

Mongo Fax: User Instructions/ Online Training Information

Instructions:

1. **OPEN** Cover Page
2. **SAVE** Cover Page to Your Desktop
3. **TYPE** Email Addresses
4. **PRINT** Cover Page
5. **FAX** Cover Page PLUS Your Documents to the Toll Free Number Located at the bottom of the Cover Page

That's it! Your documents will instantly be converted and routed to your desired recipient(s) by **MongoFAX's** secure, automated systems.

How It Works:

By simply replacing your existing fax cover sheet with your realtor association's designated **MongoFAX** cover page, your ordinary fax machine now functions as a scanner. All documents faxed to the toll free **MongoFAX** number (located on every cover sheet), will instantly be delivered to any email address as a PDF file. It's that simple

[Click here to view a 2 minute demonstration video](#) (Play with sound)

Features:

- **Simple to Use** - No signups. No passwords. No PINs. You can start using **MongoFAX** immediately!
- **Improved Image Quality** - **MongoFAX** sharpens the image with every transmission and never shrinks the size
- **Saves Time** – Documents arrive within minutes of transmission, 24 hours faster than overnight delivery service, allowing you to close deals faster.
- **Save Money** – Benefit from reduced courier and delivery expenses and drastically save on paper, toner and postage
- **Private & Accurate** – Each transmission is bar-coded for accuracy and documents arrive to private email accounts instead of public fax machines.

Training – Highly Recommended

Your **MongoFAX** Account Manager is now hosting live, interactive, online training sessions each week. In these 20 minute "webinars" you will learn everything you need to know about using **MongoFAX**. Each individual **MUST REGISTER** to participate in a webinar, and limited sessions are available each week. For training times and registration information [Click Here](#) or contact our **MongoFAX** training team at training@mongonet.net or Customer Service at 866-482-2229.

Tempo Instructions

1. Log onto www.tempo.socalmls.com
2. From the Tempo Tool Bar, hover over **Member Info** then Click **SoCal MLS Info**
3. This take you to Tempo's **Forms, Flyers & News**
4. From the Table of Contents, Click **MongoFAX**
5. Click on the name of your **Local Association**
6. This will bring up your association designated **MongoFAX Cover Page**
7. Follow the user instructions above, and Happy **MongoFAXing** 😊