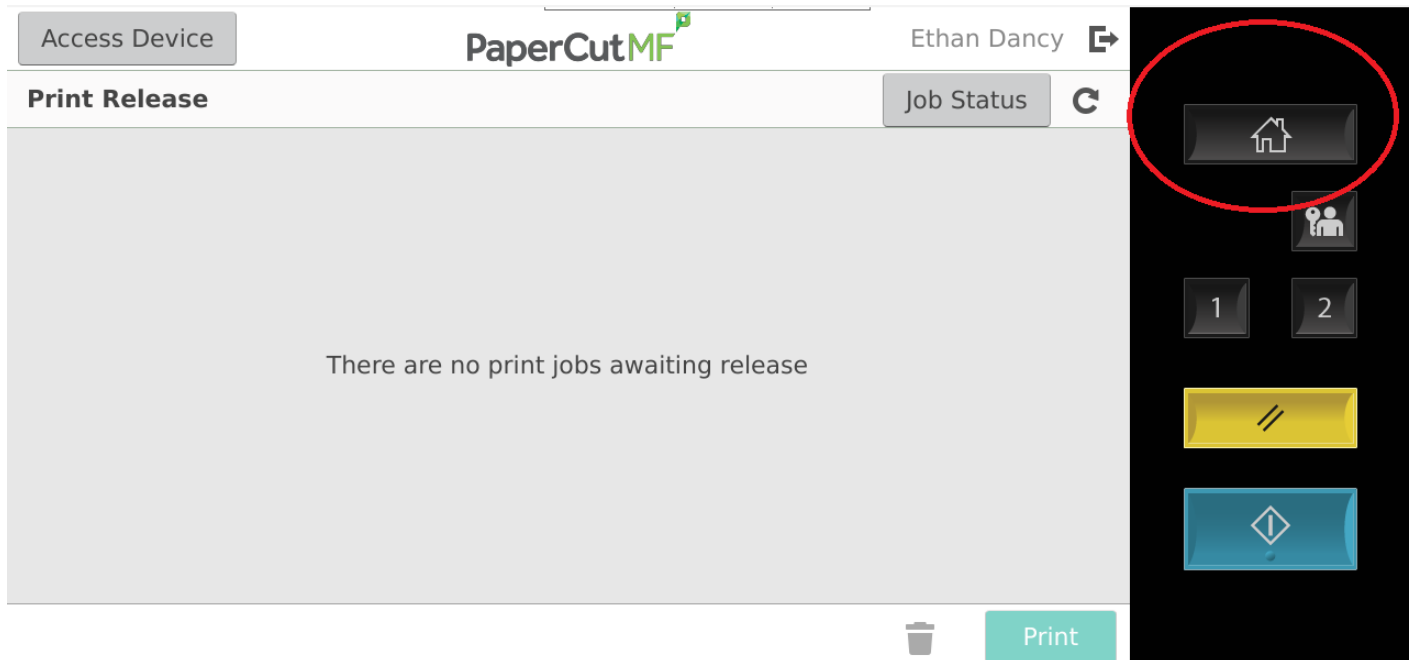


E-Fax

- [How to Use E-Fax](#)
- [How to Retrieve E-Fax Through XMedius](#)

How to Use E-Fax

1. Please sign into the copiers with your timekeeper number, and click the Home button on the copier

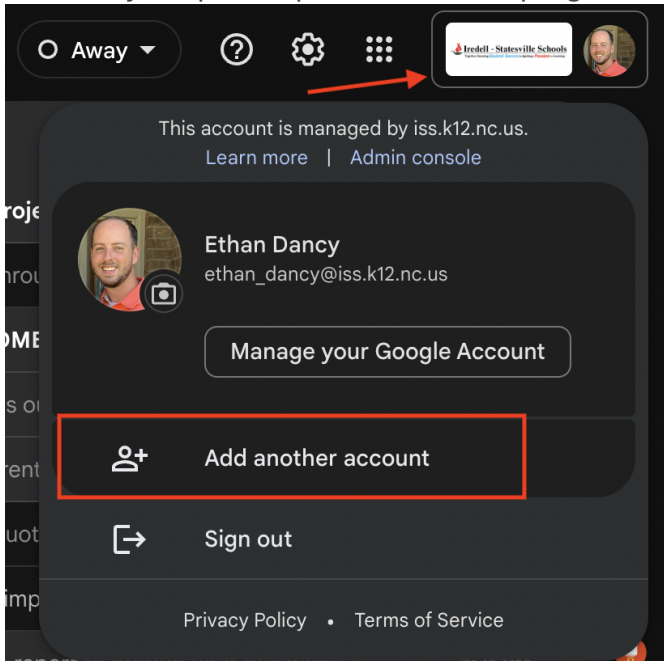


2. Please click the X-Medius Fax App on the copier and fill out the necessary information.



How to Retrieve E-Fax Through XMedius

1. Go to gmail.com
2. Click on your profile picture in the top right and click Add Another Account



3. Enter in the email address & password you were provided for the E-Faxing Receiving. This is also where you will toggle between your E-Fax Email's and your personal emails.

Active ▾



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This account is managed by iss.k12.nc.us.



adr_main fax

adr_main_fax@iss.k12.nc.us

Manage your Google Account



Ethan Dancy

ethan_dancy@iss.k12.nc.us

Default



Add another account



Sign out of all accounts