



Sending Faxes from your printer with OpenText XMedius Fax

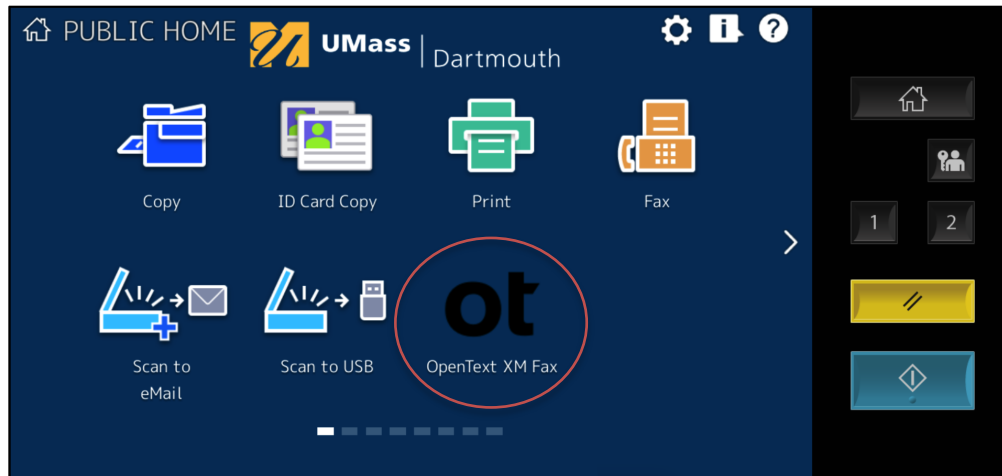
UMass Dartmouth has moved to a secure, cloud-based fax solution. You can send faxes from department Toshiba multifunction printer-scanner copiers, as well as from your computer. This document explains how to fax from a printer.

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>.

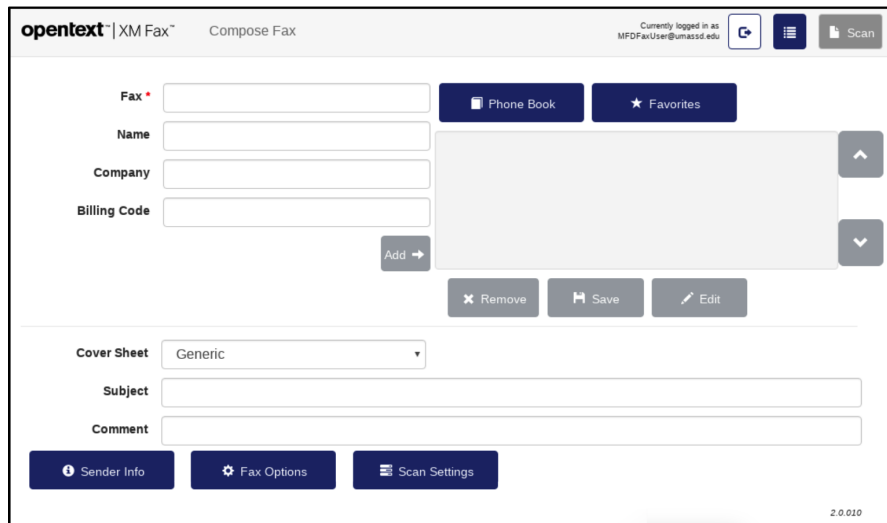
1. Press the Moon button on the printer to wake it up, if needed.



