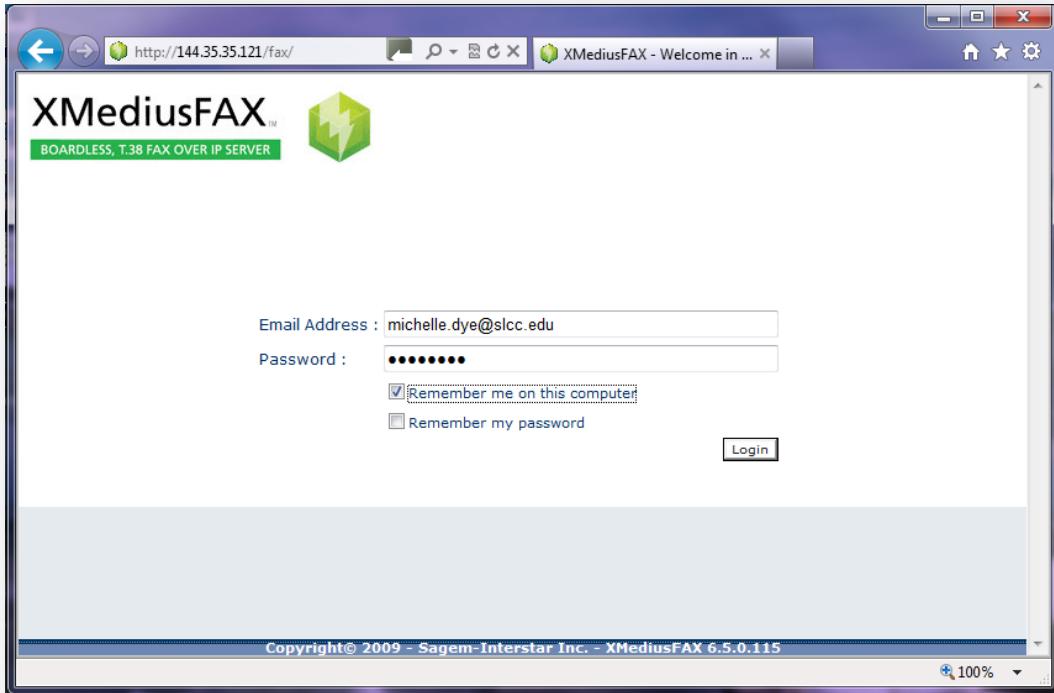


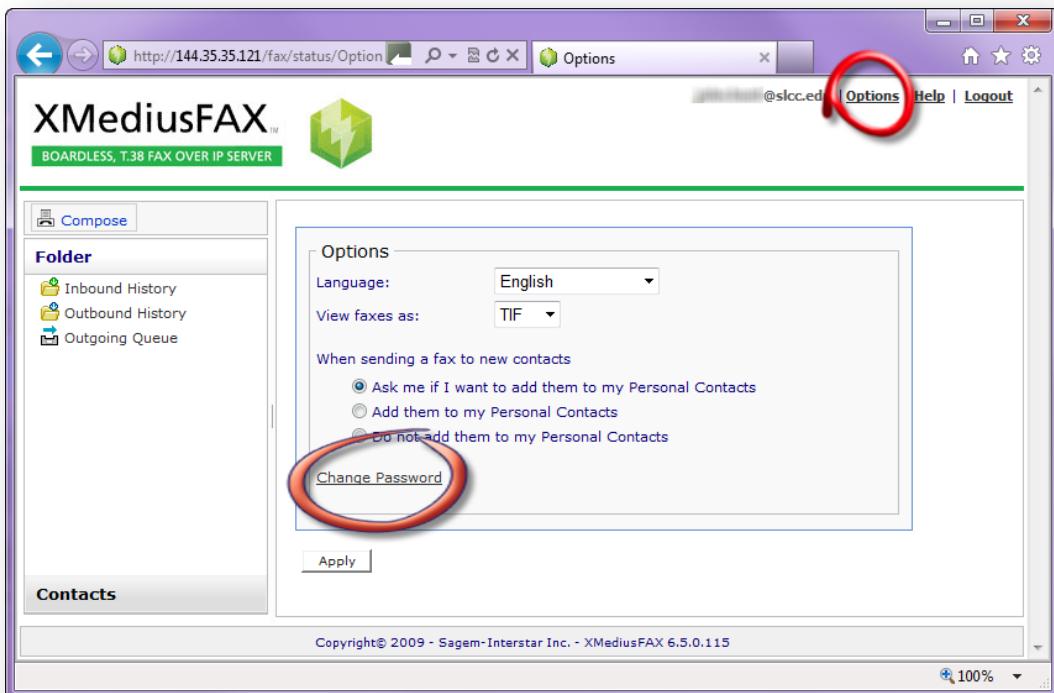
## Using XMediusFAX Web Version

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

