

Cloud Fax User Guide



Cloud Fax User Registration

Once your user account is created by Nex-Tech, the Cloud Fax service will send you an automated email with your username and a temporary password. You will be required to change your temporary password upon your first login. A sample email is shown below. To ensure you receive this information, please make sure your spam filter is set to allow all messages from @nex-tech.com.

From: no-reply.cloudfax@nex-tech.com [mailto:no-reply.cloudfax@nex-tech.com]

Sent: Tuesday, July 11, 2017 2:12 PM

To: Ivan Facsin<ivan.facsin@acme.com>

Subject: New password for your fax account

Hello,

Please find your fax account login credentials below:

Username: ivan.facsin@acme.com

Password: c3g=aomT-qE3

You will need to provide these credentials to log in with any fax client you are using.

Note: for security reasons, you may be required to change this password. Simply log in using the Web Client and follow the instructions (if applicable).



Cloud Fax Web Interface Login

<https://cloudfax.nex-tech.com/fax>



Email Address :

Type your email

Password :

☐ Stay signed in

Login



Sending Faxes with Web Client



Select Compose Fax

Faxes Contacts

Compose Fax

Inbound History

Outbound History

Outgoing Queue

Search Date All

Folder view: Current Deleted

Forward

Delete

More Actions

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Faxes Contacts

7. Send your fax by Selecting Submit

1. Fill in Contact Info

2. Select Add

3. Name Will Appear in Recipients List

4. Repeat Steps 1-3 For Each Recipient

5. Cover Sheet will automatically be populated with your predetermined contact info

6. Attach your electronic fax document

Compose Fax

Inbound History

Outbound History

Outgoing Queue

Compose Sender & Company information Options

Recipients

Name: John Doe

Company: Big Brand

Fax: 1777777777

Add Edit Remove

Recipients List

Name	Company	Fax
John Doe	Big Brand	1777777777

Cover Sheet

Style: Default Cover Sheet (Basic01.cse)

Subject: Purchase

Comment: Attached is the Purchase Order corresponding to quote AA-XYZ123.

Thanks

Attachments

document to attach

Choose File NT_BackText_4Web.png

More attachments...

» Retrieving Faxes via Cloud Fax Web Client (Email delivery is setup automatically)

Log into web client

<https://cloudfax.nex-tech.com/fax>

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Faxes Contacts

1. Select Inbound History

2. Search for fax or select from faxes listed

Compose Fax

Inbound History

Outbound History

Outgoing Queue

Search Date All Status All Reset

Folder view: Current Deleted

Forward Delete More Actions

1 to 4 of 4

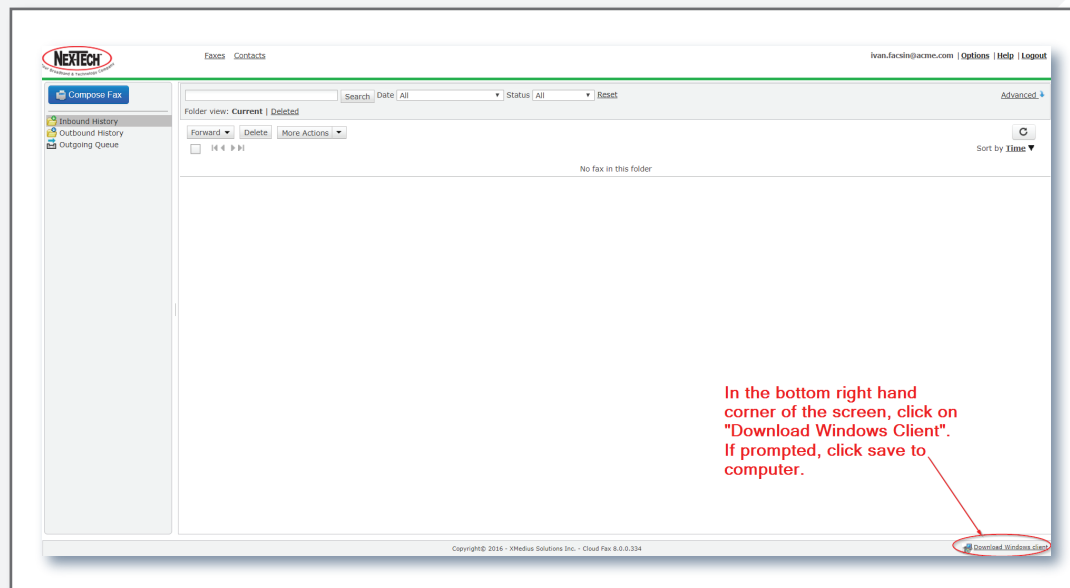
Received	From	To	1 page	Date
Received	From: 7856212997	To: 7856212998	1 page	01:31 pm
Received	From: 7856212997	To: 7856212998	1 page	12:06 pm
Received	From: 7856212997	To: 7856212998	1 page	Jul 18
Received	From: 7856212997	To: 7856212998	1 page	Jul 18

» Cloud Fax Client Installation

This step will install the SendFax Client with a fax phone book, print drivers, and an outlook connector.

