

TELEVEND SERVICES, INC.
INTERACTIVE VOICE & FAX SOLUTIONS

Greetings!

Thank you for allowing us the opportunity to serve you and your patrons with our public fax service.

Fax24 Set-up Instructions (Floor Unit)

- Step 1:** Remove both the kiosk from the large box and the fax machine from the small box.
- Step 2:** **IMPORTANT:** Lift the hinged plastic instruction cover on the kiosk so that the instruction cover is vertical.
- Step 3:** Place the fax machine over the key-hole slots on the kiosk and then slide the fax machine forward until it stops (It is *not* necessary to tighten the nuts). Lift the cover at the front of the fax machine and insert one of the rolls of fax paper. Easy instructions for loading the fax paper are on the underside of the fax machine cover. Close the fax machine cover.
- Step 4:** Plug the short phone cord from the black dialer into the third phone jack on the left side of the fax machine. Plug the long phone cord from the dialer into the wall phone jack. Feed the power cord through the hole in the kiosk and plug into the wall outlet.
- Step 5:** Lower the plastic instruction cover so that it is resting on the fax machine. **It is very important that the plastic instruction cover is resting on the fax machine and not behind it.** It acts a platform for documents being transmitted.
- Step 6:** Attach the plastic "Fax Rate" sign to the back of the kiosk with the attached Velcro. The bottom of the rate sign should be resting in the black bracket.

You are now ready to test your Fax24 Kiosk. Use the attached fax card to send a test fax to your own fax machine.

Good luck, and thanks again!

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