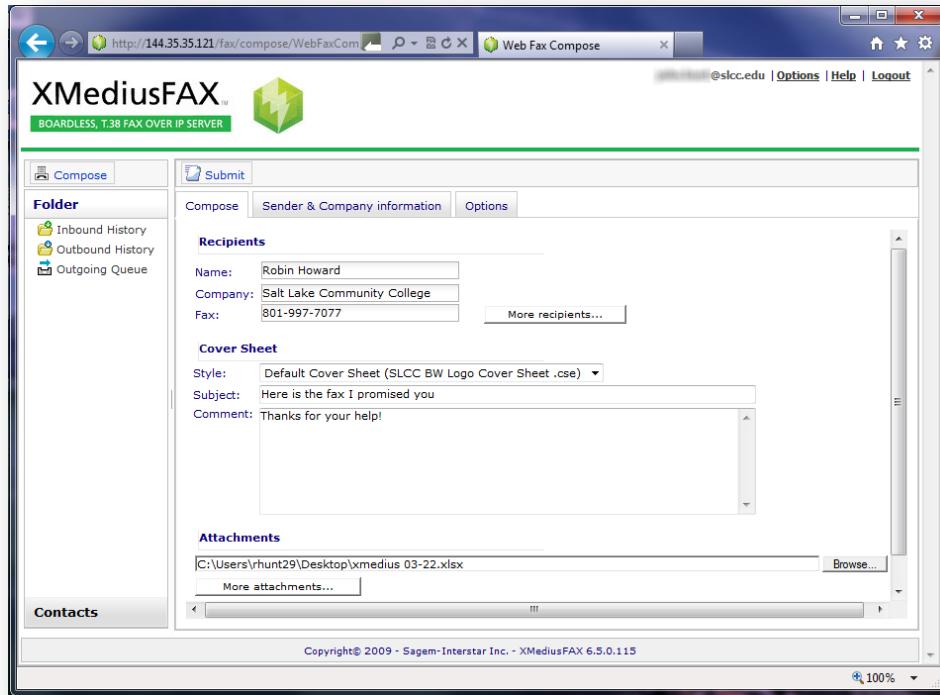
1. Open up your browser and type in the URL: **144.35.35.121/fax**
2. Use your SLCC email address. The default password is **589985** for first time you log on.



