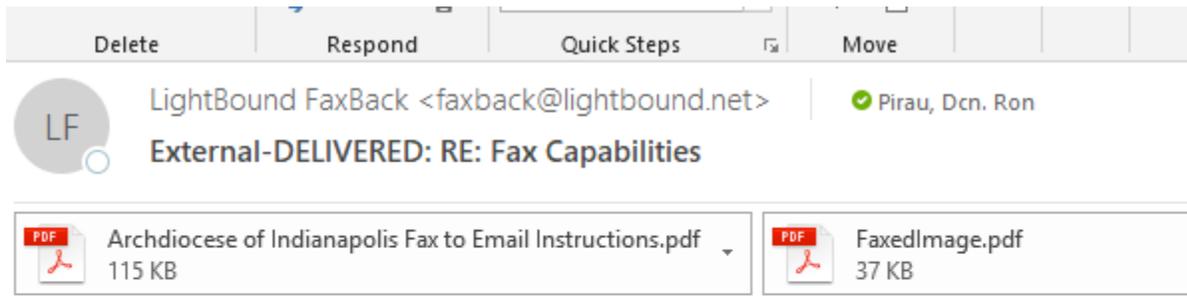The instructions below explain the incoming and outgoing fax service. An incoming fax will incoming from an email address from @faxback.lightbound.com and will include a PDF attachment of the fax. The email will look as below:

From: LightBound FaxBack <faxback@lightbound.net>
Sent: Tuesday, August 28, 2018 10:53 AM
To: OMS Fax <OMSFax@archindy.org>
Subject: External-NEW FAX: (303) 308-3002 2059675398, 1 page(s)

You Have Received a Fax!

An outgoing fax can be sent by sending an email with the document that you want to fax as an attachment and sending to email address (number to be faxed to)@faxback.lightbound.com. After the fax is successfully sent a confirmation email will be sent as shown below:

Delete	Respond	Quick Steps	Move

LF LightBound FaxBack <faxback@lightbound.net>   ● Pirau, Dcn. Ron
External-DELIVERED: RE: Fax Capabilities

PDF Archdiocese of Indianapolis Fax to Email Instructions.pdf
115 KB

PDF FaxedImage.pdf
37 KB

Fax Delivery Successful

Fax Status Details for transmission to 3172361401

If there are ever any issues with this fax service working properly please contact the AME Operational Support Center by calling 1420 option 1 or by opening a ticket using the AME Service Tool.