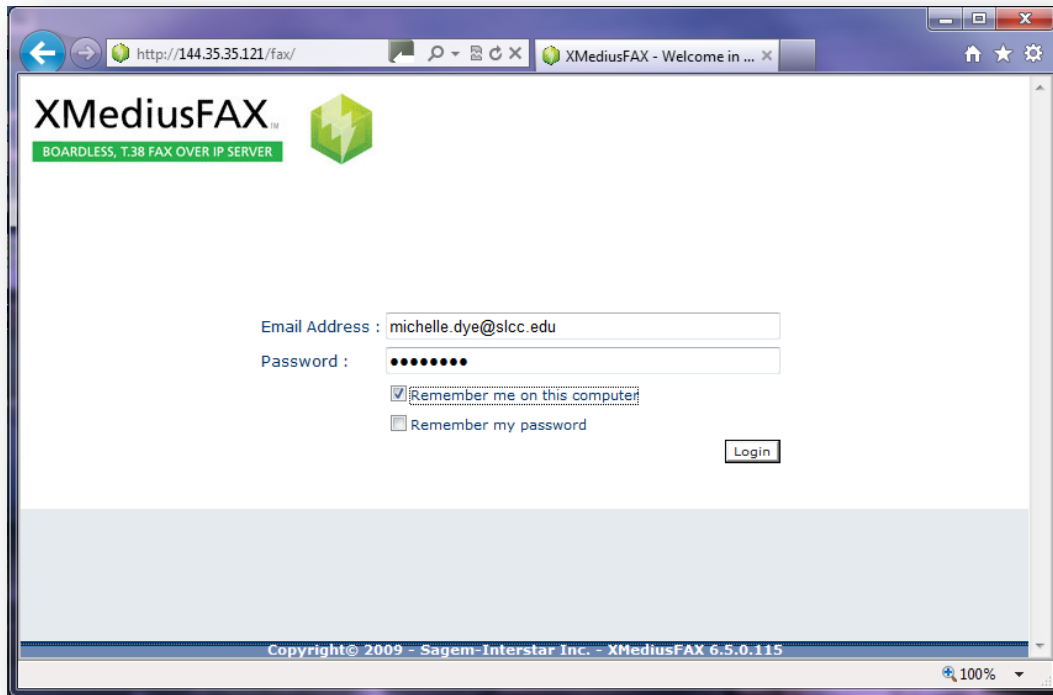


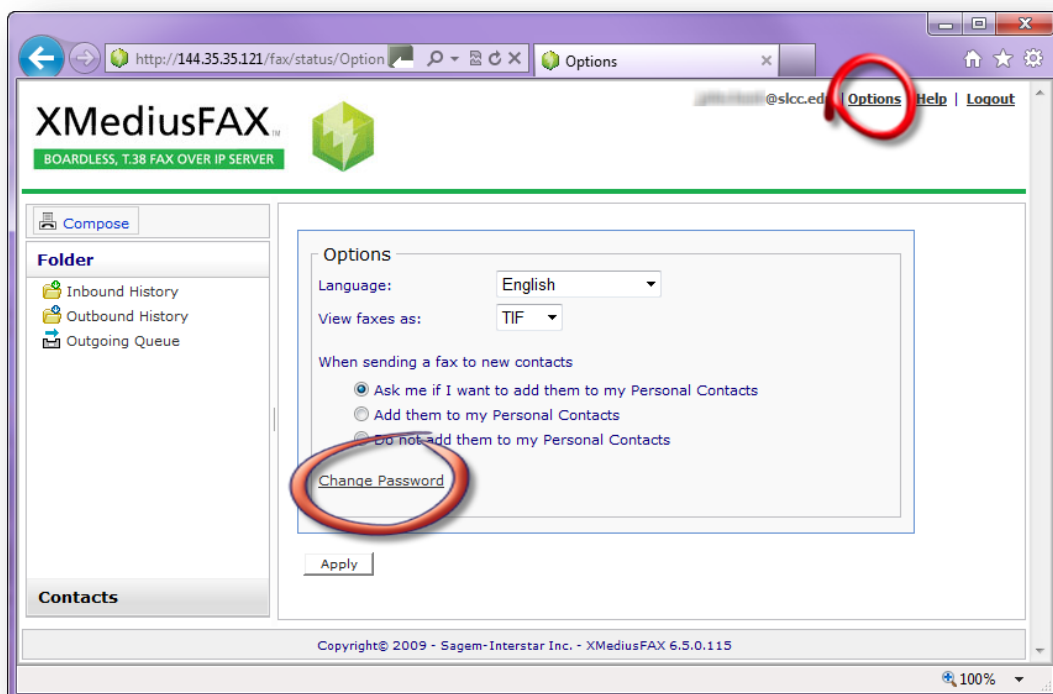
Using XMediusFAX Web Version

With the **Web Version** of XMediusFAX, you can access and use XMediusFAX from **any computer, tablet, or handheld device** that has an internet connection.

