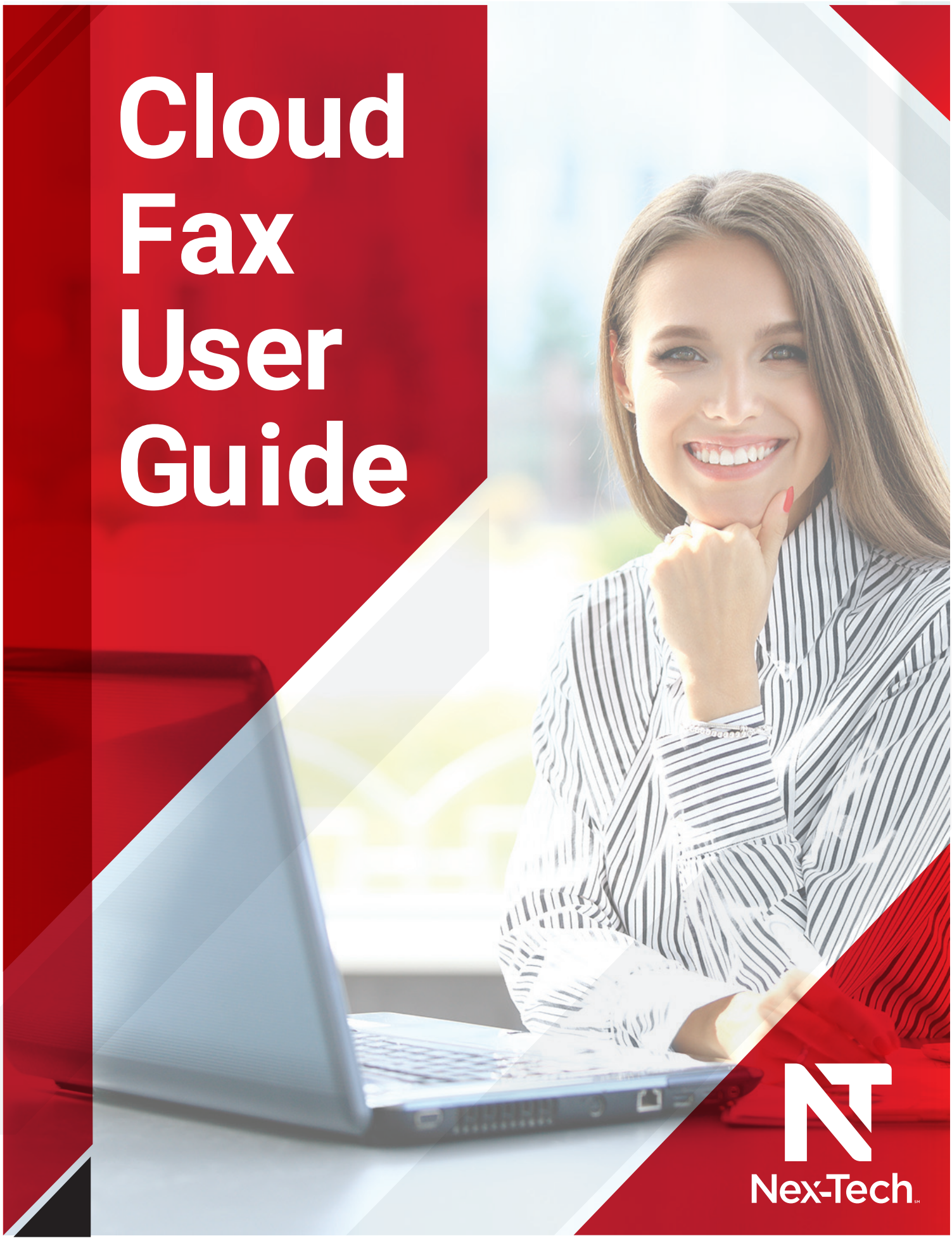
Cloud Fax User Guide



Nex-Tech

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:

