

Overview

XMediusFAX provides a browser-based interface for faxing and displaying the status of sent, received and queued faxes. This interface is referred to by the terms web access and/or Web Client, and these terms may be used interchangeably throughout this document.

Logging into the Web Access

1. Launch your Web browser (<https://faxservice.hcs.net/fax>).
The web access login screen appears, as depicted in the following screen view.



Email Address :

Password :

Remember me on this computer

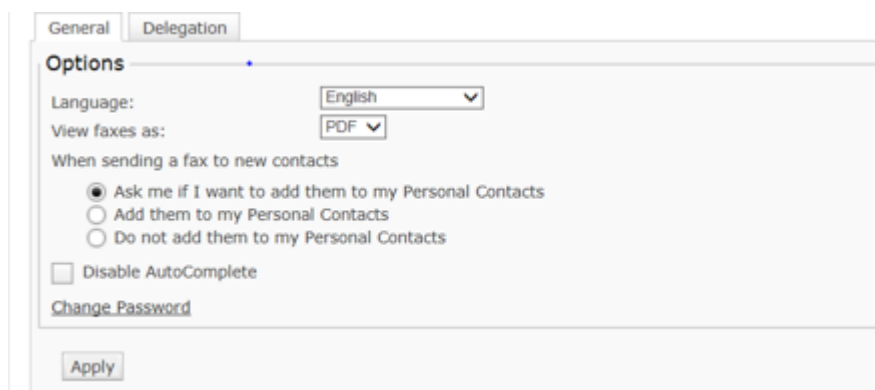
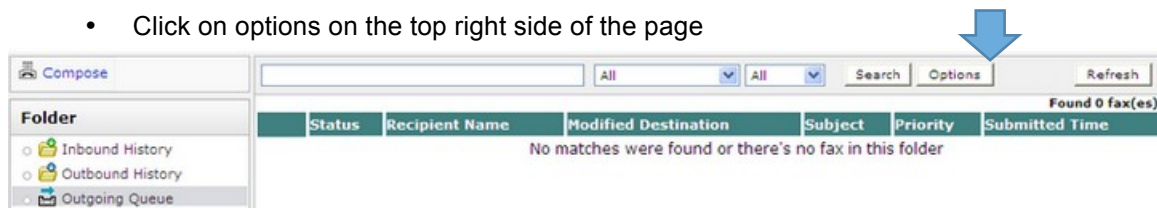
Remember my password

2. Enter your **Email address**
3. Enter your **Temporary Password** (1234)
4. Click **Login**.

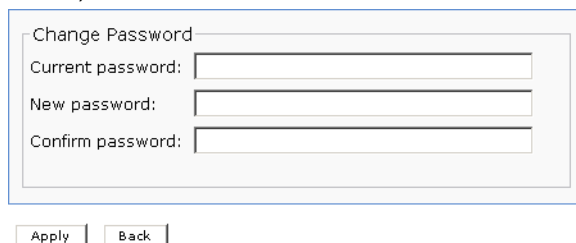
Important Health Insurance Portability and Accountability Act (HIPAA) REQUIREMENT

After you log in for the first time, you *will not* be prompted to enter a new password and it is very important to change your password in compliance with HIPAA Privacy Rule to protect individuals' medical records and other personal health information in regards to transactions submitted electronically. The Privacy Rule is located at 45 CFR [Part 160](#) and Subparts A and E of [Part 164](#).

- Click on options on the top right side of the page



To change the password, click **Change Password** to open the change password window (depicted below). Enter the information in the three fields and click **Apply**.



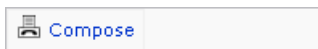
The screenshot shows the 'Change Password' dialog box. It has a title bar 'Change Password' and three input fields: 'Current password:', 'New password:', and 'Confirm password:'. Below the input fields are two buttons: 'Apply' and 'Back'.

- To change the display language, simply select the desired language from those available in the **Language** drop box and then click **Apply**.
- To change the viewing format of faxes, simply select either **TIF** or **PDF** in the **View faxes as** drop box and then click **Apply**.
- **Note:** The default format is TIF.

To configure the automatic adding of contacts to your phone book select a value under the heading "**When sending a fax to new contacts**".

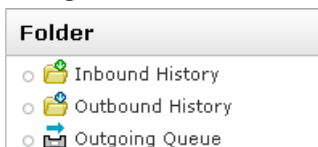
Web Access Main Menu Options

Compose Button




The **Compose** button located on the left side of the web user interface opens a page from which you can configure, compose, and send faxes directly from a web browser.

Navigation Frame



The **Folder** menu of the web access contains three folders (Inbound History, Outbound History and Outgoing Queue) where you can see the status of faxes you have received, sent, or are currently being sent or waiting to be sent.

