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Subject: New Fax System Info.

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Please let me know if you have any questions about Dick's e-mail below.

-Katherine

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Fax lines in the Policy Shop:

Fax line **(803) 734-5167** has been redirected to the Correspondence IQ system for Jason Brown and his staff. All faxes sent to the **(803) 734-5167** number will go only to the IQ system, not to the Xerox in the Policy Shop.

Anyone can send a fax from the Xerox that will go directly to the IQ system by sending to the (803) 734-5167 number.

The Xerox WorkCentre 5755 in the Policy Shop has a new fax number, **(803) 734-8051**. This number will send or receive faxes from the Xerox. The process for sending a fax through the Xerox remains the same as before. The Xerox in the Policy Shop should be used for all faxes that you send or receive that you do not want to go to the IQ system.

If you are expecting a fax that you do not want to go to the IQ system, the sender must send the fax to **(803) 734-8051**. This will print out at the Xerox in the Policy Shop. This number is unpublished, but functional.

Thank you

Richard L. Rasmussen  
Director of Information Technology  
Phone: 803-734-4511