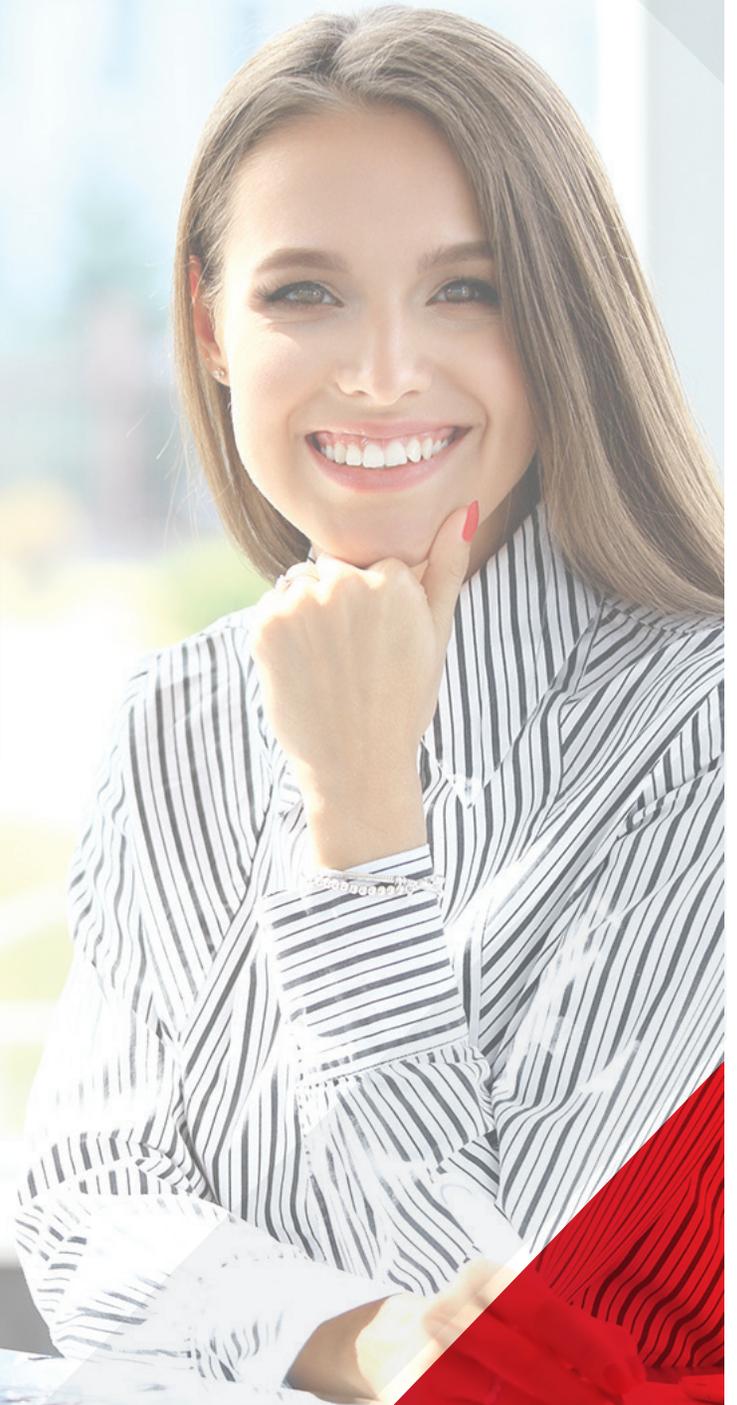


# Cloud Fax User Guide



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](mailto: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>

 Nex-Tech.

