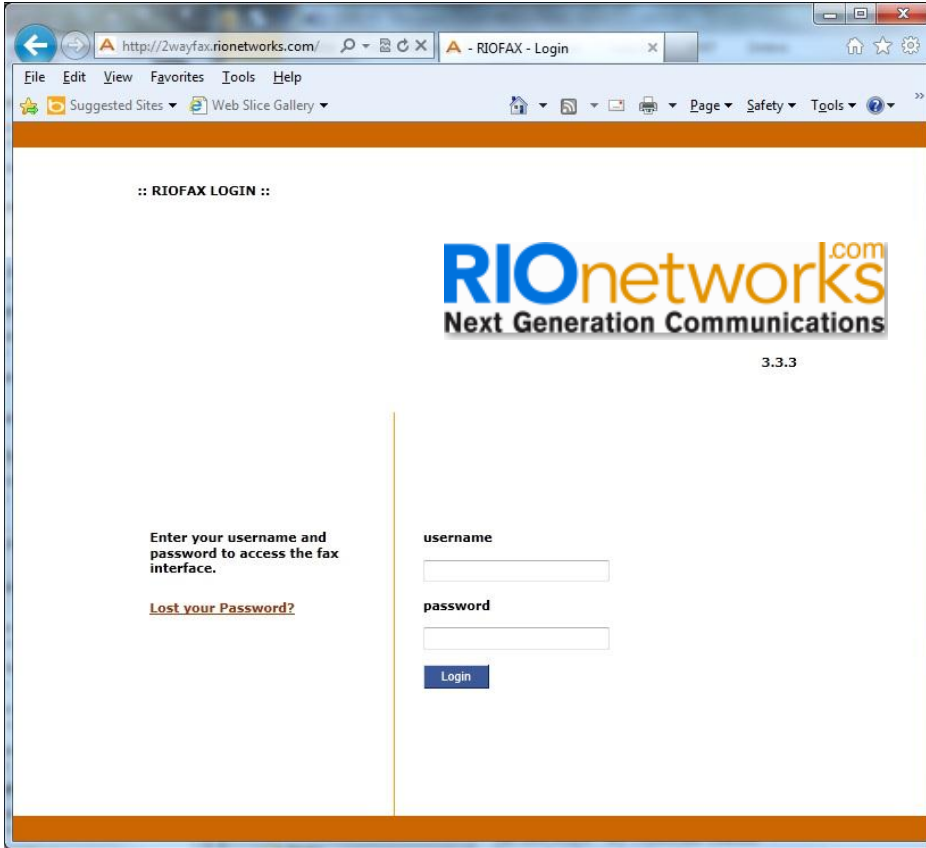
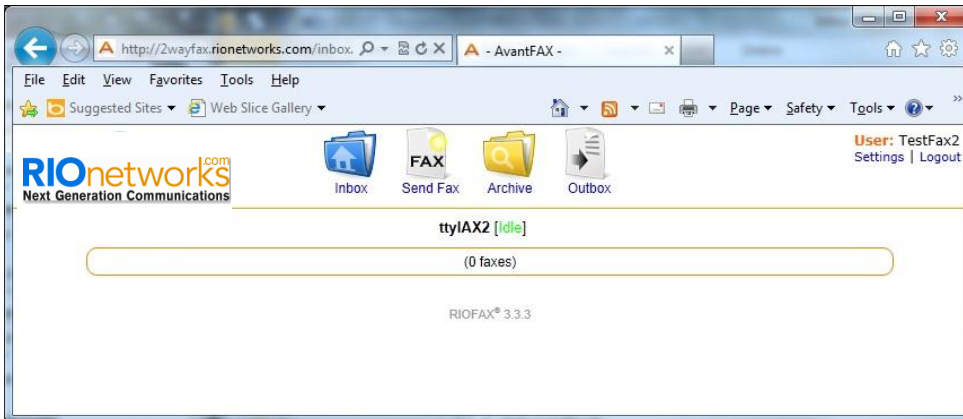