1. Open up your browser and type in the URL: **144.35.35.121/fax**
2. Use your SLCC email address. The default password is **589985** for first time you log on.



3. Change your password by clicking the **Options** link in the upper right corner and **Change Password**.



4. To compose and send a fax, click on **Compose** on right had side.
 - Under **Recipients:**, enter **Name**, **Company** and **Fax Number**.
 - The default, **SLCC cover sheet** will come up automatically
 - Add a **Subject** and enter a **Comment** (if needed).
 - To attach documents, under **Attachments:** click **Browse** and navigate to the document(s).

The screenshot shows the XMediusFAX web interface. The browser address bar displays <http://144.35.35.121/fax/compose/WebFaxCom>. The page has a header with the XMediusFAX logo and navigation links: Options, Help, and Logout. The main content area is divided into tabs: Compose, Sender & Company information, and Options. The Compose tab is active, showing the following fields:

- Recipients:**
 - Name: Robin Howard
 - Company: Salt Lake Community College
 - Fax: 801-997-7077
 - More recipients...
- Cover Sheet:**
 - Style: Default Cover Sheet (SLCC BW Logo Cover Sheet .cse)
 - Subject: Here is the fax I promised you
 - Comment: Thanks for your help!
- Attachments:**
 - C:\Users\rhunt29\Desktop\xmedius 03-22.xlsx
 - Browse...
 - More attachments...

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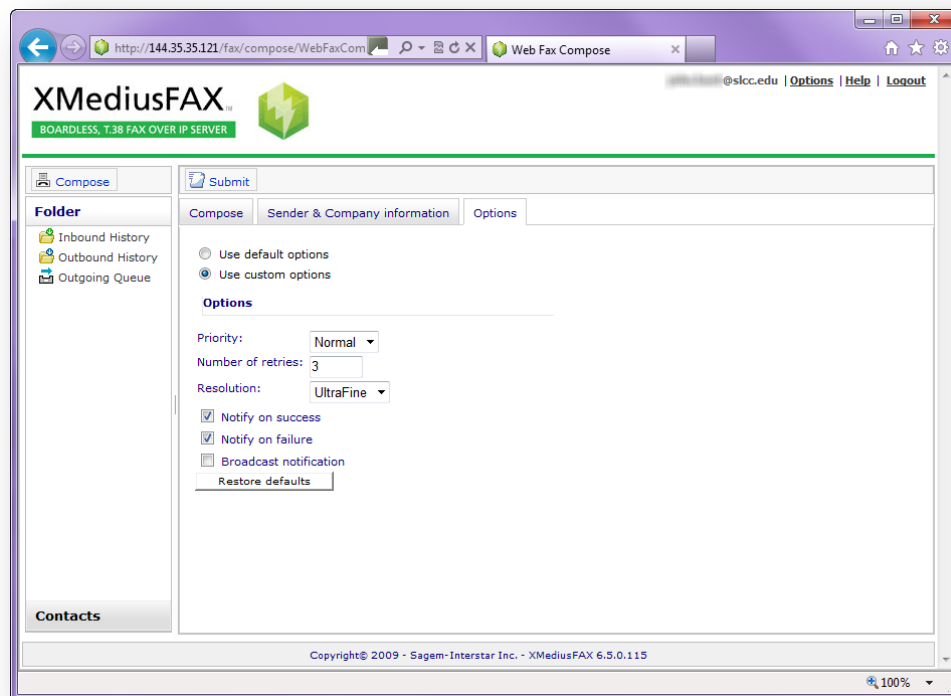
5. To personalize your company information on the cover sheet, click on the **Sender & Company Information** tab then select the **Use custom sender and company information** option.

The screenshot shows the XMediusFAX web interface with the Sender & Company information tab selected. The page has the same header as the previous screenshot. The main content area shows the following options and fields:

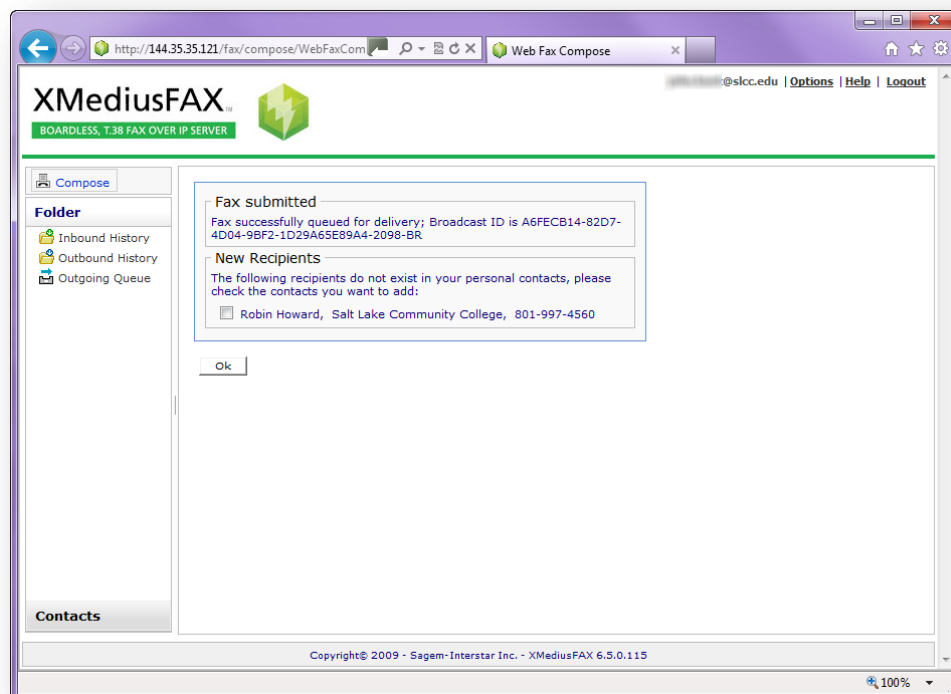
- Options:**
 - ☐ Use default sender and company information
 - ☒ Use custom sender and company information
- Personal Information:**
 - Salutation: [empty]
 - First Name: Michelle
 - Last Name: Dye
 - Job Title: Awesome Individual Specialist II
 - E-mail: Michelle.Dye@slcc.edu
 - Mobile: [empty]
 - Pager: [empty]
- Billing Information:**
 - Billing code: [empty]
 - Sub Billing Code: [empty]
- Company Information:**
 - Company: Salt Lake Community College
 - Address: Campus: RRCMailstop: Cmp
 - Phone: (801) 957-4498
 - Fax: 8019974498

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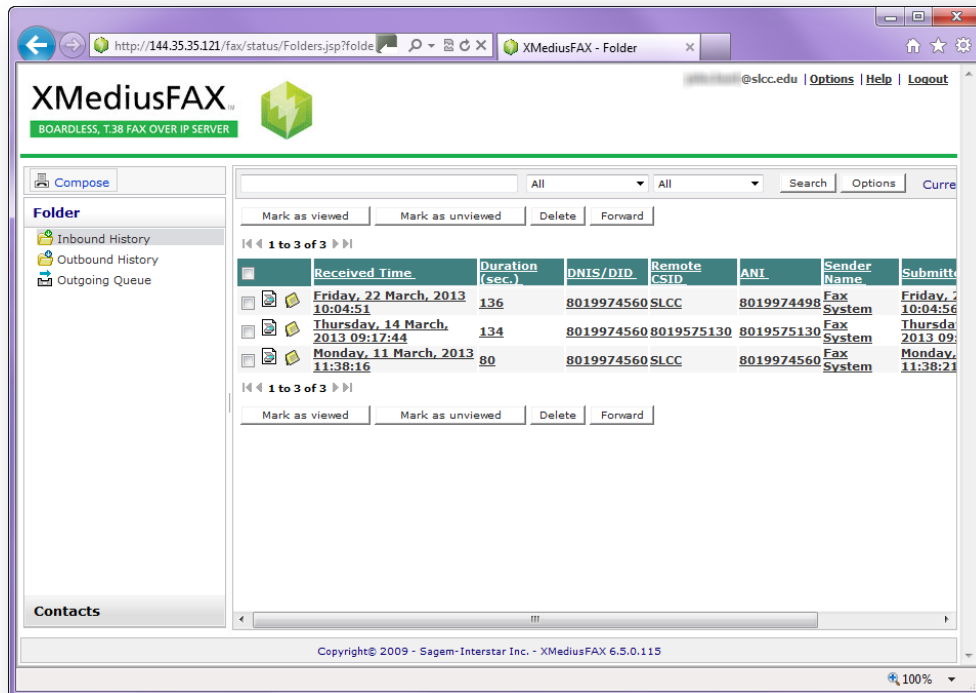
Under the options tab, you can choose to use the **default options** (recommended). You can also choose **Use custom options** and set; **Priority** of fax, **Number of Retries** in the event the fax is not sent the first time, **Resolution** of the fax, and **Notifications**.