Email Address :

Password :

Stay signed in

Login

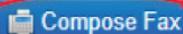


## Sending Faxes with Web Client

 Nex-Tech.  
Your Broadband & Technology Company

Select Compose Fax

Faxes Contacts



Inbound History

Outbound History

Outgoing Queue

Search Date All

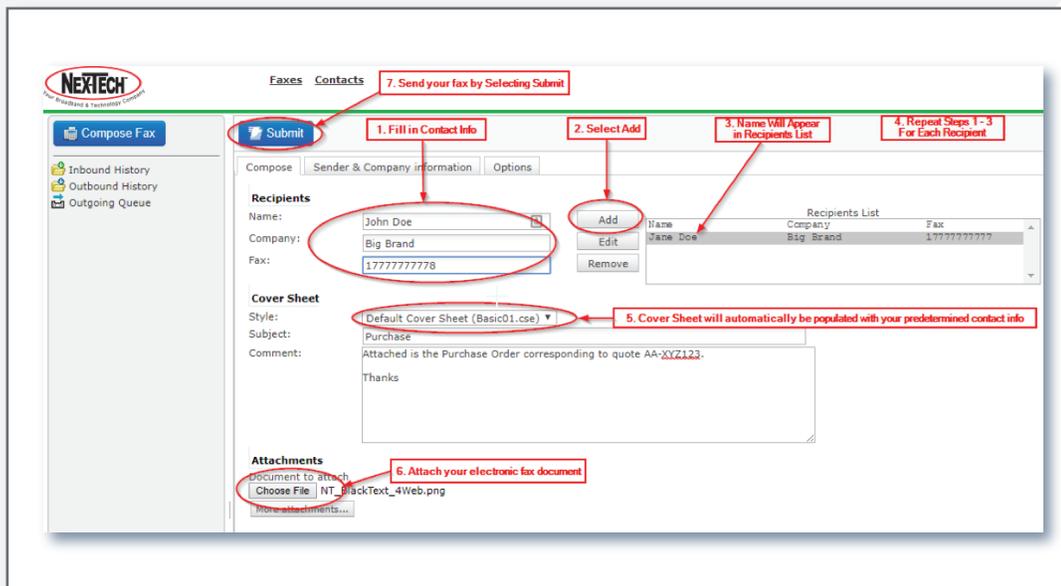
Folder view: Current Deleted

Forward

Delete

More Actions

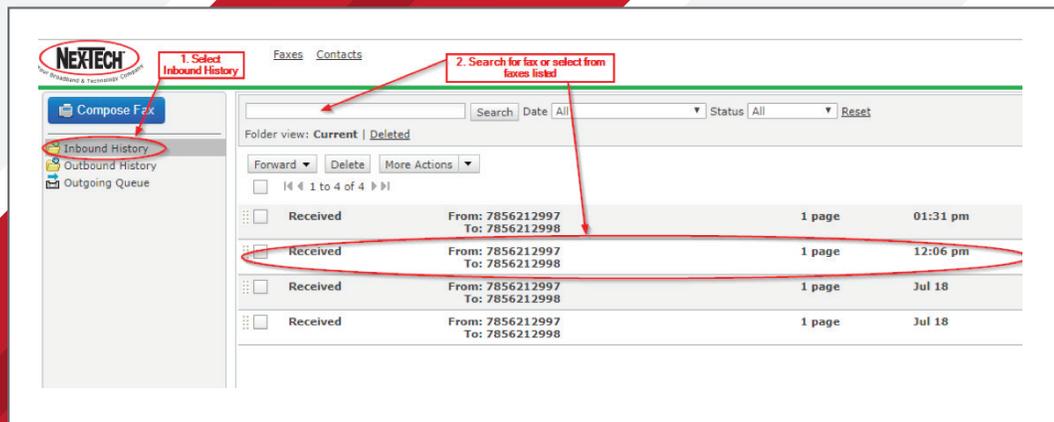
<< >>



