

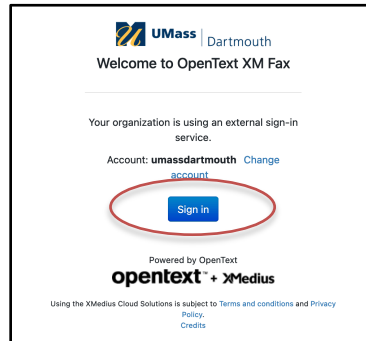


Sending Faxes from your computer with OpenText XMedius Fax

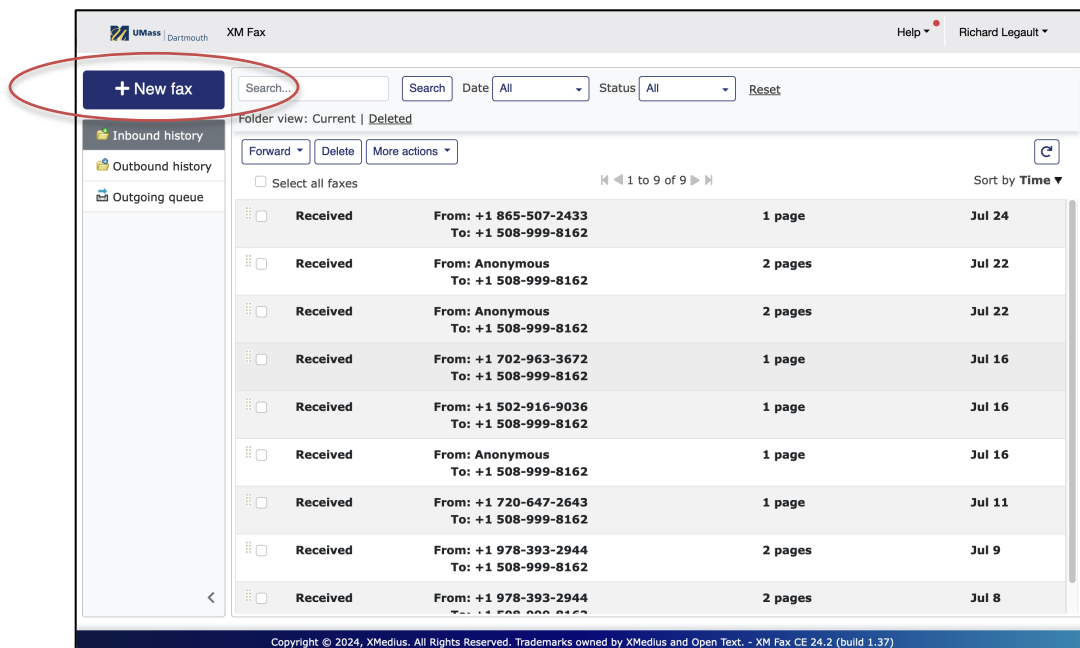
UMass Dartmouth has moved to a secure, cloud-based fax solution. This allows all employees to send faxes from their computers. You can send most file formats as a fax, including PDF files, Word, Excel and PowerPoint files, as well as image file formats such as JPG, PNG and TIFF.

If you need help, please contact the IT Service Center at x8900, option 5, or open a support case using our online IT Help form at <https://ithelp.umassd.edu>.

1. Open a web browser and visit <https://portal.xmedius.com/umassdartmouth>. The sign in-page is displayed. Note that if you are already logged in to any UMass Dartmouth single-sign-on system, you will be logged in automatically.

