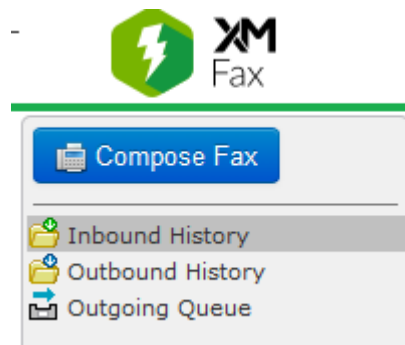


## XMEDIUS Fax Server

### Accessing XM Fax Web App:

- Open Internet Explorer and enter the following URL: <http://srvxmedius/fax>  
OR
- If on VDI - Use to the XM Fax shortcut in the Other Apps folder on the desktop.

### XM Fax: Web App Menu



- Once on the webpage, you should be automatically logged in if you accessed the page using Internet Explorer. If you are asked to log into the webpage, you will need to use your API/Windows Username and Password.
- On the left side of the page will be a navigation menu containing: **Compose Fax, Inbound History, Outbound History, and Outgoing Queue.**
- **Compose Fax** is used to create a fax to send.
- **Inbound History** is a log of faxes that you have received.
- **Outbound History** is a log of faxes that you have sent.
- **Outgoing Queue** is a log of faxes that you are currently sending.

## XM Fax: Compose Fax

Submit Preview

Compose Sender & Company information Options

**Recipients**  
Name:  More recipients...  
Company:   
Fax:

**Cover Sheet**  
Style: Default Cover Sheet (Basic01.cse) v  
Subject:   
Comment:

**Attachments**  
Document to attach  Browse...  
More attachments...

- The first tab is **Compose**.
- Enter the fax number you need to send to into the **Fax** field
  - o Example: **96014264764**
  - o You have to use a **9** in front of the number to fax out.
- Enter a title for the fax in the **Subject** field.
- To attach the document you would like to fax, press the **Browse...** key and use File Explorer to select your document.
- You can attach multiple documents by pressing the **More attachments...** key.
- Once you are finished filling out this section, you can send your fax by pressing the **Submit** key or preview it by pressing the **Preview** key.
- **ADDING MULTIPLE RECIPIENTS IS ON PAGE 3.**

Submit Preview

Compose Sender & Company information Options

**Recipients**

Name:  Add

Company:  Edit

Fax:  Remove

Recipients List		
Name	Company	Fax
-	-	6014264764
-	-	6014264764

**Cover Sheet**

Style: Default Cover Sheet (Basic01.cse) ▼

Subject:

Comment:

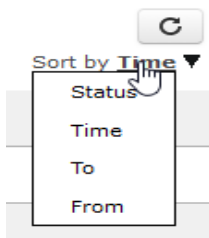
**Attachments**

Document to attach  Browse...

More attachments...

- You can press the **More recipients...** key to enable adding multiple fax recipients.
- Fill out the necessary fields for a recipient and press the **Add** key to move the recipient to the **Recipients List**.
- You can change details of the recipient or take them off the list by highlighting the recipient in the list and pressing the **Edit** or **Remove** key.

## XM Fax: Sort Menu



- The **Sort By** menu can be found in the top right corner of most pages in XM Fax.
- There is a **Refresh** key that can be pressed to see the most recent faxes on the page.
- Clicking the down arrow will open a menu that lets you select **Status, Time, To, and From** as sorting details.