2-Way Fax Instruction

1. Open your Internet Browser and Brows to <http://2wayfax.rionetworks.com>



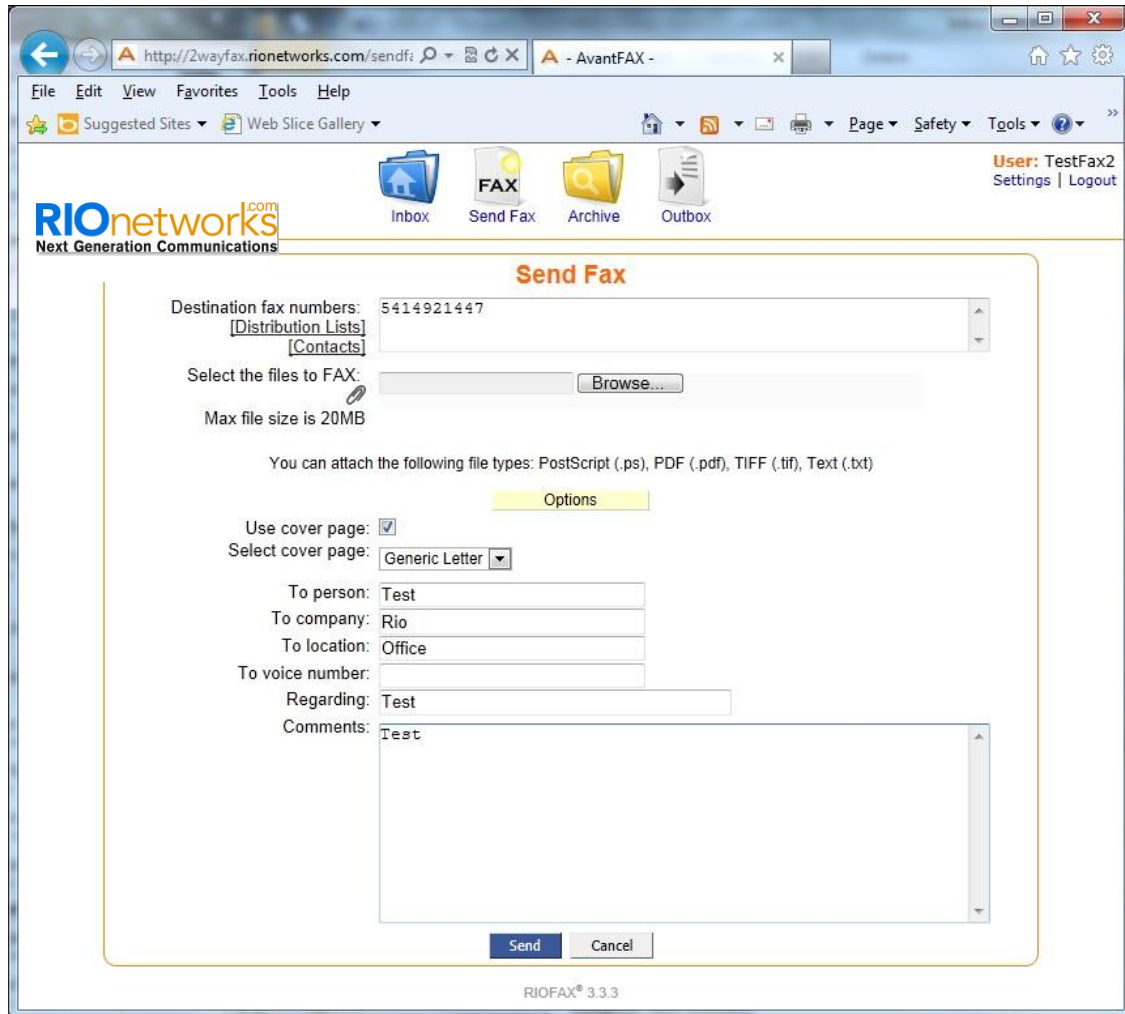
2. Login with your Username and Password. (If you do not have this information you will need to contact Rio Networks' Customer Support at 888-486-4414) Your screen will look like the image below.



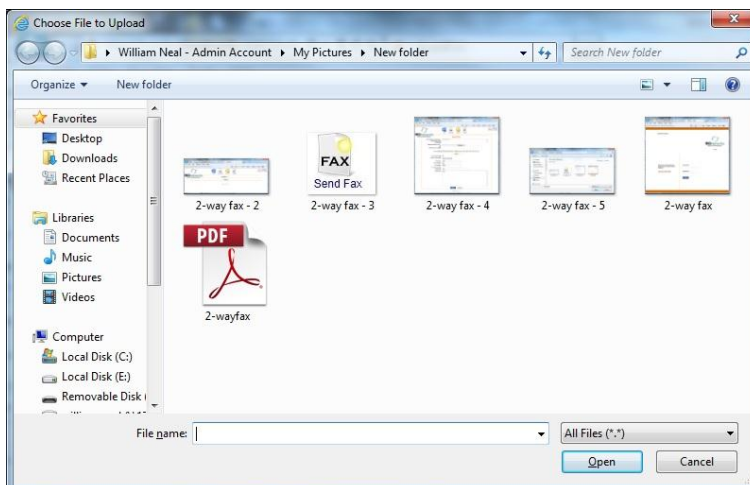
3. Click on Send Fax.



