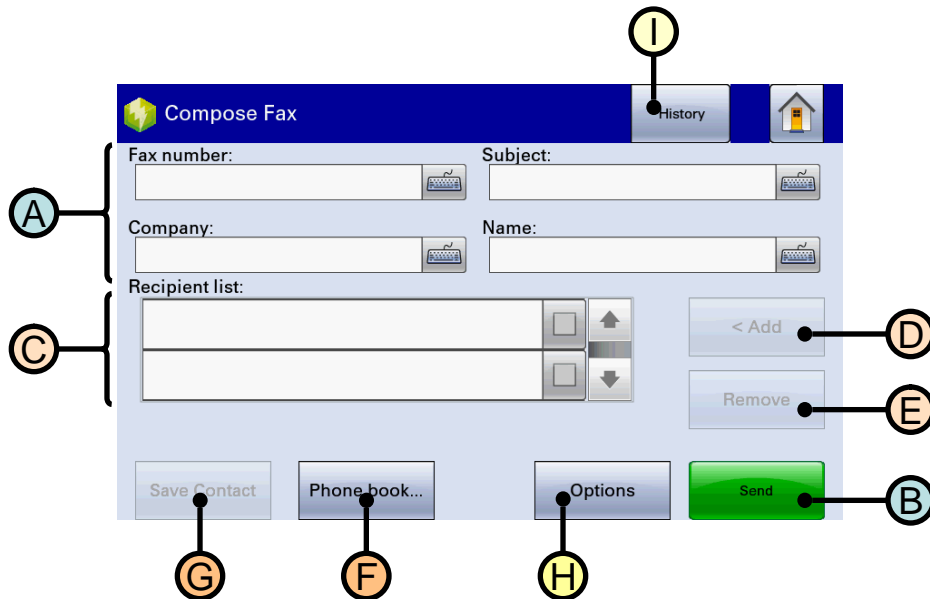


Accessing the Faxing Feature

1. Press the **XMediusFAX** button from the main menu of the device.
2. Enter your login parameters (if required).



Note: The display may be slightly different depending on the screen resolution of the MFP model used.

Sending a Simple Fax

1. Place your document in the document feeder or on the glass.
2. Enter the recipient information **(A)** – at least a fax number.
3. Press the **Send** button **(B)** and follow the screen instructions.

Your document is scanned and sent as a fax to the recipient.

Managing Multiple Fax Recipients

- **(C)** is the fax recipients list.
- **(D)** adds the recipient from **(A)** to **(C)**.
- **(E)** removes from **(C)** a selected recipient.

Phone Book Options

- **(F)** gives access to your phone books for searching fax recipients.
- **(G)** saves the recipient from **(A)** to your personal phone book.

Fax/Scan Options

- **(H)** allows you to change:
 - Fax options⁽¹⁾: Cover Sheet, Priority
 - Scan settings: Duplex Mode

Fax History

- **(I)** allows you to view and print your faxes:
 - Sent faxes, received faxes and faxes in progress

⁽¹⁾ Depending on your faxing profile on XMediusFAX (see your fax administrator).