

## Accessing the Faxing Feature

1. Select the **XMediusFAX** App in the device home screen.
2. Enter your login parameters (if prompted).

The screenshot shows the 'New Fax' interface. At the top right is a 'SCAN' button (B). Below it are three tabs: 'FAX OPTIONS' (H), 'SENDER INFORMATION' (I), and 'SCAN SETTINGS' (J). The main form has fields for 'To:' (A), 'Subject:' (F), and 'Comments:' (G). To the right of the 'To:' field are icons for adding recipients (+), a list icon, and a search icon (D). At the bottom right, there is a 'Cover Sheet:' dropdown menu set to 'Basic01' (E).

## Sending a Simple Fax

1. Place your document in the document feeder or on the glass.
2. Enter the fax number (A) – or use recipient management options described below.
3. Press the **Scan** button (B) and follow the screen instructions.

Your scanned document is then processed to be sent as a fax to the recipient.

## Managing Fax Recipients

- (C) allows you to add recipients with additional info (name, company, billing code) and optionally save them in your phone book.
- (D) allows you to search and select recipients among your Phone Book contacts.

## Fax Cover Sheet Options

- (E) allows you to select a cover sheet<sup>(1)</sup>.
- (F) and (G) allow you to enter a subject and a comment for the cover sheet.

## Other Fax/Scan Options

- (H) allows you to change fax options for this fax<sup>(1)</sup>:
  - Priority, Retries, Resolution and Notifications.
- (I) allows to change your sender information for this fax<sup>(1)</sup>:
  - Personal, Organization and Billing information.
- (J) allows to change the scan settings:
  - Resolution, Orientation and Side to scan.

<sup>(1)</sup> Depending on your faxing profile on XMediusFAX (see your fax administrator).