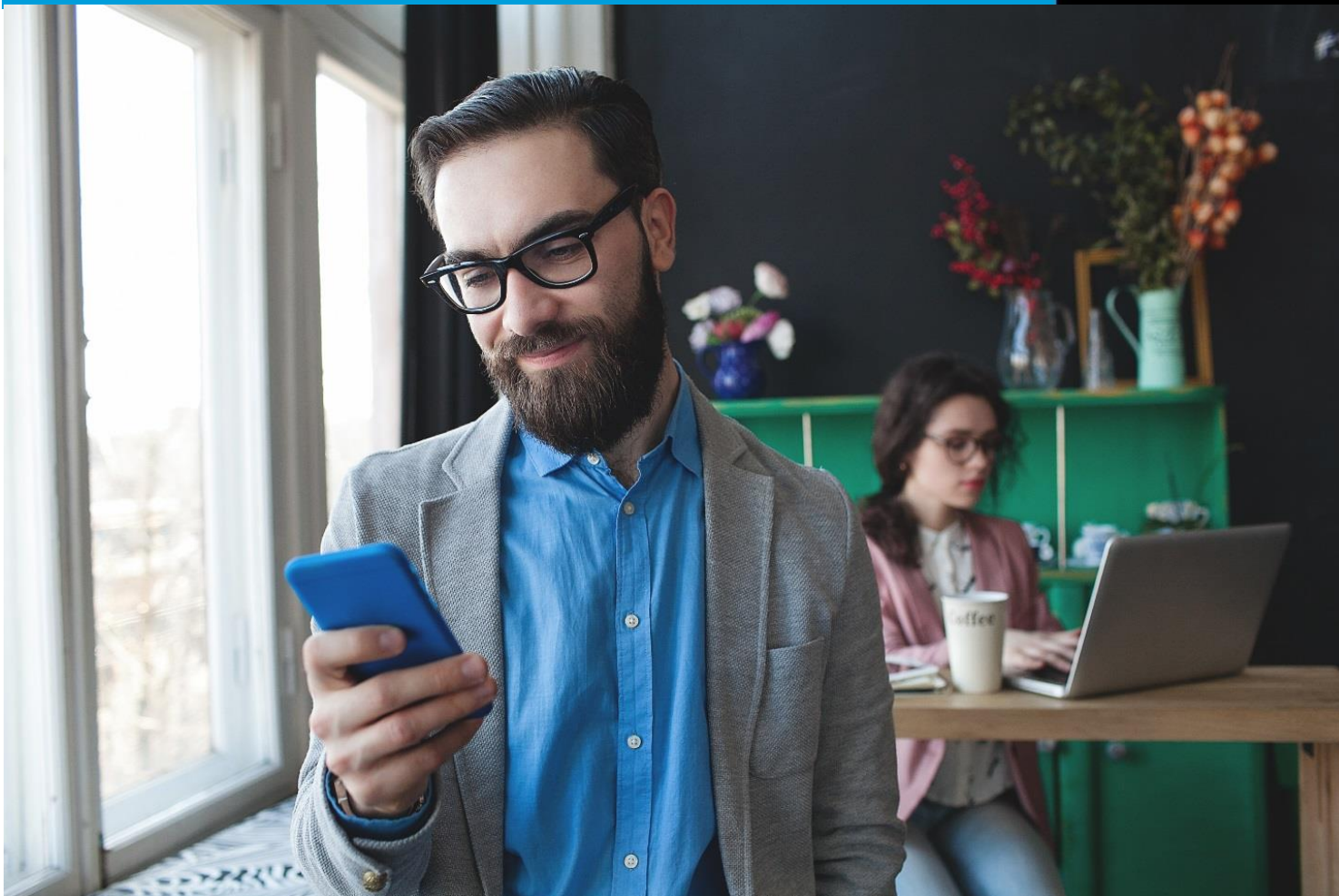


# AT&T Website Solutions<sup>SM</sup>

Online Fax Multi-line Administrator User Guide



AT&T Business



The Online Fax Multi-line suite provides packages that include several fax numbers and allow for the send/receive of large quantities of faxes from virtually device.



