



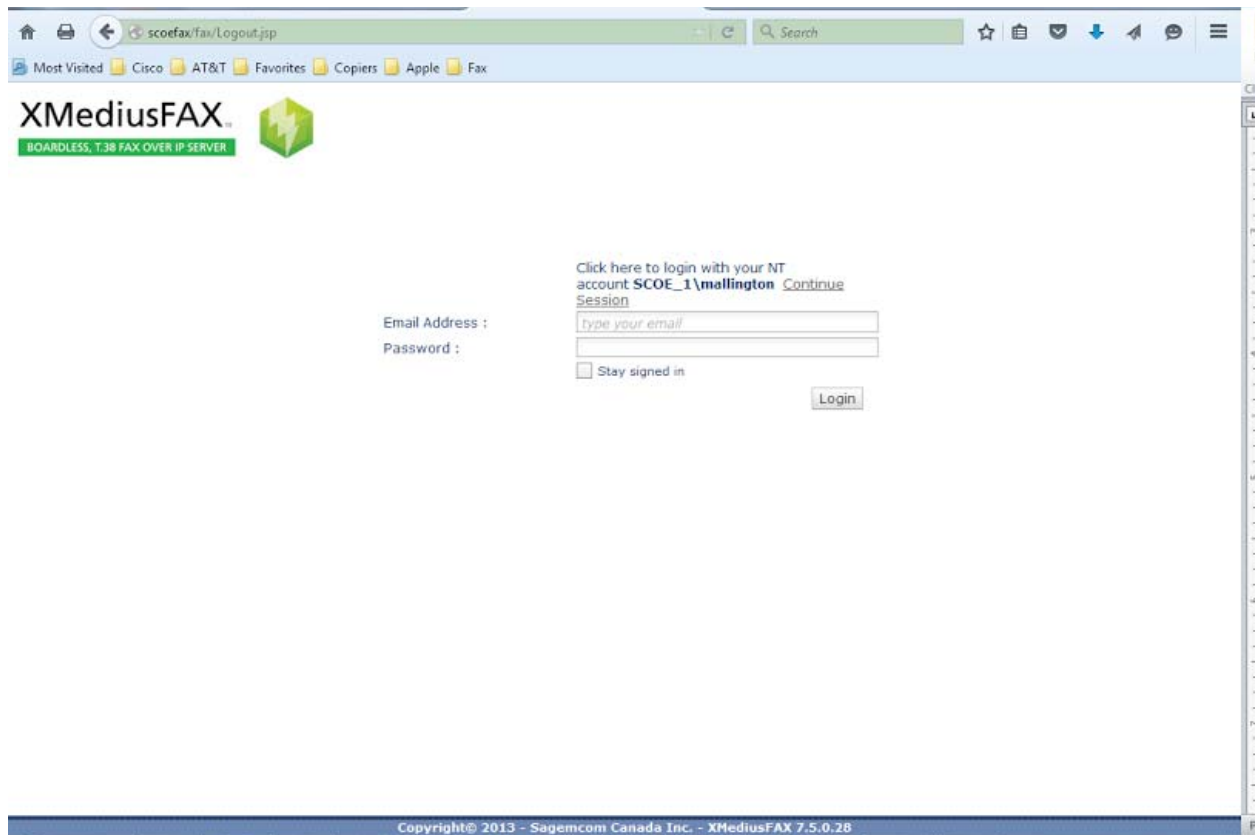
Network Services Quick Tip

How to Fax using XMediusFAX

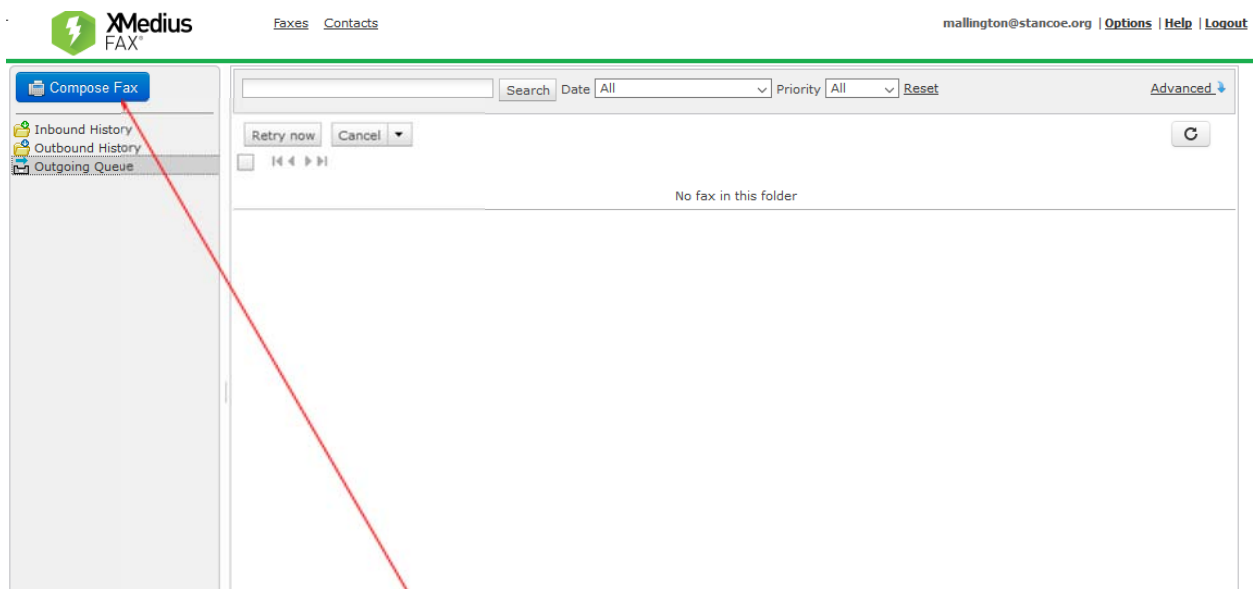
Open the Internet Browser of your choice
(Internet Explorer/Chrome/Firefox)

Type in URL: <http://scoefax/fax>

E-mail help@stancoe.org for assistance or problems



Log in using your Network login information (it may bypass this screen and automatically log you in)



Click on the compose button to prepare a fax



XMediusFAX
BOARDLESS, T.38 FAX OVER IP SERVER



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The screenshot shows the XMediusFAX web interface. On the left is a sidebar with a 'Folder' section containing 'Inbound History', 'Outbound History', and 'Outgoing Queue', and a 'Contacts' section at the bottom. The main area is titled 'Compose' and has three tabs: 'Compose', 'Sender & Company information', and 'Options'. The 'Compose' tab is active, showing fields for 'Recipients' (Name, Company, Fax), 'Cover Sheet' (Style, Subject, Comment), and 'Attachments' (Document to attach, Browse, More attachments...). A red arrow points from the text below to the 'Sender & Company information' tab.

Click on the Sender & Company Information tab



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The screenshot shows the XMediusFAX web interface. On the left is a sidebar with a 'Folder' section containing 'Inbound History', 'Outbound History', and 'Outgoing Queue', and a 'Contacts' section. The main area has a 'Compose' tab selected, with sub-tabs for 'Compose', 'Sender & Company information', and 'Options'. Under the 'Compose' sub-tab, there are two radio buttons: 'Use default sender and company information' (unselected) and 'Use custom sender and company information' (selected). Below this are three sections: 'Personal Information' with fields for Salutation, First Name (Melinda), Last Name (Allington), Job Title, E-mail (mallington@stancoe.org), Mobile, and Pager; 'Billing Information' with fields for Billing code and Sub Billing Code; and 'Company Information' with fields for Company (Stanislaus County Office of Education), Address, City, State, Country, Zip Code, Phone (209-238-1962), and Fax. A 'Restore defaults' button is at the bottom of the company information section. Two red arrows originate from the text below: one points to the 'Use custom sender and company information' radio button, and the other points to the 'Compose' tab.

Check the Use custom sender...button. Fill out the information for yourself with as much or as little detail as you would like then click on the compose tab