 **Note:** At the bottom of this frame, you can also find the **Contacts** button, giving access to your available Phone Books

Creating and Sending a Fax

To send a fax from document, see the [download windows client](#) document. To create and send a fax using the **Compose** feature of the Web Access, perform the following steps:

1. Click **Compose**.
2. In the **Compose** tab, enter the **Name**, **Company** and **Fax Number** of a recipient.
 - a. If you need to add more than one recipient, click the **More recipients** button. A new section appears to the right of the **Recipients** fields.
3. Enter the **Subject** of the fax.
4. Enter the actual text of the message in the **Comment** section.
5. If you need to use a specific cover sheet, select a cover sheet in the **Cover Sheet** drop-down list, or select **None** if you do not wish to append one to the fax.
6. To add one or several attachments to your fax:
 1. Click **Browse** and select a file to upload to the fax.
 2. If you need to add more than one attachment, click the **More attachments** button. A new section below the **Browse** field opens.

Attachments

Browse...

Uploaded attachments
 C:\Documents and Settings\jplano\Desktop\CV_2007_06.pdf
C:\Documents and Settings\jplano\Desktop\New Text Document.txt

3. Click **Browse** and choose the file you wish to upload to the fax then click **Add**.
4. If you need to delete an attachment from the list, select an attachment then click **Remove**.

Submit

Compose
Sender & Company information
Options

Recipients

Name:
 Company:
 Number:

Cover Sheet

Style:
 Subject:
 Comment:

Attachments

Browse...

Click the **Submit** button, located above the **Compose** feature's tabs.

When submitting a fax the Web Client confirms the sending status with a Broadcast Id confirmation similar to the following:

Fax submitted

Fax successfully queued for delivery; Broadcast ID is 8B91A850-8E08-4518-989D-EB496ACCC936-11-BR

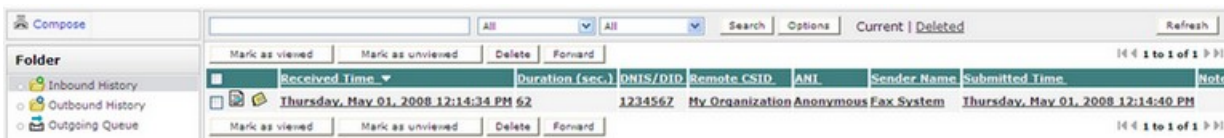
New Recipients

The following recipients do not exist in your personal contacts, please check the contacts you want to add:

John Smith, 514-123-4567

Fax status - Inbound history


In the **Inbound History** tab, you can select between **Current** and **Deleted** views. The **Current** view displays the status of all the current faxes you have received.

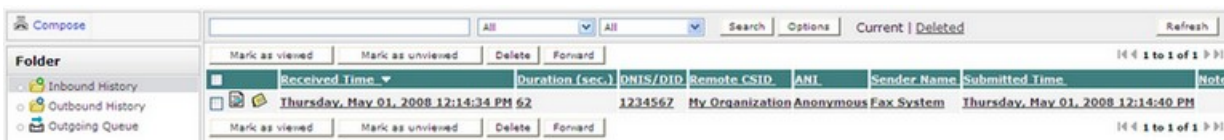


Received Time	Duration (sec.)	DNIS/DID	Remote CSID	ANI	Sender Name	Submitted Time	Note
Thursday, May 01, 2008 12:14:34 PM 62		1234567	My Organization	Anonymous Fax System		Thursday, May 01, 2008 12:14:40 PM	


Fax Note


The Fax Note feature allows users to add personal text notes for Inbound and Outbound faxes.

 **Note:** For example, a user can use Fax Notes as content reminders or as keywords for search queries.



Received Time	Duration (sec.)	DNIS/DID	Remote CSID	ANI	Sender Name	Submitted Time	Note
Thursday, May 01, 2008 12:14:34 PM 62		1234567	My Organization	Anonymous Fax System		Thursday, May 01, 2008 12:14:40 PM	


Click the **Fax Note** icon , the fax note editor is displayed.

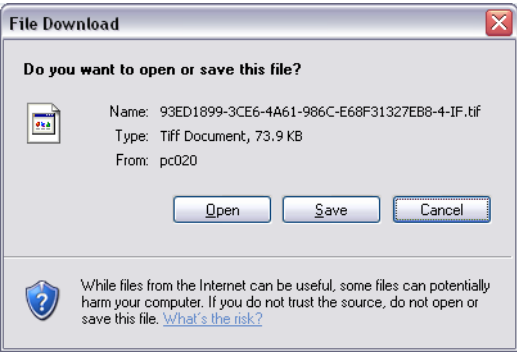
 **Note:** The editor has a maximum capacity of 2500 characters per fax note.

Click the **Save** button to close the fax note editor. The messages contained in the fax notes are copied when forwarded.

