



How to Download and Retrieve a fax to your Corner Cube Service

Helpful Hints: The system is automated and will walk you through the steps below.

Downloading your document into your Toll Free Number

NOTE: You must first record the greeting on the extension that you are downloading the fax to. You will need to include the instructions to press “ * “ to receive the fax. (i.e. Thank you for your interest in how to choose a Real Estate Agent. Please press * at any time to receive a faxed document explaining how to choose the best agent.)

1. Call the **Fax Center: 1.800.452.1659**, from your fax machine. (NOTE: do not put your document into the fax machine until Step 6).
2. Follow the prompts to enter your toll free **Corner Cube** number.
3. Confirm your toll free number by pressing 1 or if incorrect press 2. (Please re-enter your toll free number if it is incorrect).
4. The system will then ask for your 4-digit password. (If you don't know your password please call customer service at 1.800.357.2410).
5. Enter the extension number where this fax should be attached. NOTE: Make sure you have recorded a greeting on the extension with instructions on how to obtain the fax (“Please press * to receive a faxed document”). Confirm the extension number by pressing 1 or if incorrect press 2. (If incorrect, please re-enter your extension number).
6. Please place the document on the fax machine and press the Start button.
7. Once the fax is downloaded, please test to make sure it downloaded correctly by following the steps below to fax a document from you toll free number.

To retrieve a document via a fax machine:

1. Call your **Corner Cube** toll free number.
2. After your greeting starts, enter the 2-digit extension number where the document is located.
3. During the extension greeting Press the * button and then follow the directions to enter your fax number.
4. Press 1 to confirm your fax number or if incorrect press 2. (Please re-enter your fax number if it is incorrect). Once the fax number is confirmed, then the next step will be completed automatically. Process complete. The document is on its way!

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Version 1-2 Date: 11/12/2004