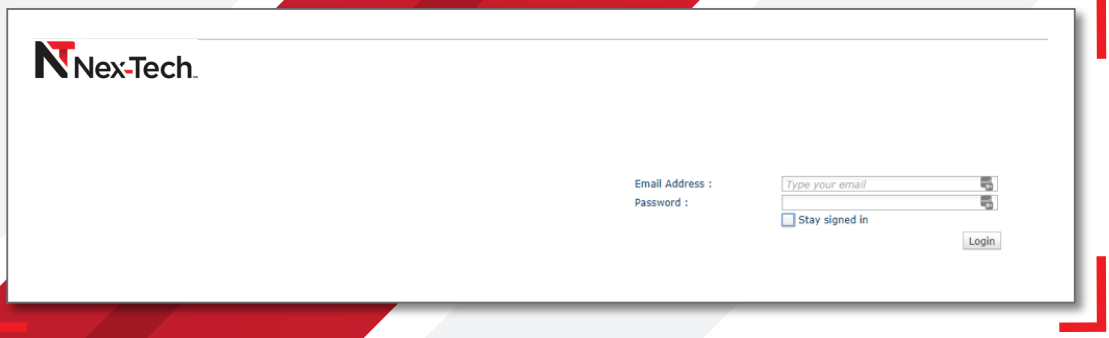
Username: **ivan.facsin@acme.com**

Password: **c3g=aomT-qE3**

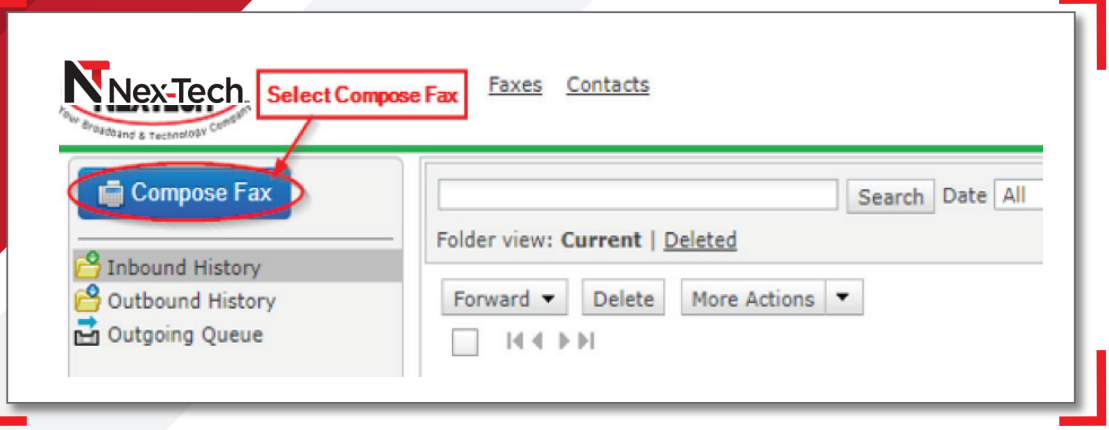
You will need to provide these credentials to log in with any fax client you are using.
Note: for security reasons, you may be required to change this password. Simply log in using the Web Client and follow the instructions (if applicable).

