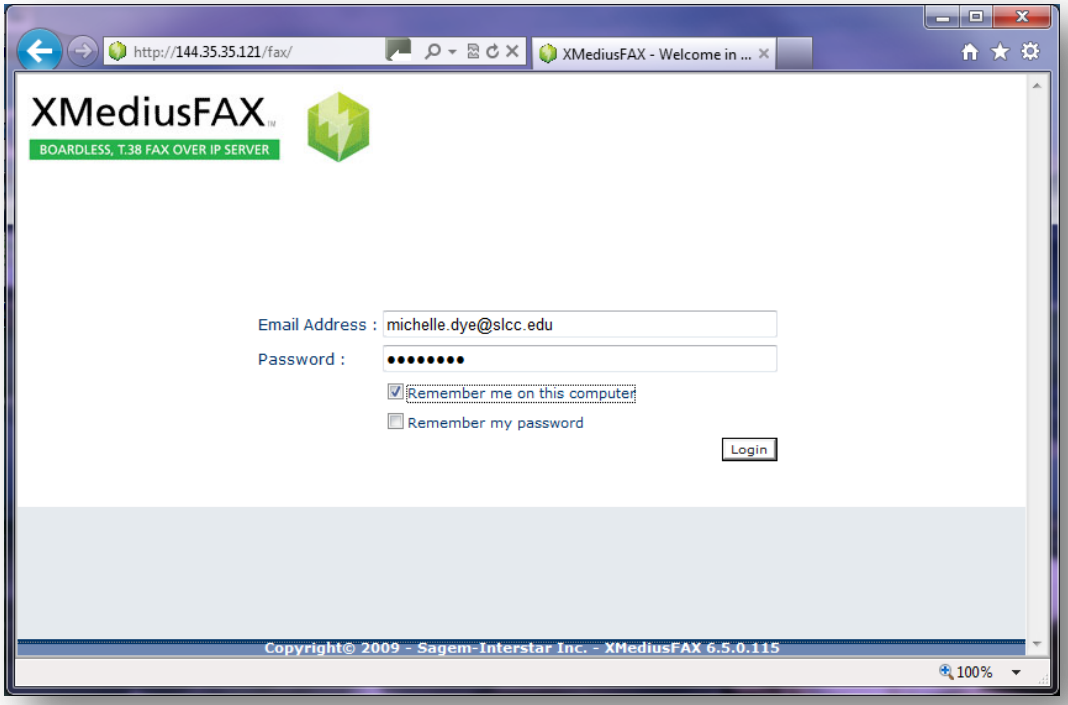
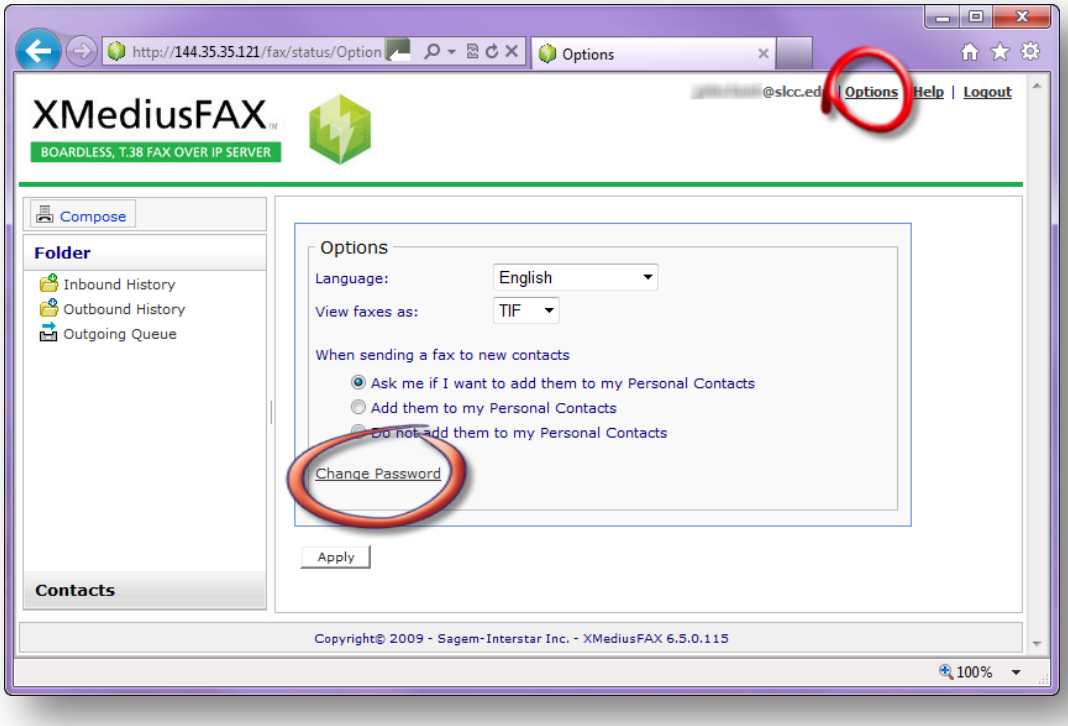
Using XMediusFAX Web Version

