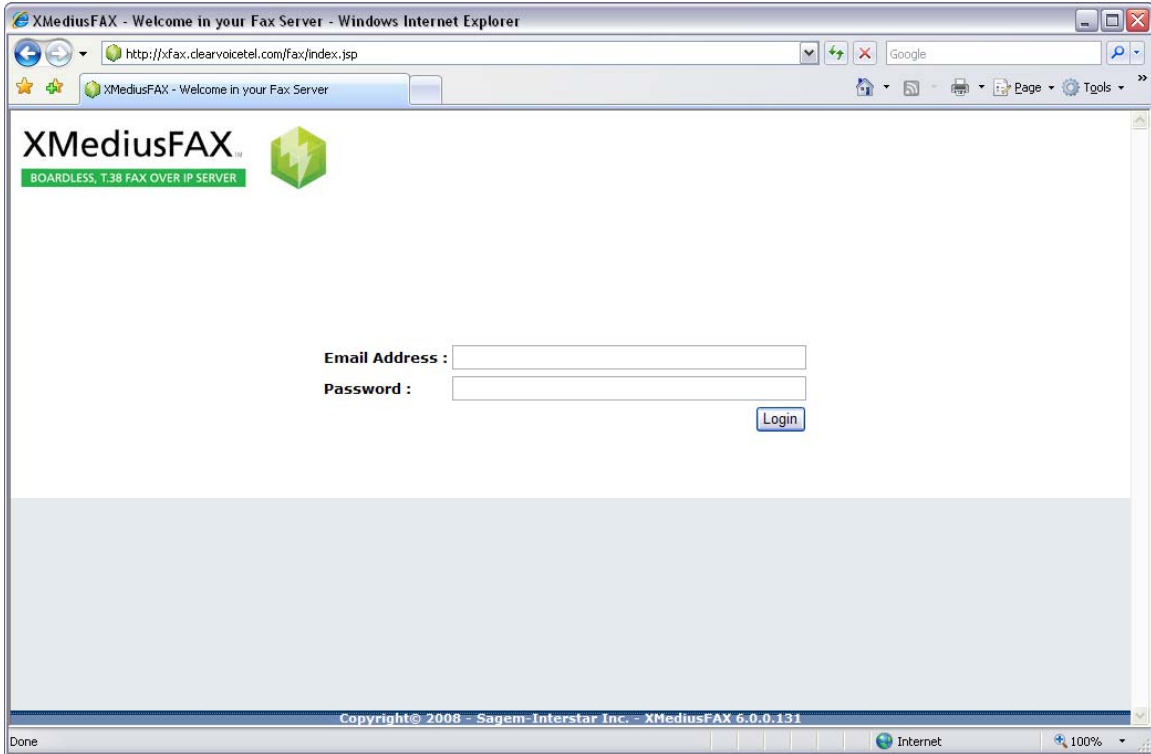
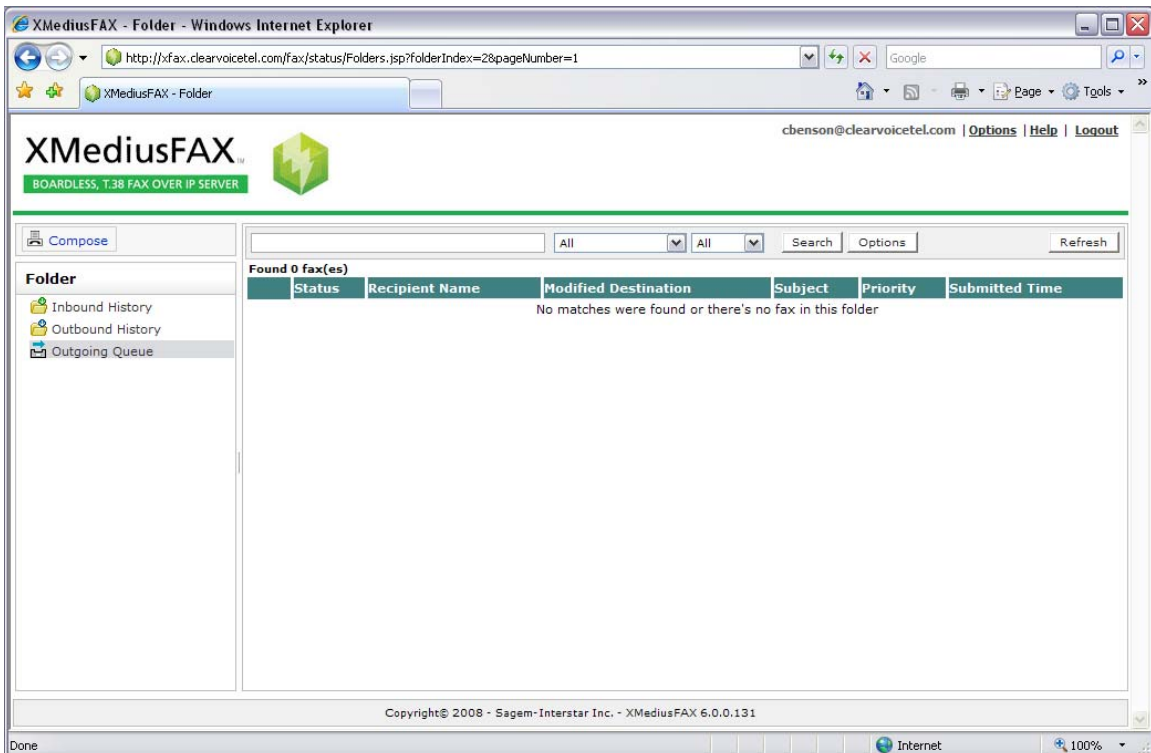