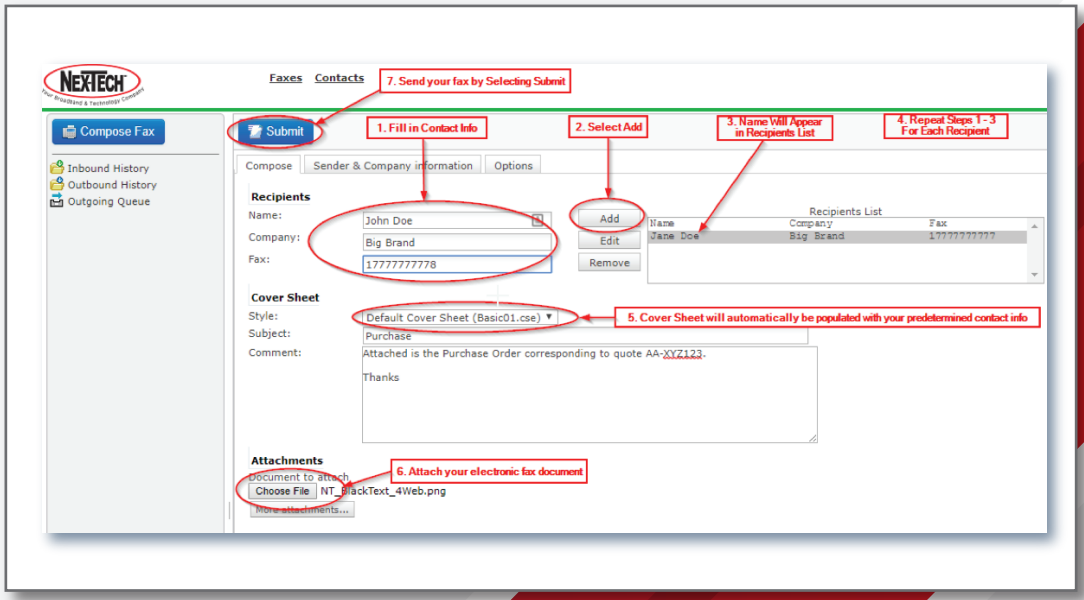
Cloud Fax Web Interface Login

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



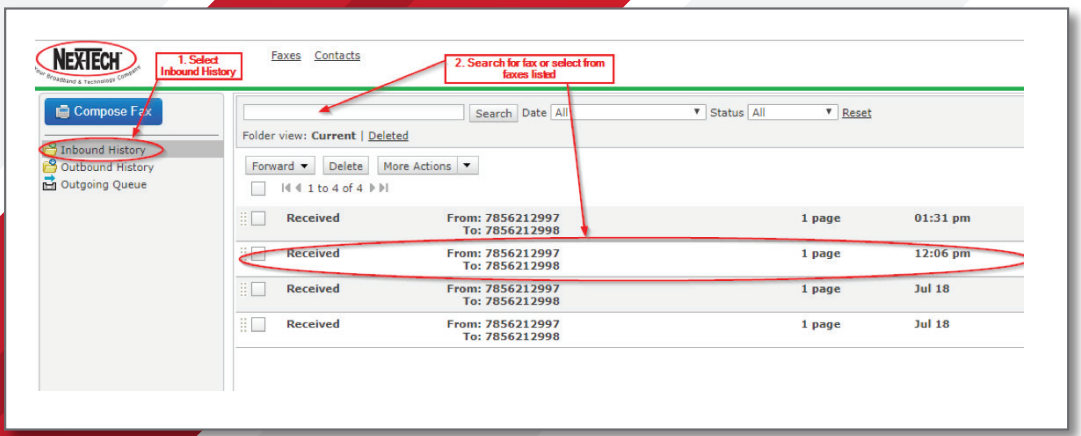
Sending Faxes with Web Client





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

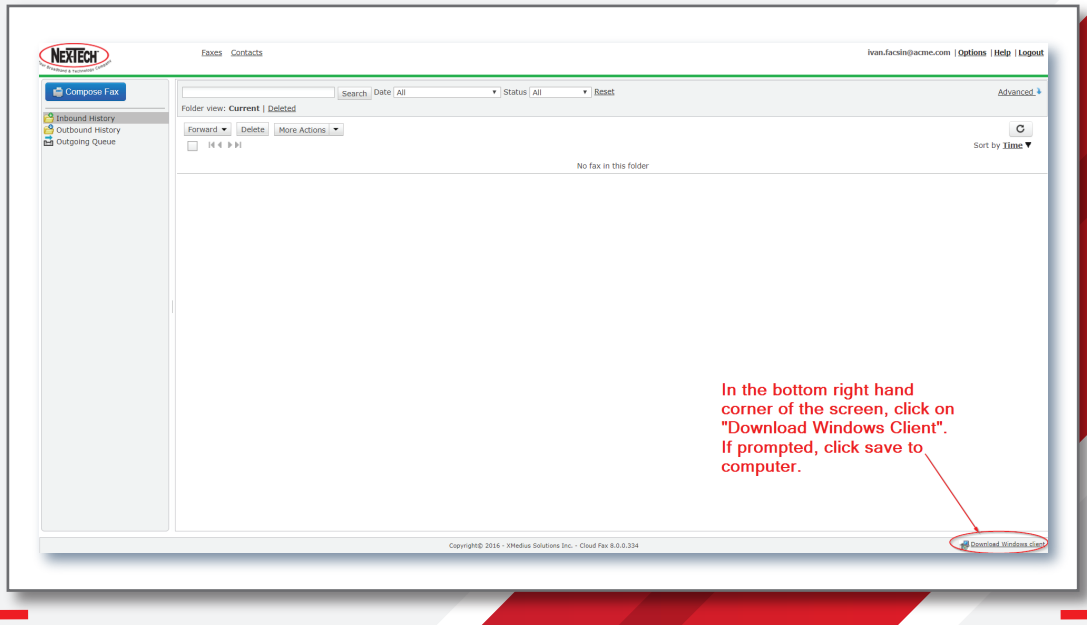
Log into web client
https://cloudfax.nex-tech.com/fax



Cloud Fax Client Installation

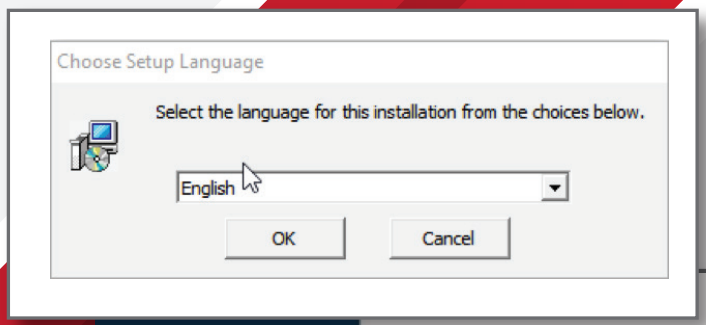
This step will install the SendFax Client with a fax phone book, print drivers, and an outlook connector.