1) Download CloudFax Client by logging into

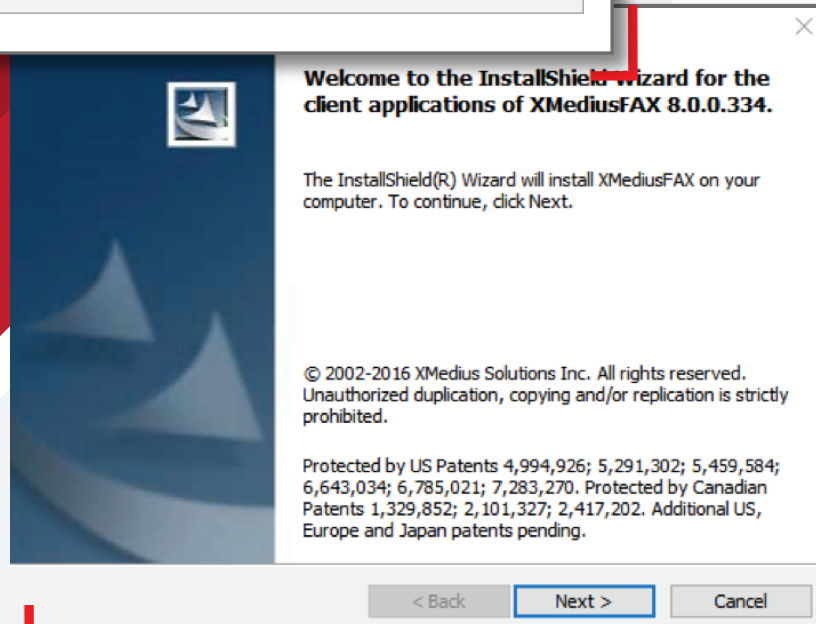
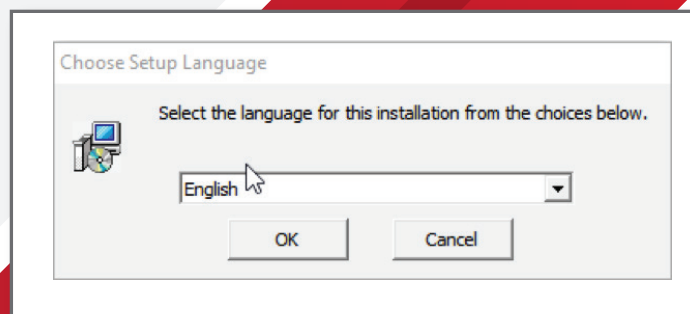
<https://cloudfax.nex-tech.com/fax>



In the bottom right hand corner of the screen, click on "Download Windows Client". If prompted, click save to computer.

» 2) Run [XMediusFAX \(Client Redist\).exe](#)

» 3) Follow the steps





License Agreement

Please read the following license agreement carefully.

License Agreement

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END-USER LICENSE AGREEMENT

Important:

By clicking "I accept the terms of the End-User License Agreement" and installing the software, You are consenting to be bound by and are becoming a party to this End-User License Agreement (hereinafter the "**Agreement**").

1) PERMITTED USE. XMedius Solutions Inc. ("**XMedius**") grants You a non-transferable, non-exclusive right to use the enclosed XMedius software, solely in executable format, for Your own internal business purposes in the country in which it was furnished to You. The XMedius Product includes the

☒ I accept the terms in the license agreement

☐ I do not accept the terms in the license agreement

InstallShield

< Back

Next >

Cancel

Destination Folder

Click Next to install to this folder, or click Change to install to a different folder.



