XMediusFAX

Fax over IP
Contents

Introduction ........................................................................................................................................... 3
Objectives ................................................................................................................................................ 3
Prerequisites .......................................................................................................................................... 3
Accessing XMedius Fax .......................................................................................................................... 4
Sending a FAX ......................................................................................................................................... 5
Support Contacts ..................................................................................................................................... 9
Introduction
In order to provide quick and efficient secure file exchange, ABAC has partnered with XMedius to provide Fax over IP services. Faculty and staff can send Faxes from any internet connected device.

Objectives
The following objectives are covered in this document

- Ability to access XMedius
- Ability to send Faxes

Prerequisites

- Users must have ABAC Email account set up
- User can access MyABAC Centrify (Recommended)
Accessing XMedius Fax

To access XMedius login to your MyABAC account. If this is your first time using XMedius you will need to add the app to your profile. Click on **ADD APPS**

![Figure 1- MyABAC highlight Add Apps](image1)

The app is called **ABAC – XMedius FAX**. After adding the app simply click to launch XMedius.

![Figure 2- App Catalog highlight ABAC - XMediusFAX](image2)
Once added to MyABAC there is no need to configure the application simply click **ABAC – XMEDIUSFAX** to launch the application.

![Image of ABAC and XMEDIUSFAX applications](image)

**Figure 3- MyABAC highlight ABAC - XMEDIUSFAX**

**Sending a FAX**

On the main screen, left click **COMPOSE** to begin.

![Image of XMediusFAX compose page](image)

**Figure 4- XMediusFAX highlight Compose**
After clicking **COMPOSE**, you will see three tabs: **COMPOSE, SENDER & COMPANY INFORMATION**, and **OPTIONS**. By default, you will begin on the **COMPOSE** tab. Here you will input the **RECIPIENTS** name, company, fax number, **COVER SHEET** info about your subject, or comments and any **ATTACHMENTS** you would like to send via fax.

![Figure 5 - XMediusFAX highlight Tabs](image)

The **SENDER & COMPANY INFORMATION** Tab contains information relating to you and your company. This information is autofilled with details from your ABAC account.

![Figure 6 - XMediusFAX Sender & Company Information](image)
The **OPTIONS** Tab is where you specify specific preferences, such as Notifications, Priority, Delay, etc.

![Figure 7 - XMediusFAX Options Tab](image)

After making all your selections, click submit to send your FAX

![Figure 8 - XMediusFAX highlight Submit](image)
You will get a message notifying you that your fax was successfully submitted.

The FAX will move to your **OUTGOING QUEUE** until processed.

Once the FAX processes and is sent you will receive a confirmation notification via email as well as see the fax in your **OUTBOUND HISTORY**.
Support Contacts

At ABAC our goal is to provide you with the tools and resources you need to educate your students. If you need additional support or training please contact us.

ABAC Faculty Support
Chris Daniels, Educational Technologist
Baldwin Library 208
229-391-5258
cdaniels@abac.edu

ABAC Student and Faculty Help Desk
Office of Technical Services
Baldwin Library 221
229-391-5400
TechSupport@abac.edu