2. Tap the OpenText XM Fax button on the panel.

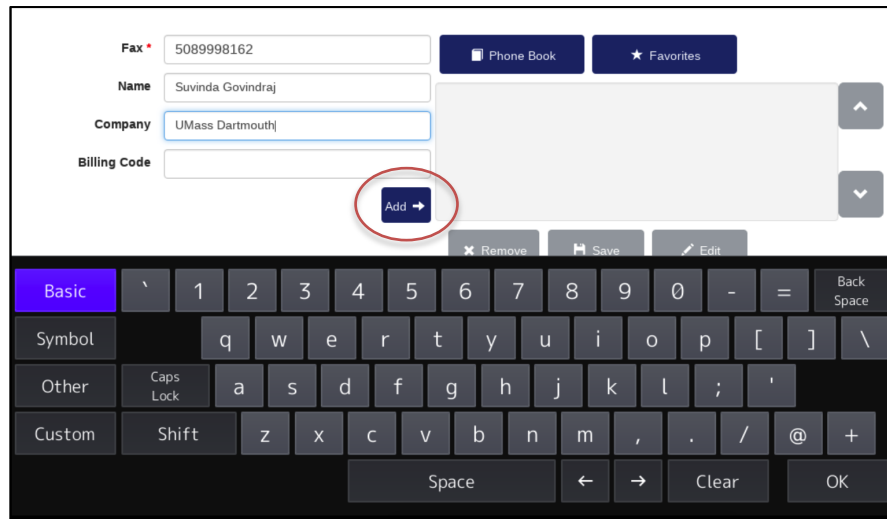


3. The new fax page is displayed.

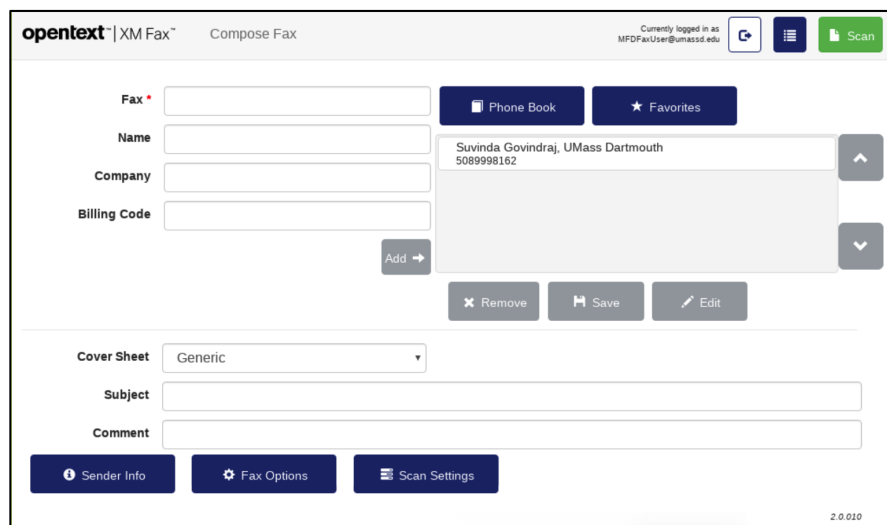




4. Enter the recipient's Name, Company, and Fax number into the fields provided. If you are faxing to a campus extension, you must use the full 10-digit phone number. Note that you don't need to enter a "7" to get an outside line, as physical fax machines on campus require.



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



Select a recipient, then tap the **Edit** button below the name to make changes. Tap the **Remove** button to remove a name from the recipient list.



6. Enter Cover Sheet information as required.

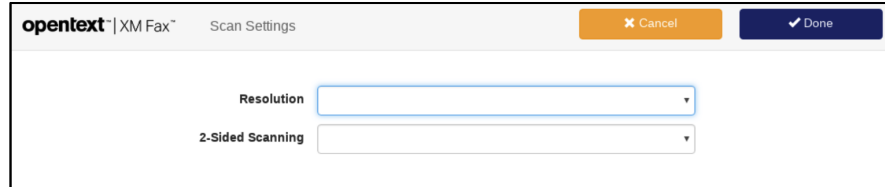
If a cover sheet isn't needed, choose **None** from the Cover Sheet pop-up menu.

7. To adjust the default fax options, tap the **Fax Options** button at the bottom.

Make changes as needed, then tap the **Done** button to continue, or the **Cancel** button to discard any changes.



8. To adjust the default page scanning options, tap the **Scan Settings** button at the bottom.

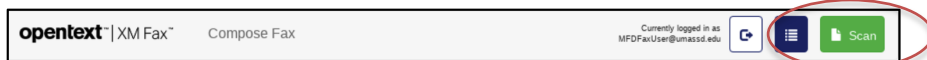


If you need to scan double-sided pages, change the pop-up menu to **2-Sided**.

