

XMediusFAX

Cloud 8.1

User Quick Start

Presentation

XMedius

Agenda

Introduction to XMediusFAX Cloud

How to register to XMediusFAX Cloud

How to fax with XMediusFAX Cloud

Introduction



Easy faxing from your desktop, Web browser, email and MFD

As a user of the service, you will benefit from several features including:

- Receiving faxes directly to your email inbox
- Faxing documents from any productivity suite application
- Faxing documents scanned from Multi-Function Devices
- Managing your fax contacts in dedicated address books
- Accessing and managing the history of all your incoming and outgoing faxes via the Web

Registering to XMediusFAX Cloud

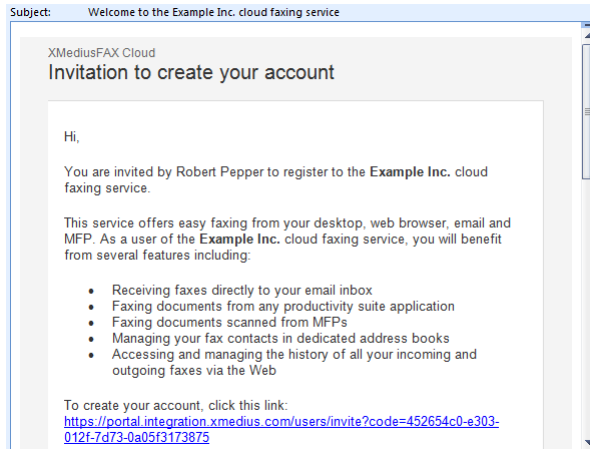
You should first receive an email

Two scenarios

Depending on the action initiated by the administrator, the received email will allow you to:

- Create your account, if you were invited by the administrator
OR
- Complete your registration, if your account was created by the administrator

Scenario 1: Respond to an Invitation



If you were invited by the administrator, you need to create your account:

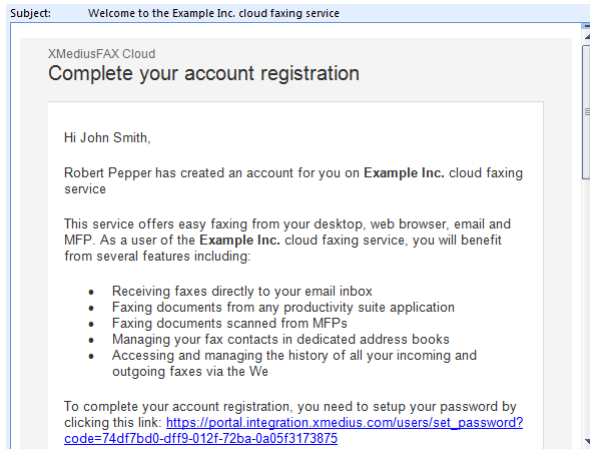
- Click the link to access the user account creation form.
- Enter all required information (at least Username, Email, Password & confirmation, Last Name).

You will receive a confirmation email after your account creation.

The screenshot shows a "User Registration" form with the following fields and instructions:

- * Username:** johnsmith (with a green checkmark). Instruction: Identifier used to login. May only contain a-z, A-Z, 0-9, hyphen (-) and underscore (_).
- * Email:** smit@sam.com
- * Password:** [masked] is very strong. Instruction: Must contain at least 6 characters, including at least 3 of the 4 following types: a-z, A-Z, 0-9 and special characters.
- * Confirm Password:** [masked]

Scenario 2: Complete a Pre-registration



If your account was previously created by the administrator, you may need to complete your registration by choosing a password:

- Click the link to access the password setup form.
- Choose and confirm a password.

You will receive a confirmation email after your password creation.

