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
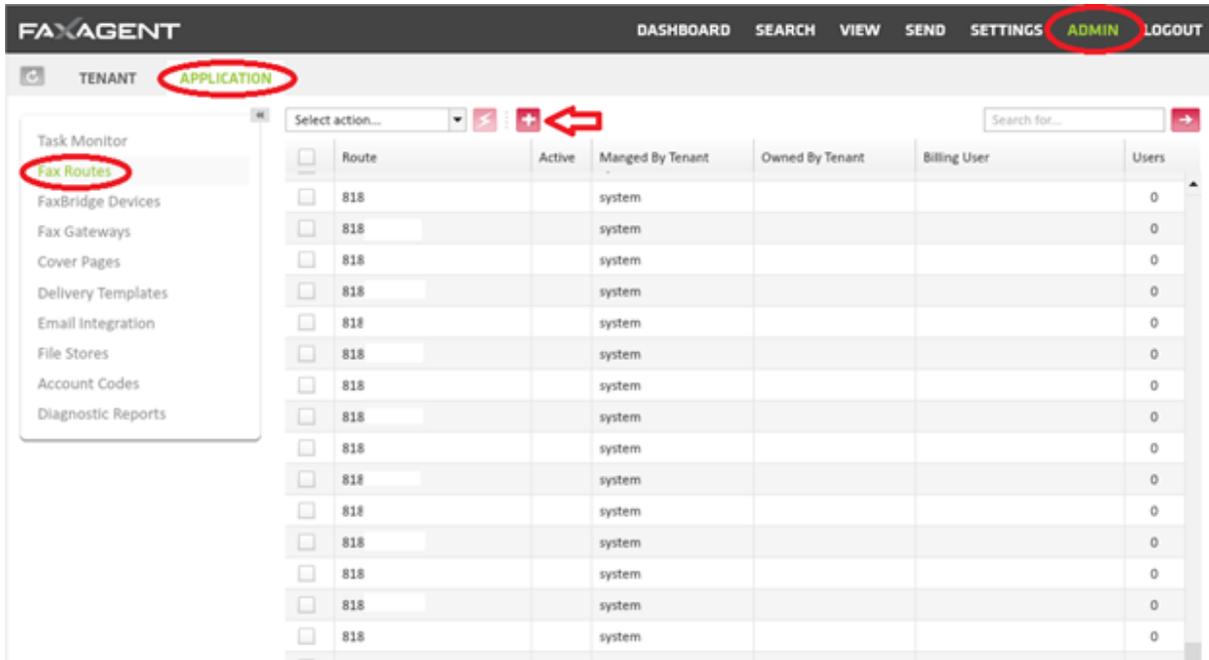
5. To add routes in a Range select the "plus" sign
6. Once the Create New Item screen pops up, select RANGE
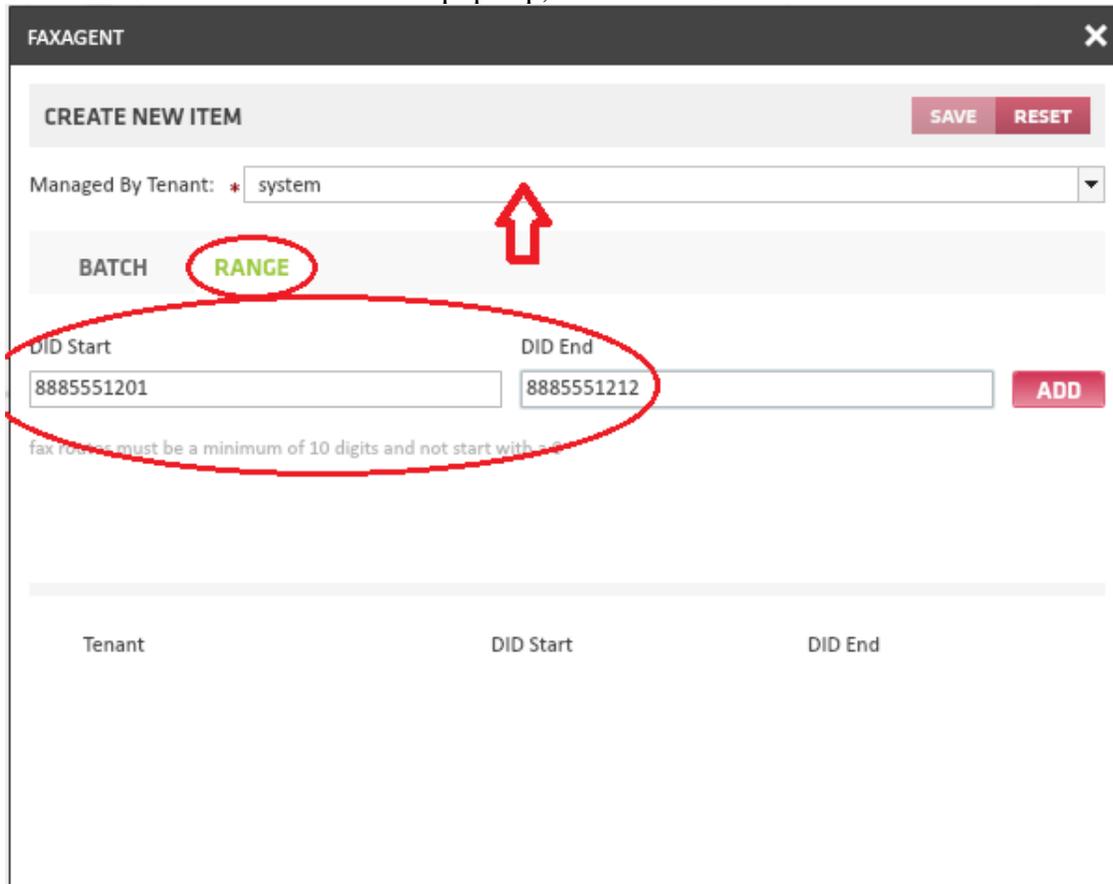
7. Select the Tenant you wish to assign these routes to from the drop down
8. Input the range using the DID Start and DID End boxes
    - o **Note – if you only need to add a single route, input that route in both boxes or use the BATCH option
9. Once you've input your range, select the ADD button on the right hand side
10. You will see the range populate below

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