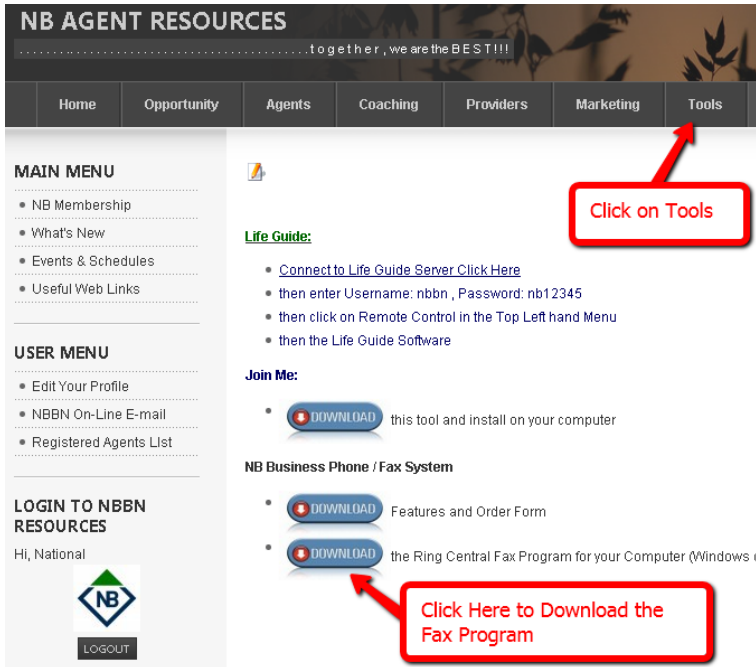
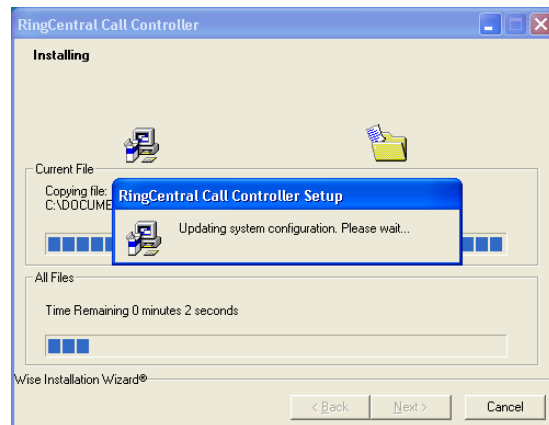
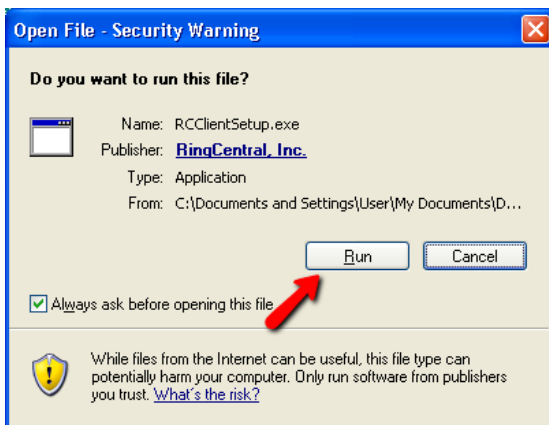


How to Setup Fax System:

