

FAX ADAPTER

QUICK INSTALLATION GUIDE



OVERVIEW

Intermedia Hosted PBX Fax Adapter and fax line has been designed to use your existing broadband data connection as well as the existing data wiring in your office. In order to begin using your new Fax Adapter and service you must perform the following steps:

1. Ensure the Fax Adapter is installed at the proper address (see orange packing list in the box)
2. Activate your fax line
3. Install the Fax Adapter using your existing data network
4. Download the Reference Guides at <http://www.intermedia.net/visitor/acs/default.aspx?nav=dpNBU>

INSTALLING FAX ADAPTERS AT MULTIPLE LOCATIONS?

If you have ordered Fax Adapters for multiple locations, it is critical that each Fax Adapter is installed at the proper location. This is done to ensure that in the event of an emergency, the 911 operator receives the correct address when you call from a fax machine connected to a Fax Adapter. To view the assigned address for each fax adapter, please refer to the Packing List found in your shipping box.

ACTIVATING THE SERVICE

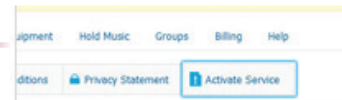
Before you can send or receive faxes, you need to activate your phone line. This also activates the billing for your phone line. To activate your phone line:

1. Go to <https://exchange.intermedia.net> and enter your Administrator Portal login name and password
2. Within the Account Info tab, click the Activate Service button
3. Activate the lines you intend to use. Lines will automatically activate 20 days from purchase

1



2



PARTS CHECK



Cisco Fax Adapter



Ethernet Cable

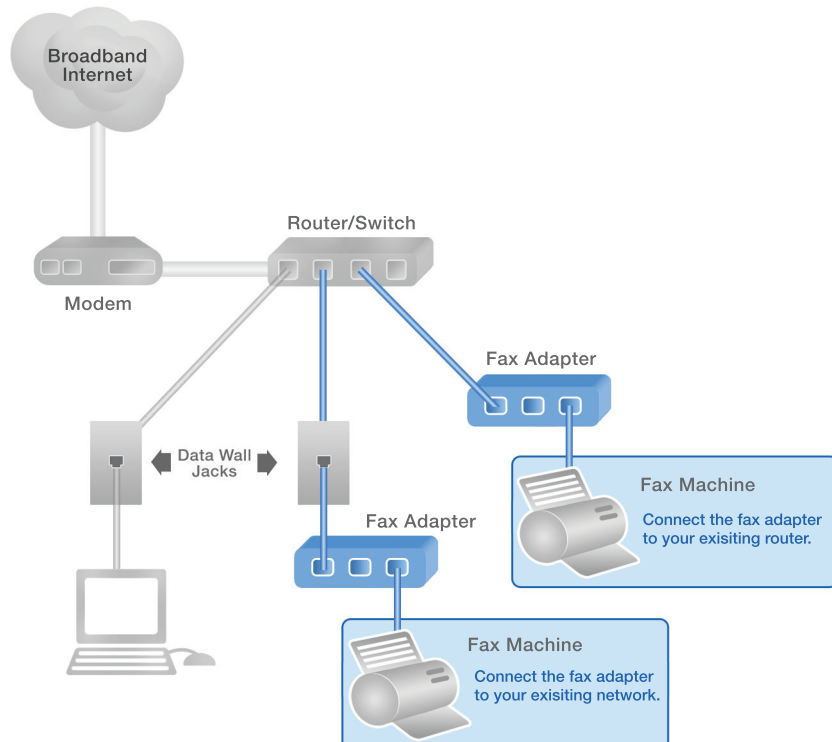


Power Adapter



Plug-end

INSTALLATION OVERVIEW



NEED HELP? Call 1-877-357-0750



INSTALLING THE FAX ADAPTER

1. Connecting Your Fax Machine

Using your existing fax machine and fax cord, plug the cord from the fax machine into the "PHONE 1" port on the back of the fax adapter.

NOTE: Phone 2 port has been disabled.

For best performance:

- If your fax machine has an "ECM" (Error Correction Mode) feature, please 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 refer to your particular fax machine's owners manual.



2. Connecting Your Ethernet Cable

Connect the included Ethernet network cable to the "INTERNET" port of the Fax Adapter. Connect the other end to a free Ethernet port on your router.



3. Assemble The Power Adapter

Slide the plug-end into the power adapter.



4. Connecting Power

Connect the power adapter to the "POWER" port on the back panel of the Fax Adapter. Connect the other end to a standard electrical outlet.



When the LED lights on the Phone Adapter are solidly lit green, you are ready to send and receive faxes.

GETTING HELP

If you have any questions regarding your Intermedia Hosted PBX, please contact Customer Service at:

1-877-357-0750

or visit

<https://hosting.intermedia.net/support/kb/>