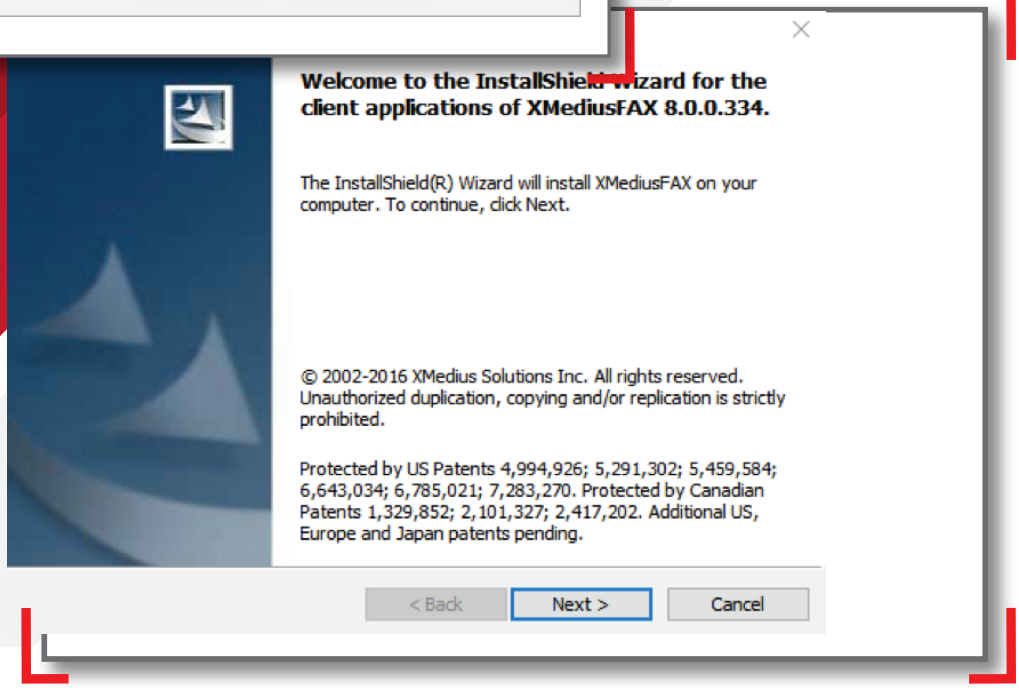
1) Download CloudFax Client by logging into
https://cloudfax.nex-tech.com/fax