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## Introduction

Online Fax Multi-line is an Administration interface, which allows you to configure and manage multiple fax numbers. Through this interface, you can also assign numbers to a user and specify whether this number should be US local, or toll free.

**Note:** Once a package is purchased, and you find that you require more numbers or want to increase the fax limit, please call customer service directly for assistance.

Send and receive faxes in email format, access your faxes from a mobile device or an email client. With Internet access, Online Fax Multi-line allows you to send faxes without using a fax machine or a second phone line from anywhere.

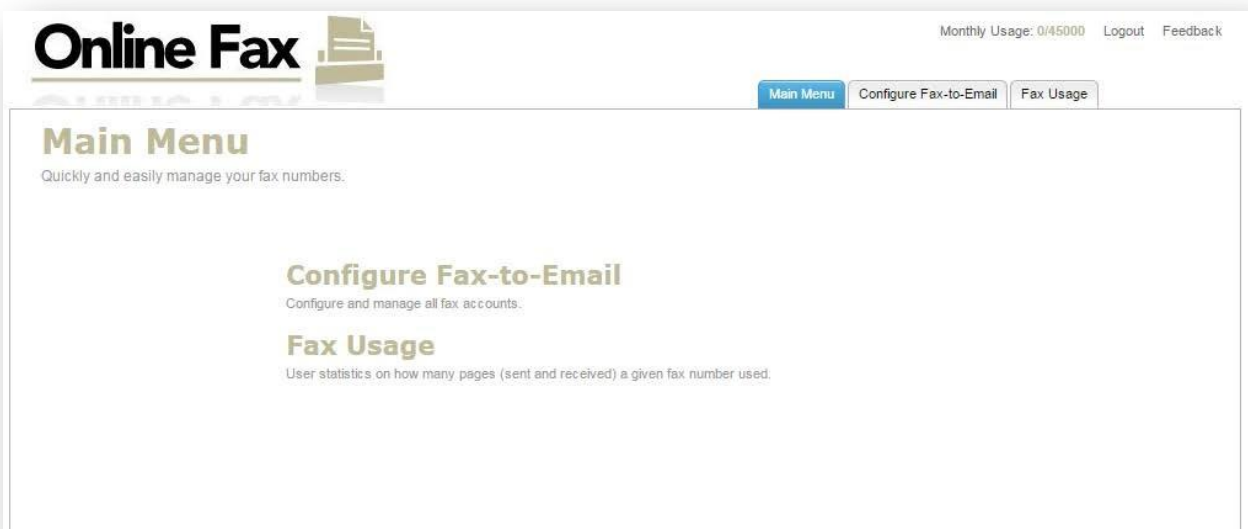
## Online Fax Multi-line Administration Panel

The Administration Panel allows the administrator to setup a user account to receive faxes at any email address. This email address will be assigned a randomly selected fax number from our system.

TO LAUNCH Online Fax Multi-line:

- Click on the **Online Fax Multi line** icon.

The application opens in a new window.



## Navigation

The main menu is located on the top right corner of Online Fax Multi-line:

- **Main Menu:** links you to the main page within Online Fax Multi-line
- **Configure Fax-to-Email:** allows you configure and manage all fax accounts
- **Fax Usage:** allows you to view user statistics on how many pages used
- **Monthly Usage:** displays your monthly statistics in the top-right corner
- **Logout:** logs you out from the system

- **Feedback:** allows you to send feedback concerning Online Fax Multi-line

## Configure Multi-line Fax

This section allows you to assign users to a Fax number. You can assign users to either a local US number, or toll free number. In addition to setting up new accounts, you can also transfer fax numbers from one user to another.

### Configure Fax-to-Email

Configure and manage email accounts associated with the Fax-to-Email service.

**Accounts**

Email Address	Fax Number	Type	Status
tom@	8446901070	Toll Free	Active
tom@	8447291993	Toll Free	Pending
tom@	8448070663	Toll Free	Active
tom@	8448243602	Toll Free	Active
tom@	8448929763	Toll Free	Active

**Account Details**

The registered email address will receive all fax communications.