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

Log into web client

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

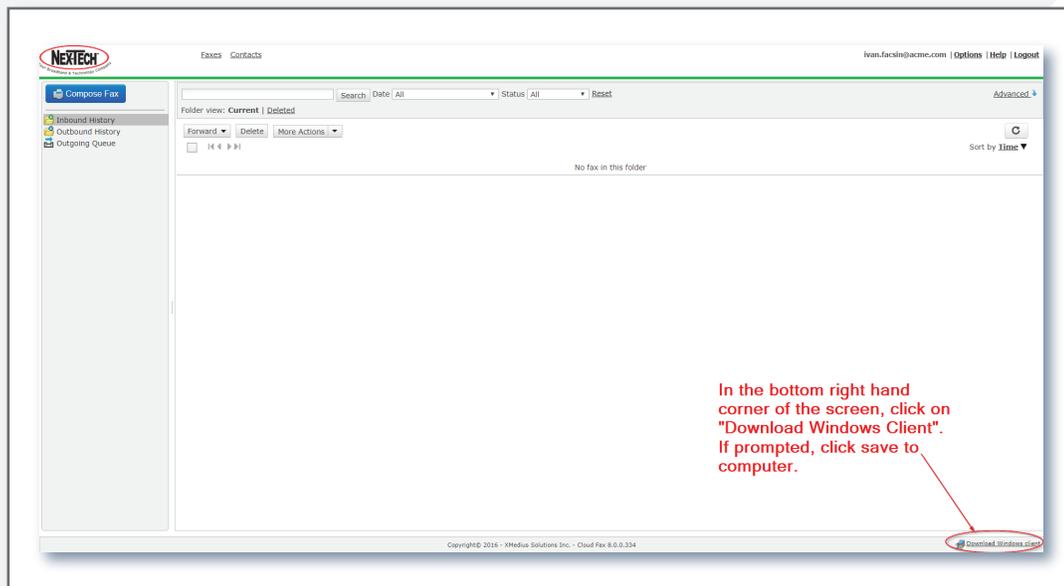


## Cloud Fax Client Installation

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

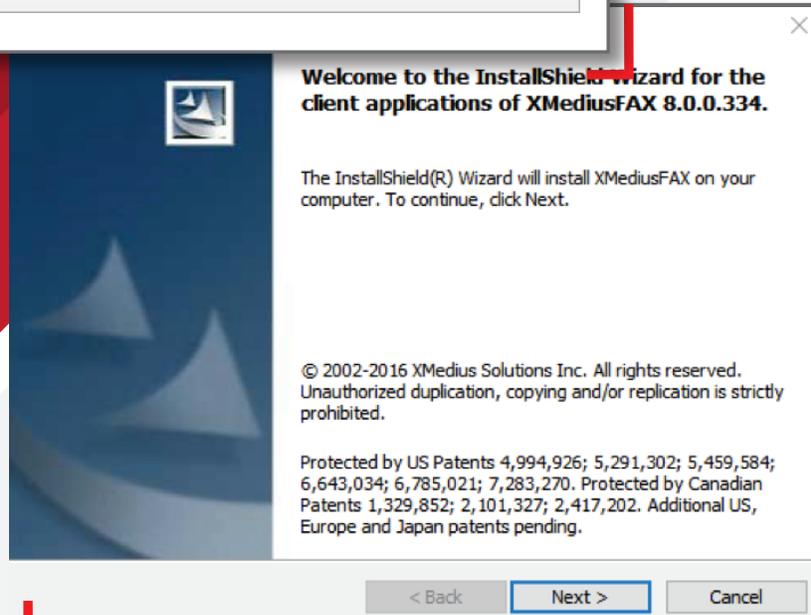
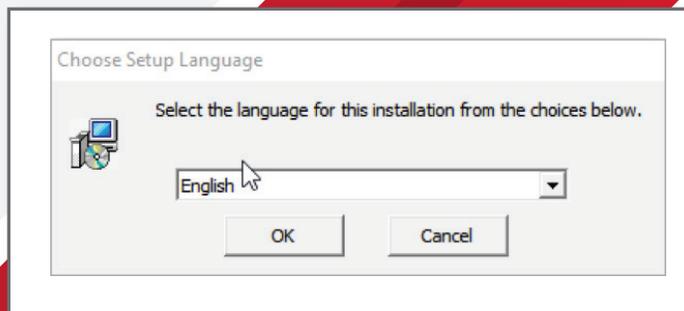
1) Download CloudFax Client by logging into

<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.

