



## How To Move RelayFax To A New Server

### Remove the RelayFax Service

1. Open the RelayFax GUI.
2. Click File | RelayFax properties.
3. Select the Service Tab and click the “Remove Service” button.
4. Click Apply and OK.

### Find Your Version of RelayFax and Shutdown RelayFax

1. Open the RelayFax GUI.
2. Click Help | About RelayFax. Note the version number if the very top line.
3. Close the popup window that noted the version number and click File | Exit to stop RelayFax.

### Completing the Move

1. Make a copy of the entire RelayFax folder and make a note of where RelayFax was installed. Typically RelayFax is installed on the root of C drive or under “Program Files (x86)”.
2. Copy the RelayFax folder from the old server to the new server ensuring to keep the *exact same installation path*.
3. On the new server download the RelayFax installation file for the version of RelayFax you are running. RelayFax can be download from [here](#). Previous version can be download from [here](#).  
\*\*\*NOTE: Please ensure you download the same version of RelayFax that you were running on the old server.
4. Run the installation file on the new server and ensure the proper installation path is selected during the installation wizard.
5. As well, during the installation process, when prompted be sure the option “Start RelayFax as a system service” is selected.
6. Start RelayFax.