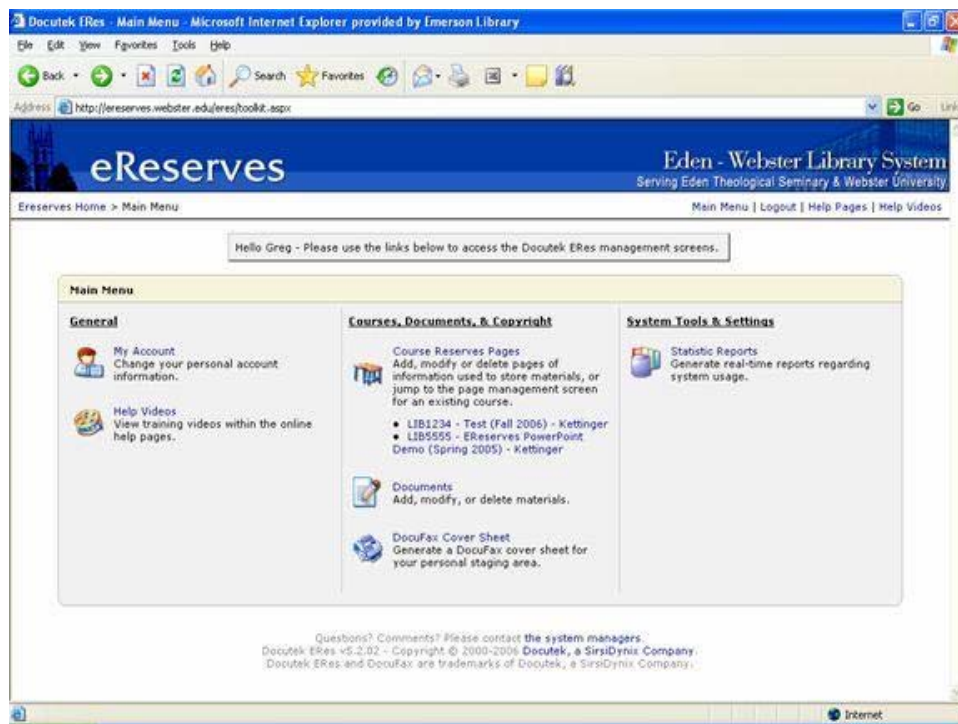


Faxing to the Dedicated Server Instructions

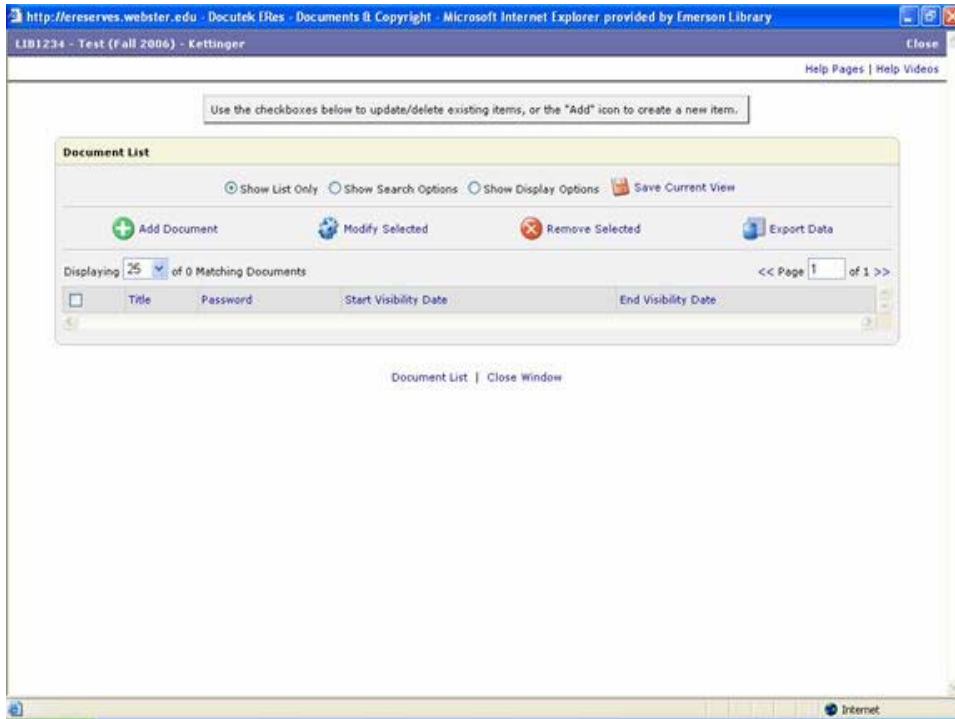
Emerson Library gives Webster faculty the option to fax documents to the eReserves dedicated server, which will convert them to an electronic version. After faxing you can open your eReserves account and post the electronic version to your course page.

Fax Instructions:

1. The top margin on each faxed sheet should be at least half an inch because the fax machine will overwrite any information in this space.
2. Orient your document so that the top of each page goes into the fax machine first. Otherwise the document will be upside-down on eReserves.
3. Fax each complete document separately to (314)-963-6083. Do NOT use the library's regular fax number. All documents for use in eReserves must be faxed to (314)-963-6083. Be sure to note what time you sent the fax since the electronic file will be named according to date and time received by the server. The server will process the document within a few minutes.
4. When faxing consecutive documents, pause between faxes to prevent two documents from being stored as the one file name.
5. Log into the Docutek ERes system by going to <http://ereserves.webster.edu/eres/login.aspx> entering your user name and password and clicking **Login**
6. From the Main Menu, click **Course Reserves Pages** and click on the desired course page. On the following screen you must **Accept** the copyright clause to continue

