



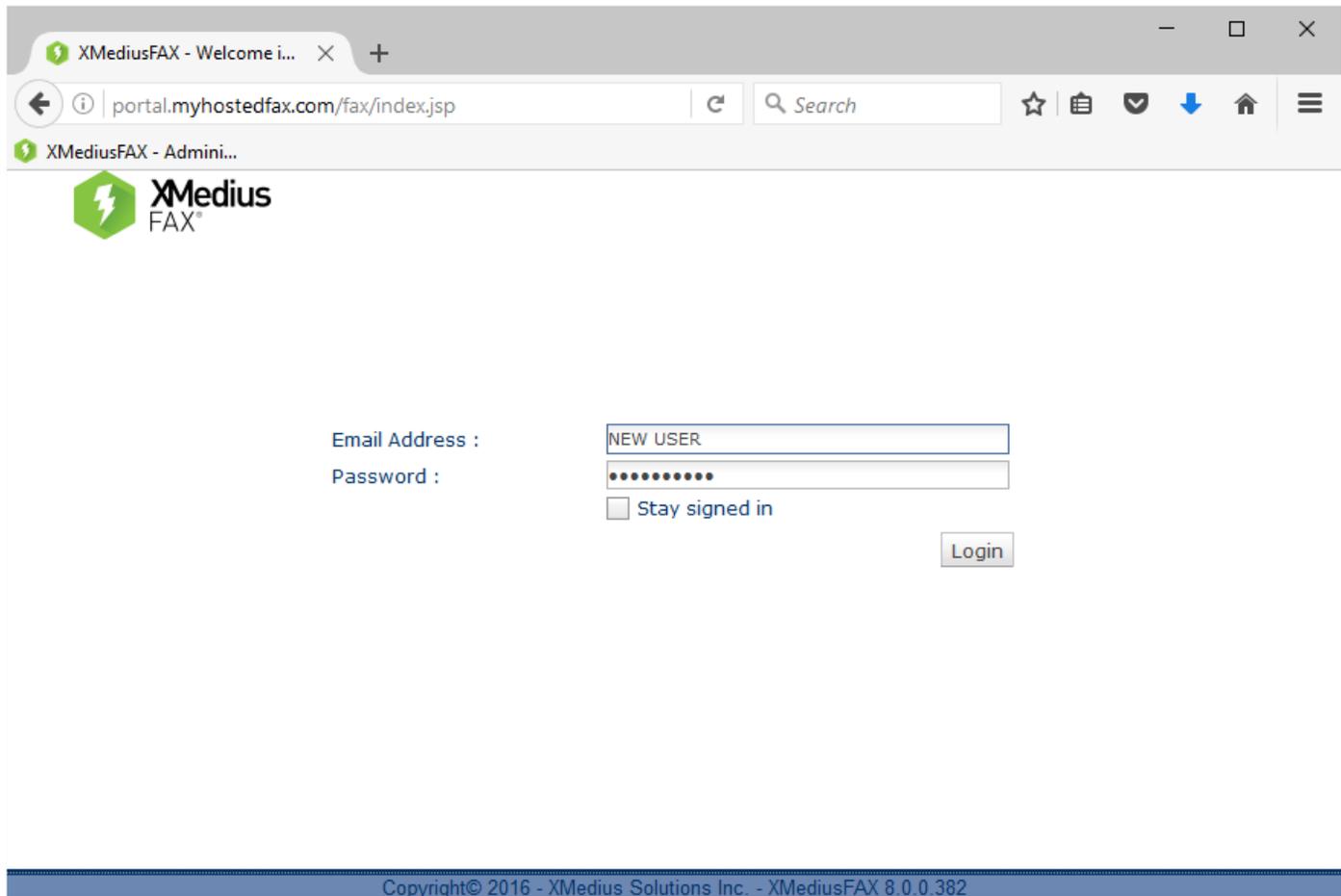
Saddleback
COMMUNICATIONS

HOSTED FAX END USER GUIDE

USER LOGIN

Using your Browser type in the URL address below.

URL: <http://myhostedfax.com>



The screenshot shows a web browser window with the address bar containing `portal.myhostedfax.com/fax/index.jsp`. The page features the XMedius FAX logo (a green lightning bolt icon) and a login form. The form includes two input fields: "Email Address" with the text "NEW USER" and "Password" with masked characters. Below the password field is a checkbox labeled "Stay signed in" and a "Login" button. At the bottom of the page, a blue footer bar contains the text "Copyright© 2016 - XMedius Solutions Inc. - XMediusFAX 8.0.0.382".