1. Download & Install the Ring Central Program from NB Agent Resources :

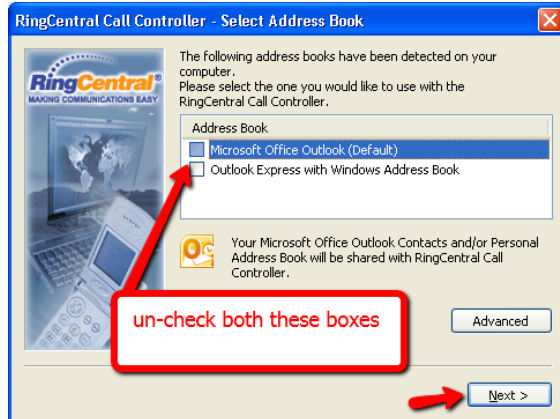
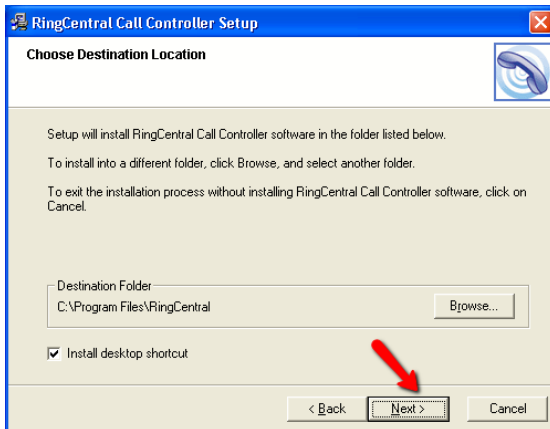
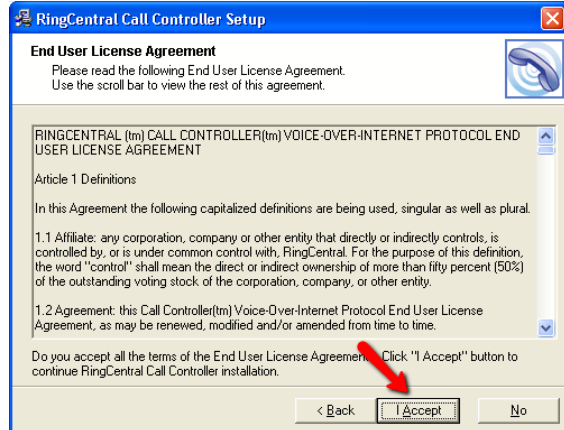
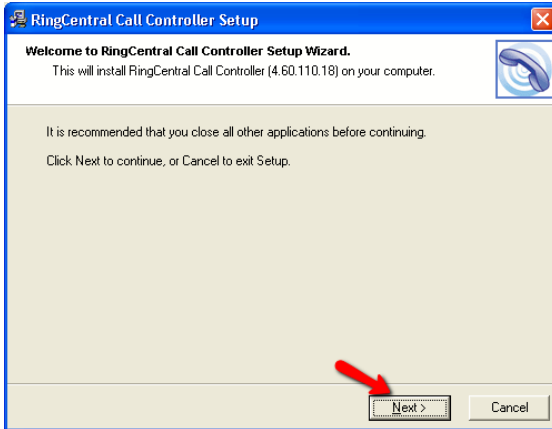


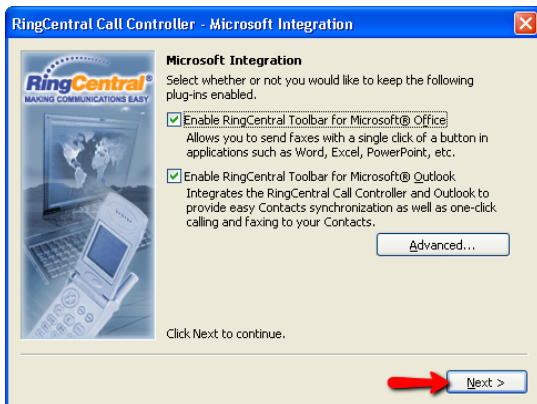
2. Installation Instructions:



This will take several minutes . . . Complete the installation; there are some images to guide you through the process as follows.

Phone/PBX/Fax System Setup Instructions





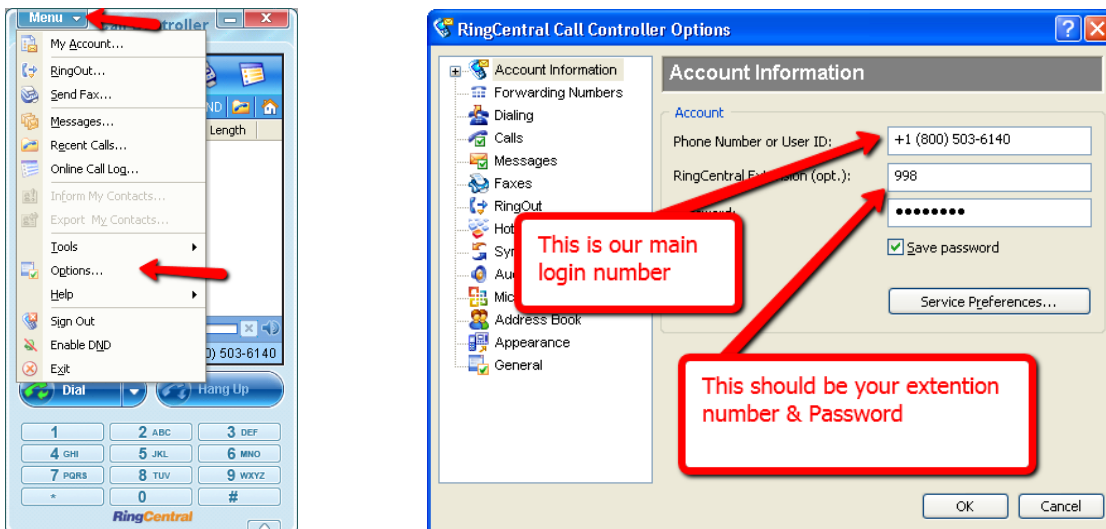
Your Installation is now complete and we just need to configure the FAX system.

