

FAX MACHINE INSTRUCTIONS

As part of the NRA's innovative approach to improving and making our Annual Ringette Tournament the best Tournament in the Province, we've decided to use fax machines to fax the completed score sheets to the tournament headquarters. This process will allow a timely and accurate posting of all tournament statistical data.

SETUP:

1. Determine a secure and safe location to setup and operate the fax machine.
2. SPORTSPLEX: The telephone connector jack is location in the back right of the referee's room that will be used as the troubleshooter room.
3. BELL, arena staff will assist in running a telephone extension cable from the public skating booth to the troubleshooters.
4. MERIVALE, arena staff will assist in running a telephone extension cable from either the supervisor office or the canteen.
5. Please ensure fax machine is TURNED OFF and unplugged.
6. With the fax machine facing you, plug the handset into the connector indicated by the HANDSET ICON located at the back left hand side of the machine. Please ensure you plug the connector in properly and that it is secure.
7. Using the supplied telephone cable, plug it into the connector indicated by the L ICON, (this is at the back of the machine in the middle). The other end of this cable can be plugged directly into the telephone connector as indicated above.
8. Using the supplied power cable, plug it into the back of the machine and into the electrical outlet.
9. Note: An additional telephone can be plugged into the back of the machine indicated of the 'TELEPHONE' ICON. This is not mandatory.
10. Turn ON the Fax Machine by pressing the ON/OFF button. The ON/OFF light will flash then become solid green. The 'B' light will flash (this is normal).
11. Message may flash on display to 'PUT IN CARTRIDGE' This cartridge is not required to send a fax. THERE IS NO NEED TO INSTALL IT.

TO SEND A FAX:

1. Open the top protective cover.
2. Place the score sheet face up with the top of the page into the machine into the paper feeder nearest you (score sheet is upside down facing you).
3. Fax machine will beep and display the message 'DOCUMENT READY'
4. Using the keypad, enter the complete fax number.
5. Press START/COPY button.
6. Score sheet will automatically be feed through the machine and the machine will dial the number and will hang up when done. You may possibly here the machine dialing as it proceeds.
7. Message will display on success of the fax.

TO MAKE A PHONE CALL:

1. Lift handset, press hook, dial number.

TO TURN OFF FAX MACHINE PRESS ON/OFF BUTTON UNTIL unit powers down.

TAKING A PHOTO OF SCORE SHEET TO EMAIL

1. Place white score sheet on a flat surface.
2. Hold camera ABOVE score sheet making sure that we can see jersey numbers.
3. When you have the score sheet centered take photo.
4. Email photo to rose@score2stats.com or info@score2stats.com