

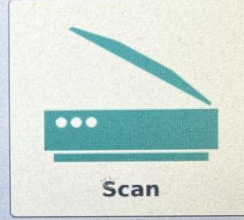
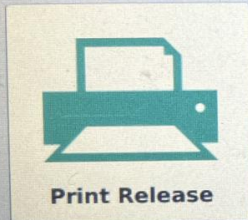
Navigating to CoreFax/XMedius

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

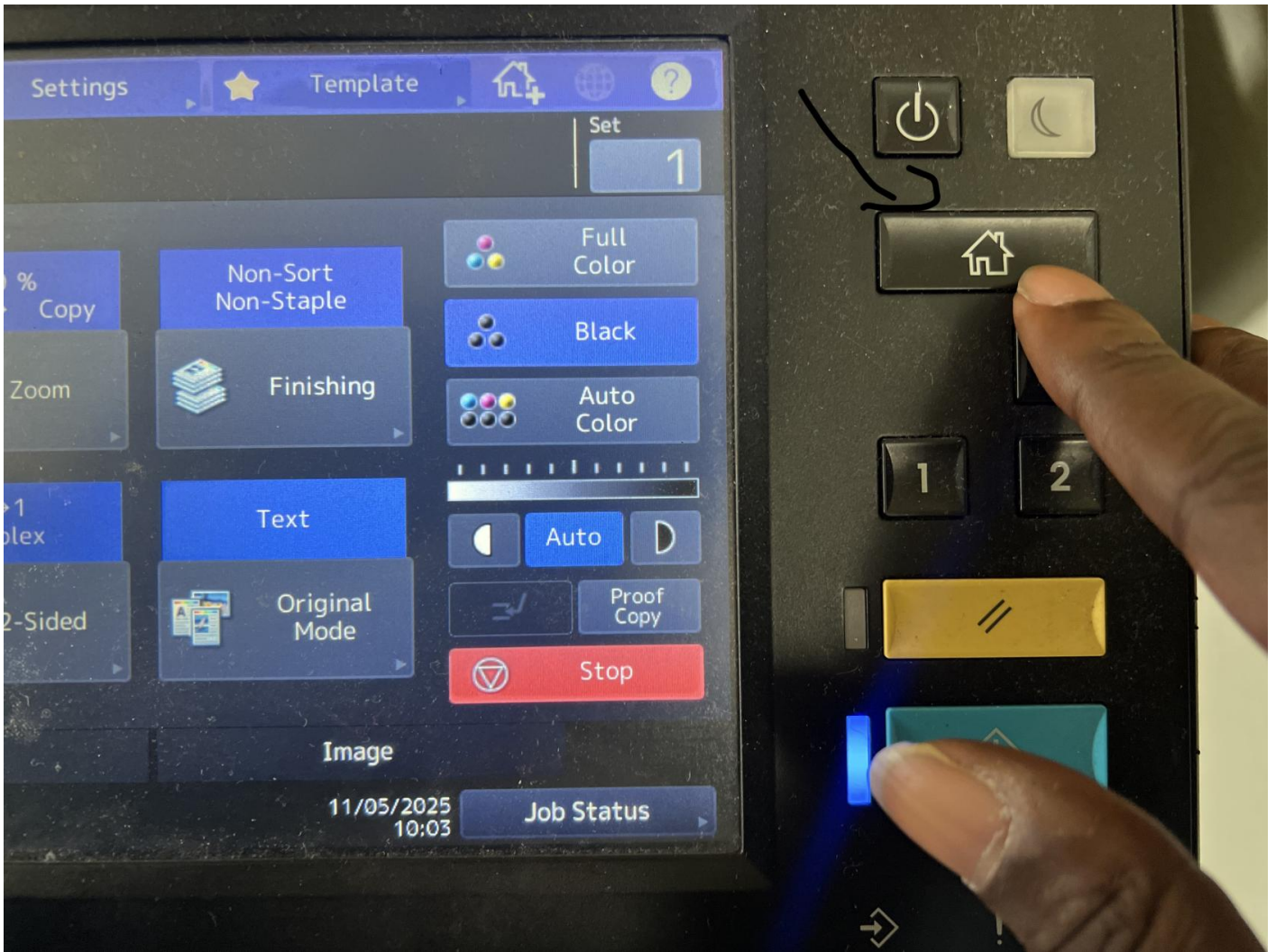


2. Click on "**Access Device.**"

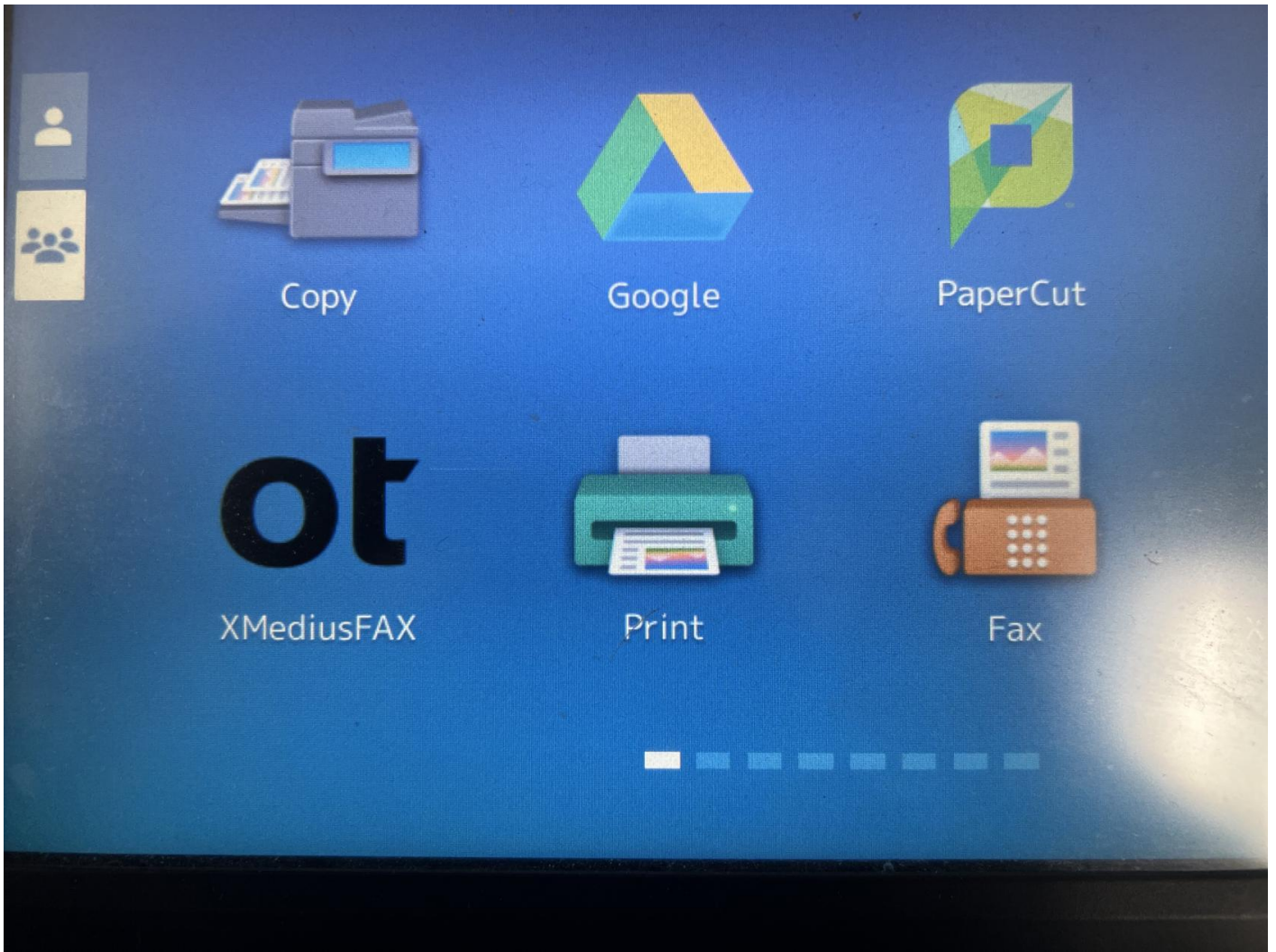
Welcome, Kenneth Williamson!