Once the program launches it will look like one of the following:



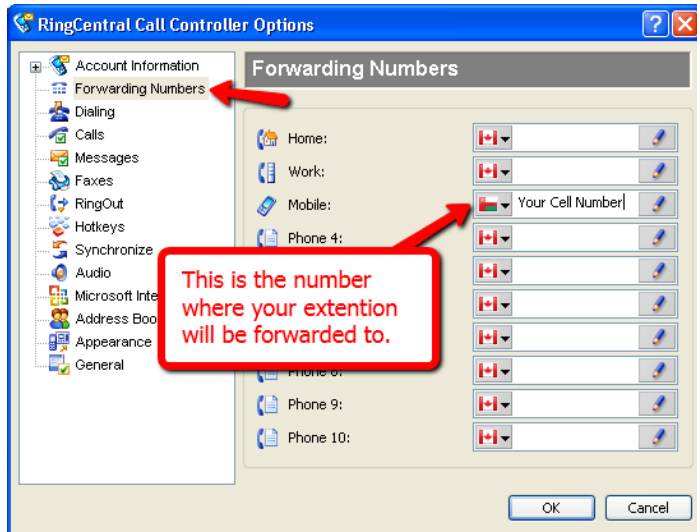
Instructions to configure the Ring Central Call Controller:

Click on the Menu and then Options:



Make sure that the User ID is set to: +1 (800) 503-6140
Then type your extension number and password.

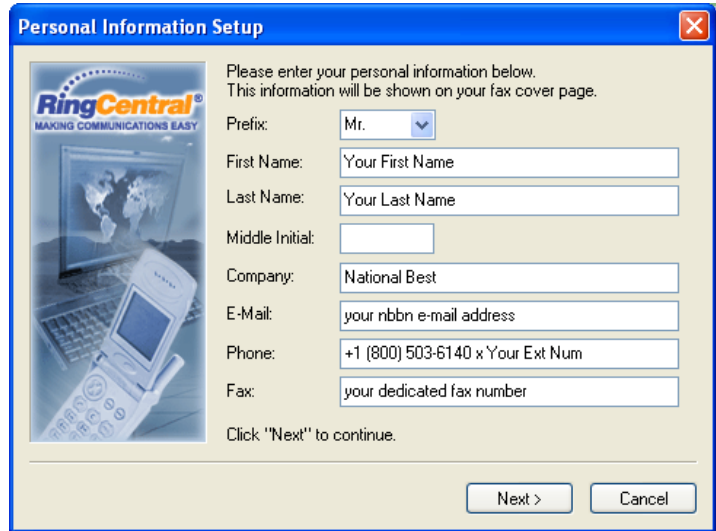
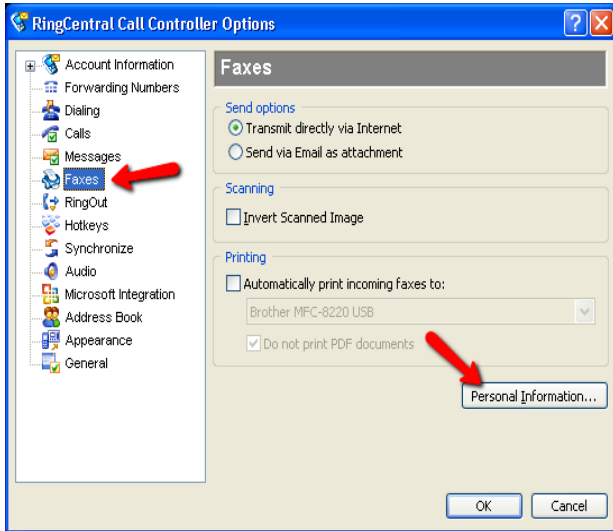
Click on forwarding numbers, and type the phone number where you want your extension to ring.



