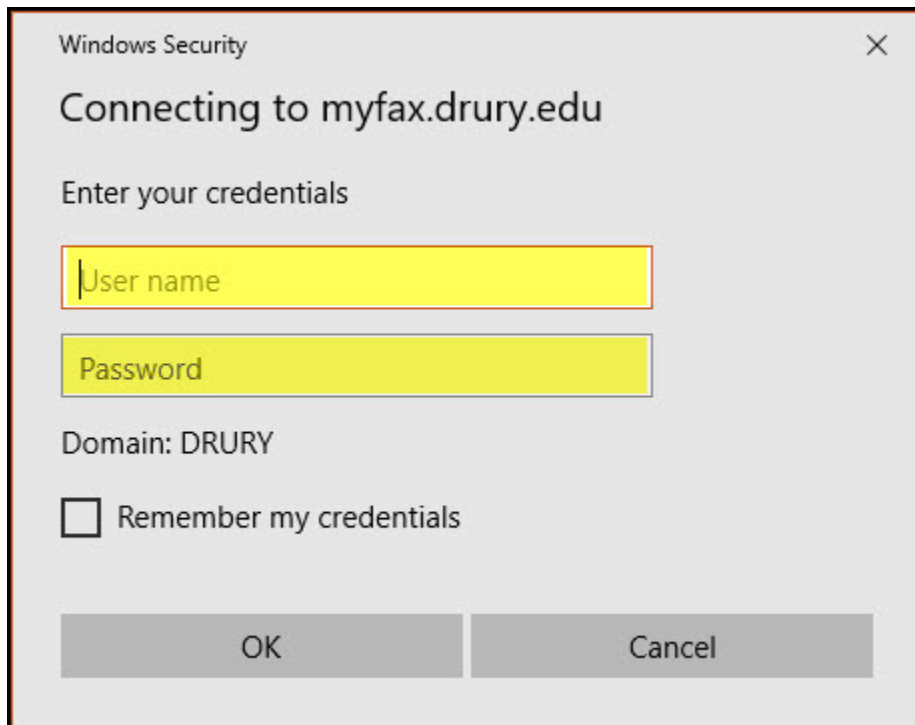


FAXING GUIDE

Faxes may be sent from campus using XMediusFAX.

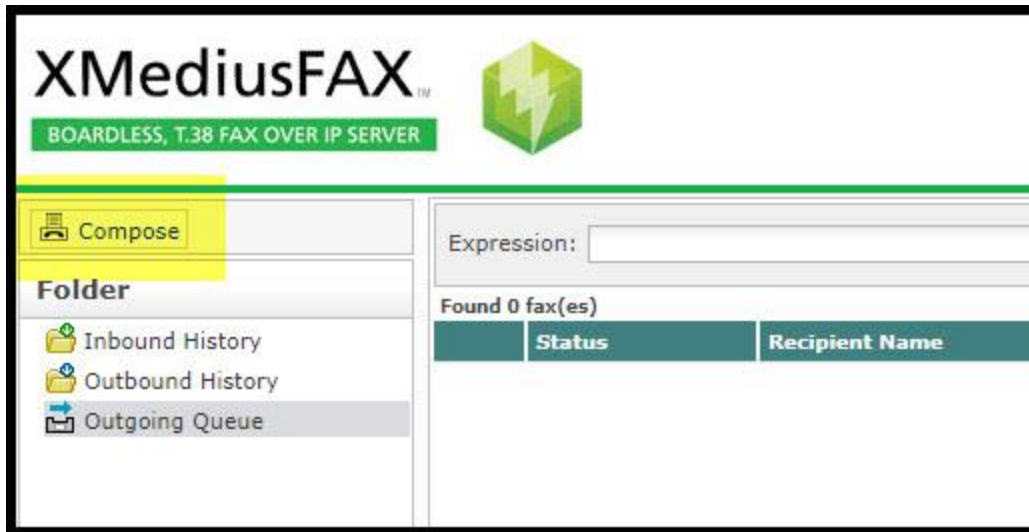
Go to the [XMediusFAX](#) website. Please use Internet Explorer or Firefox as the website will not function correctly using other browsers.

Enter your Drury username and password in the security window.



A screenshot of a Windows Security dialog box titled "Connecting to myfax.drury.edu". The dialog box has a close button (X) in the top right corner. Below the title, it says "Enter your credentials". There are two input fields: "User name" and "Password", both highlighted in yellow. Below the input fields, it says "Domain: DRURY". There is a checkbox labeled "Remember my credentials" which is currently unchecked. At the bottom, there are two buttons: "OK" and "Cancel".

On the XMediusFAX home page, click the **Compose** button at the top left.



On the first tab, **Compose**, enter the name(s) of the recipients and the fax number.
****Be sure to use “9” before any fax number and “1” if the number is long distance.*
A coversheet with a subject and comments is an option.

Submit

Compose | Sender & Company information | Options

Recipients

Name:

Company:

Fax:

Cover Sheet

Style:

Subject:

Comment:

Attachments

Document to attach

No file chosen

Use 9 before any number, then 1 if it's long distance.

Click on the second tab, **Sender and Company Information**, to verify or edit your information.

Submit

Compose **Sender & Company information** Options

Use default sender and company information
 Use custom sender and company information

Personal Information

Salutation:

First Name:

Last Name:

Job Title:

Billing Information

Billing code:

Sub Billing Code:

Company Information

Company:

Address:

City:

State:

Country:

Zip Code:

E-mail:

Mobile:

Pager:

Phone:

Fax:

You may want to delete your mobile number if it was filled in.

If faxing to a toll-free number, this field must be completed.

The Options tab defaults to standard settings, but enables you to change the number of tries if the fax line is busy, or set a delayed time for the fax to be sent.

The screenshot shows the 'Options' tab of a fax software interface. At the top, there is a 'Submit' button and three tabs: 'Compose', 'Sender & Company information', and 'Options'. The 'Options' tab is active and contains the following settings:

- Use default options
- Use custom options
- Options**
- Priority: Normal (dropdown)
- Number of retries: 3 (input field)
- Resolution: High (dropdown)
- Notify on success
- Notify on failure
- Broadcast notification
- Restore defaults (button)
- Delay**
- Delay Transmission Until:
- Date: 9/19/2018 (dropdown)
- Time: 12:00:00 PM (time picker)

When all information has been completed, click the Submit button at the top of the screen.

The screenshot shows the XMediusFAX software interface. At the top, there is a logo for XMediusFAX with the tagline 'BOARDLESS, T.38 FAX OVER IP SERVER' and a green lightning bolt icon. Below the logo, there is a 'Compose' button and a 'Submit' button, with the 'Submit' button highlighted in yellow. The interface is divided into three tabs: 'Compose', 'Sender & Company information', and 'Options'. The 'Options' tab is active and contains the following sections:

- Folder**
- Inbound History
- Outbound History
- Outgoing Queue
- Recipients**
- Name: [input field]
- Company: [input field]
- Fax: [input field]
- More recipients... (button)
- Cover Sheet**