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

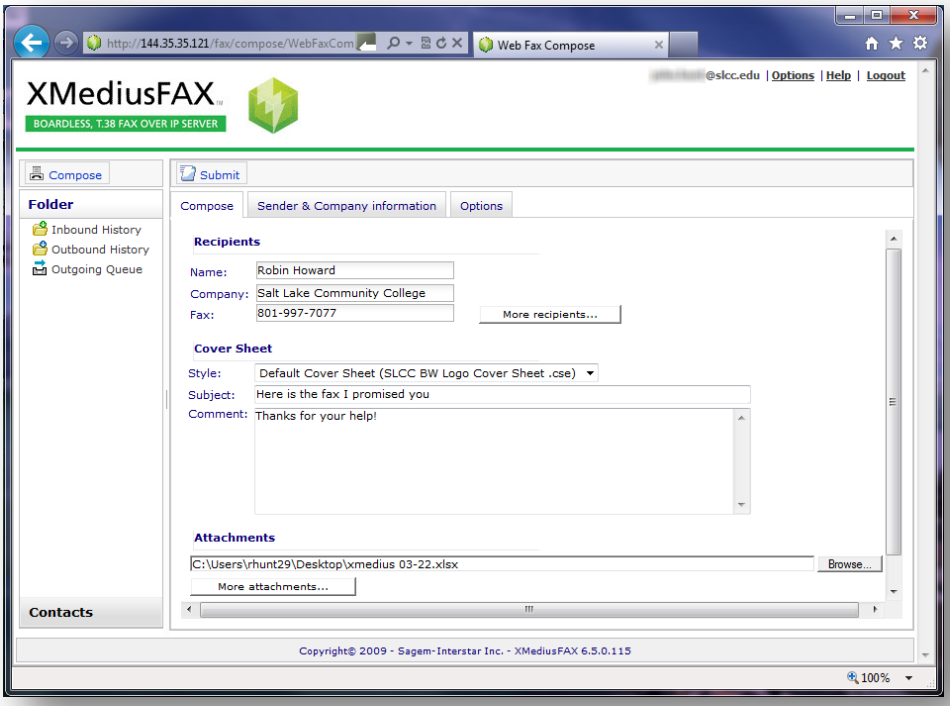
1. Open up your browser and type in the URL: **144.35.35.121/fax**
2. Use you SLCC email address. The default password is **589985** for first time you log on.



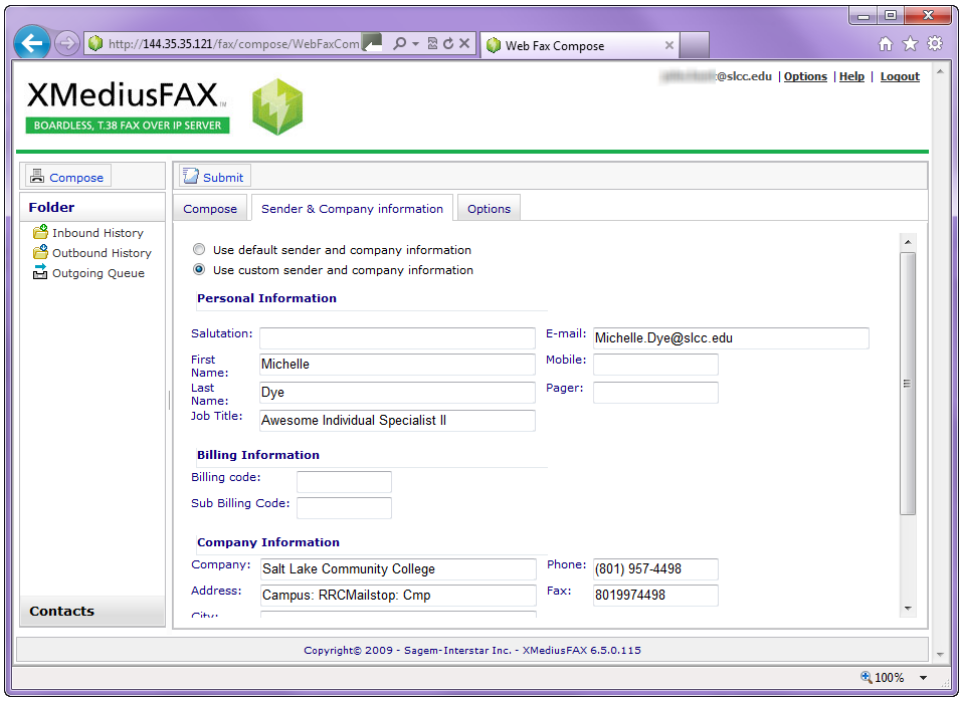
3. Change your password by clicking the **Options** link in the upper right corner and **Change Password**.



