

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 top right shows the user is logged in as 'john.smith@example.com' and has 'Exit' and 'Scan' buttons. The main form includes: a 'Fax #' field with '+1 555-123-4567'; 'Name', 'Company', and 'Billing Code' fields; a recipient list with two entries: 'John Smith, Example Inc. +1 555-111-1112' and 'Jack Sparrow, Example Inc. +1 555-111-1113'; an 'Add' button; 'Remove', 'Save', and 'Edit' buttons; a 'Cover Sheet' dropdown menu set to 'Basic01'; 'Subject' and 'Comment' text areas; and three bottom buttons: 'Sender Info', 'Fax Options', and 'Scan Settings'. The version number 'v1.0.013' is 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.

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 fax.

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: Duplex Mode, Resolution.

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