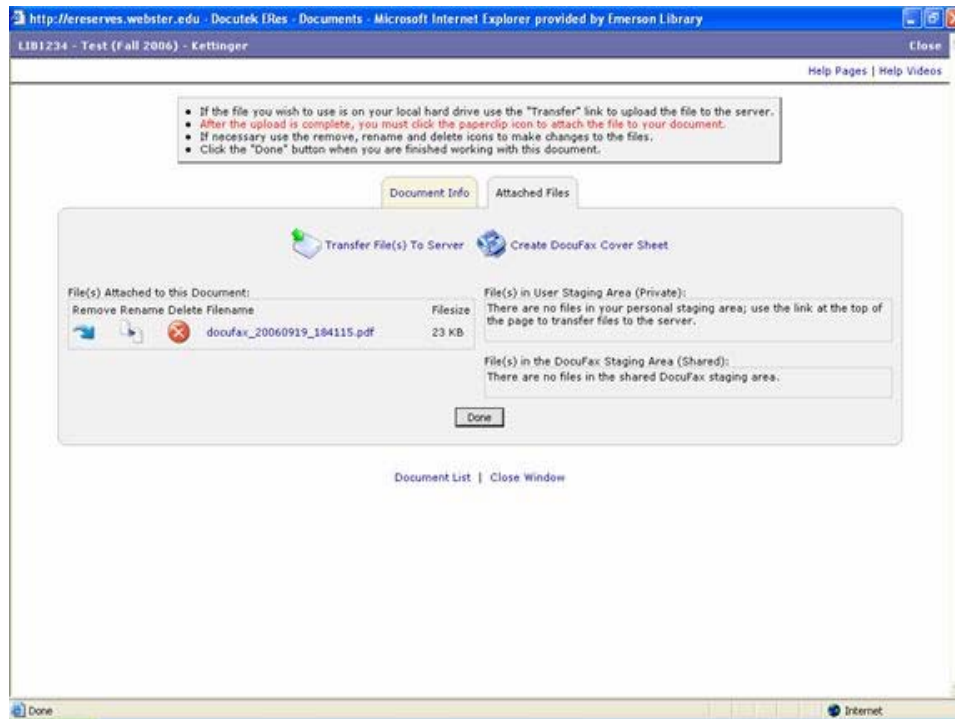


- Under the **Page Management** tab, select **Documents and Copyright**.
- A new window should open titled **Document List**. Select **Add Document** next to the green +.



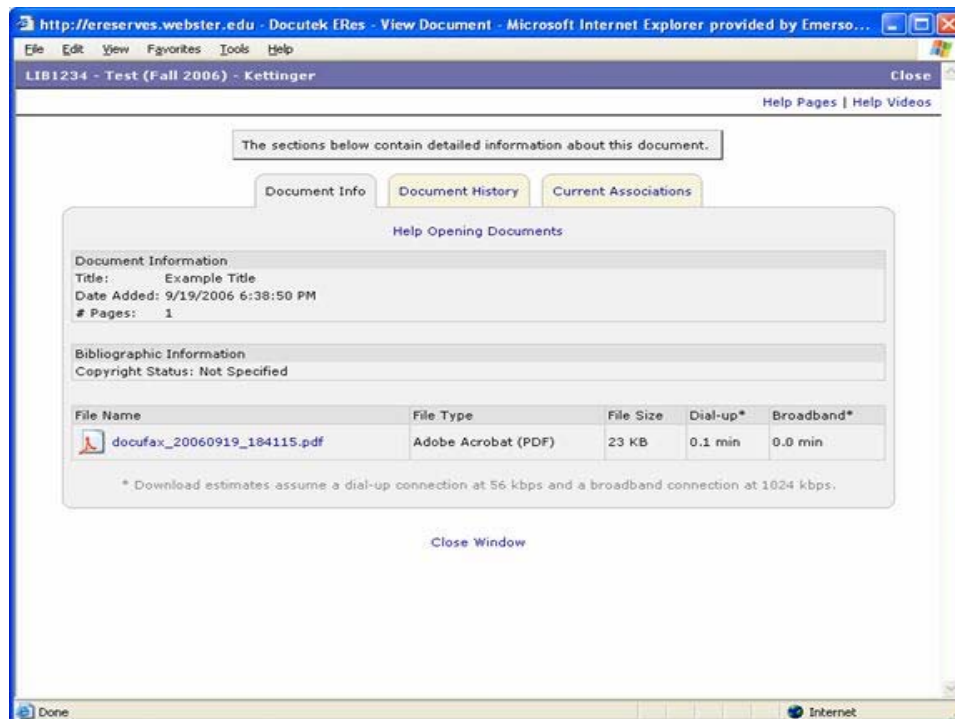
- A new page will generate asking you to select one of the following options. Choose **Add a New Document**.
- Complete the required **Title** field by entering the chapter author's, article author's, or artist's name followed by the title of the chapter or article in quotes. I.e. Smith, Jane "Complex Mechanisms in Biology." Record the document's total number of pages in the **# Pages** blank and click **Save** at the bottom of the screen.

11. You'll be taken to the staging area where you may select from a list of faxes you have sent to the eReserves server. They will be named according to the time you sent the fax. On the right side of the screen, click on the **paperclip** next to the appropriate file name, then verify that the file name has moved to the left side of the screen. Your screen should appear similar to the screen shown below. Click **Document List** at the bottom of the screen to verify your new addition.



12. To verify that the document is uploaded correctly, minimize the current window and click on the **Documents** tab. This is the view your students see when they enter your course page.

If you click on the **document title**, a new window will appear. Click on the **file name**, and the document should open.



If you have questions, feel free to contact Greg Kettinger, Electronic Reserves Coordinator, at (314)-961-2660 x7813 or kettigre@webster.edu

GJK 9/19/06
CRD 10/16/06