

Fax Central Quickstart Guide

To print a fax message:

PRESS	1	to Play new messages
	TUV 8	to hear fax Transmittal options
	PQRS 7	to Receive a fax (when calling from fax machine)
	GHI 4	to Input the fax number you would like the fax message sent to
	#	to have subsequent faxes sent to the same number
	ABC 2	to Accept
	GHI 4	to Input the number again
	TUV 8	to schedule Future Delivery
	ABC 2	to Cancel
	WXY 9	to Deliver and Exit

To give your fax message:

PRESS	GHI 4	to Give the message to another subscriber on your network: Enter the mailbox number & press # or wait Press * to delete an incorrect mailbox entry Repeat for all recipients
	#	to Give your fax message

FAX CENTRAL

Fax Central is a fax-to-email service that provides you with an optional private fax number that enables you to receive and view fax documents via email in electronic format. You can access faxes wherever you can access your email, and can forward them as email attachments. Fax Central can also store your digital fax file. Upon accessing that fax file, it can be forwarded to any fax number and output on a physical fax machine.

Fax retrieval from a telephone

To retrieve your fax message using the telephone, call your fax number, press "*" to login to the mailbox. Your passcode is the same as your mailbox number.

Pass code



Please note that your mailbox can hold up to 50 fax messages. When your mailbox is full, any new incoming fax messages will be rejected. Therefore it is important to clear your mailbox regularly.

PLAYING AND PRINTING YOUR FAX MESSAGES

When you play your messages, the system will announce what type of message you received.



Usage charges apply when printing a fax document to a fax machine.