To Log In

Web address for access to soft fax system <http://xfax.clearvoicetel.com>



Enter you email address and your password and press Login



This is your soft fax home page from here you can compose faxes, check the inbound and outbound history, and the current status of your fax.

To Compose a Fax

Click on the Compose button.

The screenshot displays the XMediusFAX web interface within a Windows Internet Explorer browser window. The browser's address bar shows the URL: `http://xfax.clearvoicetel.com/fax/compose/WebFaxCompose.do?dispatch=init`. The page header features the XMediusFAX logo and the tagline "BOARDLESS, T-38 FAX OVER IP SERVER". The user is logged in as `cbenson@clearvoicetel.com`. The main content area is divided into tabs: "Compose", "Sender & Company information", and "Options". The "Compose" tab is selected, showing the following fields:

- Recipients:** Name, Company, and Number input fields, with a "More recipients..." button.
- Cover Sheet:** Style (dropdown menu set to "None"), Subject, and Comment input fields.
- Attachments:** A "Browse..." button and a "More attachments..." button.

A sidebar on the left lists folders: "Inbound History", "Outbound History", and "Outgoing Queue". The footer of the page reads: "Copyright © 2008 - Sagem-Interstar Inc. - XMediusFAX 6.0.0.131".

Fill in the recipient information. **Note: you must put an area code before the number, even for local dialing. If it is a long distance number you must enter a 1 + Area Code before the number.**