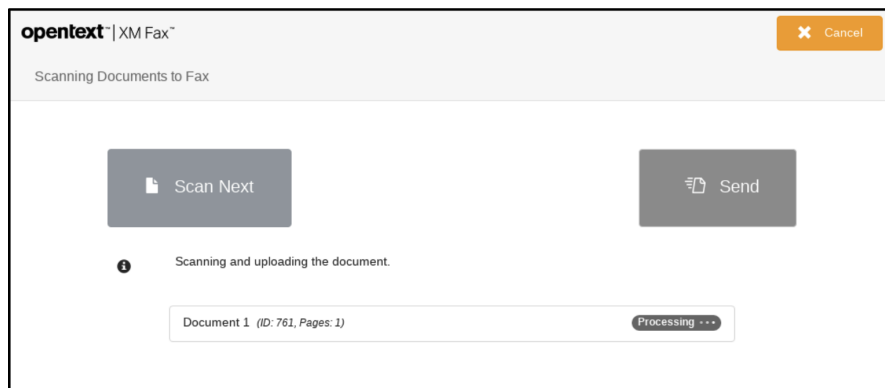


Tap the **Done** button to continue, or the **Cancel** button to discard any changes.

9. When you are ready to scan, place your page(s) face-up into the sheet feeder on the top of the printer. Then tap the **Scan** button in the upper right.



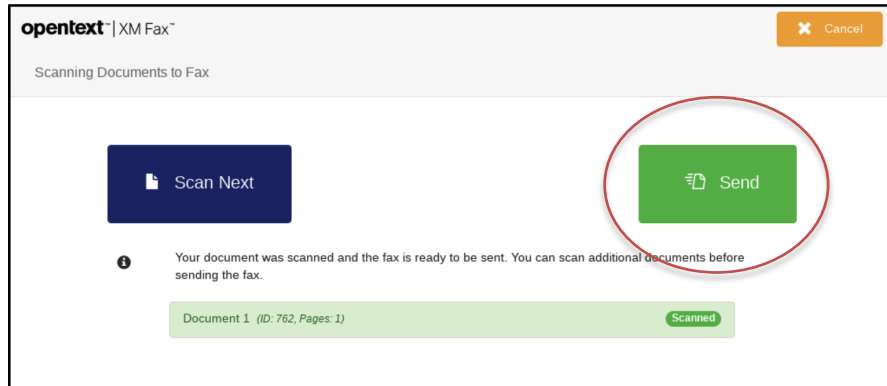
10. The pages are scanned, and progress is displayed on the panel.



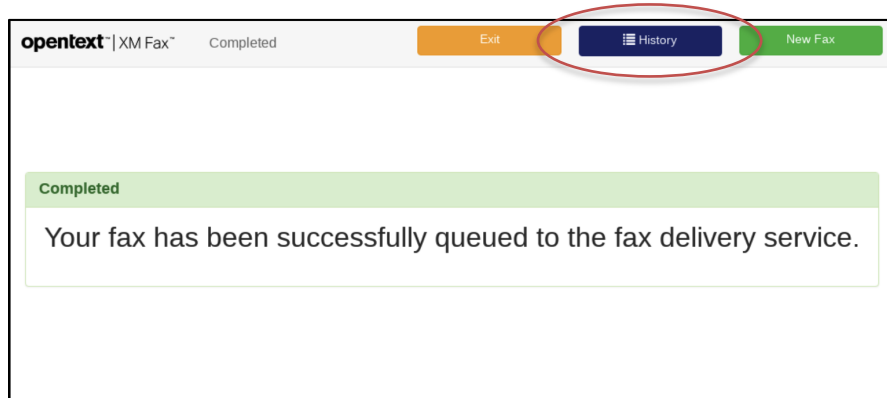
Remember that faxes are always black and white, so files that include color may not appear as intended.



11. When scanning is complete, the **Send** button becomes active. Tap it to continue.

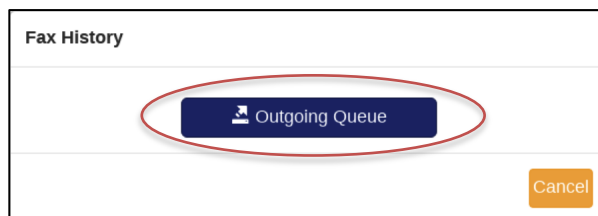


12. A confirmation message is displayed. To view fax sending progress, tap the **History** button at the top.



XMedius will try to send your fax three times. If the fax fails, you will see a message on the panel notifying you that the fax was unsuccessful.

13. Tap the Outgoing Queue button to continue.





14. Progress of outgoing faxes is shown in a list.

Status	Destination	Pages	Date
Ready to send	+15089998162	0/1	Aug 6, 2024 9:57:31 AM

15. When all faxes have been successfully sent, the list appears empty.

Status	Destination	Pages	Date
No results found.			

Tap the **Exit** button to return to the home screen.

Congratulations, you have sent a fax!