Your username and password will be sent to you in an e-mail. The e-mail will look like this below.

Hello,
Please find your fax account login credentials below:

Username: **NEW USER**

Password: **^wxTir8M2z(s**

You will need to provide these credentials to login with any fax client you are using. Log into the web portal here: <http://myhostedfax.com>

Note: for security reasons, you may be required to change this password. Simply login using the Web Client and follow the instructions (if applicable).

You will be asked to change your password the first time you login.

Faxing via SMTP (email)

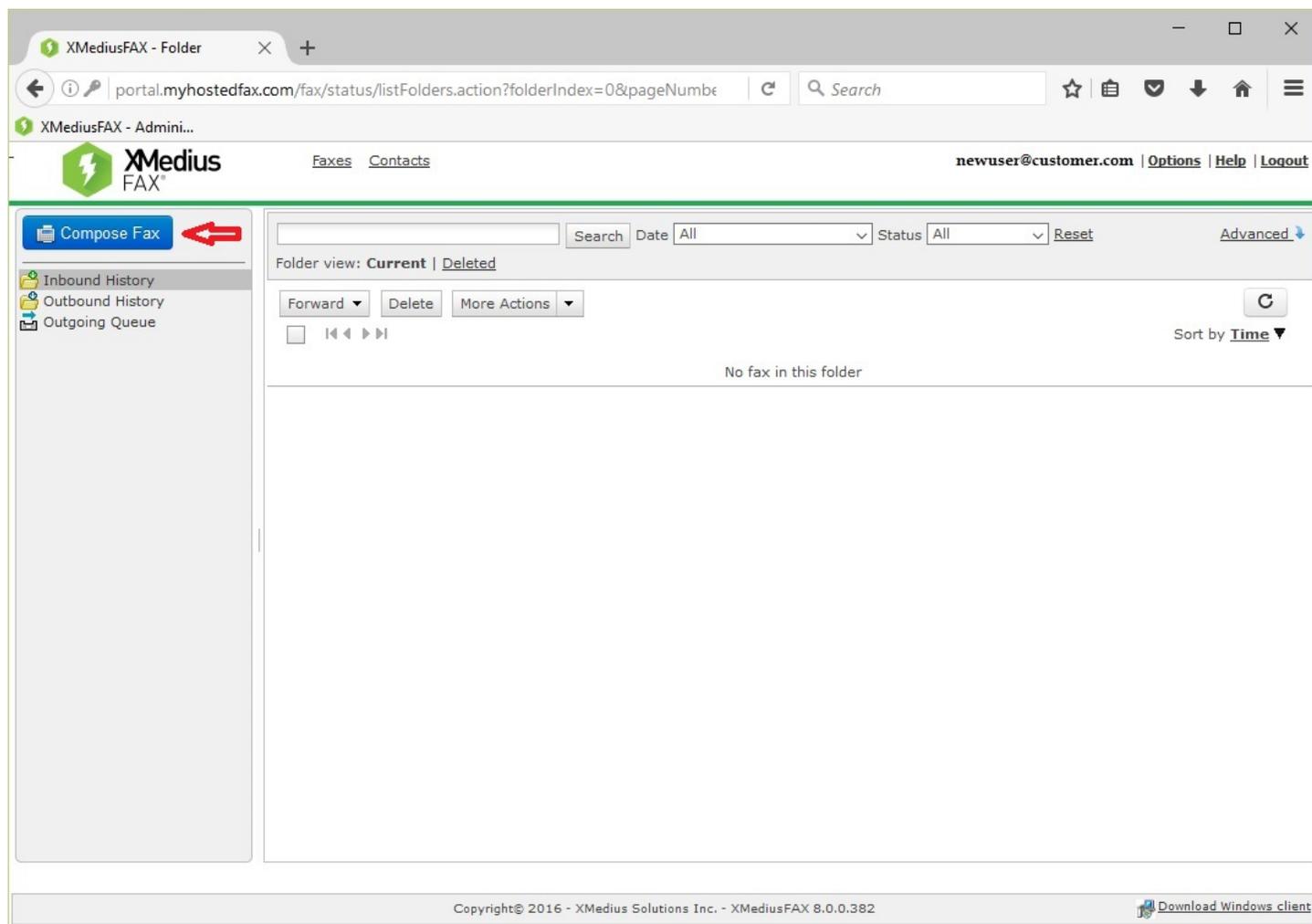
Faxes can be sent using any mail client that supports SMTP, including Outlook, Outlook Express, and Mozilla Thunderbird. Faxes can also be sent from the web interface of your favorite mail service like Office365, Outlook OWA, Gmail, Yahoo, MSN or any other similar service.