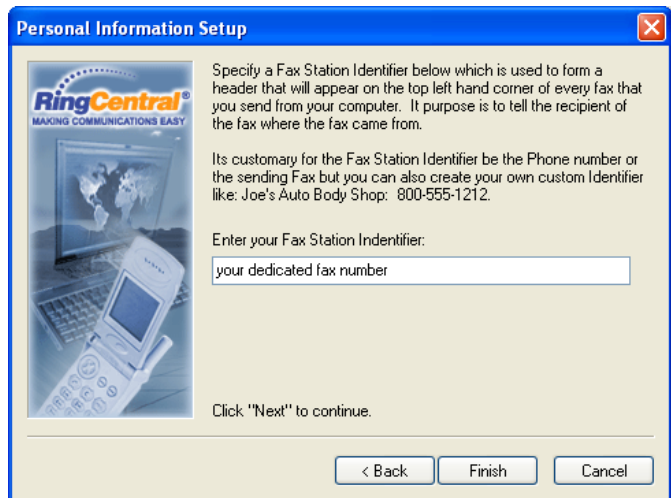
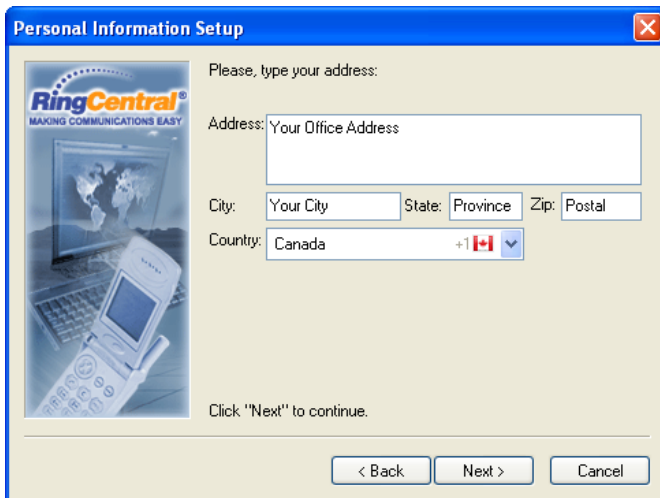
Phone/PBX/Fax System Setup Instructions



FAX Setup: Click on Faxes in the left menu and then click on Personal information: Complete the information as described.



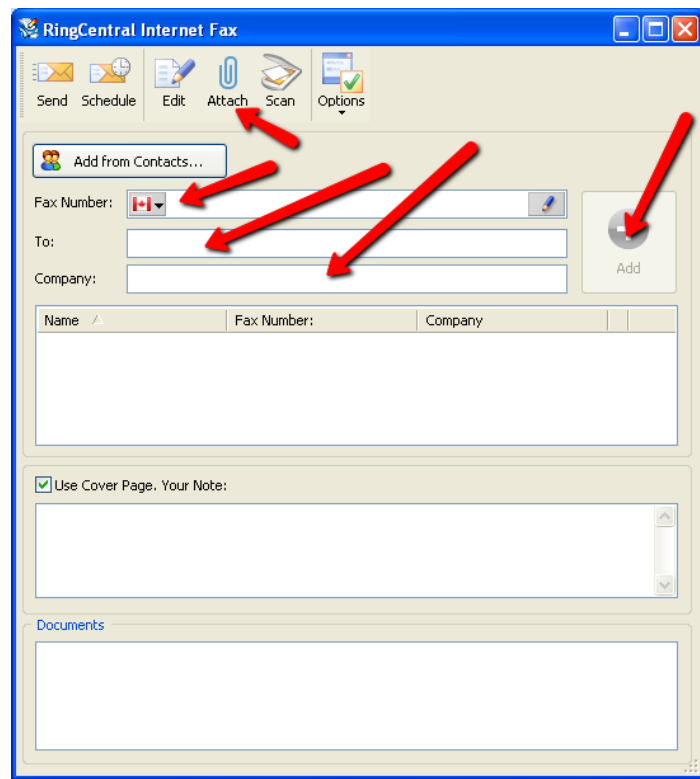
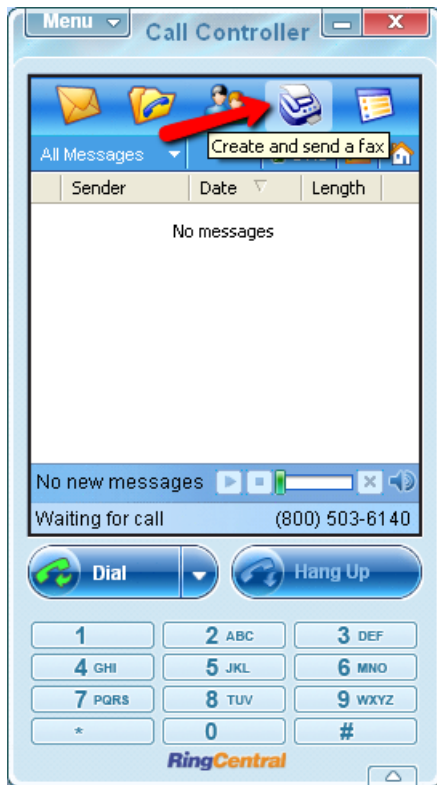
If you don't have a dedicated FAX number use your Agency Owner's dedicated fax number



Complete all the personal information in this section and then click Finish then OK

Phone/PBX/Fax System Setup Instructions

To Send a Fax from your Computer: Click on the Fax icon on the controller:



Type the fax number, Name of the person (optional) and Company (optional), & then click Add
Click on attach to add the documents (files) to Fax.