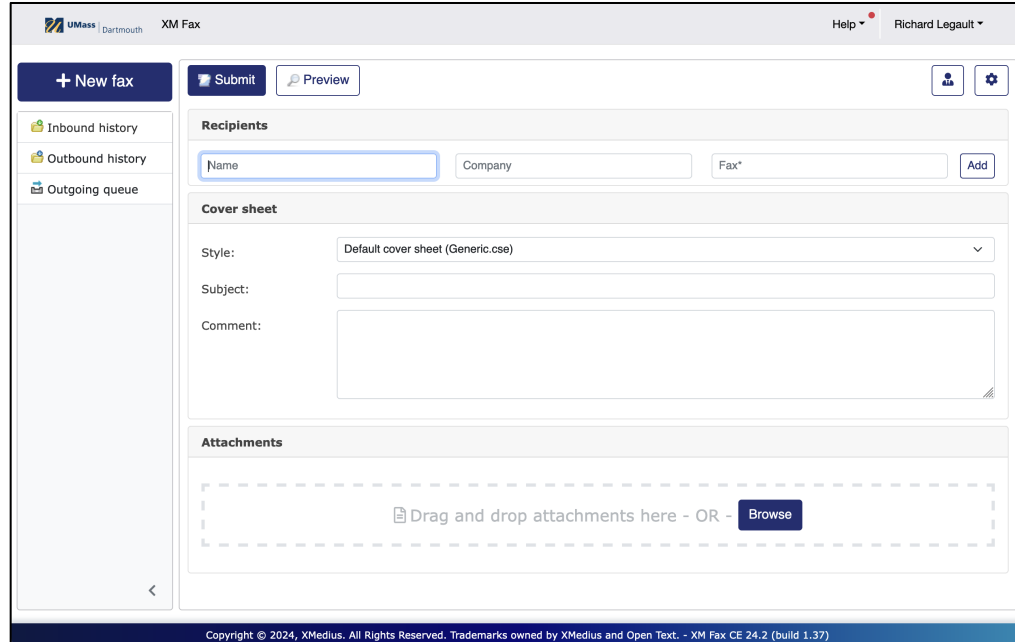


2. Click the Sign in button and log in with your UMassD Logon credentials. The XM Fax home page opens, with recently received faxes shown in a list.





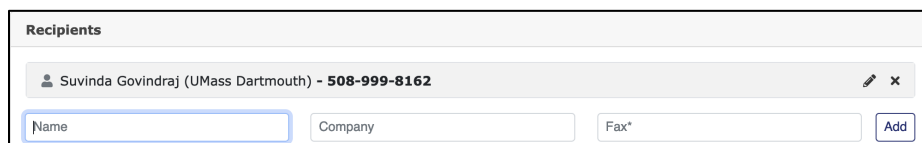
3. Click the **New fax** button at the top of the left column.
The new fax page is displayed.



4. Enter the recipient's Name, Company, and Fax number into the fields provided. If you are faxing to a campus extension, you must use the full 10-digit phone number. Note that you don't need to enter a "7" to get an outside line, as physical fax machines on campus require.



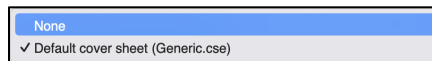
5. When you have finished entering the recipient information, click the **Add** button. The recipient appears in the list, and you can click the button again to add others if needed.





6. Enter Cover Sheet information as required.

If a cover sheet isn't necessary, choose **None** from the Style pop-up menu.



7. To add content to your fax, click the **Browse** button and choose a file, or drag-and-drop a file from your desktop onto the dotted rectangle.

You can send most file formats as a fax, including PDF, Word, Excel and PowerPoint files, as well as image file formats such as JPG, PNG and TIFF. Remember that faxes are always black and white, so files that include color may not appear as intended.

8. After you have selected a file, it appears above the browse button.

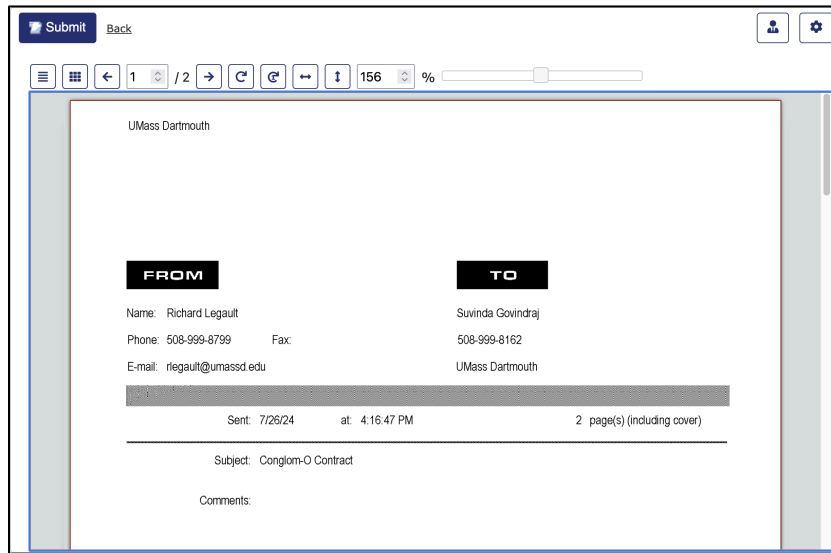
To remove a file, click the 'x' to the right of the file name. To add an additional file, click the Browse button again, or drag another file from your desktop.



