



## FAX ON DEMAND INSTRUCTIONS

**ADMINISTRATIVE USE ONLY**

Date: 10/28/2004

<b>Name:</b>	_____
<b>Company Name:</b>	_____
<b>Replay #:</b>	_____
<b>Access Code:</b>	_____
<b>Notes:</b>	_____
	_____
	_____

### PLACING DOCUMENTS INTO YOUR SYSTEM

Each document in your fax on demand must be assigned a corresponding 3-digit number. We recommend that you start with document 101 and continue sequentially from there (ex. the second document would be 102...)

*NOTE: Please note that a document can consist of multiple pages.*

### LOADING A DOCUMENT FROM YOUR FAX MACHINE

**(THIS OPERATION MUST BE DONE FROM THE PHONE ON THE FAX)**

1. Dial your toll free number from a fax machine.
2. As soon as you hear a voice, select the star key [\*].
3. You will then be prompted to enter your four-digit personal access code
4. Press 2 to store or delete a document.
5. Press 1 to add a **NEW** fax document.
6. Press 1 to confirm you are calling from a fax machine.
7. Enter a 3-digit fax document number (start with 101), then press the # key.
8. When prompted, press the start key on your fax machine.



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**RECORDING PERSONALIZED GREETINGS (Optional):**

PLEASE NOTE: If you are only loading a single document, it is not necessary to record either of these greetings! You may however wish to record the initial greeting for the purpose of personalizing your fax on demand service.

1. Dial your toll free number.
2. As soon as you hear a voice, select the star key [\*].
3. You will then be prompted to enter your four-digit personal access code
4. Select 3 to enter the "Greetings" menu

***Press 1 for the initial greeting (for one document only):***

This prompts the caller to enter the area code and phone number of their fax machine. You may elect to customize this greeting, however the greeting **must** end by asking the caller to enter the area code and phone number of their fax machine, followed by the pound (#) key.

*Example: You have reached Smart Office Solutions Fax on Demand System. Please enter your fax number followed by the pound (#) key.*

***Press 2 for the document greeting (use for multiple documents):***

*NOTE: This greeting should ONLY be recorded if you have more than one document loaded in the system. A document can consist of multiple pages.*

If you have multiple documents, you must record this greeting, and ask the caller to enter the 3-digit number of the document they wish to receive, followed by the pound (#) key.

*Example: For document A press 101 pound (#), for document B press 102 pound (#), etc...*

