XMEDIUS FAX INSTRUCTIONS

SENDING A FAX

Faxes will be sent via email through Outlook. The document you are wanting to fax will be sent as an email attachment. These attachments can be one of the following document types: Microsoft Office, PDF, JPG or TIF.

To send a fax:

- 1. Create a new email
- 2. In the TO: field, type the fax number of the recipient followed by @fax.swosu.edu
 - On campus: example <u>7080@fax.swosu.edu</u> Local: example - <u>7745278@fax.swosu.edu</u> Long Distance: example - <u>14051234567@fax.swosu.edu</u>
- 3. In the Subject field, type the subject of your fax
- 4. The body of the email can be used to type any information you need to add or it can be the only information you send. The information typed in the body of the email will be shown in the "Comments" section on the cover page.
- 5. If you have a document to send, attach it to the email
- 6. Click Send

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FILE MESSAGE	INSERT OPTIONS FORMAT TEXT REVIEW		
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Send Subject	Demonstration Fax		
This is an example	of how the body of an email appears when sent in a fax.		
Assistant Networ Southwestern Of 100 Campus Driv Weatherford, Ok Office Phone: 5 <u>www.swosu.edu</u>	k Administrator Iahoma State University e : 73096 80-774-7071		

7. A confirmation email will be sent that the fax was received. The confirmation email will ALWAYS be from <u>xmediusfax@swosu.edu</u>. The confirmation email will only have the cover page of the fax in the body of the email as well as the attachment in the Message section.

! ②	: 🕒 🕘 FROM	SUBJECT
	Date: Today	
	xmediusfax@swosu	I.edu Fax Sent to '6255@fax.swosu.edu' at 6255

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W	ed 7/15/2015 3:32 PM			
X	mediusfax@swosi	u.edu		
E	ax Sent to '6255@fax.sw	osu.edu' at 6255		
o Yancey, Kandi				
Message	CB6F81F4-5B69-453F-9940-2B	C10465B993-478-OF.pdf (29 KB)		
Time Sent	: Wednesday,	July 15, 2015 3:32:0	7 PM Central Day	light Time
Duration	: 193			
Remote CSID	: SWOSU Fax			
Destination Subject	: 6255 : Demonstrati	on Fax		
9	** SENDI	G NOTIFICATION : FAX SEN	F SUCCESSFULLY **	
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SCANNING

There will be times you will only have a paper copy of your document. At this point you will need to access a scanner and scan your document in order to have an attachment to send via email.

Scan to Email – With the software of the scanner you may have the ability to scan directly to email which would save one step; it is just a matter of preference. Follow the steps below to scan to email with "most" scanning softwares.

- 1. Place document in scanner
- 2. Open scanner software
- 3. Select "Document to Email"
- 4. Click Scan
- 5. Once the scan is complete, a new email box will appear with the attachment. Fill out the email section then repeat the "To Send a Fax" instructions on page one.

RECEIVING A FAX

Faxes will now be received by one of the following two methods: to a designated printer OR email address/addresses. Each individual fax number will be pointed to one of the two methods above that is determined by each department. The information below will assist in making the decision of which method to choose.

Printer Method:

- Every fax will go to the selected printer
- Select a printer that is a laserjet
- Select a printer that is centrally located to those who will receive to that fax #
- Confidentiality (if necessary) of the printer location

Email Method:

- Every fax will go to this email address/addresses
- If only one email address is selected, will you have access to the faxes in the absence of the owner of that email address