



Vanity Fax Numbers

User Guide



Vanity Fax Numbers User Guide

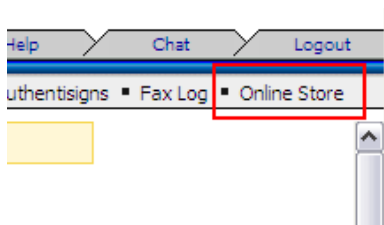
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Purchasing your Fax Number

- Click the 'Online Store' link located on the main menu or click the link located in the 'Fax Settings' section of your 'My Preferences'.



Fax Back Numbers

Primary: 1-888-895-6524 [Click here to purchase a local or toll free fax number](#)

Secondary: 1-719-434-9525

Local/Toll Free Fax Numbers

[E-mail this product to a friend](#)

Purchase/Renew Local Fax Number

SKU: PERFAXNUM
Price: \$39.00

Quantity: 1

Purchase/Renew Toll Free Fax Number

SKU: TOLLFREEFAX
Price: \$59.00

Quantity: 1

You have the option to choose between a 'Local' or 'Toll Free' fax number. You can have either a 'Local' or 'Toll Free' fax number but not both.

Click the 'Add to Cart' button, then follow the directions to finish the purchase.



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Sample Receipt

- A sample of the receipt you will receive after purchase.

Locale Setting:	en-US	
Payment Method:	Credit Card	
Card Type:		
Card Name:	Lance Campbell	
Account	Billing Address	Shipping Address
Name:	Lance Campbell	Lance Campbell
Company:	CDM Inc.	CDM Inc.
Address:		
City:	London	London
State:	ON	ON
Zip:		
Country:	Canada	Canada
Phone:	555-555-5555	555-555-5555

Product	Quantity	Sub Total:
Local/Toll Free Fax Numbers-Purchase/Renew Local Fax Number SKU: PERFAXNUM This item has free shipping	1	\$39.00


Subtotal: \$0.00



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Selecting your Fax Number

- Once your fax number purchase has been processed through the online store, return to the 'Fax Settings' section of your 'My Preferences'.
- Click the 'Click Here' link to select and activate your fax number.
- Follow the activation instructions provide on the page to complete the process.

 Our records indicate you have recently purchased a dedicated fax number. [Click Here](#) to activate your dedicated number.

Dedicated Fax Number Activation Instructions

- To activate your personal fax number follow the simple instructions below:
Select an area code from the drop-down menu. This will populate the list below with available fax numbers from that area code.
Select a fax number from the list of available fax numbers. Be sure to select the fax number you want as this cannot be changed later.
- Click the 'Activate Fax Number' button. The selected fax number is immediately active and can be used right away!
Thank you for purchasing your own fax number!

Dedicated Fax Number Activation Instructions

- To activate your personal fax number follow the simple instructions below:
Select a fax number from the list of available fax numbers. Be sure to select the fax number you want as this cannot be changed later.
- Click the 'Activate Fax Number' button. The selected fax number is immediately active and can be used right away!
Thank you for purchasing your own fax number!

Step 1: Select Area Code

Area Codes:

Step 2: Select Fax Number

Local Fax Numbers:

216-236-7768	▲
216-504-9669	☰
216-674-5481	
216-674-5482	
216-674-5483	
216-674-5485	
216-674-5486	
216-674-5487	▼



Toll Free Fax Numbers:

888-207-7013	▲
888-208-2017	☰
888-209-0078	
888-209-7668	
888-235-7654	
888-235-9876	
888-235-9894	
888-236-2465	▼





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Using your Fax Number

- Once activated, your fax number will appear on all new and existing cover sheets.

Note: Fax numbers are valid for 1 year from date of purchase.

Fax Back Numbers
Fax Number: 1-888-207-7013
Expiry Date: 12/9/2010

Note: Faxes sent to your dedicated fax number without a fax-back cover sheet will be forwarded to the email address on your account and stored in your DocBox inbox. The email address on your account can be changed by clicking the "User Information" option in the left menu.

Fax-Back Cover Sheet

This fax must be sent to 1-516-717-2621 to be processed.



I Would Like To:
Search:

Press and hold the CTRL key to select multiple documents.

- InBox Documents
 - Century 21 Sunshine Realty - Administrative Sales Information Sheet
 - Received Fax**
- Transactions
- Shared Documents
- Packages
- My Folders

Note: Faxes sent to your dedicated fax number without a fax-back cover sheet will be forwarded to the email address on your account and stored in your DocBox inbox.