**SIP CHANNELS PROGRAMMING:  
each sip channel will be programmed to send a maximum of 45 faxes per hour**

**NEW CAMPAIGNS:  
When you click it will show a plus sign [+]  
You click on it and you can add a new campaign  
it will ask you for a campaign name  
you can add unlimited campaigns**

**FAX TO BE SENT:  
After you name the campaign it will ask you to upload the fax to be sent  
This fax will be sent to all the people in this campaign**

**CHOOSE THE DAYS TO SEND:  
the software will show the 30 day calendar and we will click the days of the month to send this campaign   
the software will send the campaign on the days we click on**

**LIST INSIDE CAMPAIGNS:  
it will ask you to upload the list of fax numbers in excel or csv file  
once we upload the file, it will show a checkmark and message – “File uploaded successfully”  
We will hit send key  
the software will begin sending the faxes and will send the same fax to each fax number in the list. The software will keep sending it till the list is finished.**

**AUTO REMOVE A FAX NUMBER:  
There will be a number at the bottom of each fax.   
If the receiver dials this number, it will ask for the receiver’s fax number. Once the receiver enters their fax number and the # key, their number will be automatically deleted from our list.**

**They will not be sent any more faxes even if their number is on a list.**