Creating Routes in a Range (Premise)

- 1. Login as the primary admin
- 2. Go to the ADMIN tab
- 3. Select the APPLICATION sub-tab
- 4. And then *Fax Routes* on the tree

TENANT CAPP	LICATION	>									
Tool Merikas		Selec	t action	• 🗲	▫⇐	3				Search for.	
Task Monitor			Route		Active	Manged By Tenant	Owned By Te	enant	Billing	User	Users
FaxBridge Devices			818			system					0
Fax Gateways			818			system					0
Cover Pages			818			system					0
Delivery Templates			818			system					0
Email Integration			818			system					0
File Stores			818			system					0
Account Codes			818			system					0
Diagnostic Reports			818			system					0
			818			system					0
			818			system					0
			818			system					0
			818			system					0
			818			system					0
			818			system					0
			818			system					0

- 5. To add routes in a Range select the "plus" sign
- 6. Once the Create New Item screen pops up, select RANGE

FAXAGENT			×
CREATE NEW ITEM		SAV	E RESET
Managed By Tenant: * system	Δ		•
BATCH RANGE	U		
DID Start	DID End		
8885551201	8885551212		ADD
fax routes must be a minimum of 10 digits and not s	start with a B		
Tenant	DID Start	DID End	

- 7. Select the Tenant you wish to assign these routes to from the drop down
- 8. Input the range using the DID Start and DID End boxes
 - **Note if you only need to add a single route, input that route in both boxes or use the BATCH option
- 9. Once you've input your range, select the ADD button on the right hand side
- 10. You will see the range populate below

FAXAGENT	×
CREATE NEW ITEM	SAVE RESET
Managed By Tenant: * system	∱
BATCH RANGE	
DID Start	DID End
8885551201	8885551212 ADD
Tenent D	DID Start DID End
System 🔽	8885551201

- 11. If you have additional ranges to add, you can do that now
- 12. Select SAVE in the top right corner to create the routes
- 13. Routes will now show in Fax Routes as well as Routing Ownership for the specified Tenant
- 14. See "Assigning A Route" for next steps