Description	Customer (Please fill in)	Notes (IMPORTANT)
Company Name		
Contact Name		
Contact Email		
Telephone		
Billing Address		
Do wish to be able to send faxes from your MFD? **Y/N**		
Do you wish to automatically route faxes to your MFD or printer (please note fax reception to email is standard)? **Y/N**		Charges apply please refer to your Reseller
Do you wish to use your existing fax numbers? **Y/N**		
Does the line you are operating your fax number on have other services running on it (i.e. IINTERNET, ALARM, CREDIT/DEBIT SERVICES)? **Y/N.** **WE STRONGLY RECOMMEND THAT YOU CONTACT YOUR TELCO PROVIDER TO CONFIRM WHETHER YOU HAVE ANY SHARED SERVICES OPERATING ON YOUR FAX LINE. IF YOU DO NOT INFORM US OF THESE SERVICES YOU WILL LOSE THEM.**		**If yes you will either need a new fax number or remove the other services from the line pior to your number being ported to atFAX.**
Do you have any linked or stepper numbers associated with your published fax number? **Y/N**		If you wish to retain these numbers please include in the form below. An additional one off porting charge of $20 per number applies and will appear on your initial invoice. If you do not wish to retain these numbers please contact your Telco provider and request they be cancelled.
Name of Current Telecommunications Provider **(applicable only if you wish to retain your number)**		Number porting generally takes up to 10 days. atFAX provides a temporary DDI number(s) as standard. Please contact your Telecommunications provider and request a FORWARD from your current fax number. This will allow you to use atFAX immediately while porting is in process.
Account Number		
Account Name		
Notification Email (If different from above)		

DONOT CANCEL the line or service that is associated with the number you wish to port to atFAX. The line will be cancelled automatically as part of the porting process.

atFAX Set-up Form

Note/Name	Existing number to be ported (1)	Customer link numbers (2)	Email address(s) for reception (3)	TSI (Fax Header) Required (4)	Email address(s) allowed to send (5)	Printer name/Type/IP linked for reception (6)
Admin (Example only)	09 455 6789	NA	steve@abc.co.nz	ABC Ltd Admin Dept. Fax 094556789	steve@abc.co.nz	NA

Key for items above

(1) Your current fax number(s) that you wish to transfer to atFAX. If you are not porting your number leave blank. New fax numbers will be allocated by atFAX.

(2) Any customer link numbers that you wish to carry over to atFAX. Customer link numbers are numbers that have previously been set up by the customer associated or linked to their published fax numbers.

(3) A single email address for fax reception. The customer may set up an email group per number if it wishes to receive fax to more than one email address.

(4) The identification details you would like on your fax header (i.e. company name/dept. name/fax number).

(5) The email addresses that you want to be able to send fax from.

(6) This only applies if you have purchased the fax printing option.

Printing Notes (Applicable to fax print option)

Printers must be accessible from a central server/PC to run the automatic fax printing software

Email accounts used for reception need to be accessed by the automatic fax printer by POP3 or IMAP4

Sending and receiving fax from your multifunction printer

The multifunction printer(s) must be networked and set to scan to email externally in order to send and receive faxes.

Disclaimer

atFAX nor the Reseller are not responsible if telecommunication services are disconnected as a result of a request by the customer to port its number(s). This includes internet services and linked numbers.