Fax Number:

Email Address:

Password:

ATTENTION: Please ensure that the email address you have provided is correct. If you need to cancel a fax number, please contact customer service.

## Setting up a Toll Free Number

TO SET UP A TOLL FREE FAX NUMBER:

1. Select **Toll Free** from the **Type** dropdown.

Email Address	Fax Number	Type	Status
tom@	8446901070	Toll Free	Active
tom@	8447291993	Toll Free	Pending
tom@	8448070663	Toll Free	Active
tom@	8448243602	Toll Free	Active
tom@	8448929763	Toll Free	Active

**Note:** Account Details section becomes active.

2. Enter the following details:

**Account Details**

The registered email address below will receive all fax communications.

Fax Number:

Email Address:

Password:

**ATTENTION:** Please ensure that the email address you have provided is correct. You will need to contact customer service to change it later.  
If you need to cancel a fax number, please contact customer service.

- **Email Address** – enter the email address of the person receiving fax communications. **Note:** You will not be able to edit the email address once you register the account. Please, be sure to verify your information. If you need to delete a fax number, please contact customer service.
- **Password** – enter a password.  
**Note:** This is a mandatory, but temporary password. The user will be prompted to create a new password when they log-in for the first time. They will not be required to know or use the temporary password entered here.

3. Click **Apply**.

**Note:** Please wait up to 15 minutes for the system to assign a fax number to your email.

## Setting up a Local US Number

TO SET UP A LOCAL US NUMBER:

1. Select from the **Type** dropdown **Local US**.

Email Address	Fax Number	Type
Unconfigured Contact	Unassigned	Local US <input type="button" value="v"/>
Unconfigured Contact	Unassigned	Toll Free <input type="button" value="v"/>

**Note:** Account Details section becomes active.

2. Enter the following details:

#### Account Details

The registered email address below will receive all fax communications.

State/Prov:

Area Code:

Email Address:

Password:

**ATTENTION:** Please ensure that the email address you have provided is correct. You will need to contact customer service to change it later.  
If you need to cancel a fax number, please contact customer service.

- **State/Prov** – select the state or province for local US number.
- **Area Code** – select the area code for local US number.
- **Email Address** – enter the email address for the person receiving fax communications. **Note:** You will not be able to edit the email address once you register the account. Please, be sure to verify your information. If you need to delete a fax number, please contact customer service.
- **Password** – enter a password for the fax.



**Note:** This is a mandatory, but temporary password. The user will be prompted to create a new password when they log-in for the first time. They will not be required to know or use the temporary password entered here.

3. Click **Apply**.

**Note:** Please wait up to 15 minutes for the system to assign a fax number to your email.

### Transferring a Fax Number

TO SET UP A LOCAL US NUMBER:

1. Select **Transfer Number** from the **Type** drop-down.

Email Address	Fax Number	Type
Unconfigured Contact	Unassigned	Transfer Number <input type="button" value="v"/>
Unconfigured Contact	Unassigned	Toll Free <input type="button" value="v"/>

**Note:** Account Details section becomes active.

2. Enter the following details:



**Account Details**

Authorize Fax Number Transfer

Fax Number to Transfer:  --  --

Name:

Billing Address:

Current Service Provider:

Email Address:

Password:

PLEASE READ:

- There is a fee charged to transfer your telephone number. Contact customer service for more information.
- Please ensure that the email address you have provided is correct. You will need to contact customer service to change it later.
- If you need to delete an instance of the fax to email service, please contact customer service.

I have read and accept the Terms & Conditions outlined in the Letter of Authorization

[Click to read Letter of authorization](#)

- **Fax Number to Transfer** – enter your old fax number.
- **Name** – enter your full name.
- **Billing Address** – enter your billing address.
- **Current Service Provider** – enter your current fax provider’s name.
- **Email Address** – enter email address for the person receiving fax communications.
- **Password** – enter a password for the fax.

**Note:** Please read the Terms and Conditions before submitting your information. Clicking the Letter of authorization button opens a new window displaying the terms and conditions with the information that you have provided.

3. Click **Submit**.