

35.3 ACEFAX Accessing Procedure and ALARA Center Phone Number Guide

**BROOKHAVEN NATIONAL LABORATORY
ALARA CENTER
ACEFAX SYSTEM**

**Requesting ALARA
Documents Using Your
Fax Machine**

The ACEFAX system will fax information to you immediately. The service is available 24 hours a day. Here's how to use it:

1. Pick up the handset on your facsimile machine and dial (516) 282-7361. Continue to listen with the handset – do not hang up after dialing.
2. A voice will answer and give you instructions. Using the touchtone pad of your fax machine, you will enter the number of the document you want from the attached list. You may order up to five documents per session. To correct an error, press the asterisk key (*) and enter the number again.
3. When you are prompted by the voice, press the "START/COPY" or "SEND/RECEIVE" button on your fax machine (usually a large green button). You may then hang up the phone. You will begin to receive the documents within a minute.

**If your fax machine will not
work with ACEFAX**

Although ACEFAX works with the majority of fax machines, if yours will not respond properly, try these modified instructions:

1. Pick up the handset on your facsimile machine and dial (516) 282-7361. Continue to listen with the handset – do not hang up after dialing.
2. A voice will answer and give you instructions. Using the touchtone pad of your fax machine, you will enter the number of the document you want from the attached list. Each time you press numbers in response to a voice prompt, you must also remember to press the send/receive button to send that information to our computer. The computer will then proceed to the next voice prompt. You may order up to five documents per session. To correct an error, press the asterisk key (*) and enter the number again.
3. The voice will give you a final prompt to press the "START/COPY" or "SEND/RECEIVE" button on your fax machine (usually a large green button). You may then hang up the phone. You will begin to receive the documents within a minute.

**If You Don't Have
a Fax Machine**

Please fill in the form below and we will mail the documents to you.

Please send me the following documents:
(a maximum of 5)

Name _____
Company _____
Address _____

City, State, Zip _____
Country _____

Return this form to:

**ALARA Center
Building 703M
Brookhaven National Laboratory
Upton, NY 11973-5000 U.S.A.**

BNL ALARA CENTER TELEPHONE NUMBERS

To fax a document to yourself through a fax machine, pick up the hand set of your fax machine and dial this number from your fax machine only. Follow the voice prompts. Password is not required. (516) 282-7361

To apply for our newsletter *ALARA Notes*: Either fill out and mail the form in section 35.1 or call the ALARA Center Secretary (516) 282-3228

To call ALARA Center management (516) 282-4012