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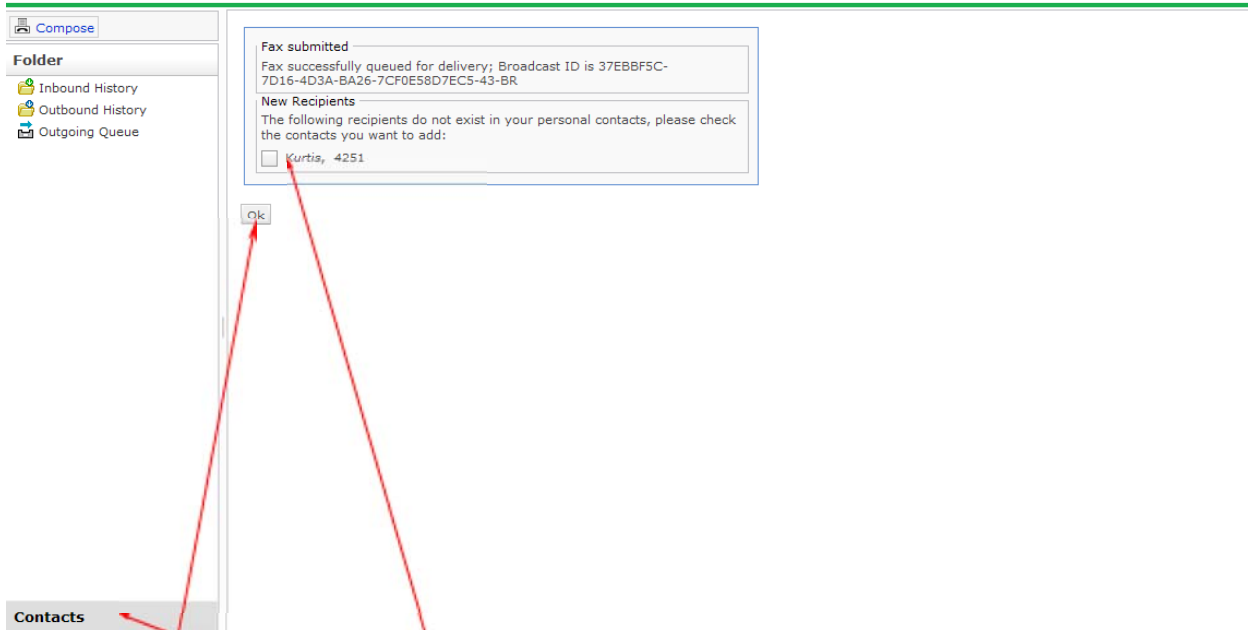
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The screenshot shows the XMediusFAX web interface. On the left is a sidebar with 'Folder' (Inbound History, Outbound History, Outgoing Queue) and 'Contacts'. The main area is titled 'Submit' and has tabs for 'Compose', 'Sender & Company information', and 'Options'. The 'Compose' tab is active, showing a form with the following sections:

- Recipients:** Name, Company, Fax (all text input fields). A 'More recipients...' button is to the right of the Name field.
- Cover Sheet:** Style (dropdown menu showing 'Default Cover Sheet (Basic001.cse)'), Subject (text input field), and Comment (text area).
- Attachments:** Document to attach (text input field), a 'Browse...' button, 'No file selected.', and a 'More attachments...' button.

Red arrows from the text below point to the Name, Company, Fax, and Attachments fields.

Fill out the information for the name, company, fax number formatted the same way you would dial it on the phone, i.e., starting with a 7 for any 10 or 7 digit number no dashes or spaces, and only use the last 4 numbers for internal faxes without a 7, subject, and any comments to the person you are sending the fax to. You may also attach a document and then click the submit button



Compose

Folder

- Inbound History
- Outbound History
- Outgoing Queue

Fax submitted

Fax successfully queued for delivery; Broadcast ID is 37EBBF5C-7D16-4D3A-BA26-7CF0E58D7EC5-43-BR

New Recipients

The following recipients do not exist in your personal contacts, please check the contacts you want to add:

Kurtis, 4251

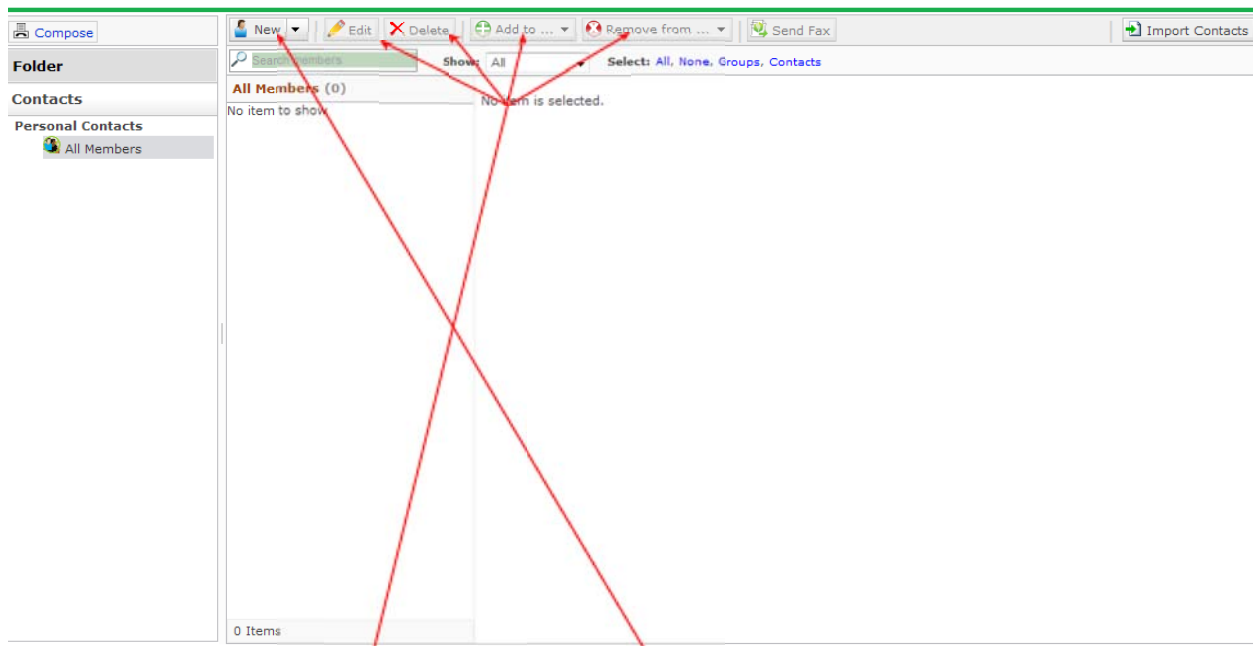
OK

Contacts

If you have not previously added them to your contacts you will get this screen. Check the box next to the person's name and fax number and press ok. You may also add your contact list as time permits for future use by clicking on Contacts.



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From this screen you can add individuals and/or groups by clicking on the New tab. You may also edit, delete, add an individual to a group or remove from a group.



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The screenshot shows the XMediusFAX web interface. On the left, a 'Folder' sidebar lists 'Inbound History', 'Outbound History', and 'Outgoing Queue', with 'Outgoing Queue' selected. The main area displays a search bar with 'Expression:', 'Time range: All', and 'Priority: All' dropdowns, along with 'Search' and 'Options' buttons. Below the search bar, it says 'Found 0 fax(es)'. A table with columns 'Status', 'Recipient Name', 'Modified Destination', 'Subject', 'Priority', and 'Submitted Time' is shown, with the message 'No matches were found or there's no fax in this folder' centered below it. A red arrow points from the 'Outgoing Queue' folder to the text below.

Click on Outgoing Queue to see the progress of your fax.



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Compose

Expression: Time range: All Status: All Search Options

Folder view: Current Deleted

Resubmit Mark as viewed Mark as unviewed Delete


1 to 14 of 14

| Recipient Name | Modified Destination | Subject | Completed/Failed Time | Duration (sec.) | Status |
|----------------|----------------------|---------|------------------------|-----------------|--------|
| | 4200 | | 10/15/2015, 3:32:38 PM | 0 | Sent |

1 to 14 of 14

Resubmit Mark as viewed Mark as unviewed Delete

Contacts

A red arrow originates from the 'Outbound History' folder in the left sidebar and points to the first row of the fax history table.

Click on Outbound History to see your fax history and whether they were sent or failed



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The screenshot shows the XMediusFAX web interface. On the left, a 'Folder' sidebar lists 'Inbound History', 'Outbound History', and 'Outgoing Queue'. 'Inbound History' is selected and highlighted. A red arrow points from this folder to the main content area. The main area displays a table of fax records with columns: Received Time, Duration (sec.), DNIS/DID, Remote CSID, ANI, From, and Time. A single record is visible, dated 10/15/2015 at 3:32:38 PM. Below the table are navigation controls and buttons for 'Mark as viewed', 'Mark as unviewed', 'Delete', and 'Forward'.

| Received Time | Duration (sec.) | DNIS/DID | Remote CSID | ANI | From | Time |
|------------------------|-----------------|----------|-------------|-----|------------|------------------------|
| 10/15/2015, 3:32:38 PM | 0 | 4700 | SCOF | | Fax System | 10/15/2015, 3:32:38 PM |

Click on Inbound History to see your incoming faxes