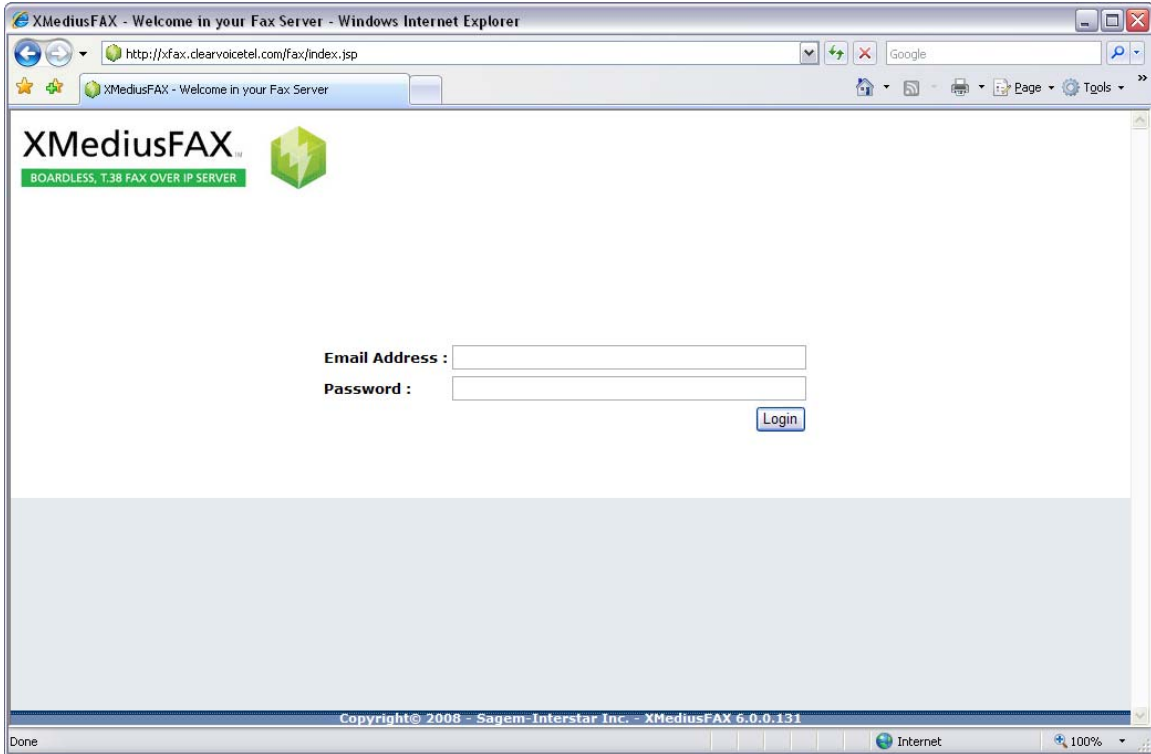
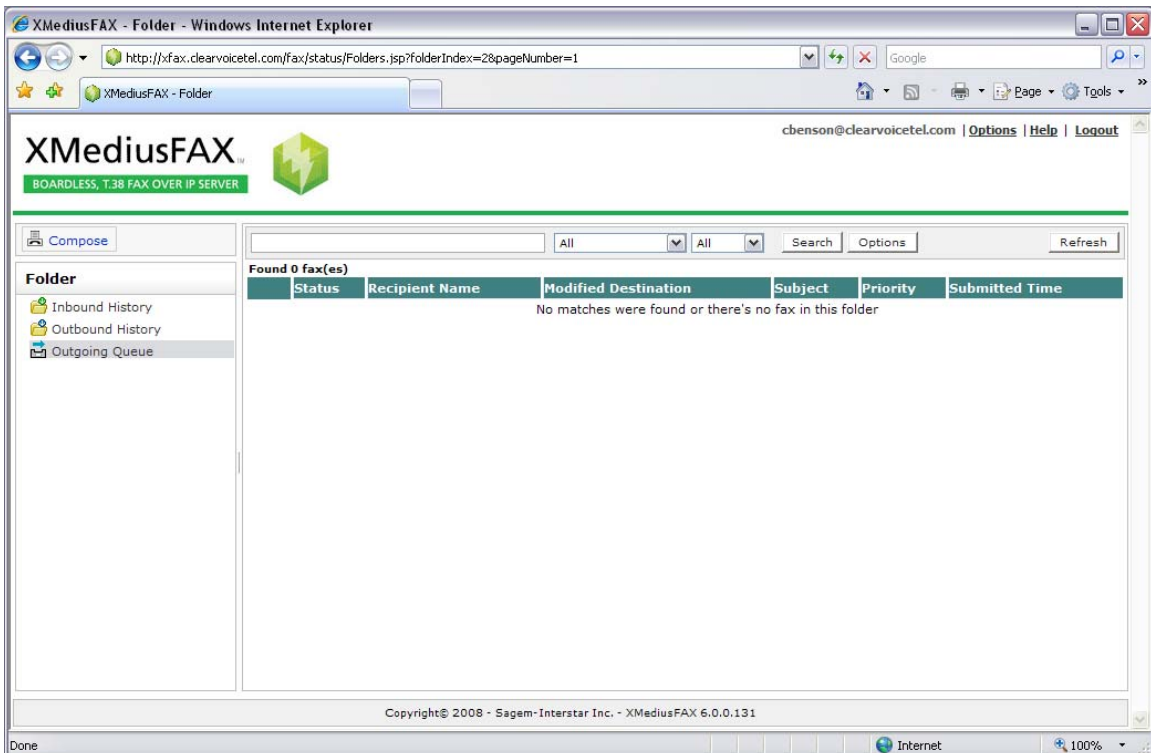


