



### **Tips for Faxed in Document Cover Sheets**

NTREIS Listings systems use the barcode printed on the top and bottom of the fax document cover sheet to attach the faxed in documents to the appropriate listing. If the bar code is of poor quality, this lessens the chance of the document being attached to the listing successfully. Below are some causes of poor quality bar codes.

- Low ink in printer
- Dirty scanner glass
- Paper misfeed
- Smudges caused by document mishandling
- Items covering the barcode
- Dark, light or uneven bars caused by brightness level being too high or too low.
- Printer Quality set to low or draft

#### Additional tips

- Fax to the correct fax number printed on the coversheet.
- Ensure coversheet and documents are orientated correctly.
- The coversheet is good for 10 days from date it is generated and can be used only once.