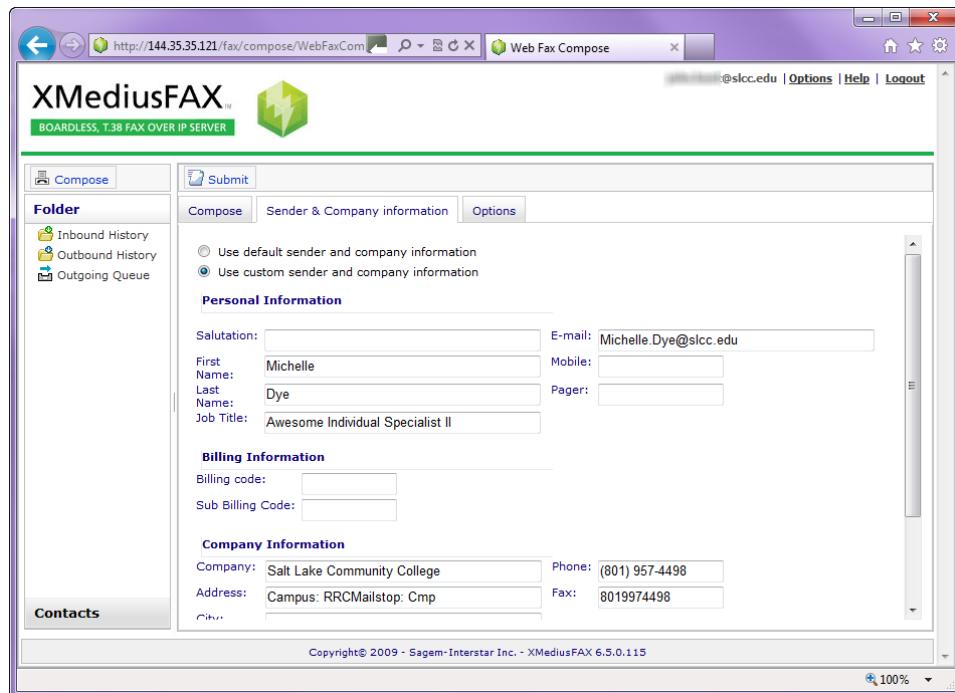
3. Change your password by clicking the **Options** link in the upper right corner and **Change Password**.



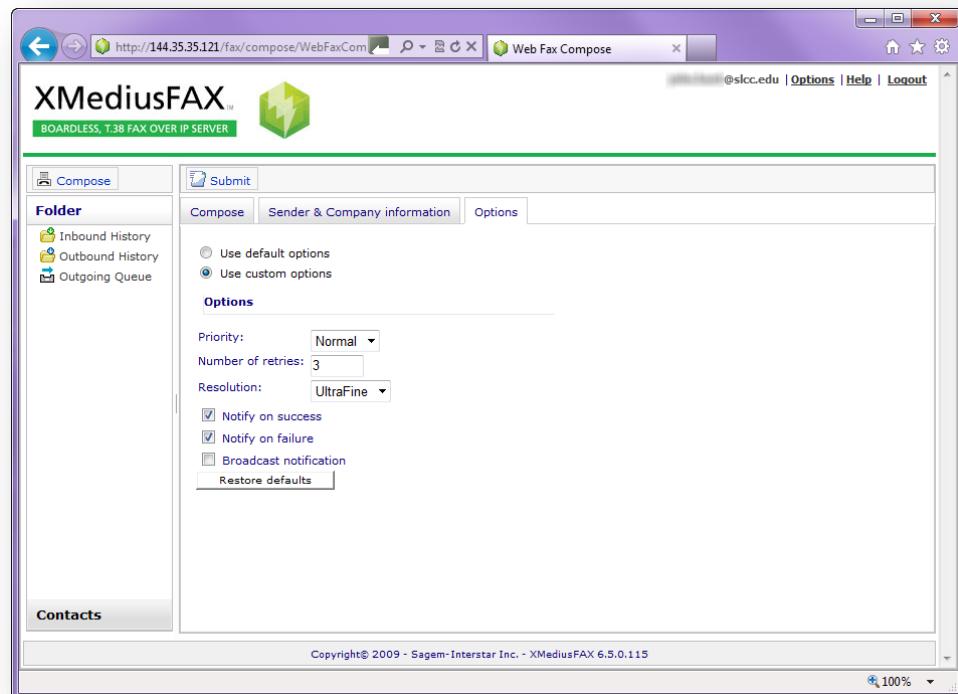
- To compose and send a fax, click on **Compose** on right had side.
  - Under **Recipients:**, enter **Name, Company** and **Fax Number**.
  - The default, **SLCC cover sheet** will come up automatically
  - Add a **Subject** and enter a **Comment** (if needed).
  - To attach documents, under **Attachments:**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