2) Run *XMediusFAX (Client Redist).exe*

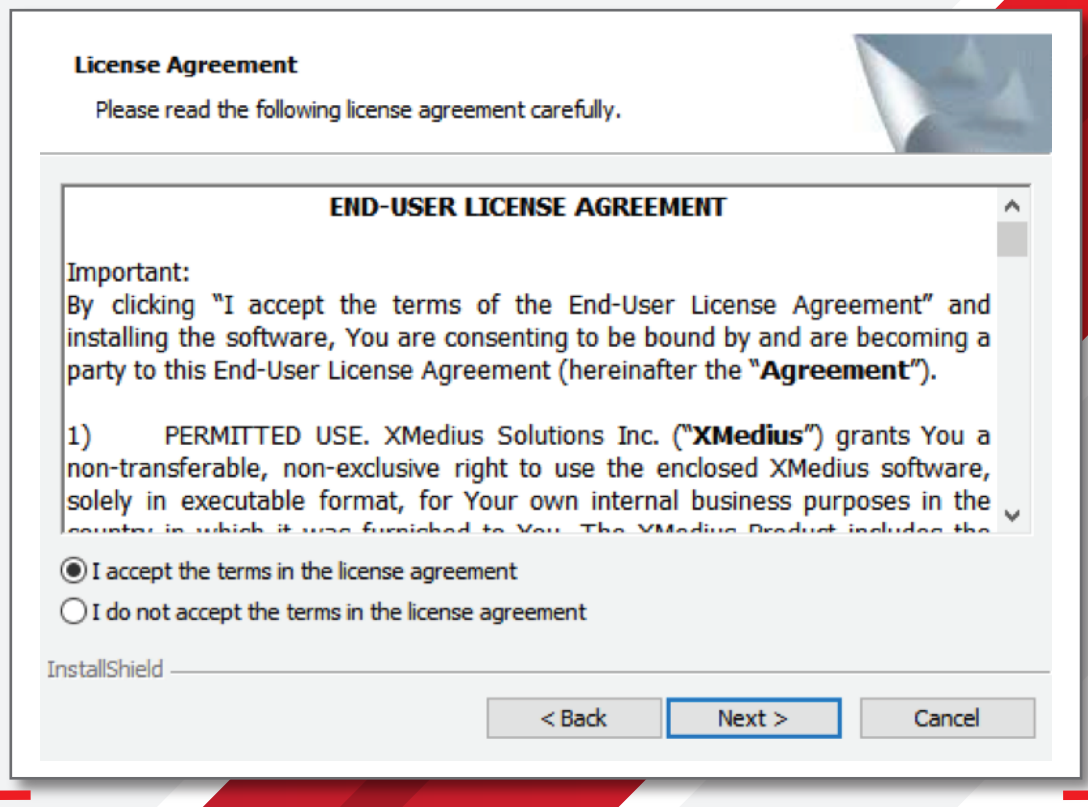
3) Follow the steps

