

XMediusFAX Installation

Instructions for Windows

XMediusFAX is a network fax server solution which enables users to send, receive and manage faxes using their own PC, instead of a fax machine or a fax modem. Before you use XMediusFAX, please ensure that you have a XMediusFAX username and password. If you require any assistance please call the CCS Help Desk.

Note: Before you begin installation, please make sure all your programs and documents have been saved and closed.

Requirements:

- Hardware: Any Pentium-class processor with 256 MB RAM
- OS: Windows 7/10
- Supported browsers: Internet Explorer 11, Firefox version 51, or Chrome version 55

Quick Access

[Step 1: Download XMediusFAX](#)

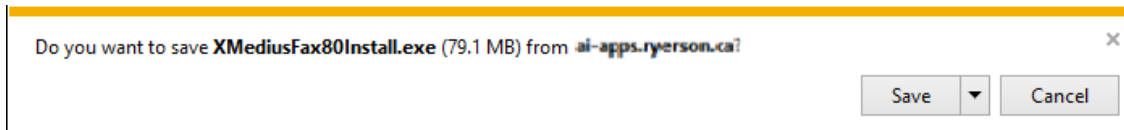
[Step 2: Install XMediusFAX](#)

Step 1

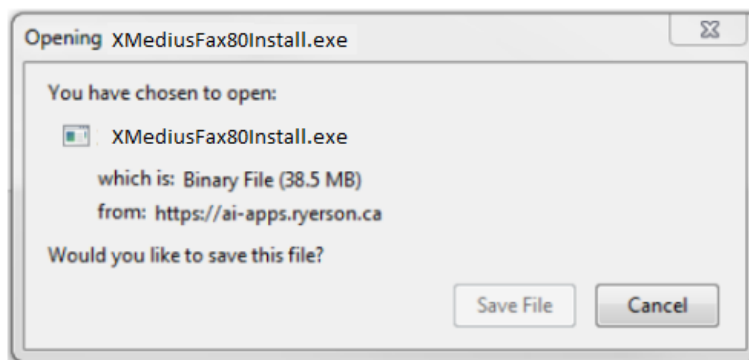
Download XMediusFAX

1. From the CCS website [Software for Phones and Fax](#) find **XMediusFAX for Windows** and click **Download**.
2. At the Connect to ai-apps.ryerson.ca screen, type in your my.ryerson username and password.

At the File Download screen, click on the **Save** button to save the exe file containing the installation file. Save this file to a location of your choice where you can easily find it again such as your desktop or your Local Disk (C:).
IE Save Window:

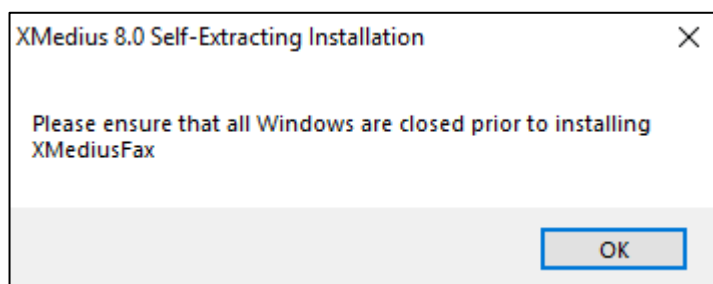


Firefox Save Window:



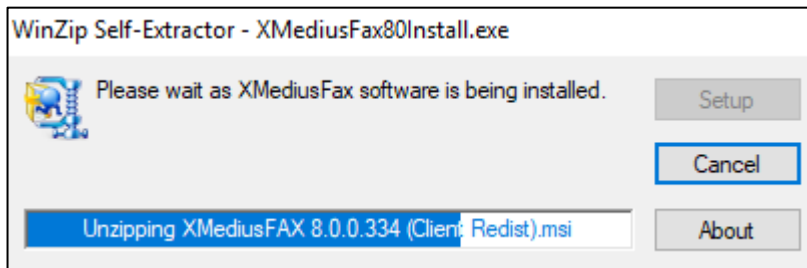
Step 2 Install XMediusFAX

1. Locate **XMediusFax80Install.exe**, the file downloaded in Step 1 and double click on the filename.
2. An XMedius Installation window displays. You will be prompted to "Please ensure that all Windows are closed prior to installing XMediusFAX". Click **OK**.



3. A Self-Extractor window displays as the files are being extracted. A DOS window also displays during the installation.

These windows will automatically close when installation is completed and XMediusFAX has been added to the Windows Start menu.



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