports copying fax image content into other applications.
- Lets IT personnel or delegated Site Collection/Site administrators determine which document libraries allow faxing.

# SharePoint Workflow



**Fax Server** → **OCR/Barcode** → **Advanced Fax Routing** → **Microsoft Office SharePoint**

## Key Benefits of Biscom's Enterprise Fax for SharePoint

### 1. Improve employee productivity by automating paper-intensive business processes

Biscom's Enterprise Fax for SharePoint intelligently routes incoming faxes to SharePoint document libraries, enabling auto-population of fax content into library columns and triggering document processing workflows.

### 2. Facilitate collaboration and communication with customers and business partners

With Biscom's Enterprise Fax for Sharepoint, automated business processes can aggregate SharePoint data and initate outbound faxes to enternal parties for review or action.

### 3. Let site administrators control all aspects of outbound faxing

Enterprise Fax for SharePoint enables site administrators to define document libraries that support outbound faxing and options available to senders, including: customizing fax cover page content, access to SharePoint contact lists, and permission to specify recipients not listed on contact lists.

### 4. Support SharePoint as a Service Deployment

Recognizing the growing emphasis on cloud computing, Enterprise Fax for SharePoint seamlessly integrates fax capabilities regardless of whether SharePoint is installed on-premise or hosted by a SaaS or Cloud provider.

### 5. Reduce SharePoint workflow development costs and deploy integrated applications quickly

Biscom extends SharePoint workflow services with callable actions that enable business processes to initiate fax activities. These actions are visible and accessible in SharePoint Designer, allowing SharePoint workflow designers to incorporate document delivery functions at key points in the business process quickly and with no coding. Specific callable actions include:

- **Prepare Delivery** - Collect the data necessary for a delivery – either as a fully automated step, or a task for a user to complete.
- **Approve Delivery** - Create a task for an approver to review and approve, or reject, a prepared delivery.
- **Deliver** - Perform the delivery, either continue the workflow without waiting for status, or pause the workflow until the delivery is complete. If the workflow is paused, a task is created that enables users to monitor and manage the deliveries in real-time.
- **Review, Re-submit Delivery** - Create a task for users to view the outcome of the deliveries to each of the recipients and possibly re-submit failed deliveries.
- **Await Responses to Delivery**
- **Pause the workflow until responses are received from the delivery recipients** - A task is created that enables users to monitor and manage the received responses in real-time.
- **Review Responses** - Create a task for users to review the responses of the deliveries and perform specified actions based on the responses.

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### About Biscom

Biscom was founded in 1986 and pioneered the fax server marketplace, providing many of the world's largest organizations with its award-winning FAXCOM fax servers. In addition to enterprise fax server products, Biscom also offers hosted fax services, secure file transfer and messaging solutions, file conversion software, and document workflow and automation tools. Biscom is headquartered in Chelmsford, Massachusetts.

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