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.

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

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- 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).

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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.

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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**.

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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.

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

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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.