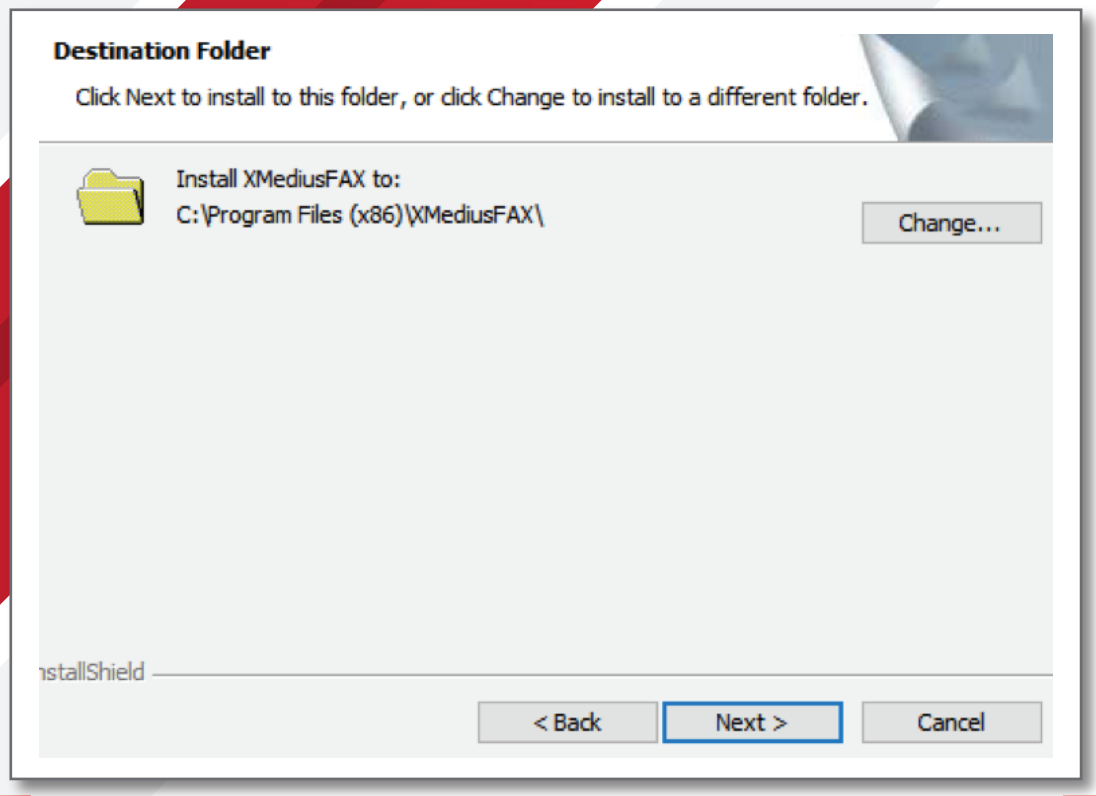


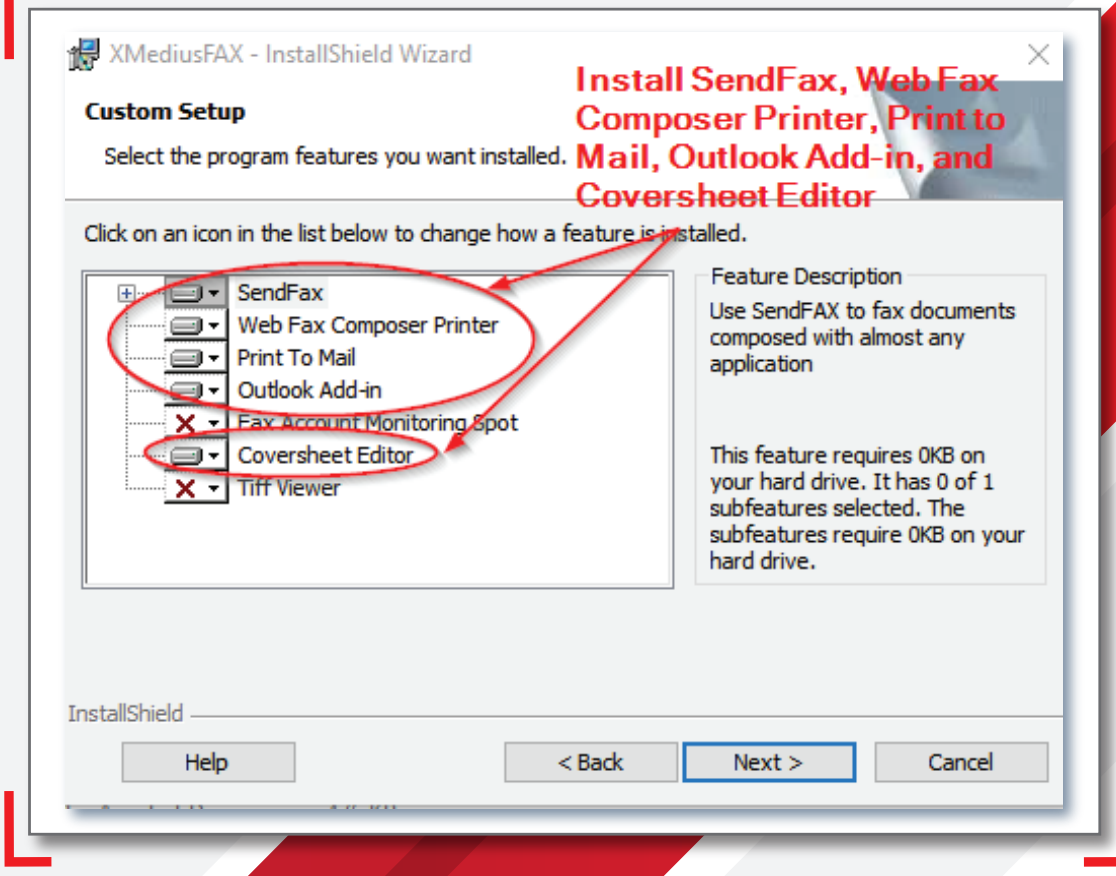


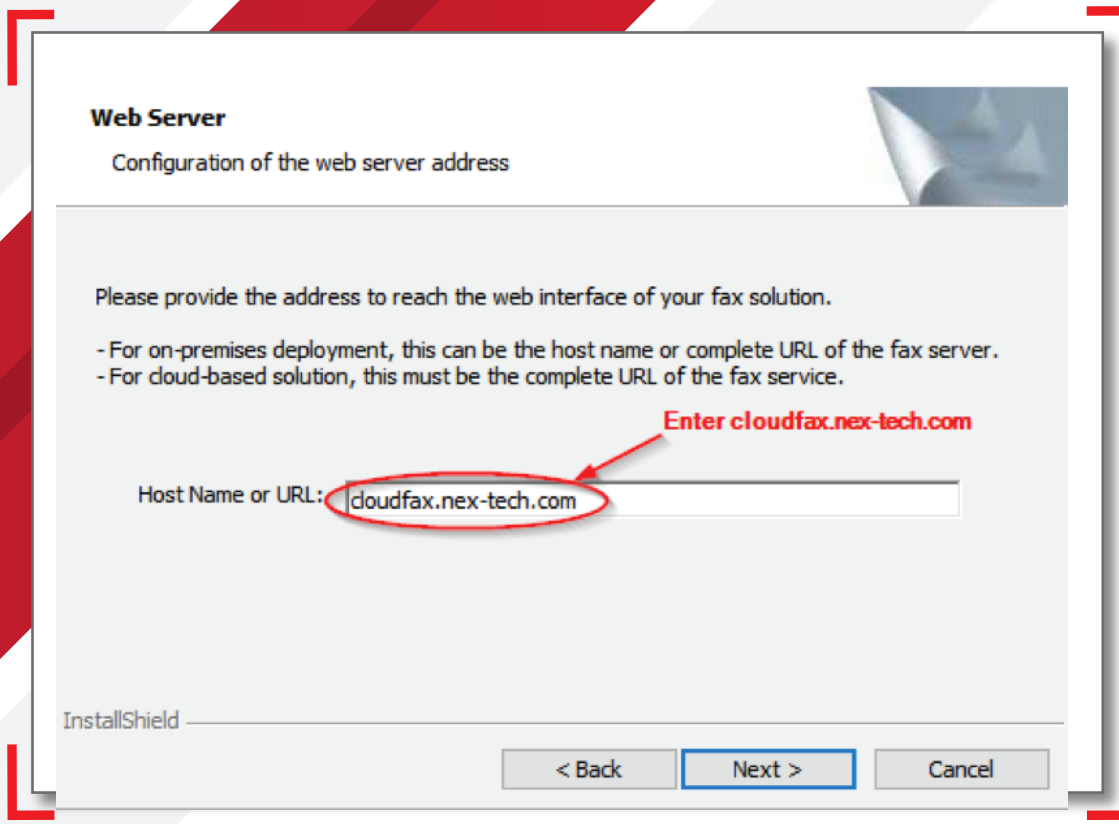
