Sending a Fax

Scanner Log-In – Two ways

Type ID

Login using **ID number**.
Type your 8-digit NWTC ID # on the keypad.
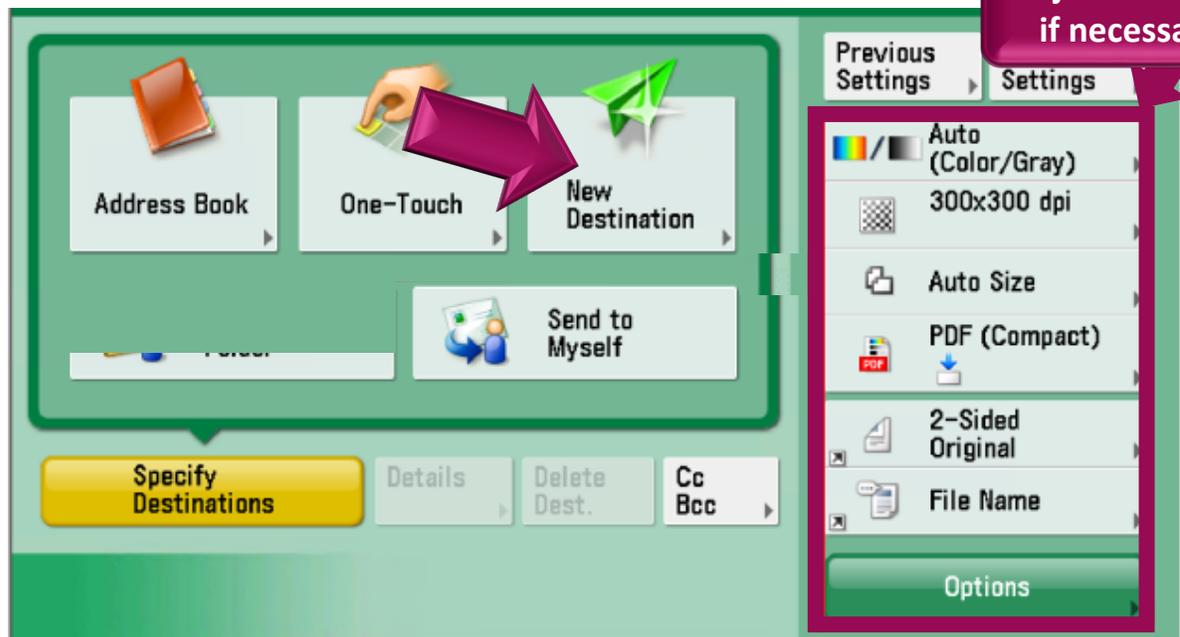
OR

Swipe Card

If you have a NWTC Photo ID card with Security/Gym access, place it (or your wallet) over the card reader. The first time you will need to also type in your username/password. Security cards are available from Student Involvement in the Commons.
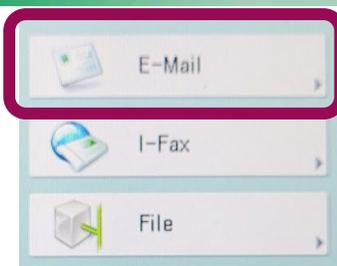
Select the Access Device and then Scan and Send.

Access Device → Copy Scan and Send

Select Adjust Setting and then New Destination

Adjust settings, if necessary

Previous Settings Settings

Auto (Color/Gray)
300x300 dpi
Auto Size
PDF (Compact)
2-Sided Original
File Name
Options

Address Book One-Touch New Destination

Send to Myself

Specify Destinations Details Delete Dest. Cc Bcc

Select Email

E-Mail
I-Fax
File

Enter the fax number in the following format:

Fax_number@xmedius.com

e.g: 9201234567@xmedius.com

Scan Document

Place the document into the top document feeder (face-up) or onto the glass (face down in back left corner). Press the **Start** button.

Hit Start Button on Scanner