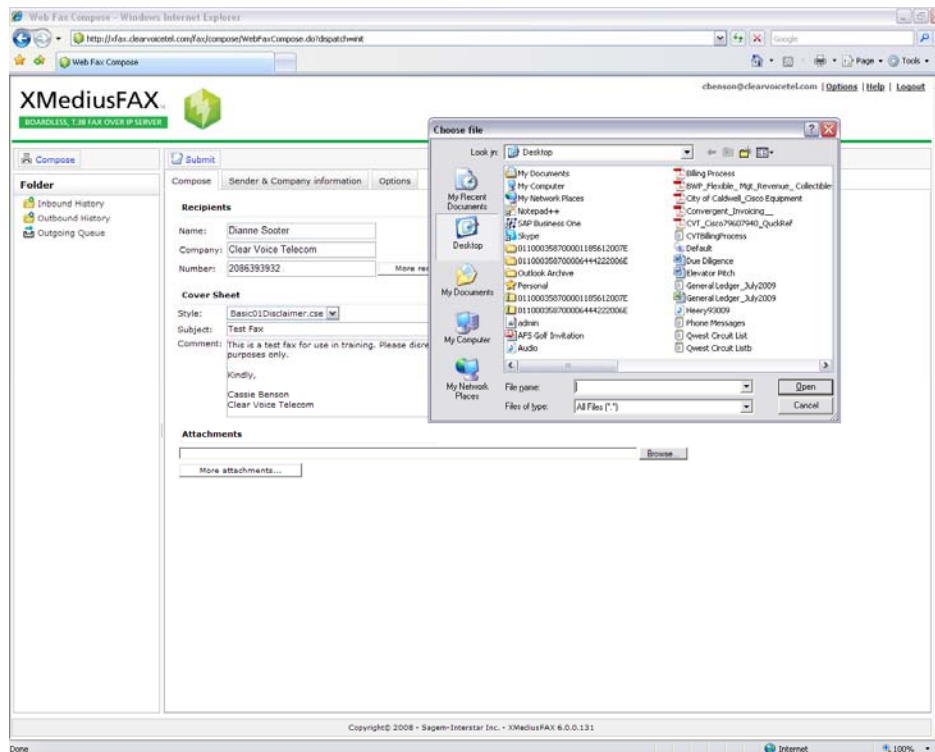
Cover Sheet

You have 4 options

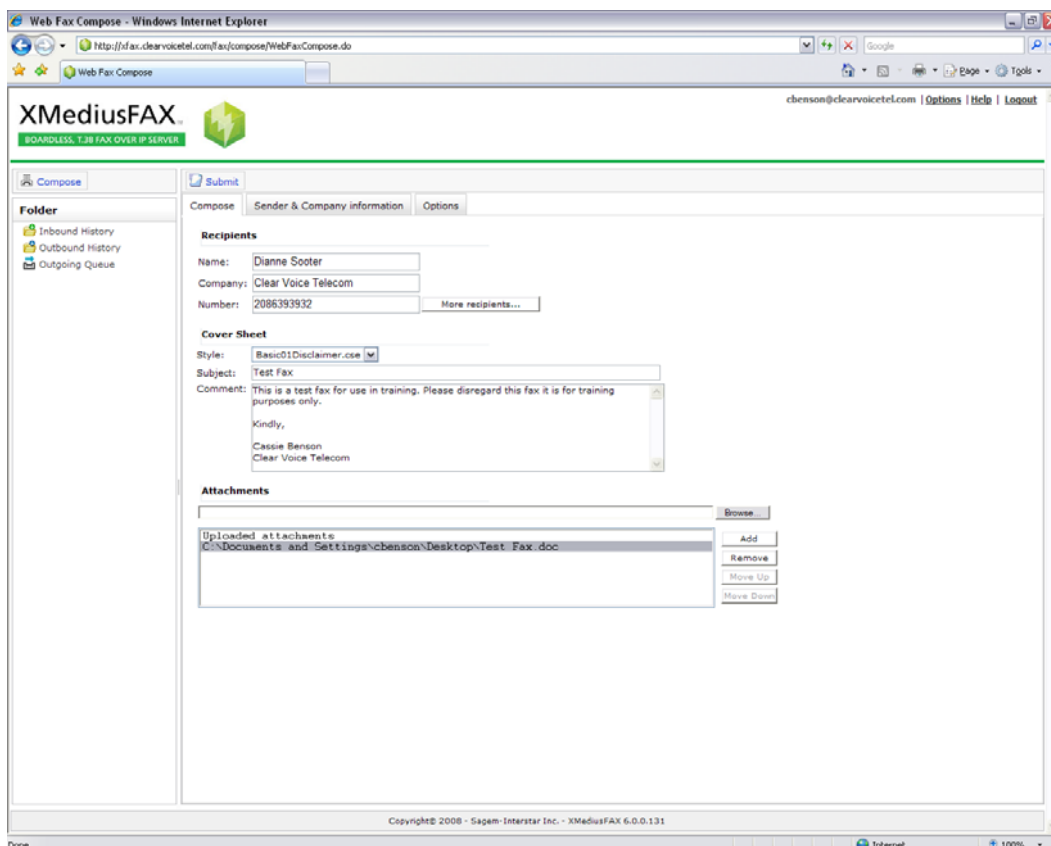
1. No cover sheet
2. Basic01.cse: This will be generated from the information that you provide in the Sender & Company information tab.
3. Basic01Disclaimer.cse: This will also be generated from the information that you provide in the Sender & Company information tab, in addition a confidentiality disclaimer.
4. Select No cover sheet and attached your company coversheet at the first attachment in the Attachments option.

Attachments

To prepare your fax under the Attachments section click on the Browse...button.



A dialog box will appear so that you can choose the files you would like to fax. Select the first file and click on Open. It will then attach the first file. For more pages or files, click on More attachments...