9. When you are ready to send your fax, click the **Submit** button and go to step 11.



10. To check your fax before you send it, click the **Preview** button.

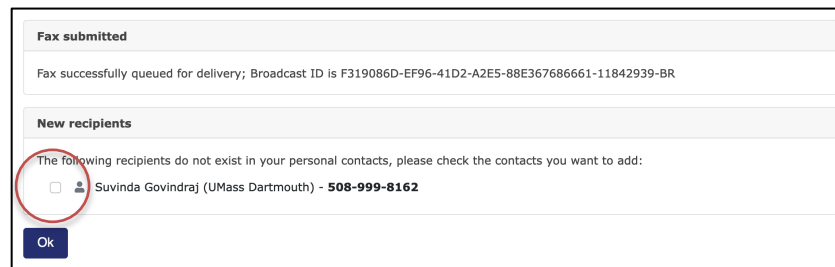


Use the controls at the top of the preview area to scan through the pages of your fax, rotate pages for easy viewing, and change magnification.

If you need to make any changes, click the **Back** button in the upper left.

If you are ready to send your fax, click the **Submit** button

11. A confirmation page is displayed.

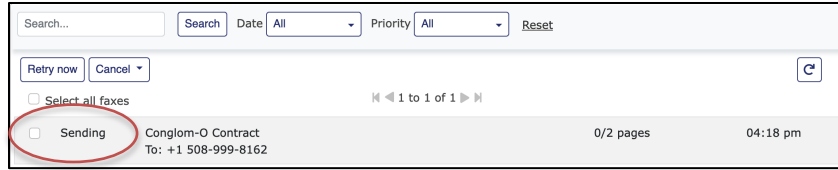


If a recipient doesn't exist in your address book and you would like to add them, click to select the checkbox next to their name.

Click the **Ok** button to continue.



12. The fax sending progress page is displayed. You may need to refresh your browser page to see updated information.

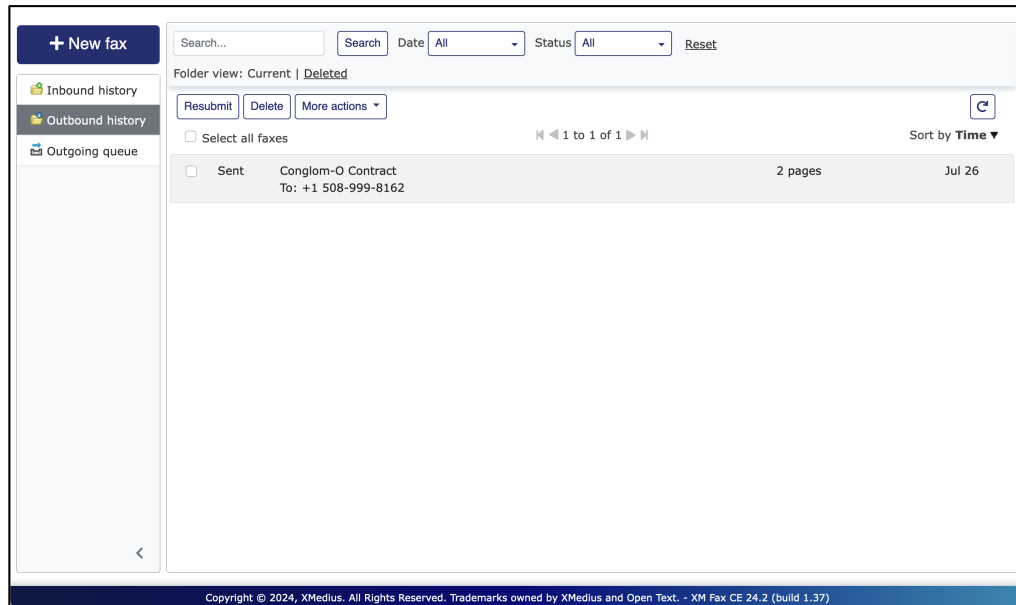


XMedius will try to send your fax three times. If the fax fails, you will receive an email notifying you that the fax was unsuccessful.

13. When sending is complete, the page changes to read “Sent”.



14. Select Outbound History in the left column to see all recently sent faxes.



You will also receive an email confirmation that your fax was sent successfully.



Congratulations, you have sent a fax!