

DOWNLOADING YOUR FAXES

24 HOUR
DOC-ON-DEMAND
SERVICE

303-380-8080

MULTI-LINK
Small Business Telecom & Computing

Visit Our Web Site @ www.multilinkon.com

Downloading Your Faxes

Fax Messaging allows you to give out your mailbox number for people to fax documents directly to your mailbox. You have three ways to download your faxes:

- **Personal delivery** – faxes are delivered to a pre-programmed number, usually your home or office fax.
- **General delivery** – you enter the number of the fax machine to which you would like your fax delivered.
- **Current line delivery** – you call from the handset of a fax machine and press start when prompted.

The easiest method is Personal delivery which is your fax number programmed into our servers by Multi-Link Customer Service. You may also choose General Delivery or Current Line Delivery depending on your situation.

Personal Delivery –

make sure your fax line is open

After accessing your service with your security code

Press **1** to access your messages

Press **9 2** for Personal Delivery

You can only mark four messages for Personal Delivery per retrieval session

Press **2** to save the fax message

Press **5** to delete the fax message

Changing Your Personal Delivery Fax Number

After accessing your service with your security code

Press **8** for Personal Options Menu

Press **7** for fax options

Press **3** to enter change your personal fax number

Press **0 0** followed by the ten-digit fax number to receive Personal Delivery faxes

Press **#** to log the number

General Delivery

After accessing your service with your security code

Press **1** to access your messages

Press **9 1** to mark the message for general delivery

Press *** 1 9** to process the fax

Press **9** to address the fax

Press **0 0** followed by the number of the fax machine you are downloading to

Press **# #** to send the fax

Press **2** to save the fax message

Press **5** to delete the fax message

Current Line Delivery

You do not need to know the number of the fax machine you are downloading to

Use any fax machine like a telephone

Call your service

Access your service with your security code

Press **1** to access your messages

Press **9 3** for Current Line Delivery

Press *** 1 9** to process the fax

Press **9** to address the fax

Press [start] on the fax machine