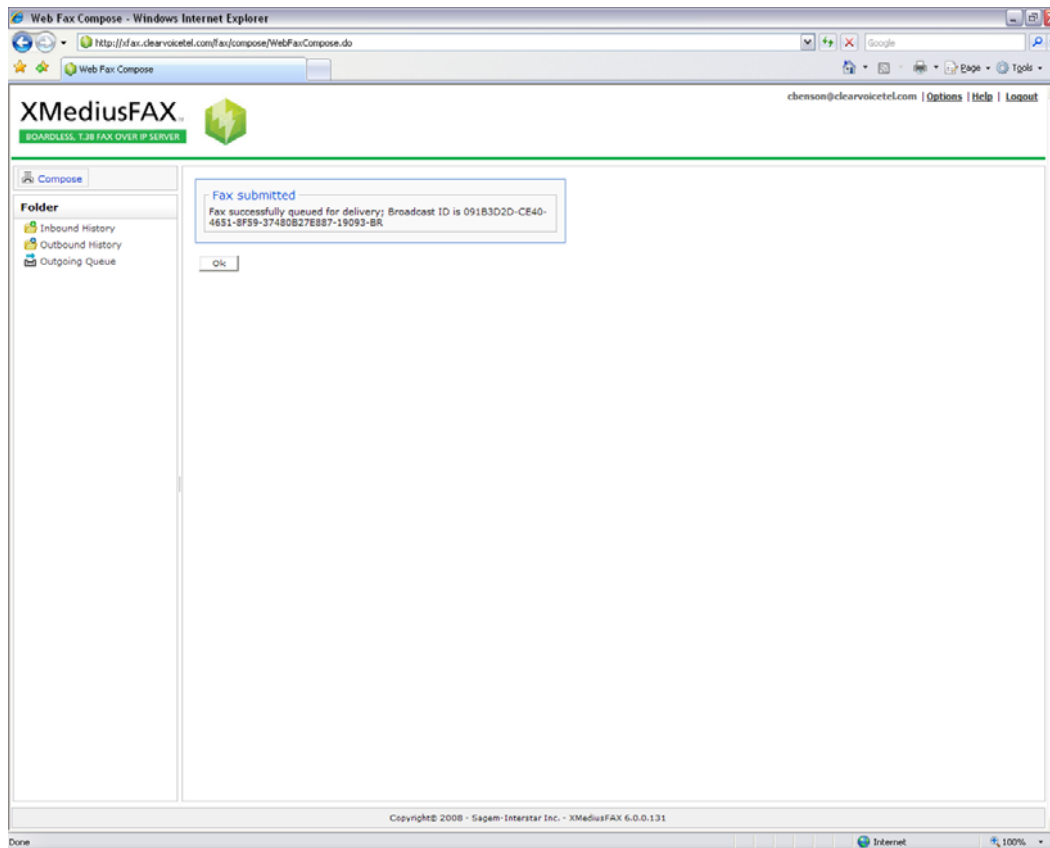


Click Browse... again to select additional files. The max amount of pages you can fax is 100.

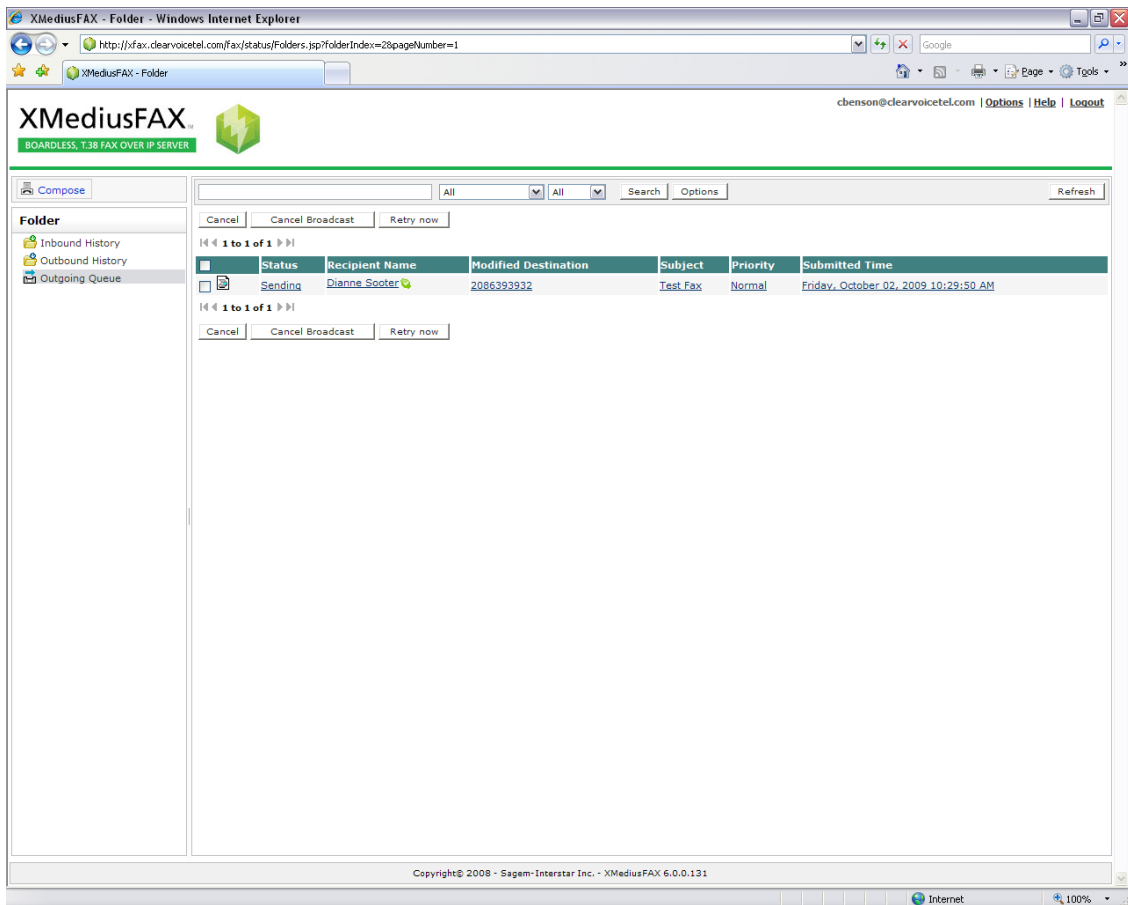
Once you have finished preparing your fax, click on Submit to send the fax.

