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EQUIPMENT QUICK START GUIDE SERIES

YOUR GUIDE FOR:

Linksys Fax Adapter

CloudBusinessPhone.com

Linksys Fax Adapter Quick Reference Guide



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Introduction to your Hosted PBX Fax Adapter

Welcome! Your new Fax Adapter allows you to use an existing fax machine to send and receive faxes through the network. Plug the Fax Adapter into your existing data network and plug your fax machine into port marked Phone 1. You will have received an email with the phone number associated with your Fax Adapter.

How to use your Fax Adapter

Sending a Fax

Once your fax machine has been plugged into the Phone 1 port on the fax adapter, send a fax as you usually would by dialing the desired number and pressing send.

Receiving a Fax

If your fax number is new, make sure you have provided the number to the people who send you faxes. Your fax machine will receive faxes automatically once plugged into the fax adapter.

Configurations

If you are having problems with faxing, you may need to refer to your fax machine owner's manual and adjust the configuration on your fax machine. For best performance with Home Office Phone Service:

- If your fax machine has an "ECM" ("Error Correction Mode) feature, disable this function,
- Check your fax machine's speed (sometimes called "Baud Rate"), and set it to 9600 or lowest possible speed.

If you are unsure of how to make these changes, please see your fax machine Owner's Manual.

Note: Not all devices are supported when used with the fax adapter. See the HPBX product schedule for more information

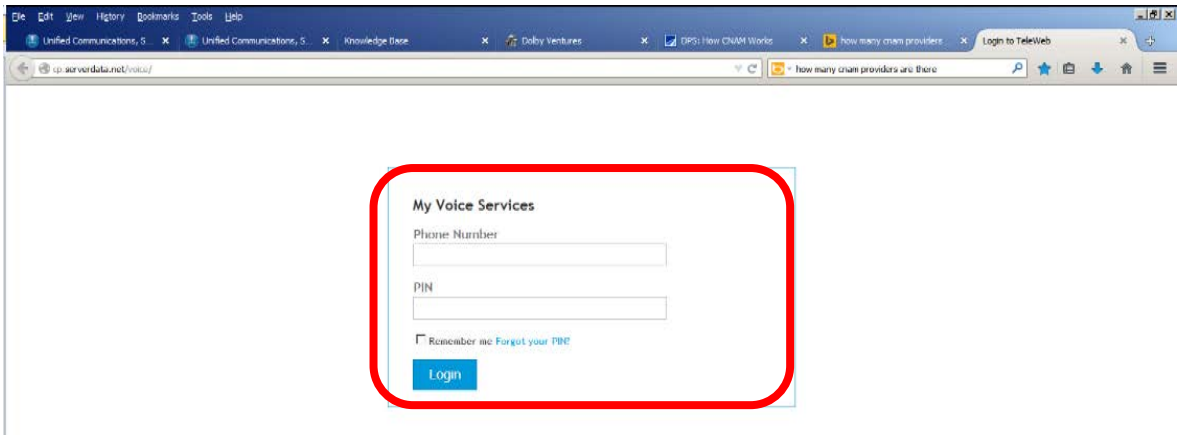
Making Changes to your Fax Adapter

You may log into your Admin Portal to make various changes to your Fax Adapter such as:

- Change the Outbound Caller ID- This is number displayed when someone receives a fax)
- Change the Failover Routing- This is the ability to send faxes to an alternate location in the event of a network outage
- Change the 911 Address- This is the ability to move the fax adapter to another address
- View Call History- This is the ability to view all calls in and out of the Fax adapter

To log into your Admin Portal:

1. Go to cp.serverdata.net/voice
2. Enter your Phone Number in the first field
3. Enter your Pin in the second field
4. Click the LOG IN button



Changing the Outbound Caller ID via Admin Portal

This is the phone number that is presented when you send a fax from a fax machine plugged into this Fax Adapter.

Choose between:

- The phone number assigned to the Fax Adapter
- Any other phone number assigned to your company
- Block the Outbound Caller ID

Failover Routing via Admin Portal

In the event of a network or phone system outage, you may have inbound faxes automatically sent to another fax machine or online fax service. Simply enter the phone number in the supplied field.

Changing 911 Address via Admin Portal

It is very important that the Fax Adapter resides at the address shown on the screen. If you dial 911 from a fax machine connected to this Fax Adapter and disconnect without giving the 911 dispatcher your address, the 911 dispatcher will send help to the address shown on the screen.

You may move the Fax Adapter to a new address providing you have updated the 911 page with the new address AND the system has validated that the new address is within the 911 coverage area.

Viewing Call History via Admin Portal

Use the Call History page to view all inbound and outbound calls (faxes) for this Fax Adapter.

Select the timeframe and method of viewing by clicking the month within the appropriate column:

- View - Will display your call history within your browser window
- Downloadable File - Will provide a "CSV" downloadable file that you may load into spreadsheet programs