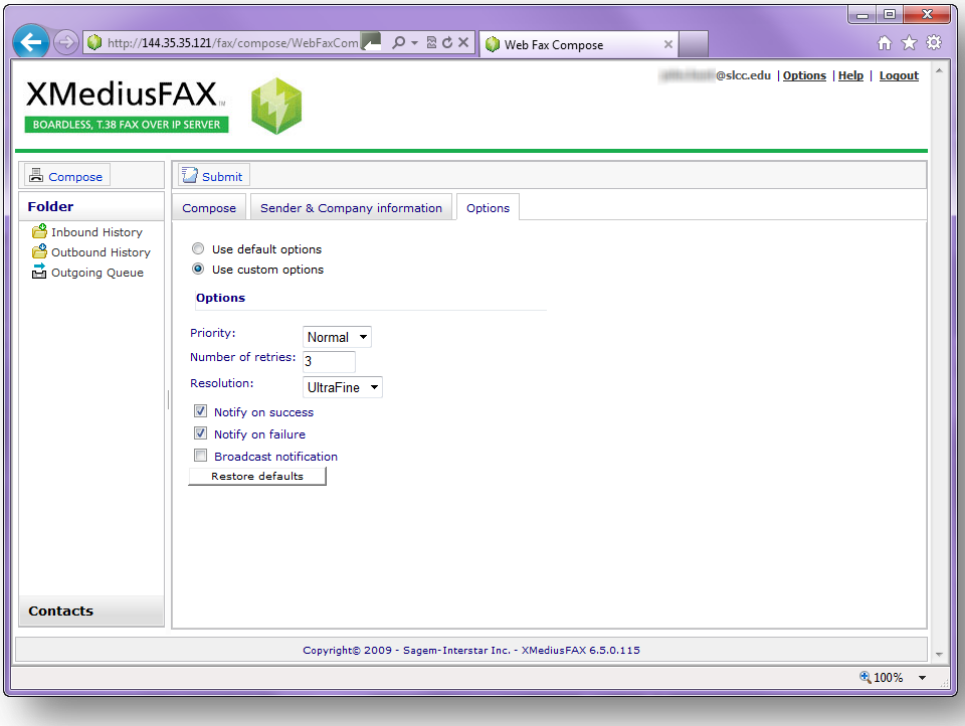
4. To compose and send a fax, click on **Compose** on right had side.
   - Under **Recipients:**, enter **Name**, **Company** and **Fax Number**.
   - The default, **SLCC cover sheet** will come up automatically
   - Add a **Subject** and enter a **Comment** (if needed).
   - To attach documents, under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



