

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.

opentext~ XM Fa	x Compose Fax		MF	Currently logged in as EDFaxUser@umassd.edu	🕒 Scan
Fax *		Phon	e Book	★ Favorites	
Name					
Company					
Billing Code		Add →			v
		× Remov	ve 🗎 Save	🖍 Edit	
Cover Sheet	Generic	T			
Subject					
Comment					
Sender Info	🌣 Fax Options	Scan Settings			
					2.0.010



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.

opentext~ XM Fa	x Compose Fax	Currently logged in as MFDFaxUser@umassd.edu	💾 Scan
Fax * Name Company Billing Code		Add Remove K Remove K Favorites K Favorites K Favorites K Favorites K Favorites K Favorites K Favorites K Favorites K Favorites K Favorites K Favorites K Favorites K Favorites K Favorites K Fav	^ ~
Cover Sheet Subject	Generic	•	
Sender Info	🌣 Fax Options	■ Scan Settings	2.0.010

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.

opentext" XM Fa	ax Compose Fax	Currently logged in as MFDFaxUser@umassd.edu	Li Sc
Fax *		Phone Book 🗲 Favorites	
Name		Suvinda Govindraj, UMass Dartmouth	
Company			
Billing Code			
		Add →	
		🗙 Remove 💾 Save 🖍 Edit	
Cover Sheet	None	v	
Subject	Conglom-O Contract		
Comment			
Sender Info	🌣 Fax Options	■ Scan Settings	

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.

opentext ~ XM Fax Fax options		X Cancel	✔ Done
Priority	Normal	¥	
Number of retries	3		
Resolution	High	¥	
Notify on success			
Notify on failure			
Broadcast notification	Ο		

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.

X Cancel	✔ Done
•	
•	
	× Cancel v

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

opentext ~ XM Fax ~	Scan Settings		🗶 Cancel	✔ Done
	Resolution	High (200x200 dpi)	×	
	2-Sided Scanning	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.

	opentext ~ XM Fax ~	Compose Fax	Currently logged in as MFDFaxUser⊜umassd.edu	¢		🕒 Scan	\triangleright
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10. The pages are scanned, and progress is displayed on the panel.

opentext" XM Fax"			X Cancel
Scanning Documents to Fax			
Scan Next	ading the document.	්⊡ Send	i
Document 1 (ID	761, Pages: 1)	Processing ···	

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.

opentext ~ XM Fax ~	Completed	Exit	I History	New Fax
Completed				
Your fax has	been succes	sfully queued to	o the fax delive	ery service.

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.

Fax History	
▲ Outgoing Queue	
	Cancel



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

opentext" XM Fax"	Outgoing Queue		Compose	C
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.

opentext [~] XM Fax [~]	Outgoing Queue		C Compose	C
Status	Destination	Pages	Date	^
No results found.				

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

Congratulations, you have sent a fax!