## XM Fax: Inbound History

Folder view: Current   Deleted				
Search Date All Status All Reset				
Forward Delete More Actions				
<input type="checkbox"/> 1 to 25 of 113				
<input type="checkbox"/>	Received	From: 96013519673 To: 4764	1 page	12:32 am
<input type="checkbox"/>	Received	From: 96013519673 To: 4764	1 page	Feb 18
<input type="checkbox"/>	Received	From: 96013519673 To: 4764	1 page	Feb 18
<input type="checkbox"/>	Received	From: 96013519673 To: 4764	1 page	Feb 17

- There are two folders that you can select: **Current** and **Deleted**. Current will have your received faxes. Deleted will have faxes that you have deleted.
- Each fax has a **Status**, shown as **Received** in the screenshot – a **From: & To:** section – a **Page Count** – and a **Date/Time**.
- You can check the square beside each fax to manage it. Multiple squares can be checked at one time. To select all faxes on a page, check the square directly below the Forward key.
- You can **Forward, Delete, and Mark As Viewed/Unviewed (More Actions key)** faxes that you have selected.

## XM Fax: Outbound History

Folder view: Current   Deleted				
Search Date All Status All Reset				
Resubmit Delete More Actions				
<input type="checkbox"/> 1 to 2 of 2				
<input type="checkbox"/>	Sent	TEST FAX - SCRMC IT To: 917177288774	2 pages	10:37 am
<input type="checkbox"/>	Sent	TEST FAX - SCRMC IT To: 918774395479	2 pages	10:35 am

- There are two folders that you can select: **Current** and **Deleted**. Current will have your received faxes. Deleted will have faxes that you have deleted.
- Each fax has a **Status**, shown as **Received** in the screenshot – a **From: & To:** section – a **Page Count** – and a **Date/Time**.
- You can check the square beside each fax to manage it. Multiple squares can be checked at one time. To select all faxes on a page, check the square directly below the Forward key.
- You can **Forward, Delete, and Mark As Viewed/Unviewed (More Actions key)** faxes that you have selected.

## XM Fax: Viewing a Fax

Back Download Forward ▼ Delete More Actions ▼

Fax Properties Routing History Note Event Log

From Locate Request 1.601.362.7533 We

**MS811 Locate Request For MS7021**

Type: Normal  
Ticket #: 20022609500533  
Sequence #: 1

- Clicking a fax in Inbound/Outbound History menus will open the Fax View.
- You can **Download, Forward, and Delete** from this menu, as well as see the fax.
- There are detail tabs across the top menu, but for general faxing purposes you won't need to use these tabs.

## XM Fax: Outgoing Queue

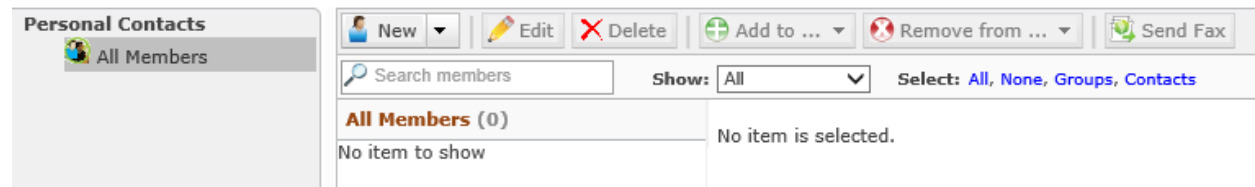
Retry now Cancel ▼

⏪ 1 to 1 of 1 ⏩

Preprocessing (No Subject) 0 pages 10:47 am  
To: 96014264764

- This menu will show you faxes that you are currently sending.
- If a fax is interrupted for any reason, you can check the square beside the fax and press the **Retry** now key to resend the fax.
- Press the **Cancel** key to cancel an outgoing fax at any time.
- You can see the current status, subject, page count, and time the fax was started on this page.

## XM Fax: Contacts



- Pressing the **Contacts** key across the top of the XM Fax page will take you to a menu where you can add/delete contacts.
- Pressing the **New** key will let you type a **Display Name, Company, and Fax** (the actual number) for a New Contact. You can also press the drop down arrow beside New to create a **Group** for contacts.
- You can select a contact and press the **Edit/Delete** keys to edit the details of a contact or delete it.
- You can select a contact and press the **Add to or Remove from** keys to add or remove a contact from a group.
- You can select **Send Fax** while a Contact or Group is selected to send a fax to that Contact/Group.