

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 title is 'Compose Fax'. On the right, there is a green 'FAX' button with a document icon and a circled letter 'B'. Below the title, there are three input fields: 'Fax *' with the number '+1 555 123-4567', 'Name' with a circled letter 'A', and 'Company'. To the right of these fields are two buttons: 'Phone Book' with a circled letter 'H' and 'Favorites' with a circled letter 'I'. Below the 'Name' field is a list of recipients with a circled letter 'C' next to the first entry: 'Jack Black, Example Inc. +1 555-111-1113'. Below the list is an 'Add +' button with a circled letter 'D'. At the bottom of the list are three buttons: 'Remove' with a circled letter 'E', 'Save' with a circled letter 'G', and 'Edit' with a circled letter 'F'. Below the list is a 'Cover Sheet' dropdown menu with 'Generic' selected and a circled letter 'J'. Below the dropdown are two text input fields: 'Subject' with a circled letter 'K' and 'Comment'. At the bottom of the screen are three buttons: 'Sender Info' with a circled letter 'L', 'Fax Options' with a circled letter 'M', and 'Scan Settings' with a circled letter 'N'.

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).