You may *only* send faxes from email addresses that are *registered* users of the **HostedFax** service unless otherwise notified by your administrator. If you work for ABC Company and your email address “user@abccompany.com” is the registered address for sending and receiving mail via the **HostedFax** service, then you can send faxes via any email client capable of sending mail from the account user@abccompany.com.

To send a fax via your registered email account:

1. Create a new email
2. Enter a subject on the Subject line and type a message in the text box – this text will be displayed on the fax cover sheet.
 - a. **HostedFax** supports plain text and HTML formats, including embedded images in the HTML message body.
3. Attach any files as you would to a standard email.
4. In the recipient field (TO), enter the fax destination in the following syntax:
 - a. faxnumber@myhostedfax.com
 - i. Faxnumber = 10 digit fax number with no dashes or spaces (4805551212)
 - ii. hostedfax = the domain address of the **HostedFax** services.
 - b. For example, to send a fax to the fax number: 480-555-1212, enter in the recipient (TO) field: 4805551212@myhostedfax.com
5. Hit send like you would on any normal email.

Faxing via web portal



This is the screen you will see once you have successfully logged in for the first time.

To compose a fax, click on the Compose Fax button as shown above.

The screenshot shows a web browser window with the URL `portal.myhostedfax.com/fax/compose/webFaxCompose.action`. The page title is "Web Fax Compose". The XMedius FAX logo is visible in the top left, and the user is logged in as `newuser@customer.com`. The interface is divided into a left sidebar and a main content area. The sidebar contains "Compose Fax", "Inbound History", "Outbound History", and "Outgoing Queue". The main content area has a "Submit" button at the top left. Below it are tabs for "Compose", "Sender & Company information", and "Options". The "Compose" tab is active, showing fields for "Recipients" (Name, Company, Fax), "Cover Sheet" (Style, Subject, Comment), and "Attachments" (Document to attach, Browse..., More attachments...). A red arrow points to the "Fax" input field, which contains the number "6028755901".

Fill in the Recipient information especially the FAX number to where the fax is going to. You can add a subject for the fax.

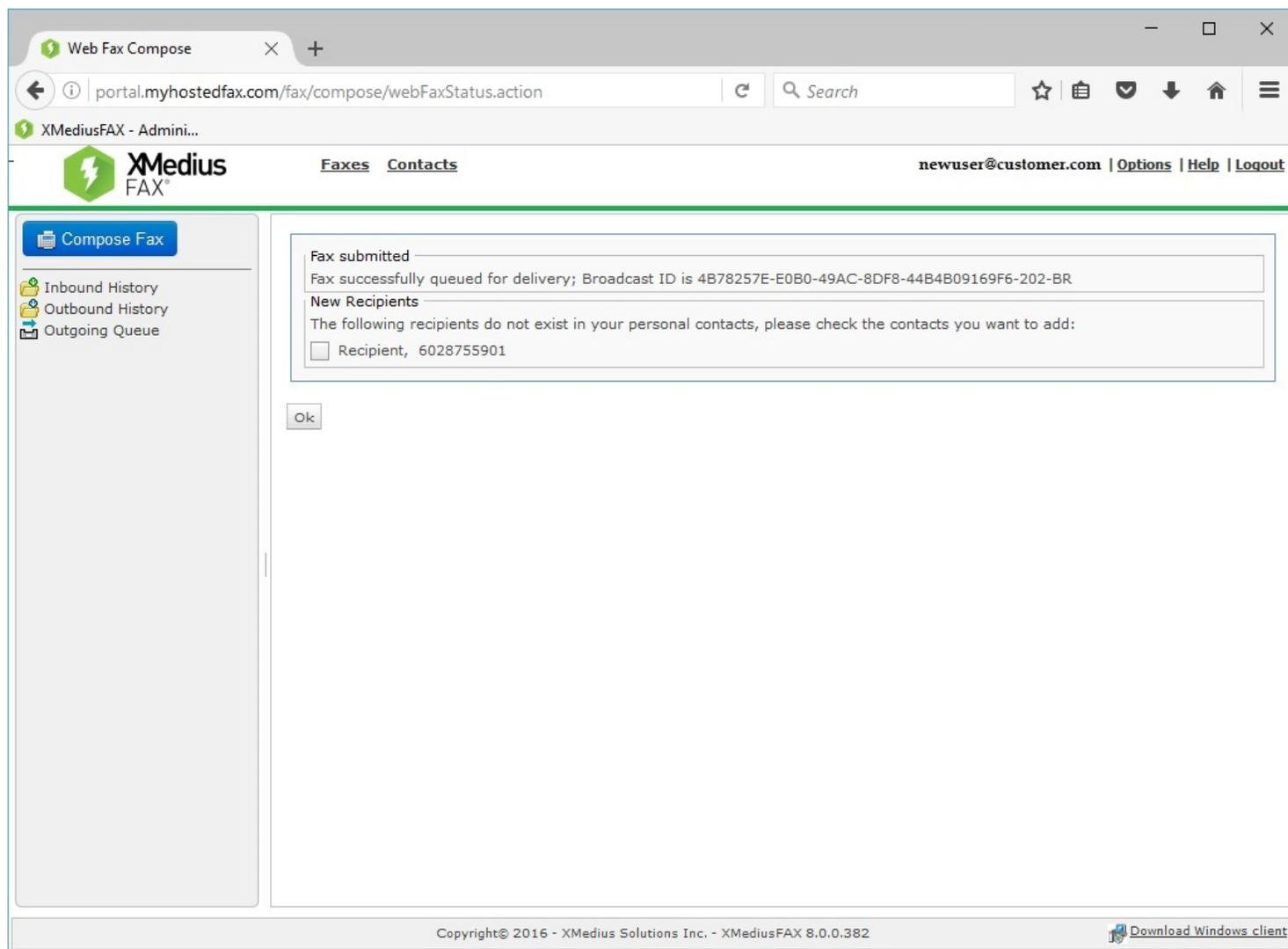
Add any comments that would like about the fax or document(s) you are sending.

