

# How to Navigate to CoreFax/XMedius

- [Navigating to CoreFax/XMedius](#)

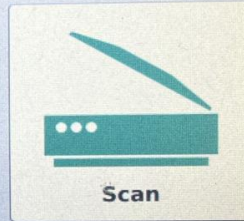
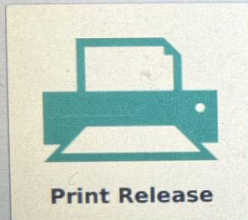
# Navigating to CoreFax/XMedius

1. Log into the print using your badge, account credentials, and/or your ID pin number.



2. Click on "**Access Device.**"

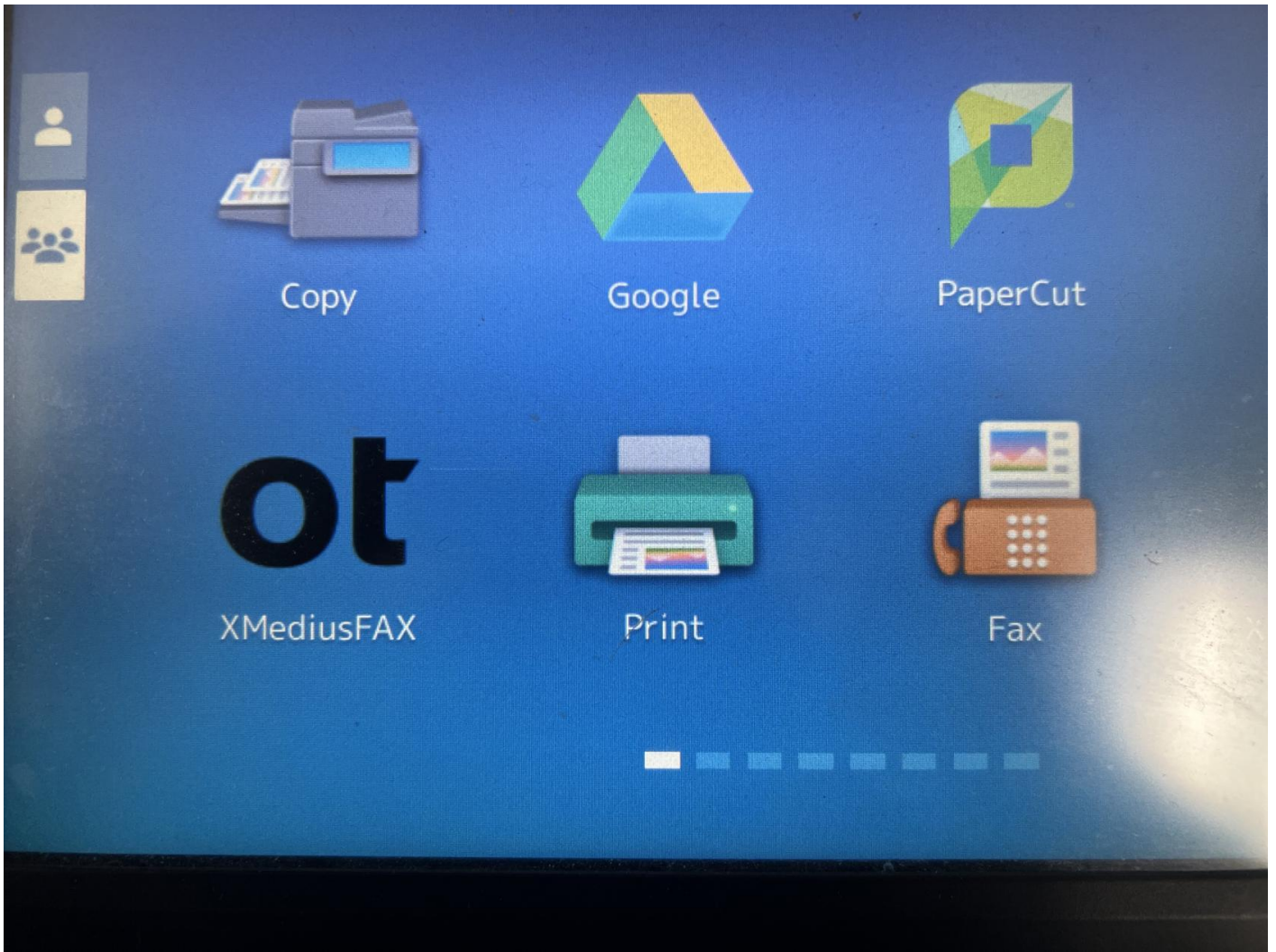
Welcome, Kenneth Williamson!



3. Click the "**Home Icon**" on the printer itself.



4. Click on "**OT XMediusFax**"



5. Once you are in **OT XMediusFax** the user screen will look like the image below. Where it says "**Fax**" that is where you can put the fax number in of the recipient you would like to send a fax too. Once you input the fax number the "**Scan**" button in the top right corner of the picture will enable.

Fax \*

Phone Book

Favorites

Name

Company

Billing Code

Add →

Remove

Save

Edit

Cover Sheet

Generic

Subject

Comment

Sender Info

Fax Options

Scan Settings