

Accessing the XMediusFAX App

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

The screenshot shows the 'Compose Fax' interface. At the top left is the XMedius FAX logo. The main area contains several input fields and buttons. The 'Fax #' field is pre-filled with '+1 555 123-4567'. Below it are fields for 'Name', 'Company', and 'Billing Code'. To the right of these fields is a 'Phone Book' button (H) and a 'Favorites' button (I). A list of recipients is shown, with 'Jack Black, Example Inc.' selected (C). Below the list are 'Remove' (E), 'Save' (G), and 'Edit' (F) buttons. At the bottom are 'Sender Info' (L), 'Fax Options' (M), and 'Scan Settings' (N) buttons. A 'Cover Sheet' dropdown is set to 'Generic' (J). Below that are 'Subject' (K) and 'Comment' fields. A green 'FAX' button (B) is in the top right corner. An 'Add +' button (D) is below the recipient list.

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 **FAX** button (B) and follow the screen instructions.
4. Once the document processing is complete, press **Done** to send the fax.

Managing Fax Recipients

- (C) is the fax recipient list, which can contain multiple recipients.
- (D) adds the recipient from (A) to (C).
- (E) removes from (C) the selected recipient.
- (F) edits (for the current fax) the information of the recipient selected in (C).

Phone Book and Favorites

- (G) allows you to save the recipient selected in (C) as a phone book contact or as a favorite.
- (H) allows you to search phone book contacts and add them to (C).
- (I) allows you to add a favorite to (C) – and to manage your favorites.

Fax Cover Sheet

- (J) allows you to select a cover sheet⁽¹⁾.
- (K) allows you to enter a subject and a comment for the cover sheet.

Sender/Fax/Scan Options

You can optionally change some information/options for this fax⁽¹⁾:

- (L) Sender Info: Personal, Organization and Billing information.
- (M) Fax Options: Priority, Retries, Resolution and Notification settings.
- (N) Scan Settings: Size, Orientation, Duplex Mode, Exposure, Resolution...

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