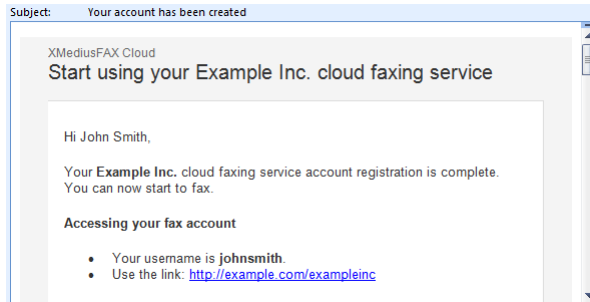
Choose Password

* New Password is very strong
Must contain at least 6 characters, including at least 3 of the 4 following types: a-z, A-Z, 0-9 and special characters.

* Confirm New Password

or

Account Creation Confirmation



Welcome to XMediUSFAX Cloud

The image shows a login form for "exampleinc". It has a "Change" link next to the company name. There are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Stay logged in". A blue "Login" button is positioned below the checkbox.

[I forgot my password](#)

You will always receive this email.

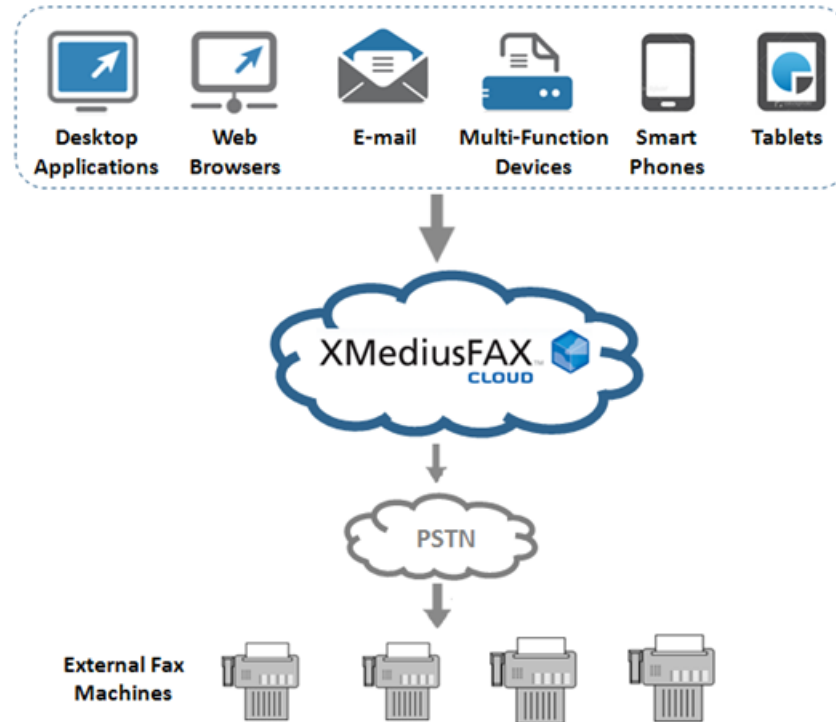
To access your fax account:

- Click the link to access your fax account (Web portal).
- Bookmark the link for later reuse.
- Login using the username provided in the email and the password you previously set up.

Additional valuable information is provided in the email about:

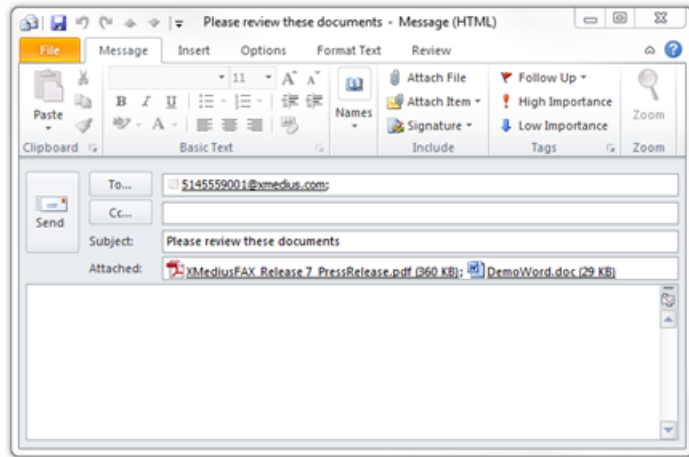
- Sending faxes
- Receiving faxes
- Getting help and support
- Numbers available to send/receive faxes (depending on your organization deployment).