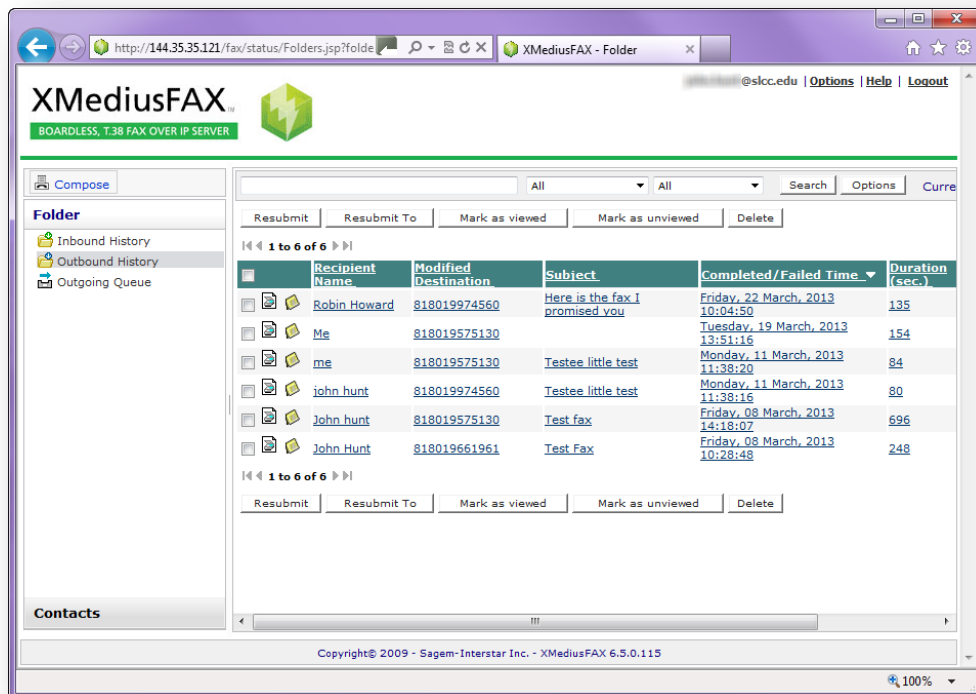
Click on **Submit** and this will move the document to your **Outgoing Queue** to send. When sent, a report will display.



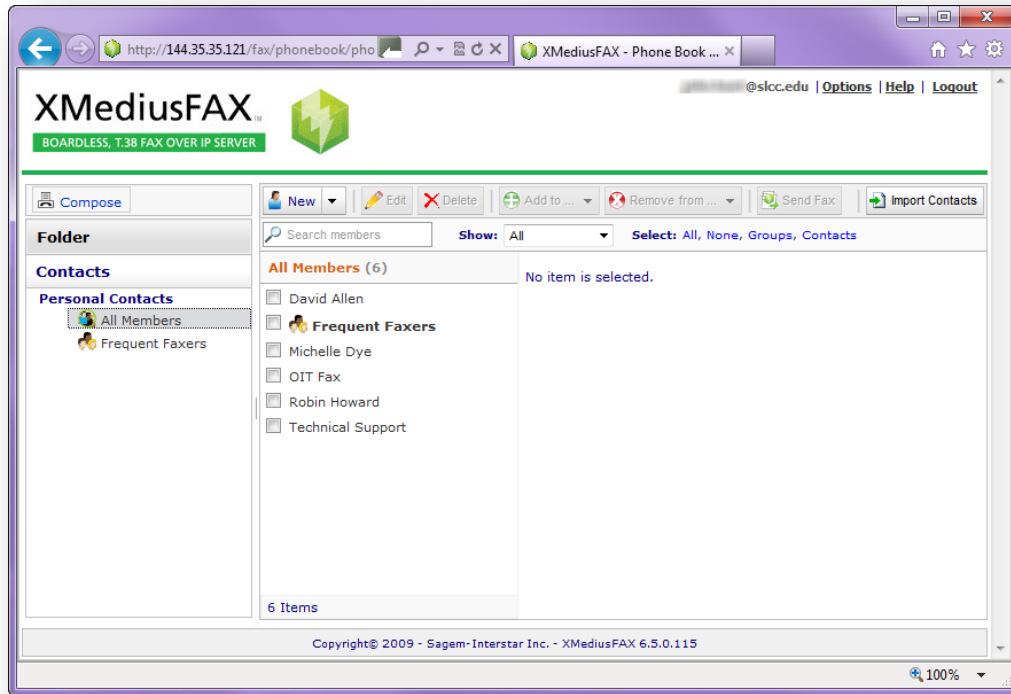
You can check for incoming faxes under **Folder** in the navigation pane on the left. Select **Inbound History**.



Faxes you have sent are listed in **Outbound History**. Select **Outbound History** under **Folder** in the navigation pane.



Add the people you fax the most in the **Contacts** folder. You can also create a **Group** of contacts and import contacts from a data source.



If you have any questions or need additional assistance, please call **Technical Support** at **801-957-5555**.