A junk fax is an unsolicited advertisement that arrives via your fax machine. Junk faxes can cause problems like creating waste and increased spending costs.

The Telephone Consumer Protection Act (TCPA) and Federal Communications Commission (FCC) rules generally prohibit most unsolicited fax advertisements.

Offices on campus have addressed the problem of junk faxes in a few different ways:

Program your fax/copier to send all faxes electronically to an e-mail account and only print out the faxes you need.

Opt Out Option: To opt out locate the phone number that is found on the junk fax. If the contact information is not present, use the fax number from which it came. Senders who receive a request to remove a fax number must do so within a reasonable period of time, not to exceed 30 days.

Review your fax machine capabilities. Newer faxes are capable of blocking specific numbers, just as phone numbers can be blocked on a phone.