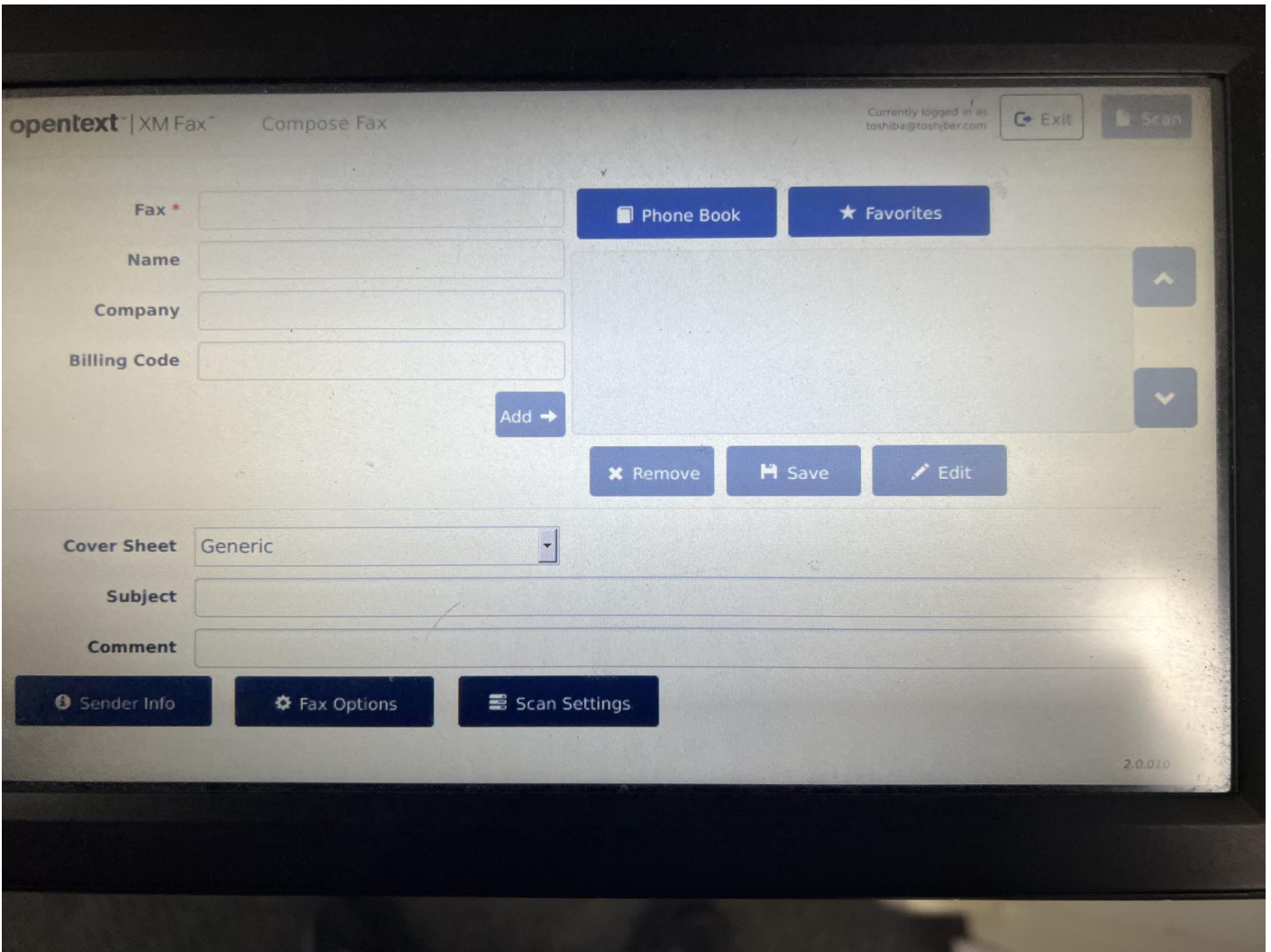
3. Click the "**Home Icon**" on the printer itself.



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.



Revision #1

Created 5 November 2025 15:33:10 by kwilliamson@cornerstonephiladelphia.com

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