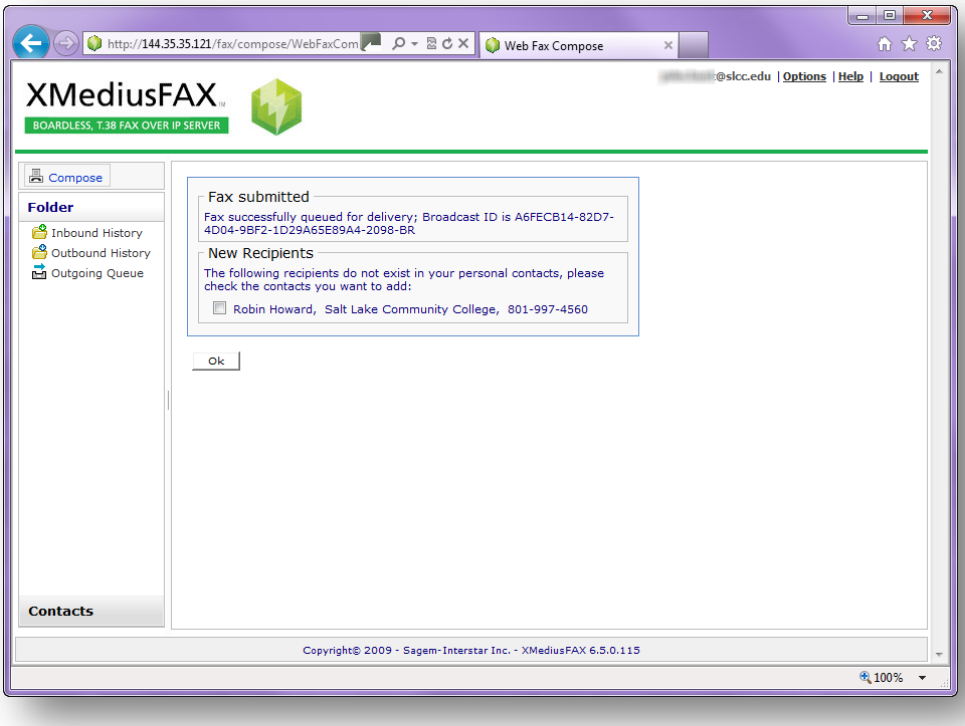
5. To personalize your company information on the cover sheet, click on the **Sender & Company Information** tab then select the **Use custom sender and company information** option.



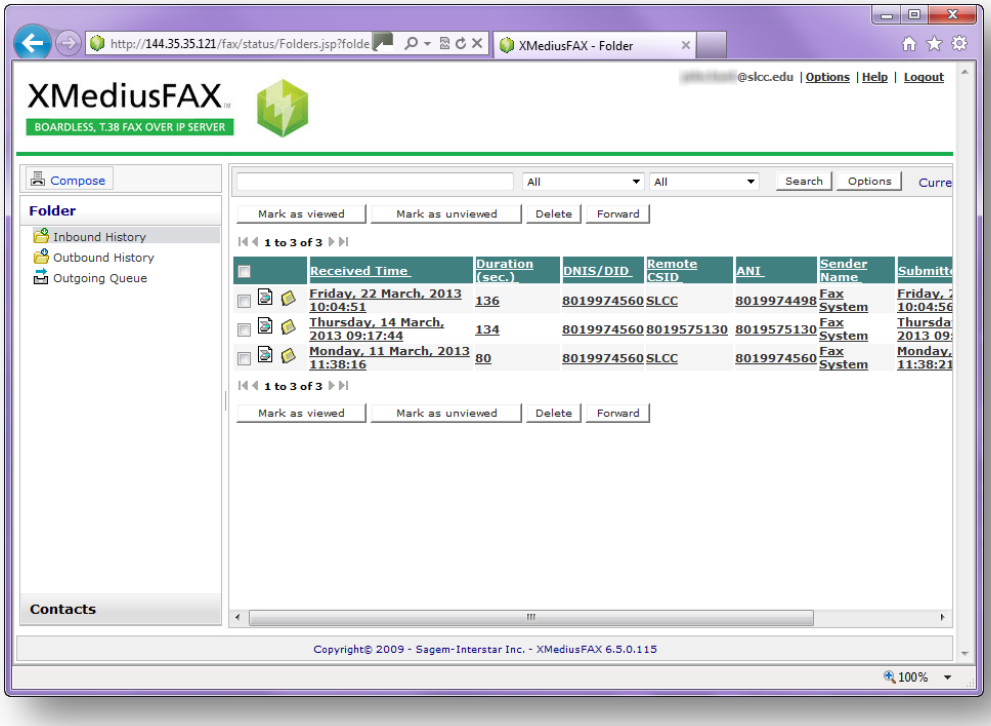
Under the options tab, you can choose to use the **default options** (recommended). You can also choose **Use custom options** and set; **Priority** of fax, **Number of Retries** in the event the fax is not sent the first time, **Resolution** of the fax, and **Notifications**.