### License Agreement

Please read the following license agreement carefully.

#### 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

**XMediusFAX - InstallShield Wizard**

### Custom Setup

Select the program features you want installed.

Click on an icon in the list below to change how a feature is installed.

Feature	Installation Status
SendFax	Selected
Web Fax Composer Printer	Selected
Print To Mail	Selected
Outlook Add-in	Selected
Fax Account Monitoring Spot	Not Selected
Coversheet Editor	Selected
Tiff Viewer	Not Selected

**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

**Install SendFax, Web Fax Composer Printer, Print to Mail, Outlook Add-in, and Coversheet Editor**

### 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.

Host Name or URL:

**Enter cloudfax.nex-tech.com**

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

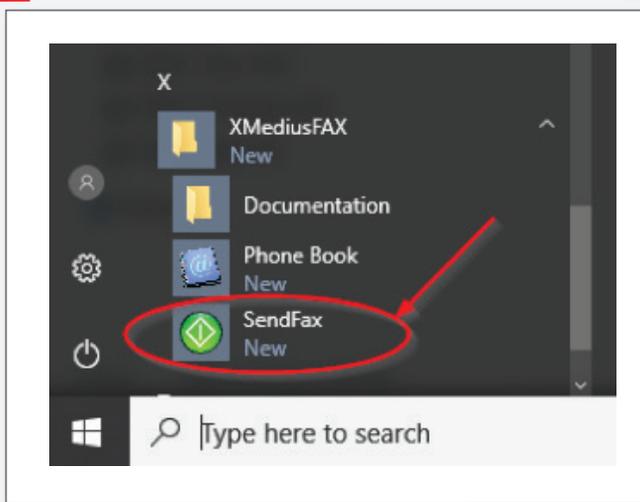


4) Restart your computer

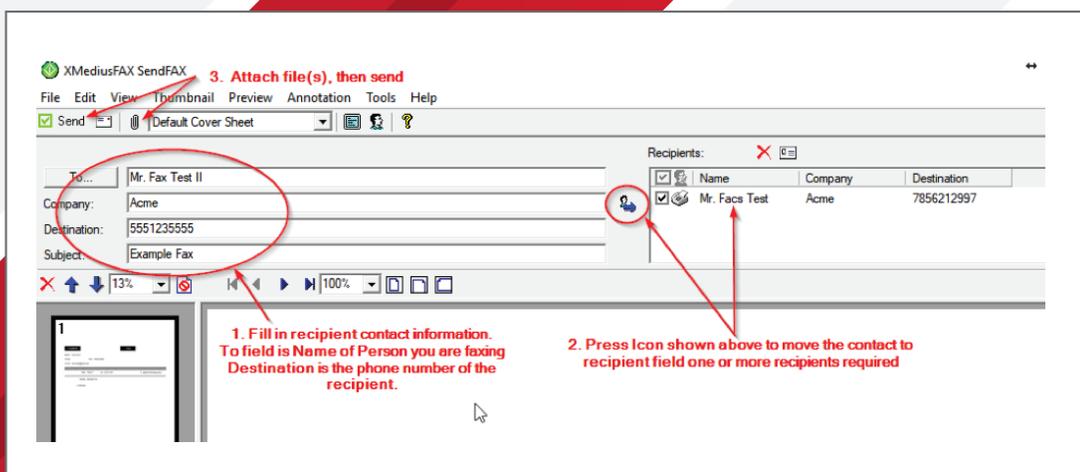


## Using SendFax Client

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.