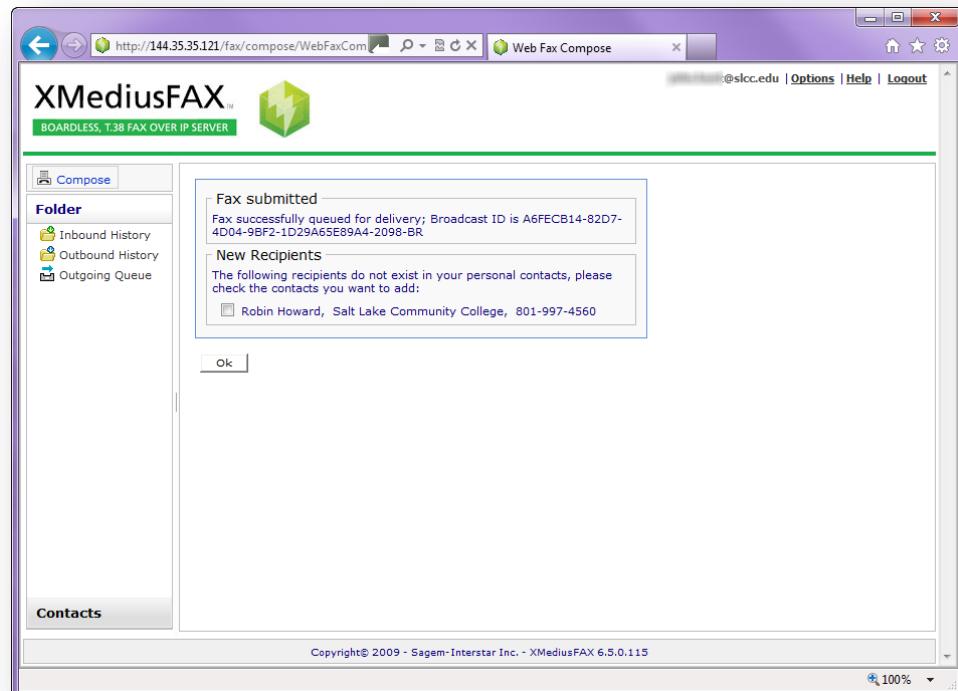
- To personalize your company information on the cover sheet, click on the **Sender & Company Information** tab then select the **Use custom sender and company information** option.



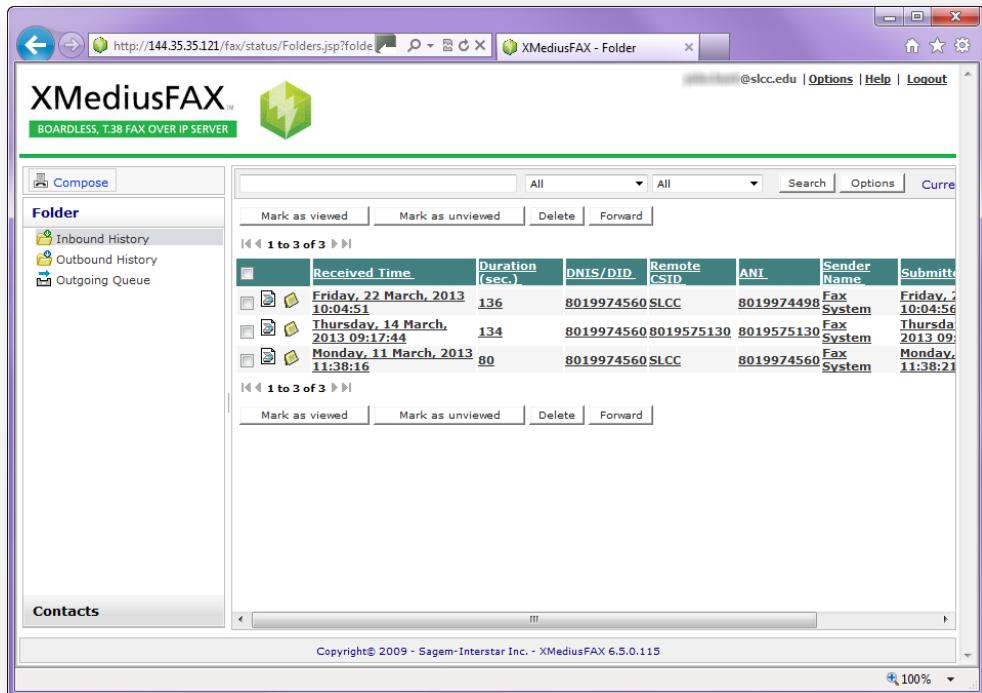
Under the options tab, you can choose to use the **default options** (recommended). You can also choose **Use custom options** and set; **Priority** of fax, **Number of Retries** in the event the fax is not sent the first time, **Resolution** of the fax, and **Notifications**.



