

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**

- Step 1:** Remove the packing material.
- Step 2:** Lift the hinged plastic instruction cover on the kiosk so that the instruction cover is vertical.
- Step 3:** 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 and **then lower the plastic instruction cover so that it is resting on the fax machine.**
- Step 4:** Plug in the phone line and the power cord.
- Step 5:** Attach the plastic fax rate sign with the Velcro on the back of the kiosk. The bottom of the rate sign should rest in the black bracket on the back of the kiosk.

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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