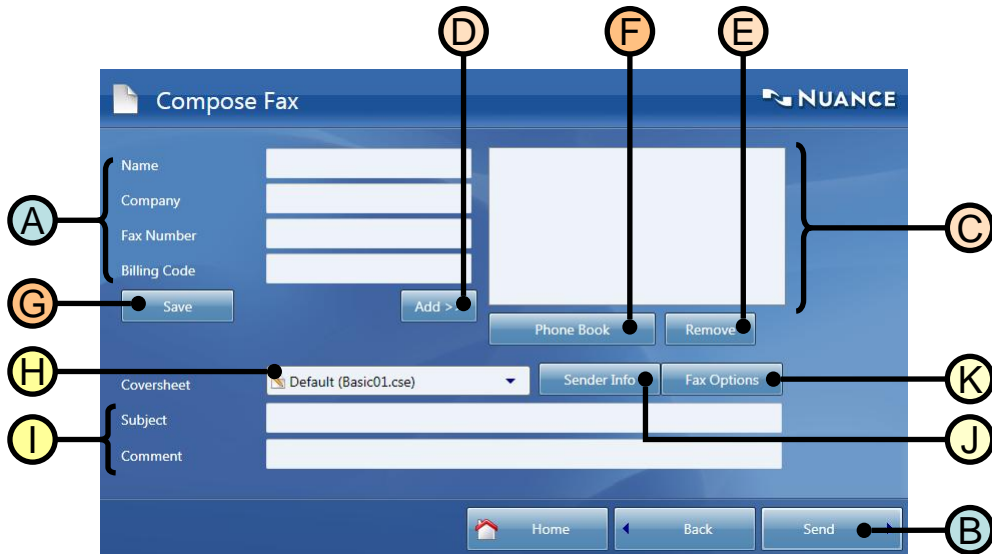


## Accessing the Faxing Feature

1. Press the **ShareScan** button from the main menu of the device.
2. Place your document in the document feeder or on the glass.
3. Select **XMediusFAX** among the available applications.
4. Enter your login parameters (if required).

Your document is scanned: follow the screen instructions and press **Next**.



Note: The display may be slightly different depending on the screen resolution of the MFP model used.

## Sending a Simple Fax

1. Enter the recipient information **(A)** – at least a fax number.
2. Press the **Send** button **(B)** and follow the screen instructions.

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

## Managing Multiple Fax Recipients

- **(C)** is the fax recipients list.
- **(D)** adds the recipient from **(A)** to **(C)**.
- **(E)** removes from **(C)** a selected recipient.

## Phone Book Options

- **(F)** gives access to your phone books for searching fax recipients.
- **(G)** saves the recipient from **(A)** to your personal phone book.

## Fax Cover Sheet Options

- **(H)** allows you to select a cover sheet<sup>(1)</sup>.
- **(I)** allows you to enter a subject and a comment for the cover sheet.

## Other Fax Sending Options

- **(J)** allows you to change your sender information for this fax<sup>(1)</sup>:
  - Personal, Organization and Billing information.
- **(K)** allows you to change fax options for this fax<sup>(1)</sup>:
  - Priority, Retries, Resolution and Notification settings.

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