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



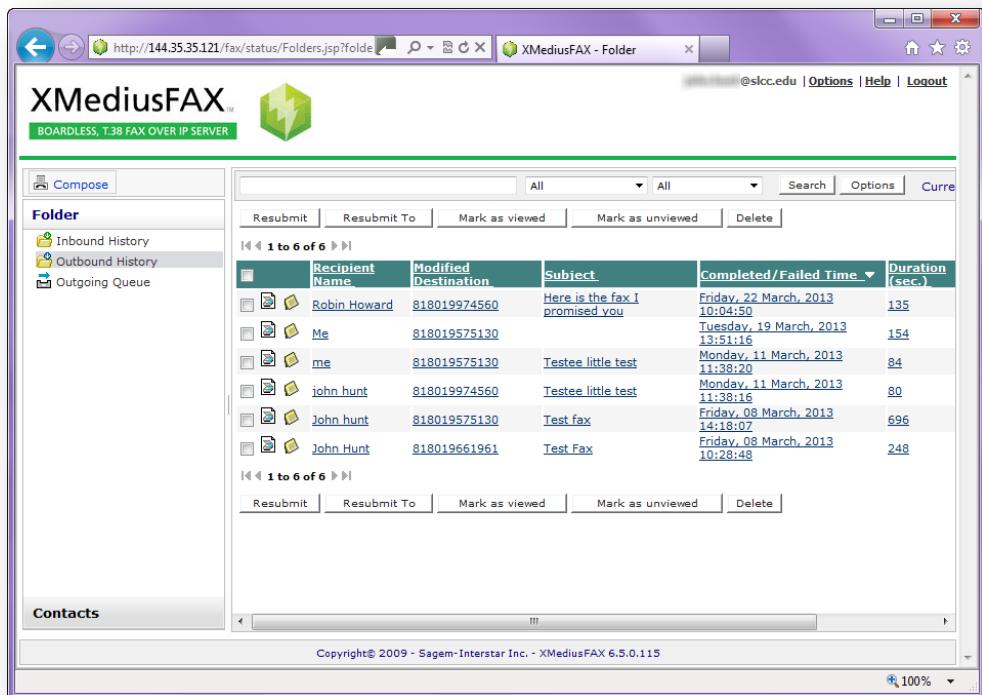
You can check for incoming faxes under **Folder** in the navigation pane on the left. Select **Inbound History**.