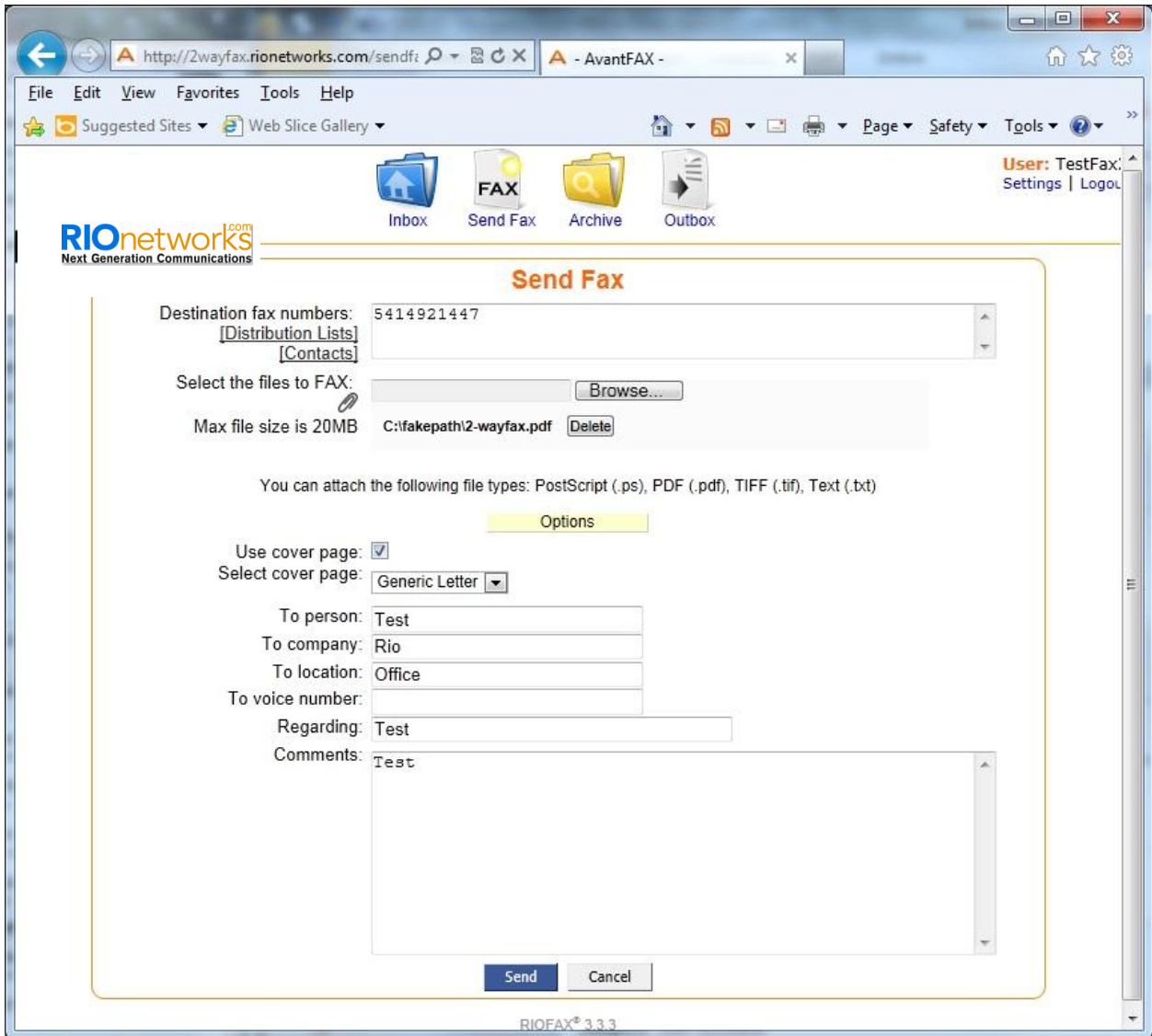
4. Fill out all appropriate information. Fax Number is required. You will enter the Fax number as if you are dialing from a phone. If it is long distance you will need a 1 at the beginning of the number. (To Person, To Company, To Location, Regarding, and Comments) This information is only necessary if have the Use cover page selected.



5. Press the Browse button beside the files to FAX option, and browse to the PDF file you would like to send and click Open at the bottom of that window.



- You will notice that the file you selected will be listed under the Max file size section of the window. This file must be under the 20 Mb maximum.



- Click the Send button at the bottom of the window. This will send out the fax to the number you entered. Inbound faxes will be sent to the e-mail address you requested when you signed up for the service.

For further questions, please contact Rio Customer Support at 888-486-4414.