License Agreement

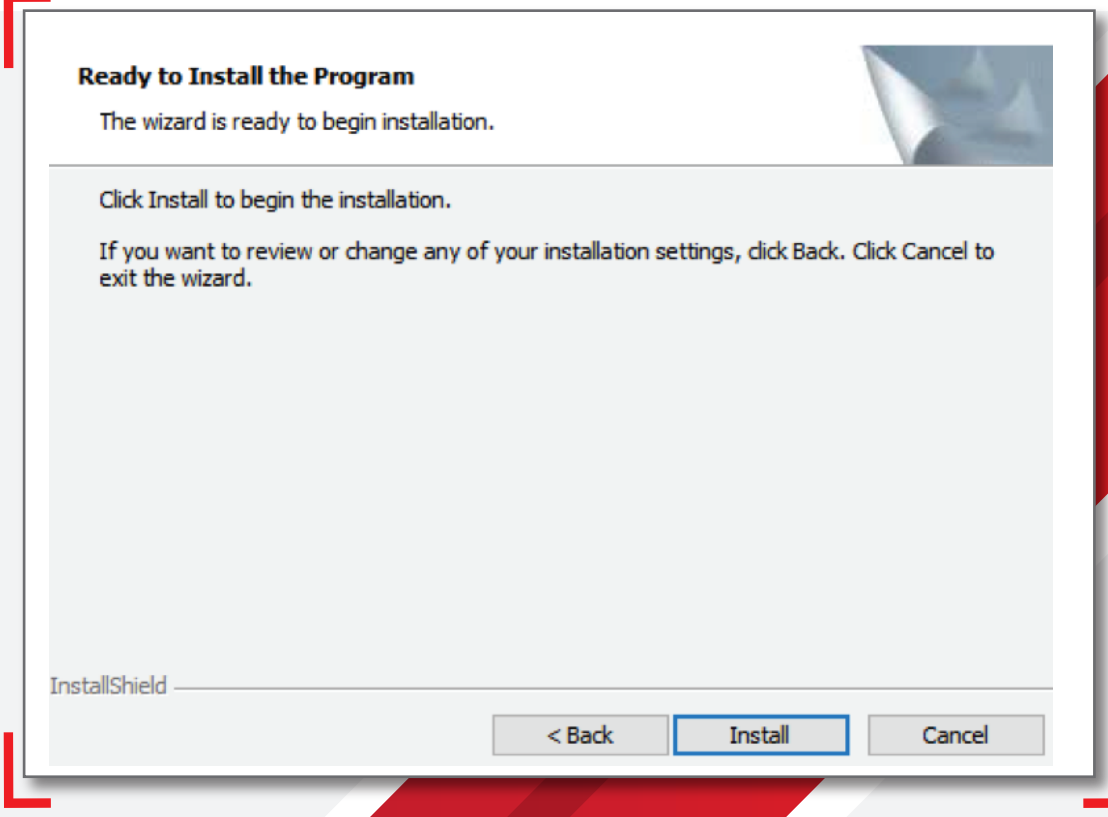
Please read the following license agreement carefully.

