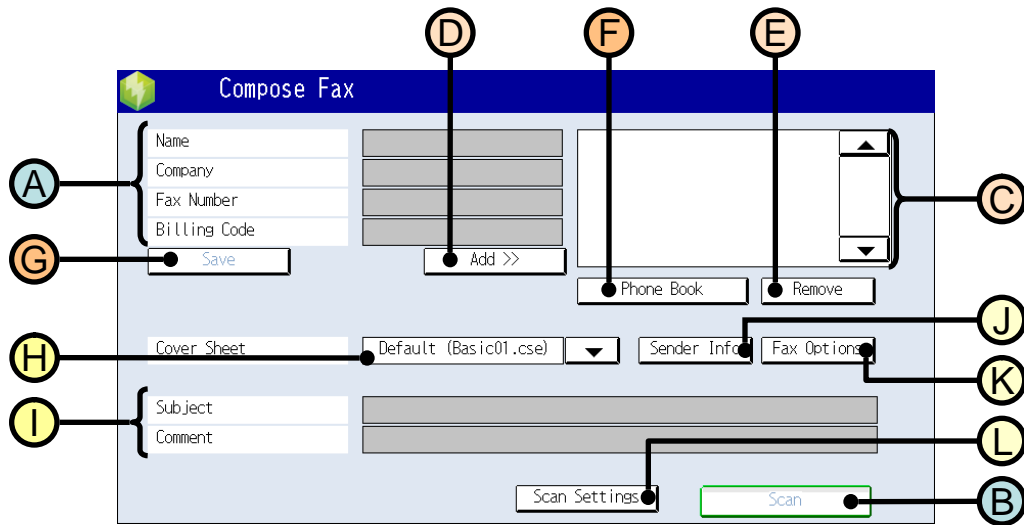


Accessing the Faxing Feature

1. Select the **XMediusFAX** application.
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 **Scan** button **(B)** and follow the screen instructions.
- Your document is scanned and sent as fax to the recipient.

Managing Multiple Fax Recipients

- **(C)** is the fax recipient 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 Cover Sheet Options

- **(H)** allows you to select a cover sheet⁽¹⁾.
- **(I)** allows you to enter a subject and a comment for the cover sheet.

Other Fax/Scan Options

- **(J)** allows to change your sender information for this fax⁽¹⁾:
 - Personal, Organization and Billing information.
- **(K)** allows you to change fax options for this fax⁽¹⁾:
 - Priority, Retries and Notification settings.
- **(L)** allows to change the scan settings:
 - Orientation, Side to scan, Resolution and Encoding.

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