To Log In

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 shows the XMediusFAX web interface. The browser window is titled "Web Fax Compose - Windows Internet Explorer". The address bar shows the URL: <http://xfax.clearvoicetel.com/fax/compose/WebFaxCompose.do?dispatch=init>. The page header includes the XMediusFAX logo and the tagline "BOARDLESS, T-38 FAX OVER IP SERVER". The user email "cbenson@clearvoicetel.com" and links for "Options", "Help", and "Logout" are visible. The main content area has tabs for "Compose", "Sender & Company information", and "Options". The "Compose" tab is active, showing fields for "Recipients" (Name, Company, Number), "Cover Sheet" (Style, Subject, Comment), and "Attachments" (Browse, More attachments...). A sidebar on the left lists folders: "Inbound History", "Outbound History", and "Outgoing Queue". The footer contains "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

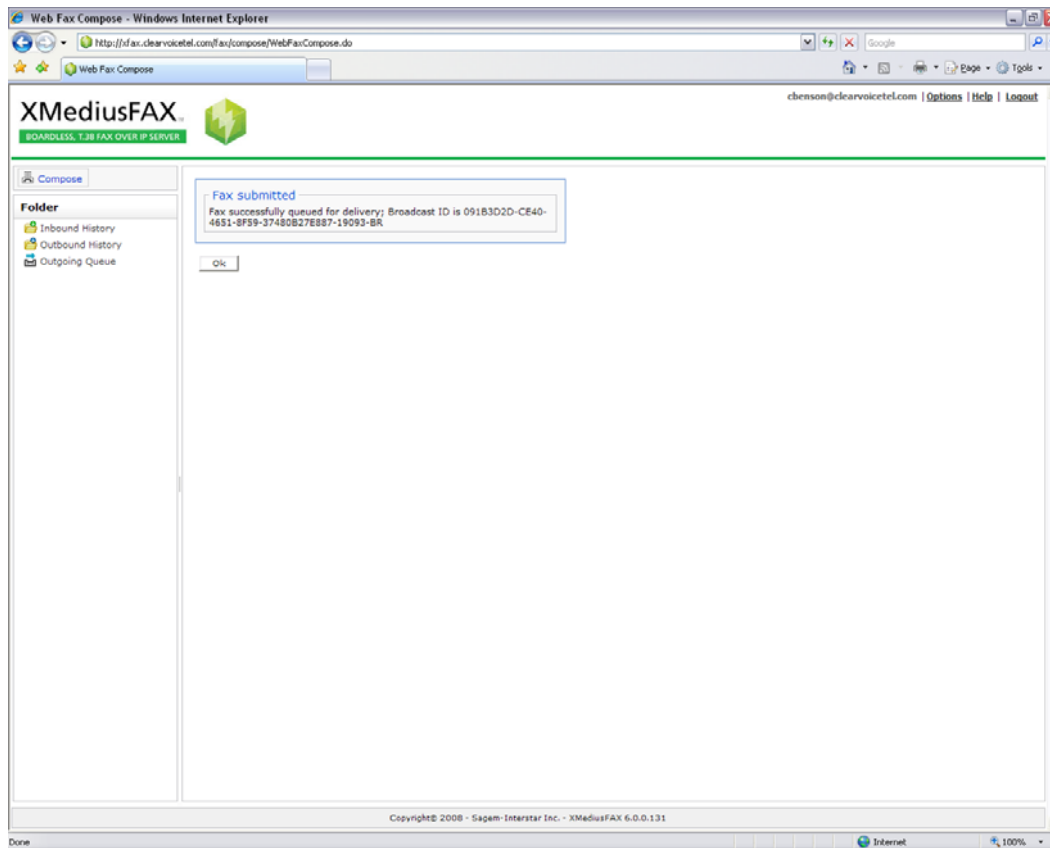
1. No cover sheet
2. Basic01.cse: This will be generated from the information that you provide in the Sender & Company information tab.
3. Basic01Disclaimer.cse: This will also be generated from the information that you provide in the Sender & Company information tab, in addition a confidentiality disclaimer.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

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

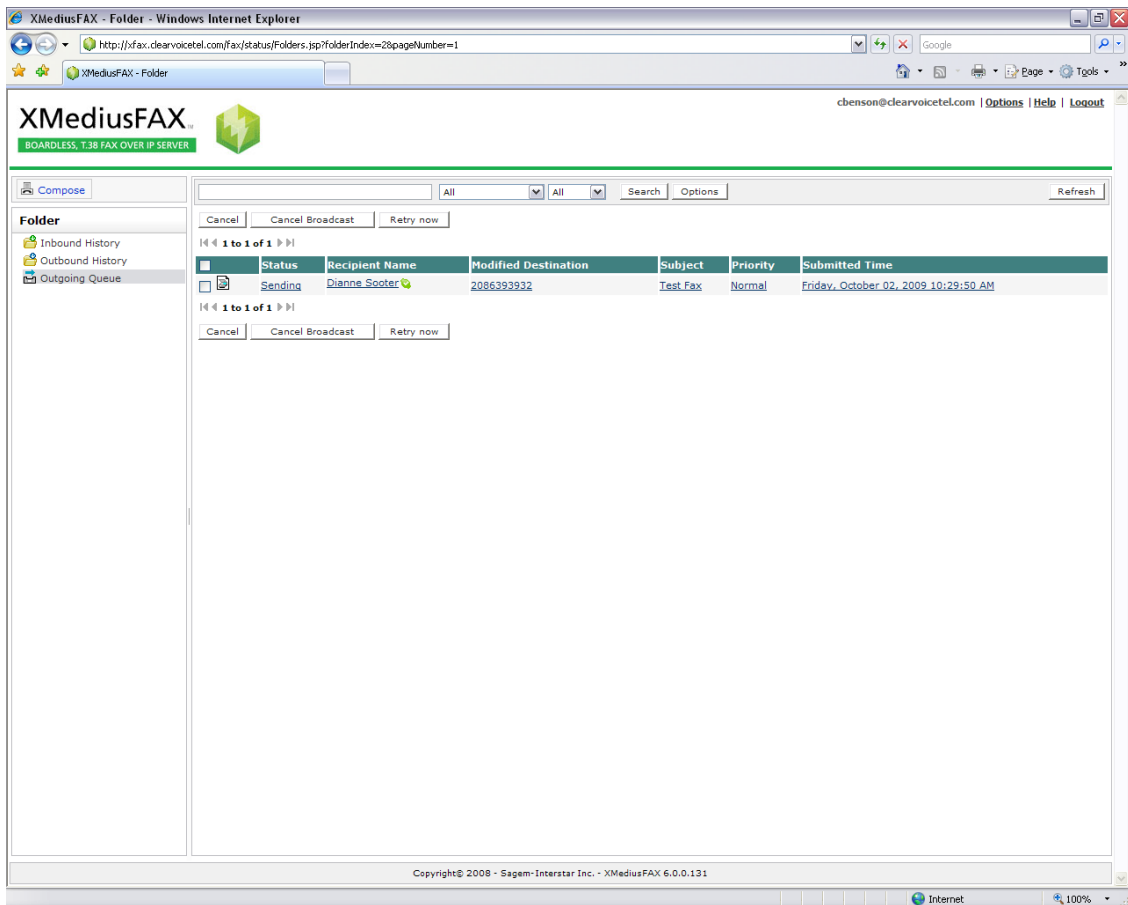
Once you have finished preparing your fax, click on Submit to send the fax.

