XMedius

SENDING A FAX

1. Login to XMedius Cloud Fax by browsing to:

   https://login.xmedius.com

2. At the login screen enter "pthsd" in the Enterprise Account field and go the next field. You will be redirected to another page:
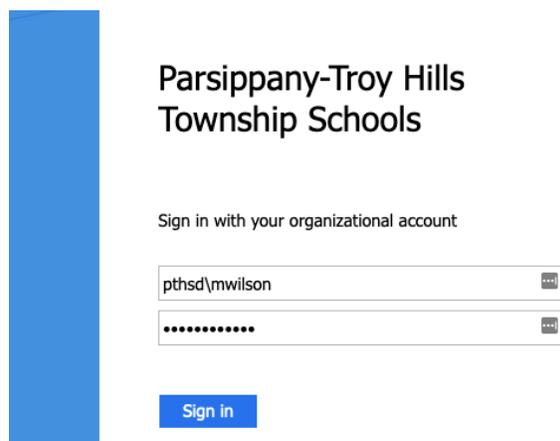

3. At the next login screen enter your username as "pthsd\USERNAME" and use your district password as shown here:

Parsippany-Troy Hills Township Schools

Sign in with your organizational account
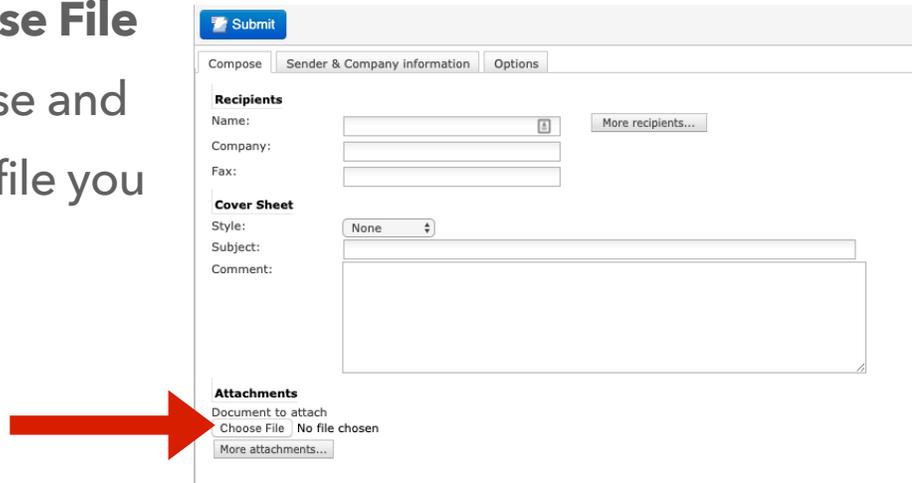
pthsd\mwilson

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Sign in

4. At the home page click on the Compose Fax button

5. Fill out the form to enter the recipient's **Name** and **Fax** number (Company name is Optional). Enter the 10 digit fax number with no spaces or hyphens (Example: 9732571301)

6. Click the **Choose File** button to browse and attach the PDF file you are faxing.

7. By default there is no cover sheet selected. We recommend that you leave out a cover sheet whenever possible. If you need to send a cover sheet select **Generic.cse** from the Style drop-down box under Cover Sheet
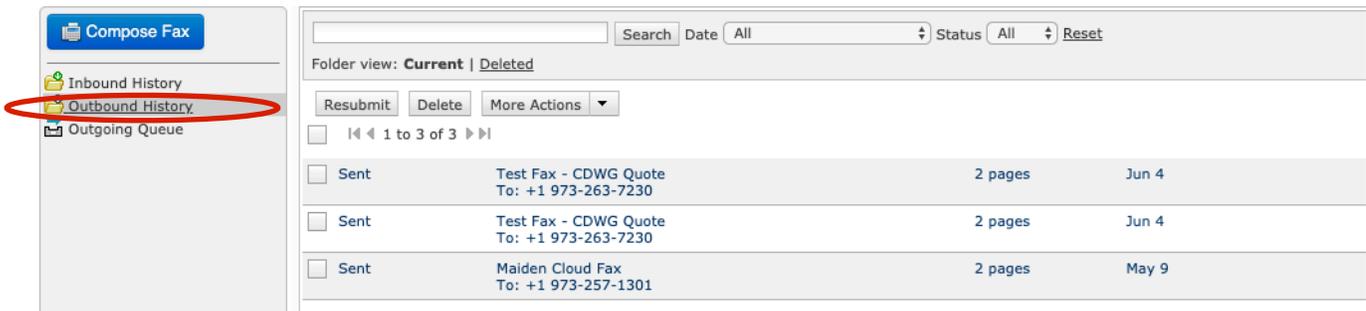

8. The generic cover sheet uses information displayed in the Sender & Company information tab. To change the default sender information select the **"Use custom sender and company information"** radio button and fill out the desired fields

9. When you are ready to send click the blue Submit button

10. To check the status of your sent faxes click on the **Outbound History** link on the left navigation bar

11. Your faxes should be listed as "Sent". If your fax does not appear in the **Outbound History** page, you can check on the **Outgoing Queue** page for an updated status

12. For additional questions please open a Helpdesk Ticket