Faxing with XMediusFAX Cloud





Faxing with your email client

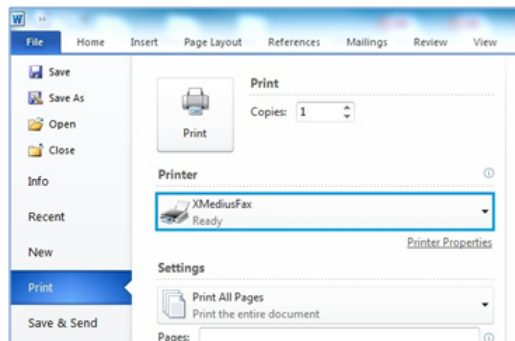


- Simply send an email to:
<10-digit_fax_number>@xmedius.com
- Attach a document and it will be sent as a fax.
- You can receive sent fax notifications in your email inbox.
- Received faxes can also be delivered directly to your email Inbox as PDF or TIFF attachments.

More options for faxing by email may be available depending on your organization implementation (contact your administrator for more details).



Faxing from directly within your application

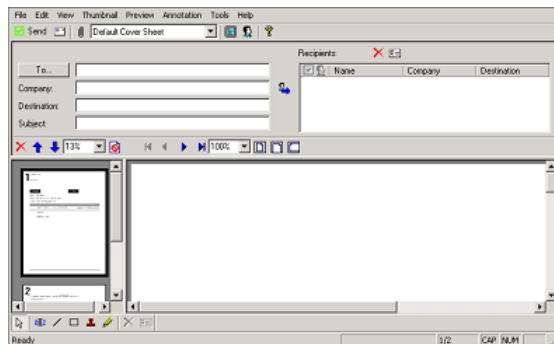


Fax your document from within any application that you can print from.

(You must have downloaded/installed the SendFAX application – available from the Web portal.)

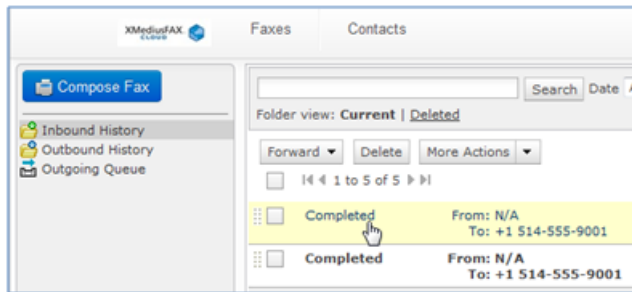
- Select the "XMediusFAX" printer from your application.
- Send the fax from the SendFAX application (automatically launched).

More options may be offered in your text application, depending on your implementation (contact your administrator for more details).





Faxing using your Web browser, smart phone or tablet



Send faxes from any web browser:

- Login using the link and username provided in your account creation confirmation email. (login.xmedius.com)
- Use the Compose Fax functionality.
- A record of all your sent faxes are stored in the Outbound History folder in your fax account.
- Any faxes that you receive will be stored in your Inbound History



Faxing from Multi-Function Devices (MFD)

To fax from a Multi-Function Device (if enabled by your administrator):

- Scan the document you want to fax.
- Send it by email from the MFD to:
`<10-digit_fax_number>@xmedius.com`
- XMediusFAX Cloud will send it as a fax to your destination.

Depending on your organization implementation, some MFDs may benefit from a dedicated XMediusFAX interface (MFD Connector) with additional options (contact your administrator for more details).

Thank You!

Getting more information, help and support

- For more information about the preferred faxing means and optional extended features that may have been implemented by your organization, please contact your administrator.
- Further documentation can also be found through the **Help** menu of the Web portal:
 - **Faxing Help** gives access to help topics about the Web faxing features
 - **Help Desk** gives access to the technical support portal, which contains several Knowledge Base articles