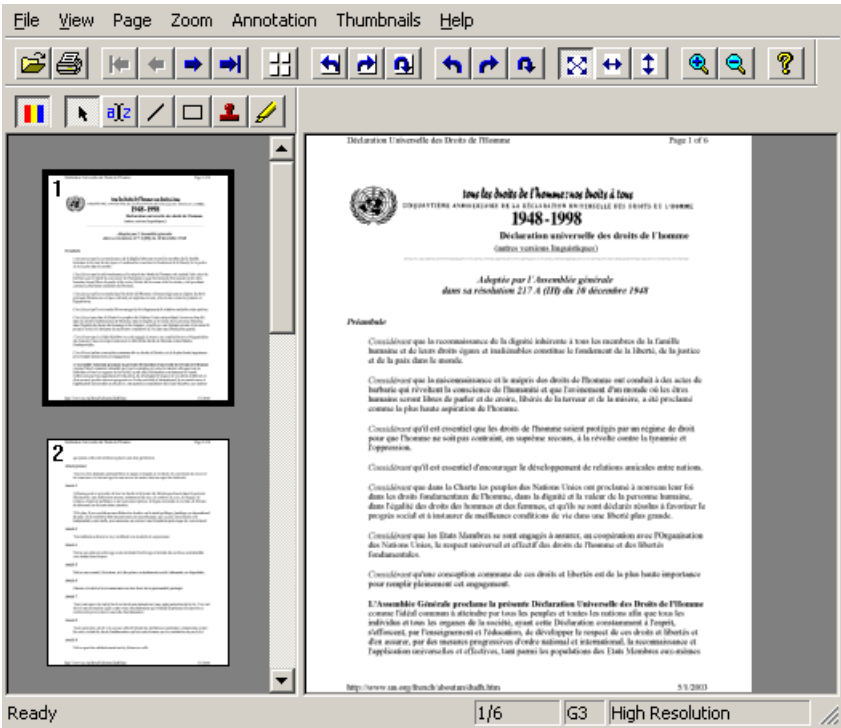
Viewing Inbound Faxes


To display the content of a received fax in a browser window:

1. Click on the  button in the Inbound History window. The **File Download** dialog appears, as depicted in the following screen view.



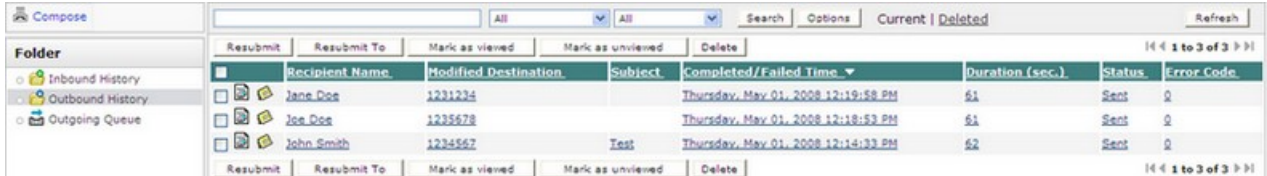
2. Select **Open**.
3. Click **OK**. The **PDF Imaging Preview** window appears, as depicted in the following screen view.



4. You can use the menus or buttons in this window, to edit, print, zoom in or out, or rotate the fax image.
5. Close the window when you're done by clicking the  button, in the upper-right corner of the window, or by selecting **File > Exit**.

Fax status - Outbound history

In the **Outbound History** tab, you can select the **Current** or **Deleted** views. The **Current** view displays the status of all the current faxes that you have sent.

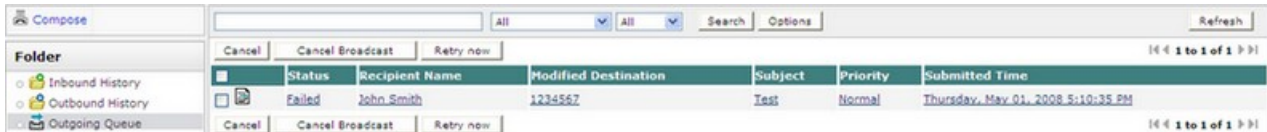


Recipient Name	Modified Destination	Subject	Completed/Failed Time	Duration (sec.)	Status	Error Code
Jane.Doe	1231234		Thursday, May 01, 2008 12:19:58 PM	61	Sent	0
Joe.Doe	1235678		Thursday, May 01, 2008 12:18:53 PM	61	Sent	0
John.Smith	1234567	Test	Thursday, May 01, 2008 12:14:33 PM	62	Sent	0

1. To view the details of a sent fax, click on any Fax Entry in the **Outbound History** window.

Fax status - Outgoing queue

The **Outgoing Queue** tab displays the status of faxes that are currently being sent or waiting to be sent. Perhaps also a fax machine has returned a busy signal and the fax remains in the queue until XMediusFAX issues a retry.



Status	Recipient Name	Modified Destination	Subject	Priority	Submitted Time
Failed	John.Smith	1234567	Test	Normal	Thursday, May 01, 2008 5:10:35 PM