Install XMediusFAX to:

C:\Program Files (x86)\XMediusFAX\

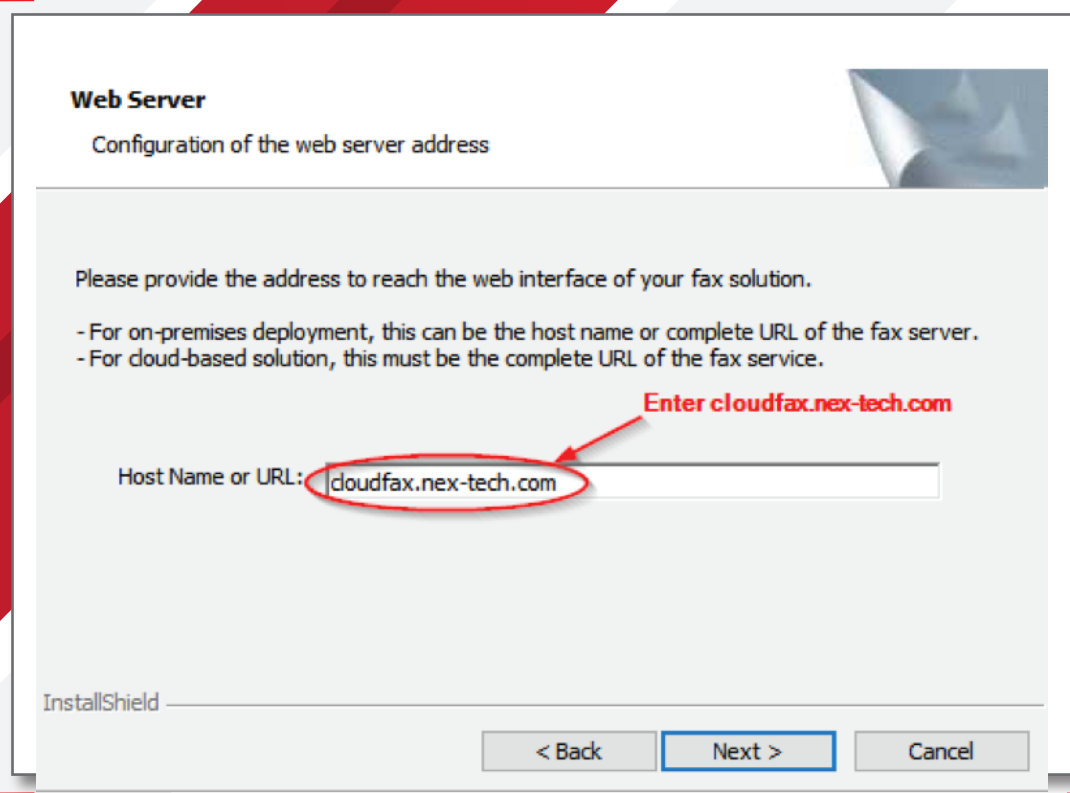
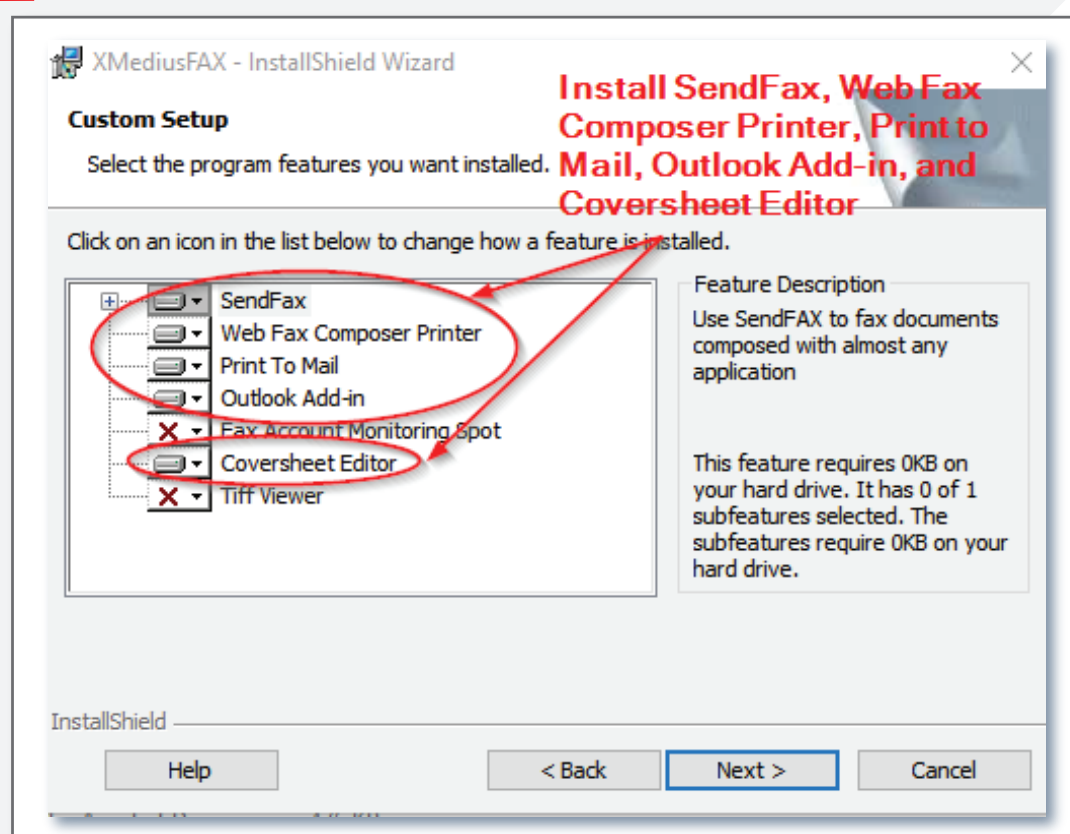
Change...