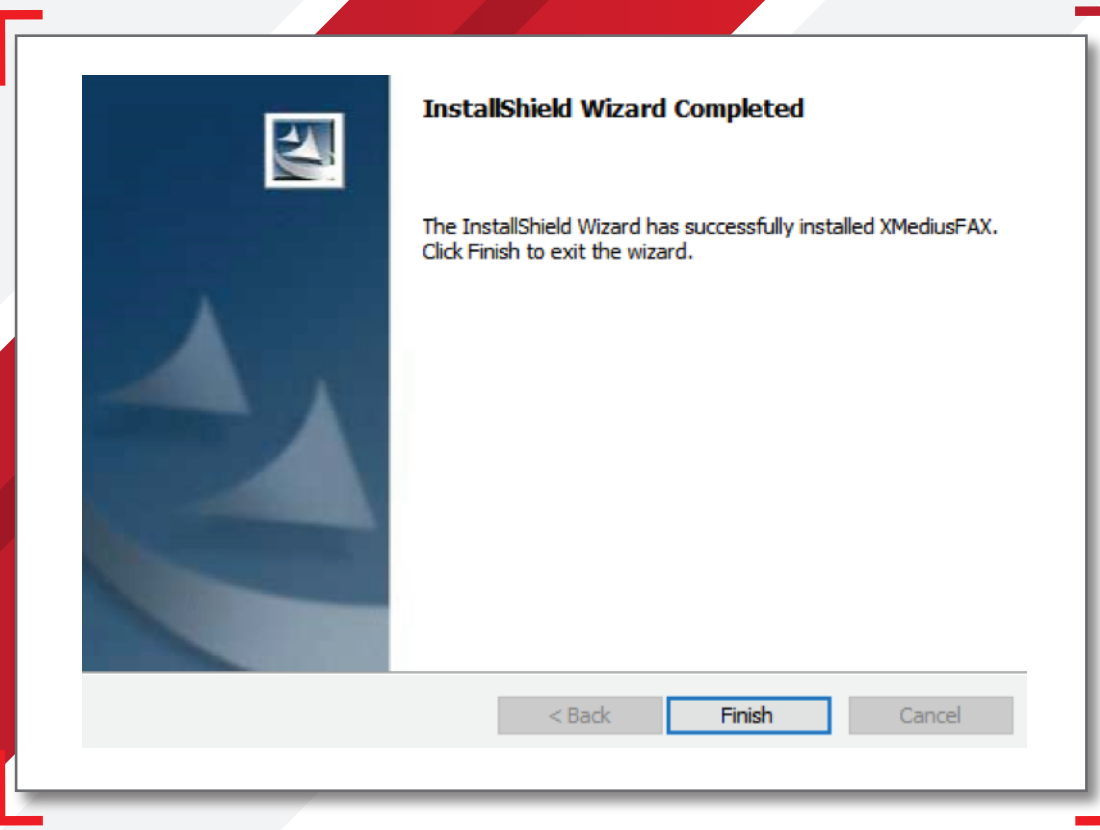





XMediusFAX - InstallShield Wizard
Custom Setup
Select the program features you want installed.
Install SendFax, Web Fax Composer Printer, Print to Mail, Outlook Add-in, and Coversheet Editor
Click on an icon in the list below to change how a feature is installed.
SendFax
Web Fax Composer Printer
Print To Mail
Outlook Add-in
Fax Account Monitoring Spot
Coversheet Editor
Tiff Viewer
Feature Description
Use SendFAX to fax documents composed with almost any application
This feature requires 0KB on your hard drive. It has 0 of 1 subfeatures selected. The subfeatures require 0KB on your hard drive.
InstallShield
Help
< Back
Next >
Cancel


Web Server
Configuration of the web server address
Please provide the address to reach the web interface of your fax solution.
- For on-premises deployment, this can be the host name or complete URL of the fax server.
- For cloud-based solution, this must be the complete URL of the fax service.
Enter cloudfax.nex-tech.com
Host Name or URL:
cloudfax.nex-tech.com
InstallShield
< Back
Next >
Cancel

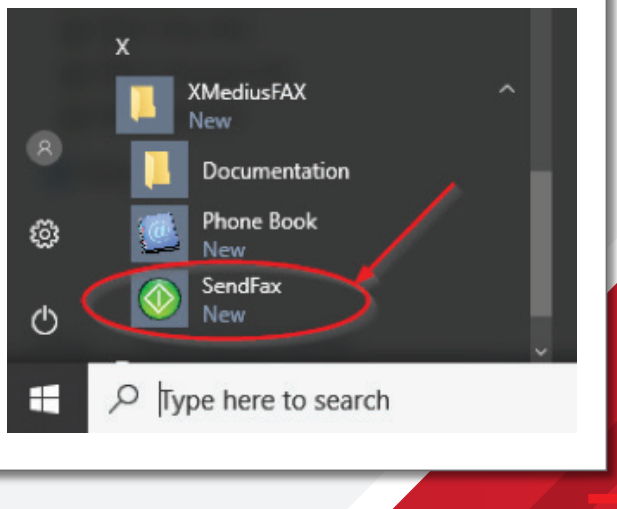




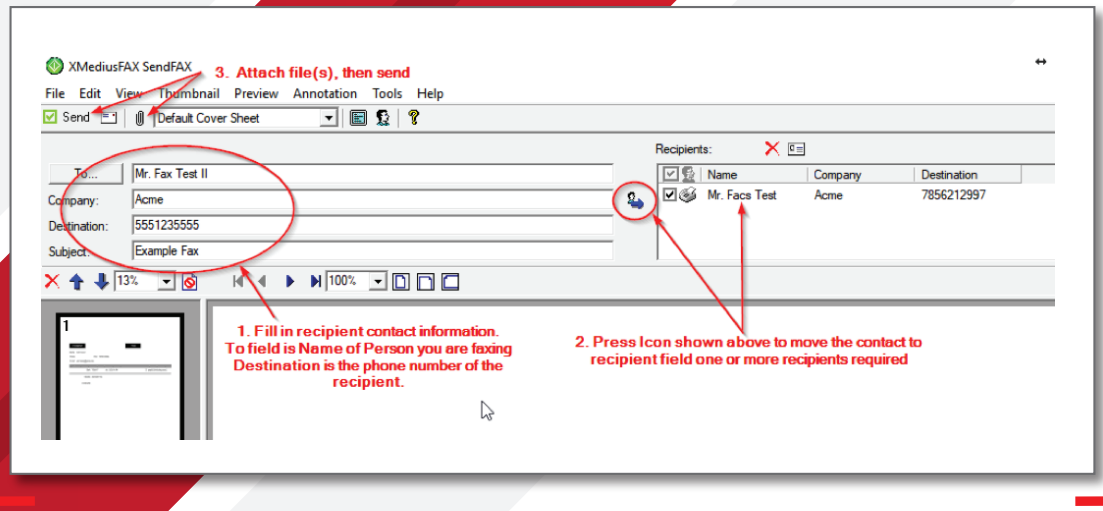
4) Restart your computer

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.