Quick Directions for XMedius Fax Services via Web Interface: School of Dental Medicine

The following XMedius direct faxing services may be used by those with a primary classification of FACULTY, STAFF or STUDENT in the [university directory](), and are not available for temporary or affiliate employees.

More detailed instructions for the web interface can be found by logging into [https://fax.case.edu]() and clicking on 'Help' in the upper right corner, or for a more complete version of these directions including screenshots, please go to (link for the directions we made).

To begin, log into [https://fax.case.edu]() with your CWRU Network ID and password.

TO SEND A FAX

- Click the blue "Compose Fax" button, then fill out the fields. This info will appear on the default cover page.
- If you have a document on a network drive or on your computer that you want to send, click the "Browse" button at the bottom to find and attach the docs you want to fax.
- If you have paper, you will have to scan it in first and save to your department's network drive folder.
- Click the blue "Submit" button to begin sending the fax. The system may pop up asking you if you want to add the recipient to your address book as well.
- The system will send out a confirmation email to you with status "Success" or "Failed" with a time stamp of the event.

TO RECEIVE A FAX

- Check your inbox for an email with subject line beginning "Fax Received from CSID...."
- Login to https://fax.case.edu with your CWRU Network ID and password.
- On the left side, click "Inbound History."
- Click on the fax you want to view.
- Once it's open, click the "Download" button at the top and save it to your network drive folder.
- It is recommended that users create a filter/rule in Webmail or Gmail that will move these messages to a separate folder, to avoid clogging of the main inbox for users who share a fax number with others.

TO USE THE PHONE BOOK

- To save your most frequently used fax numbers, click on the "Contacts" link at the top.
- Click New > Contact and fill out the fields.
- Click the "Apply" button when done.

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For assistance with any technology product or service at Case Western Reserve University, please contact the [U]Tech Service Desk at help@case.edu / 216.368.HELP (4357) or visit help.case.edu.

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