

Recording a **Fax File** for Broadcast

To Record Your Fax File for Broadcast:

You will need your 10-digit Broadcast Box number and your Broadcast Box security code.

- Step 1.** Fax the document you want to broadcast to your 10-digit **Broadcast Box** number. Wait for the fax to go through.
- Step 2.** Re-dial your 10-digit **Broadcast Box** number. You will hear your recording.
- Step 3.** Press the * key while your message is playing.
- Step 4.** The automated attendant will say, "Please enter your security code." Enter your **Broadcast Box** security code.
After a brief pause, you will hear the attendant say, "You have no voice messages and one unread fax message."
- Step 5.** Press "3" (Fax Center Menu).
- Step 6.** Press "7" to save the fax. The attendant will say, "Please enter Document Number to save. Finish by pressing the # key..." You may enter any number from 1 to 9999. Use a different number for each message.
- Step 7.** Enter the 3-digit extension for this document. Then press the # key. The attendant will say, "Document saved." Go to Step 8.
If the extension was previously recorded you will hear, "This document already exists. Press "1" to overwrite, or any other key to cancel."
- Step 8.** Hang up. Repeat steps 1 through 8 for each document that you want to save for broadcast.
- Step 9.** Refer to the instructions for "Scheduling a Fax Broadcast" to broadcast your document.

Congratulations!
You have successfully recorded a fax file for broadcast.

For assistance, please call
1-800-453-2251 ext. 102