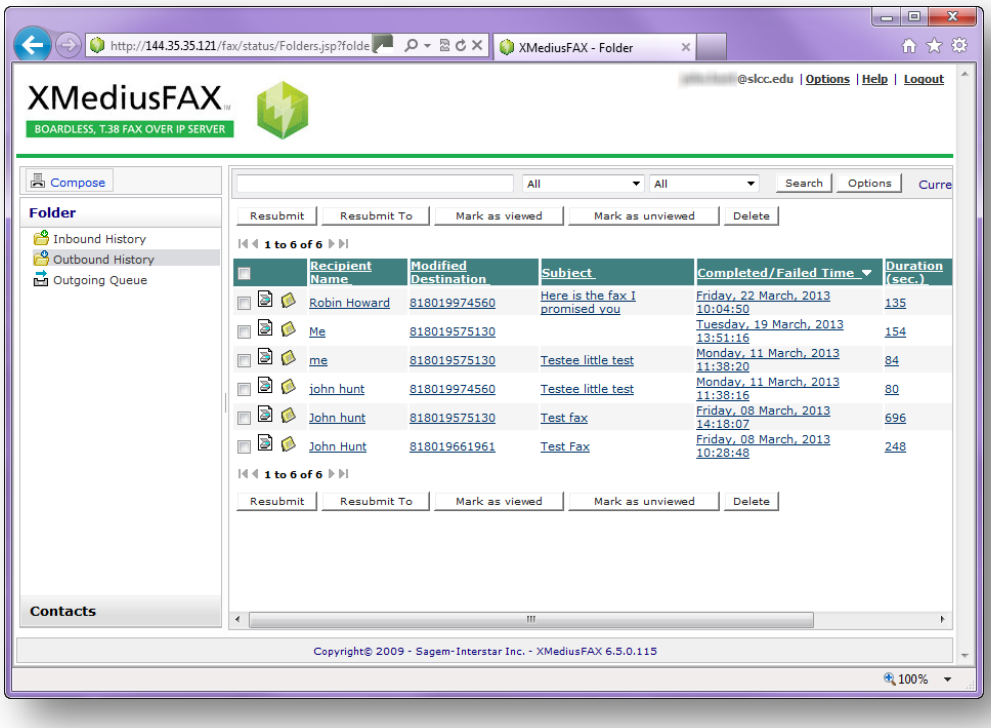
Click on **Submit** and this will move the document to your **Outgoing Queue** to send. When sent, a report will display.



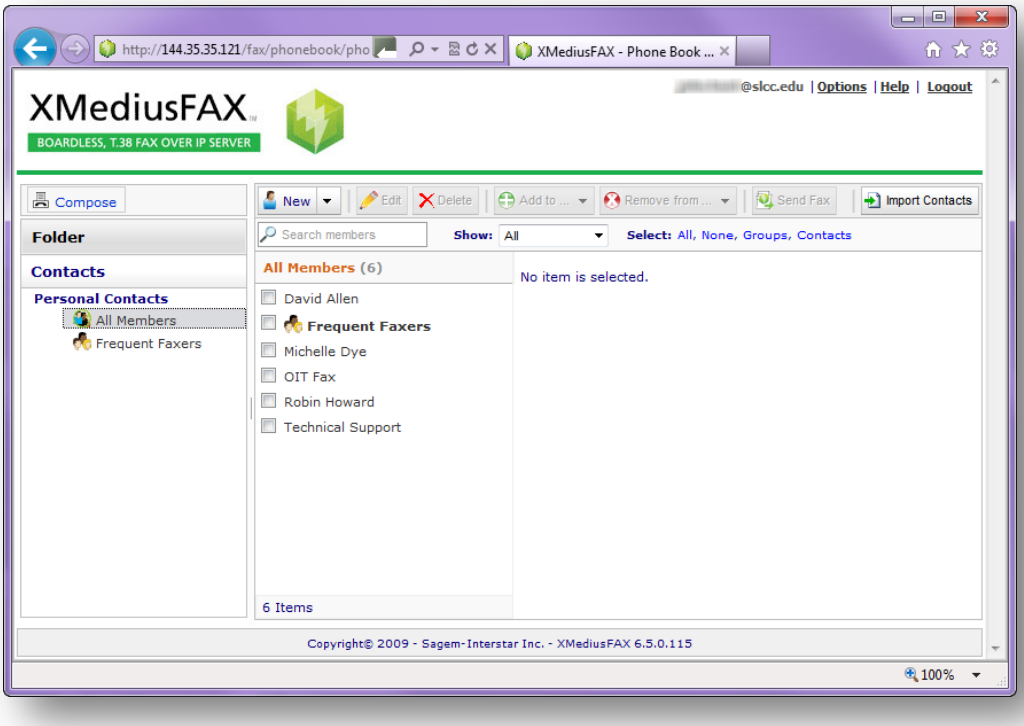
You can check for incoming faxes under **Folder** in the navigation pane on the left. Select **Inbound History**.



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**.