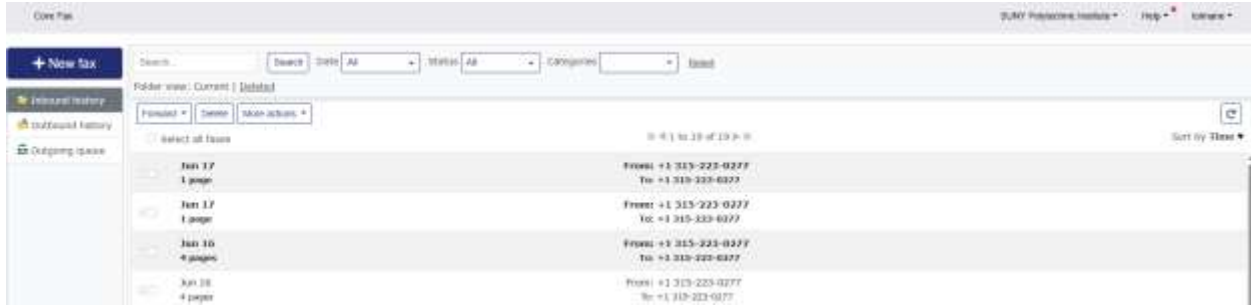


Core Fax System Overview

When you log into the Core Fax system, you will see the following page

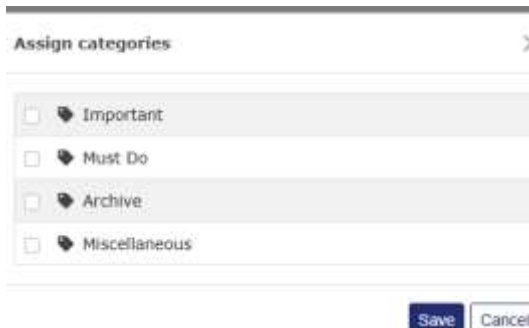


This page provides access to your inbound / Outbound History and any items in your Outgoing Queue

Within your inbound history, you can select a fax and forward it to another Core Fax User, Delete a Fax or Mark it Viewed/Unviewed.

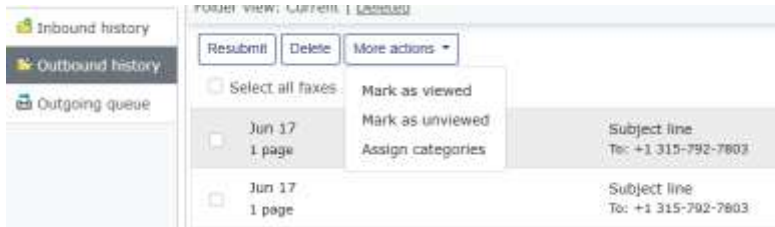
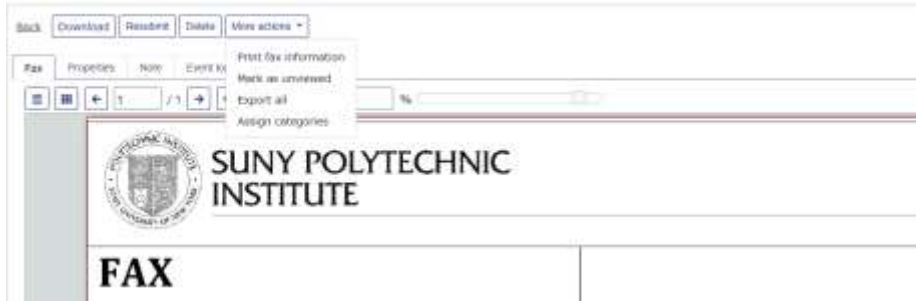


You can also set up Categories to organize your incoming Faxes



The outbound History provides the ability to select a fax and Resubmit it for processing, Delete a Fax or Mark it Viewed/Unviewed.

If you open one of the Faxes in the Outbound History queue, you can download, resubmit it for processing, Delete it. Print the Fax information, Mark it as unviewed, export, or Assign it to a category



You can also view the Fax

View the Fax Properties

General information	
Status	Sent
Subject	Subject line
Destination	+1 315-792-7803
Transaction ID	7FE55DAE-37FA-4F41-ABCB-955C2970C157-1955560-0F
Sender	tolmane@sunypoly.edu
Recipient name	beth
Transmission information	
Remote fax identifier (CSID)	+13157927803
Fax transmission duration	34 seconds (at 14400 bps)
Time and size information	
Completed/Failed time	Wednesday, June 17, 2026 at 9:46 AM (took 36 seconds to)
Pages	1 page sent
Custom	

View any associated notes

View the Event log

Fax	Properties	Note	Event log
Date and time			Action
Wednesday, June 17, 2026 at 9:46 AM			Fax submitted to the server
Wednesday, June 17, 2026 at 9:46 AM			Fax transmission success ⓘ
Wednesday, June 17, 2026 at 9:47 AM			Email notification ⓘ
Date and time: Jun 17 2026 09:46:20 AM EDT By: toimane@sunypoly.edu Action: Fax submitted to the server			