Verifying Delivery

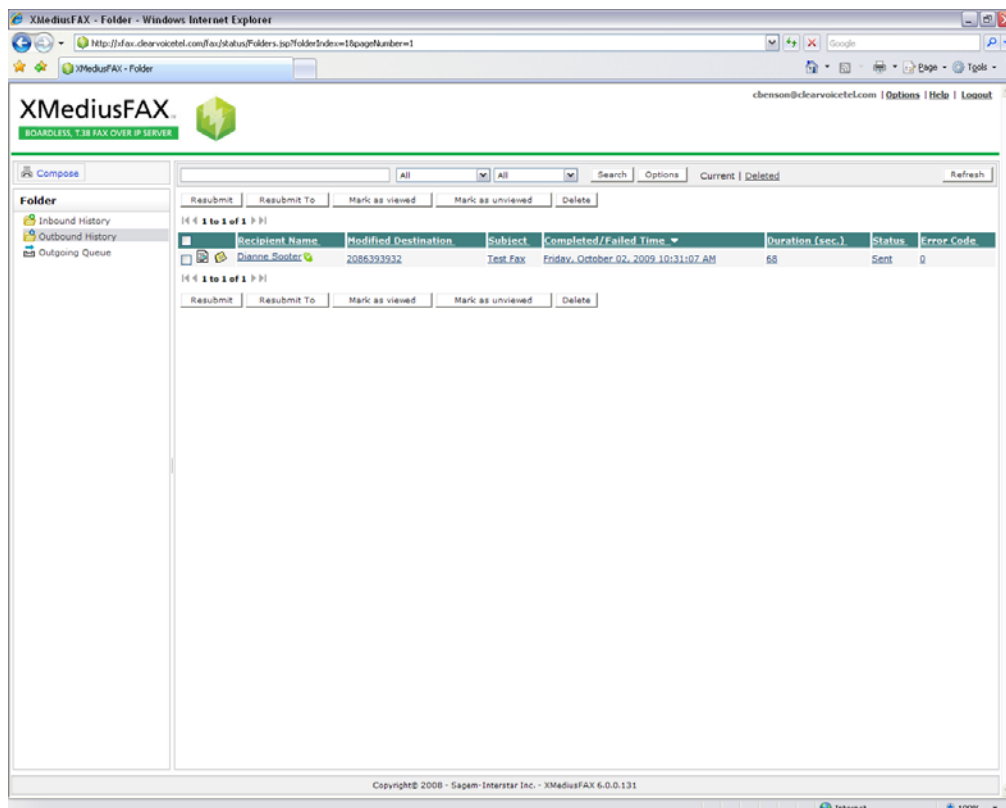
Once you select submit you will receive the following message.



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.