The screenshot shows the XMediusFAX software interface. The left navigation pane is titled 'Folder' and contains three options: 'Inbound History' (selected), 'Outbound History', and 'Outgoing Queue'. The main content area is titled 'Inbound History' and displays a table of received faxes. The columns are: Received Time, Duration (sec.), DNIS/DID, Remote CSTD, ANI, Gender Name, and Submitted. The data in the table is as follows:

	Received Time	Duration (sec.)	DNIS/DID	Remote CSTD	ANI	Gender Name	Submitted
1	Friday, 22 March, 2013 10:04:51	136	8019974560	SLCC	8019974498	Fax System	Friday, 22 March, 2013 10:04:56
2	Thursday, 14 March, 2013 09:17:44	134	8019974560	8019575130	8019575130	Fax System	Thursday, 14 March, 2013 09:17:44
3	Monday, 11 March, 2013 11:38:16	80	8019974560	SLCC	8019974560	Fax System	Monday, 11 March, 2013 11:38:21

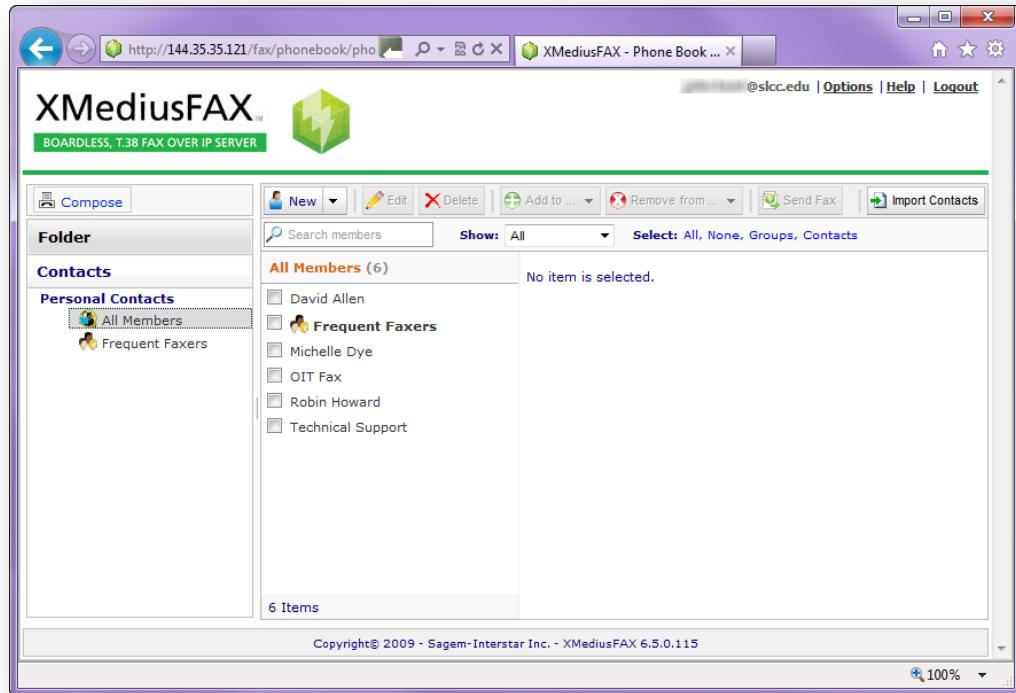
Faxes you have sent are listed in **Outbound History**. Select **Outbound History** under **Folder** in the navigation pane.



The screenshot shows the XMediusFAX software interface. The left navigation pane is titled 'Folder' and contains three options: 'Inbound History', 'Outbound History' (selected), and 'Outgoing Queue'. The main content area is titled 'Outbound History' and displays a table of sent faxes. The columns are: Recipient Name, Modified Destination, Subject, Completed/Failed Time, and Duration (sec.). The data in the table is as follows:

	Recipient Name	Modified Destination	Subject	Completed/Failed Time	Duration (sec.)
1	Robin Howard	818019974560	Here is the fax I promised you	Friday, 22 March, 2013 10:04:50	135
2	Me	818019575130		Tuesday, 19 March, 2013 13:51:16	154
3	me	818019575130	Testee little test	Monday, 11 March, 2013 11:38:20	84
4	john hunt	818019974560	Testee little test	Monday, 11 March, 2013 11:38:16	80
5	John hunt	818019575130	Test fax	Friday, 08 March, 2013 14:18:07	696
6	John Hunt	818019661961	Test Fax	Friday, 08 March, 2013 10:28:48	248

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**.