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### Solutions!

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## Fax lives on - as email!

**Not that long ago, Fax was deemed a dinosaur, dead as a dodo and decidedly defunct. Now, though, it has a new lease of life.**

Enough of the forced alliteration and down to the facts (oh dear)...

Ever since its invention in the mid-nineteenth century, the facsimile machine has proved a tremendously useful tool for all businesses, allowing images of a document to be sent, almost instantaneously, to anyone, anywhere in the world – provided they also have a fax machine. Of course, to avoid contention with voice calls, having a fax machine normally means renting a separate phone line, too.

So when email was invented the fax machine was doomed; now it was easy to attach document images and send them to users without the need for extra phone lines. Except, and against all predictions, fax just hasn't gone away.

For many years, it has been possible to use software to send a fax directly from your PC. It was also possible to receive faxes – but only if you had a phone line attached to a modem in your PC and only to the phone number allocated by your telecoms supplier.

**Now, however, developments mean you can receive faxes without a phone line and specify any available geographic or non-geographic number as your fax contact.**

**Tarragon Fax to Email** allows you to have your own fax number without the additional expense of a fax machine, a dedicated phone line or the other associated costs. Faxes sent to this number are received by our system and converted into a PDF attachment which is then attached and sent as an email.

You have access to over 9 million local geographic (eg 0207) or non-geographic (eg 0845) numbers to choose from. We present you with lists of the available numbers to select the one most suitable. The provisioning of fax numbers is instant and simply requires you to pick the number and assign at least one email recipient.

Fax to email doesn't just provide cost savings, but can ensure that confidential documents are delivered to the right person. In theory every member of staff can have their own fax number, or, using our unique multiple recipient system, allow numerous staff to receive the same fax regardless of where they are in the world. Email based faxes provide a great way to ensure that a paper trail can be made for accountability or project management.

Even more importantly, your fax line will never be busy because the system can handle multiple incoming faxes to the same number. No more frustrated customers unable to fax you that order!

**Tarragon Fax to Email** easily outperforms traditional fax in financial terms: the annual cost of a number is less than some fax machines would cost in paper and ink cartridges, let alone the line rental you save.

**Tarragon Fax to Email** is now available; please contact us to talk about the options!



Last month, we highlighted the benefits of our offsite backup service from **backupdirect**.

We're pleased to say the response has been tremendous, with many of our clients expressing interest and taking up the service. If you haven't yet given thought to your backup procedures and how offsite backup would make your backups easier and more secure, it isn't too late!



Give Tarragon a call now!

*"I have used other online Backup solutions before and quickly abandoned them. I have stuck with Tarragon because they distinguish themselves in two ways:*

- 1. The personal touch: they have genuinely held our metaphorical hands through the set up to make sure we were using the system properly.*
- 2. The system uses very little overhead so I hardly notice it working in the background.*

*I would happily recommend the Tarragon online backup to any business."*

**Andy - A&P Training**



## Phorm? Not here!

You will have read of the current controversy raging over the use of the Phorm by many ISPs. Phorm is a tool that tracks the websites you visit, enabling targeted advertising to be sent to you.

Although many ISPs, including BT, Virgin and Talk Talk, are reported to have signed up to make use of Phorm (<http://news.bbc.co.uk/1/hi/technology/7301379.stm>), some organisations believe it constitutes an invasion of privacy.

We're very pleased to be able to tell you that our wholesaler, the ISP behind Tarragon's Broadband service, have said there are no plans to use Phorm. In fact, the phrase "over my dead body" was used so, with Tarragon Broadband you can be sure there will be no snooping of your Internet activity.

## Short Cuts

Entering data into Microsoft Access fields:

- |                            |   |
|----------------------------|---|
| <b>Ctrl+;</b> (semicolon)  | insert current date                           |
| <b>Ctrl+:</b> (colon)      | insert current time                           |
| <b>Ctrl+'</b> (apostrophe) | Insert same as this field in the previous row |
| <b>Ctrl+Alt+Space</b>      | Insert the default value for this field       |
| <b>Shift+Enter</b>         | Save the changes to this row                  |
| <b>Shift+F2</b>            | Zoom the field for easier viewing             |

## Tip of the Month - Finding related messages in Outlook

Occasionally you may have a need to find all email messages in a thread or conversation. To avoid this becoming a time-consuming and tedious task, Outlook offers a couple of pre-defined searches to help you.

Simply right-click on a message, select **Find All**, then choose:

- **Related Messages** - to search for all messages (received and sent) in a thread
- **Messages from Sender** - to search for all messages from the sender of this message

Please let us know what you think of **Solutions!** - email [solutions@tarragon.co.uk](mailto:solutions@tarragon.co.uk)