

## Accessing the XMediusFAX App

- Press the **XMediusFAX** button from the device home page and log in (if required).

**Note:** Use the **Exit** button (R) before leaving, to ensure your data security and preserve your privacy.

The screenshot shows the 'Compose Fax' interface. At the top, there is a header with the XMedius FAX logo, the title 'Compose Fax', and buttons for 'Exit' (R), 'History' (P), and 'Scan' (B). Below the header are input fields for 'Fax \*', 'Name' (A), 'Company', and 'Billing Code'. To the right of these fields is a 'Phone Book' (H) section showing a list of recipients: 'John Smith, Example Inc. +1555-1113' and 'Jack Sparrow, Example Inc. +1555-111-1112' (C). Below the list are 'Add' (D), 'Remove' (E), 'Save' (G), and 'Edit' (F) buttons. Below the recipient list is a 'Cover Sheet' dropdown menu (J) set to 'Base01'. Below that are 'Subject' (K) and 'Comment' input fields. At the bottom, there are three buttons: 'Sender Info' (L), 'Fax Options' (M), and 'Scan Settings' (N). The version number 'XMediusFAX App 10.0.0.130' is visible in the bottom right corner.

*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.
4. Once the document processing is complete, press **Send** to send the fax.

## Fax Recipients, Phone Book and Favorites

- (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).
- (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<sup>(1)</sup>.
- (K) allows you to enter a subject and a comment for the fax.

## Sender/Fax/Scan Options

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

- (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...

## Fax History

- (P) allows you to access your fax history<sup>(1)</sup> and print your faxes<sup>(1)</sup>.

<sup>(1)</sup> Depending on your faxing profile or on the connector configuration (see your fax administrator).