

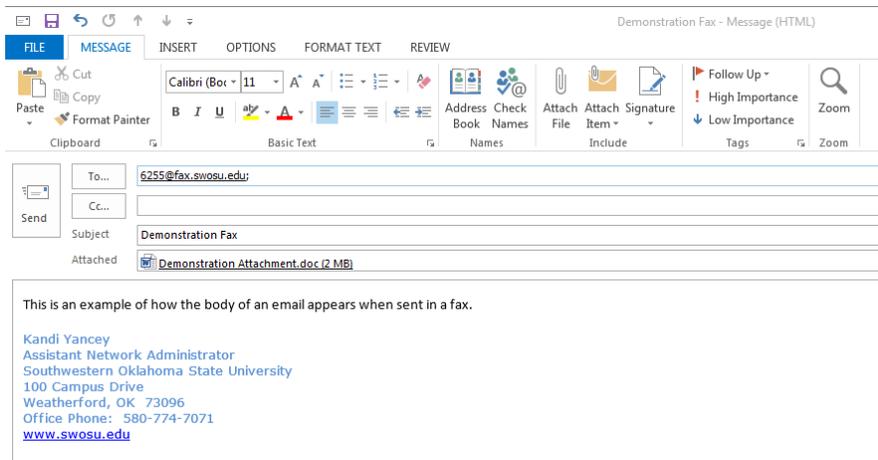
XMEDIUS FAX INSTRUCTIONS

SENDING A FAX

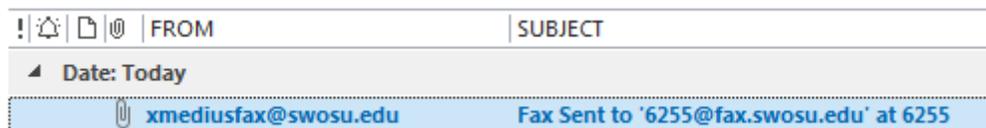
Faxes will be sent via email through Outlook. The document you are wanting to fax will be sent as an email attachment. These attachments can be one of the following document types: Microsoft Office, PDF, JPG or TIF.

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 - 7080@fax.swosu.edu
Local: example - 7745278@fax.swosu.edu
Long Distance: example - 14051234567@fax.swosu.edu
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



7. A confirmation email will be sent that the fax was received. The confirmation email will ALWAYS be from xmediusfax@swosu.edu. 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.



Wed 7/15/2015 3:32 PM
xmediusfax@swosu.edu
 Fax Sent to '6255@fax.swosu.edu' at 6255

To Yancey, Kandi

Message CB6F81F4-5B69-453F-9940-2BC10465B993-478-OF.pdf (29 KB)

Time Sent : Wednesday, July 15, 2015 3:32:07 PM Central Daylight Time
Pages Sent : 3
Duration : 193
Remote CSID : SWOSU Fax
Destination : 6255
Subject : Demonstration Fax

** SENDING NOTIFICATION : FAX SENT SUCCESSFULLY **

| TIME SENT | REMOTE CSID | DURATION | PAGES | STATUS |
|------------------------------|-------------|----------|-------|--------|
| July 15, 2015 3:32:07 PM CDT | SWOSU Fax | 193 | 3 | Sent |

weatherford

FROM

Name: Kandi Yancey
 Phone: (580) Fax:
 E-mail: kandi.yancey@swosu.edu

TO

'6255@fax.swosu.edu'
 6255

Sent: 7/15/15 at: 3:28:54 PM 3 page(s) (including cover)

Subject: Demonstration Fax

Comments: This is an example of how the body of an email appears when sent in a fax.

Kandi Yancey
 Assistant Network Administrator
 Southwestern Oklahoma State University
 100 Campus Drive
 Weatherford, OK 73098
 Office Phone: 580-778-7171
www.swosu.edu

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