All this information will be transformed on to the Fax Cover sheet.

To add attachments, click on the Browse button, and it will take you to your desktop File Explorer. You can choose from here which documents and attachments you would like to add.

Once you have completed filling in the information and adding attachments you can click on the Submit Button at the top to send your fax.

Status and reporting



The screenshot shows a web browser window with the URL `portal.myhostedfax.com/fax/compose/webFaxStatus.action`. The page title is "XMedius FAX - Admini...". The XMedius FAX logo is visible in the top left, and the user is logged in as `newuser@customer.com`. The page has two tabs: "Faxes" and "Contacts".

On the left side, there is a sidebar with the following options: "Compose Fax", "Inbound History", "Outbound History", and "Outgoing Queue".

The main content area displays a "Fax submitted" message: "Fax successfully queued for delivery; Broadcast ID is 4B78257E-E0B0-49AC-8DF8-44B4B09169F6-202-BR". Below this, there is a "New Recipients" section with the text: "The following recipients do not exist in your personal contacts, please check the contacts you want to add:". A single recipient is listed: "Recipient, 6028755901" with an unchecked checkbox next to it. An "Ok" button is located below the recipient list.

At the bottom of the page, there is a footer with the text: "Copyright© 2016 - XMedius Solutions Inc. - XMediusFAX 8.0.0.382" and a link to "Download Windows client".

Once you have submitted your fax you will get this screen that will tell you if the fax has successfully been submitted and delivered. If the Recipient is not in your contacts, it will ask you if you would like to add them.

http://portal...363063898021

portal.myhostedfax.com/fax/status/listFolders.action?folderIndex=1&pageNur

XMediusFAX - Admini...

XMedius FAX [Faxes](#) [Contacts](#) [newuser@customer.com](#) | [Options](#) | [Help](#) | [Logout](#)

[Compose Fax](#)

- [Inbound History](#)
- [Outbound History](#)
- [Outgoing Queue](#)

Search Date All Status All [Reset](#) [Advanced](#)

Folder view: **Current** | Deleted

[Resubmit](#) [Delete](#) [More Actions](#)

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Sort by **Time**

<input type="checkbox"/>	Sent	New Fax To: 6028755901	2 pages	02:55 pm
<input type="checkbox"/>	Sent	Test Accession To: 4803627016	2 pages	09:20 am
<input type="checkbox"/>	Sent	Test #3 To: 4803627016	2 pages	09:14 am
<input type="checkbox"/>	Sent	John Test To: 4802918615	2 pages	09:13 am
<input type="checkbox"/>	Sent	Test Again To: 4803627016	2 pages	06:54 am
<input type="checkbox"/>	Sent	(No Subject) To: 4803627016	4 pages	06:16 am
<input type="checkbox"/>	Sent	Test Fax To: 4803627016	3 pages	Jan 6

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You can check all of your previous sent faxes by going to the Outbound History button. You can also see all of your Inbound faxes in the Inbound button.