

To request a new Efax or to move an existing fax line to an EFax, please email the below form to [EfaxRequest@nyp.org](mailto:EfaxRequest@nyp.org) with the information listed in the "Request Detail" section of this page.

## **Request Detail**

- Campus:
- Address:
- Building:
- Floor:
- Room Number:
- Department:
- Key Contact Name:
- Key Contact Email:
- Key Contact Phone Number:
- Existing Fax number (if migrating):
- List of emails that need access- (New/Add/Remove)

The Primary mailbox to be used for efaxes: (Existing/or New)

Upon receipt of your email, a return email with the Request ID for tracking will be send back to you.

Thank you,

Managed Print Team