Verifying Delivery

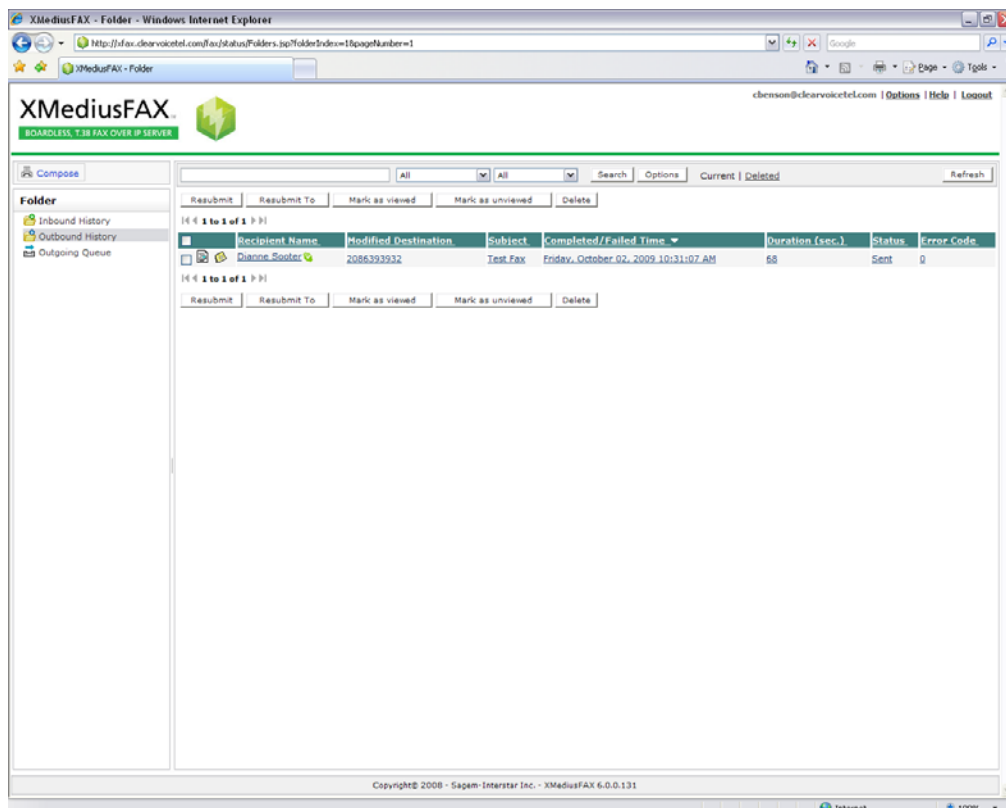
Once you select submit you will receive the following message.



Under Folder, click on Outgoing Queue, this will show you the fax that is currently pending delivery.



Once the fax has been delivered you will receive notification in your email with the first page only as a confirmation, you can click on Outbound History to see that the fax was successfully delivered.



Additional Options

- You can select how you would like the file to be delivered by Select Options and change the view faxes as: either a TIF or a PDF.
- You can also change your soft fax password from the Options tab.
- You can see the full fax in it's entirety by clicking on the attachment next to the recipient Name in either Inbound History or Outbound History.

If you have any questions, please feel free to contact us at 208-287-5500.