InstallShield

< Back

Next >

Cancel



Ready to Install the Program

The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

InstallShield

< Back

Install

Cancel

InstallShield Wizard Completed

The InstallShield Wizard has successfully installed XMediusFAX.
Click Finish to exit the wizard.

< Back

Finish

Cancel

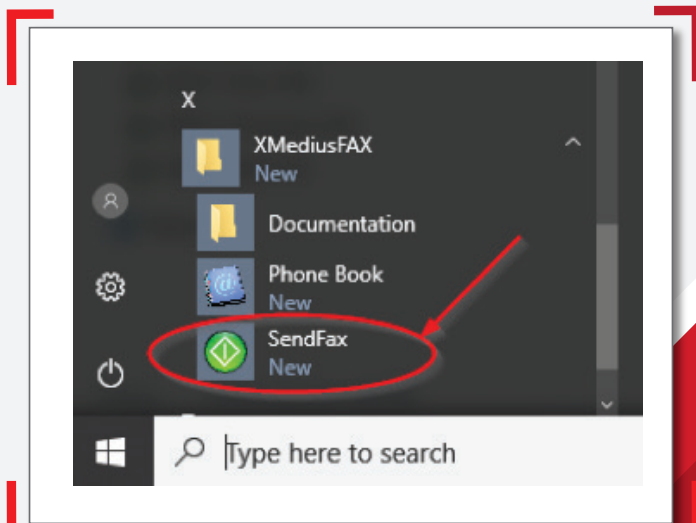


4) Restart your computer

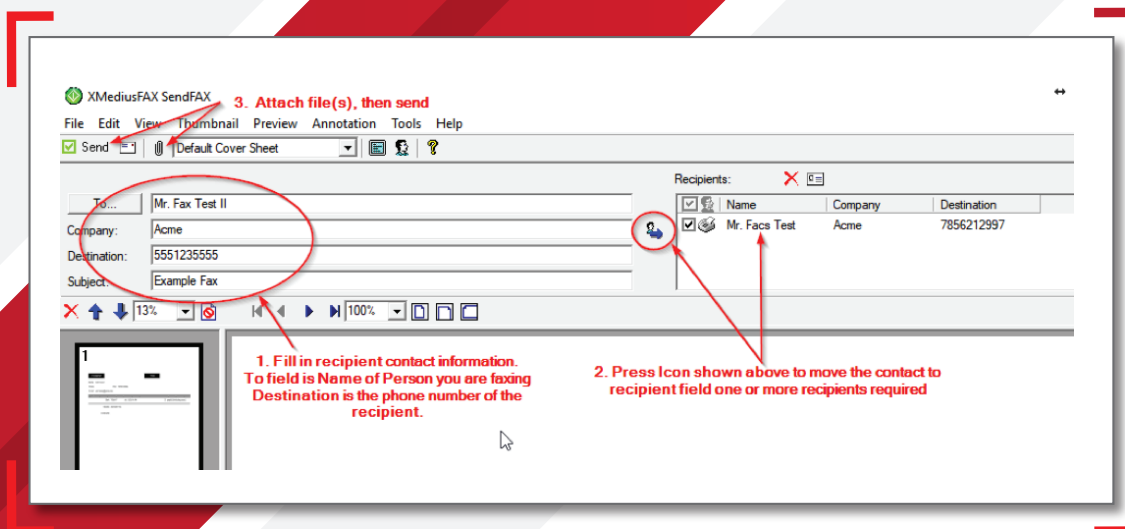


Using SendFax Client

1) Open SendFax > Go to Start Menu > XMediusFax Folder > Send Fax



2) Fill in the information as shown below



Print to Fax

In this example, we will show you how to print to fax from Microsoft Word.

1) Select File > Print

2.) After selecting "Print" the SendFax application will pop up.
Go to Using SendFax Client section and follow directions to complete your fax.