

TELEVEND SERVICES, INC.
INTERACTIVE VOICE & FAX SOLUTIONS

Replacing the Brother Fax 275

- Step 1:** Lift the hinged plastic “instruction cover” on the kiosk so that the instruction cover is vertical.
- Step 2:** Unplug the black phone wire and the handset cord on the left side of the fax machine. You’ll be able to reuse the handset with your replacement fax.
- Step 3:** Unplug the electrical cord of the fax and slide the fax back and up and lift it up out of the kiosk.
- Step 4:** Place the new Brother Fax275 over the holes on the shelf of the kiosk and drop in place and slide it forward until it stops.
- Step 5:** Plug the short phone cord from the black dialer into the third phone jack on the left side of the fax machine. Feed the power cord through the hole in the kiosk and plug into the wall outlet. Reinstall the paper roll and the handset.
- Step 6:** **IMPORTANT:** Lower the “instruction cover” so that it is resting on the fax machine. This gives a needed platform for placing the documents when sending a fax. Thank you.

Please repackage the old Brother Fax275 in the same box you received with the new one. A prepaid shipping label and address label are included. Thank you.

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