

# E-Fax

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# How to Use E-Fax

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



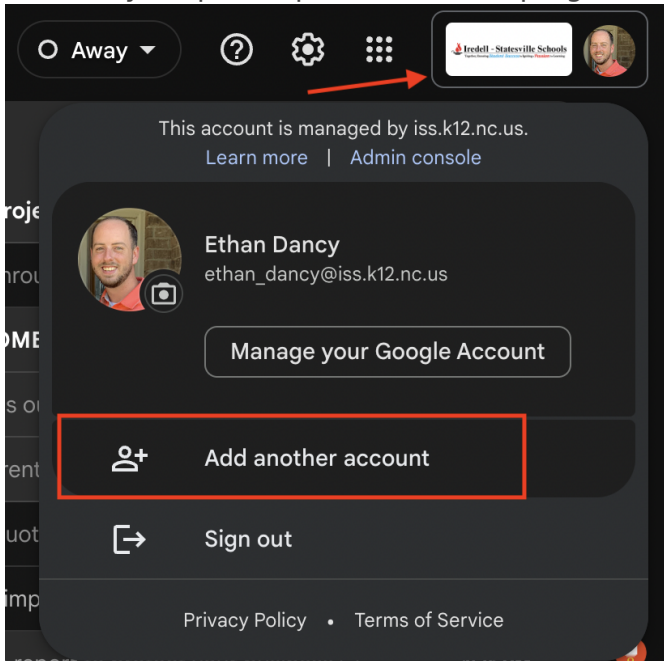
2. Please click the X-Medius Fax App on the copier and fill out the necessary information.

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# 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