BUSINESS CLOUD FAX
By Northland Communications

QUICK REFERENCE GUIDE

TABLE OF CONTENTS

LOGGING INTO THE WEB CLIENT

+ Launch your Web browser using the link or address communicated by your administrator:
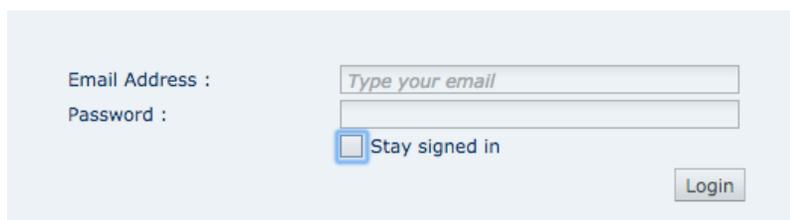 https://cloudfax.northland.net

+ Enter your email address (or SMTP address), as assigned by the system administrator

+ Enter your password
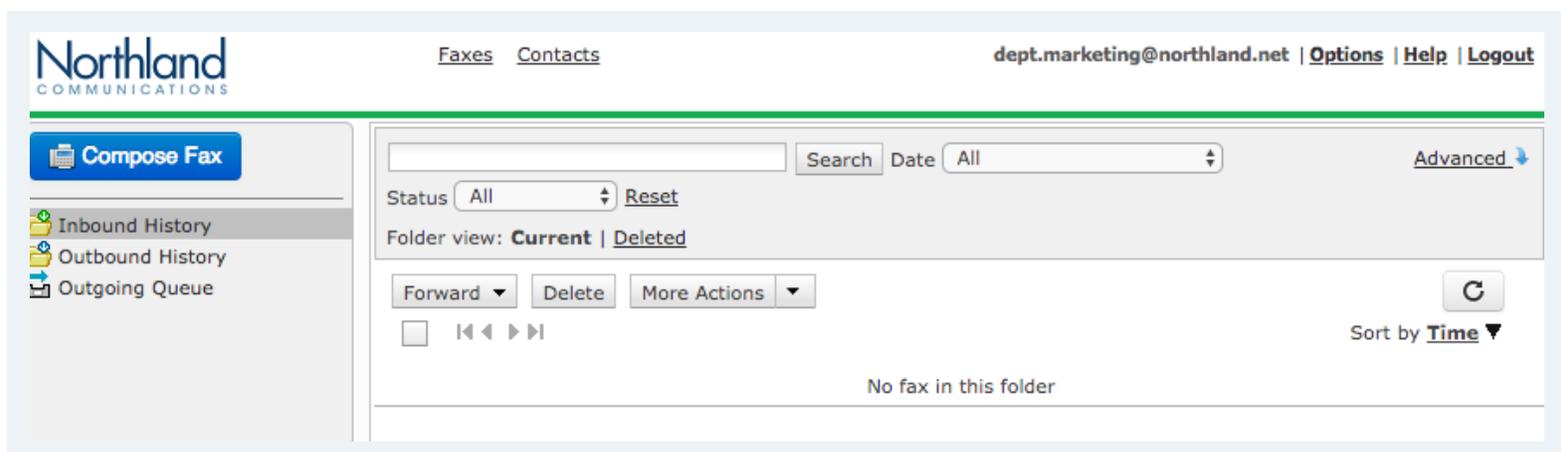
+ If needed, check the 'Stay Signed In' box
to access the interface more quickly on future logins.

+ Click **Login** (Once you are logged in, the Inbound History page of the Web Client is displayed)

CREATING + SENDING
A FAX FROM A WEB CLIENT

To use this feature, you must have faxing rights. To create and send a fax using the Compose feature of the Web Client, perform the following steps:

+ Click **Compose Fax**

+ In the Compose Tab, enter the Name, Company and Fax Number of a recipient
  NOTE: The Name, Company and Fax Number fields offer automated entries from the Web Phone Book
       when you start to enter a value.

+ Enter the subject of the fax in the 'Subject' field (not required)

+ Enter the actual text of the message in the 'Comment' section
  NOTE: This is also not a required field. The fax may entirely be your attachment.

+ If you need to use a specific cover sheet, select one from the Cover Sheet drop-down list or select 'None'
  if you do not wish to append one to the fax

+ If you want to attach a document to the fax, refer to Adding One or More Attachments to a Fax

+ If you need to modify the sender information, company information, or settings of the current fax, refer to the
  'Sender + Company Information' and 'Options' Tab

+ Click **Submit** (located above Compose Features Tab)

+ If you wish to add the contact person into a list of personal contacts available on the Web Client, click the
  check box on the confirmation window

When submitting a fax the Web Client confirms the sending status with a Broadcast ID confirmation similar to the following:

ADDING 1 OR MORE ATTACHMENTS
TO A FAX FROM THE WEB CLIENT

This procedure considers that you are preparing a fax before sending it. For more information about sending a fax, refer to Creating and Sending a Fax.
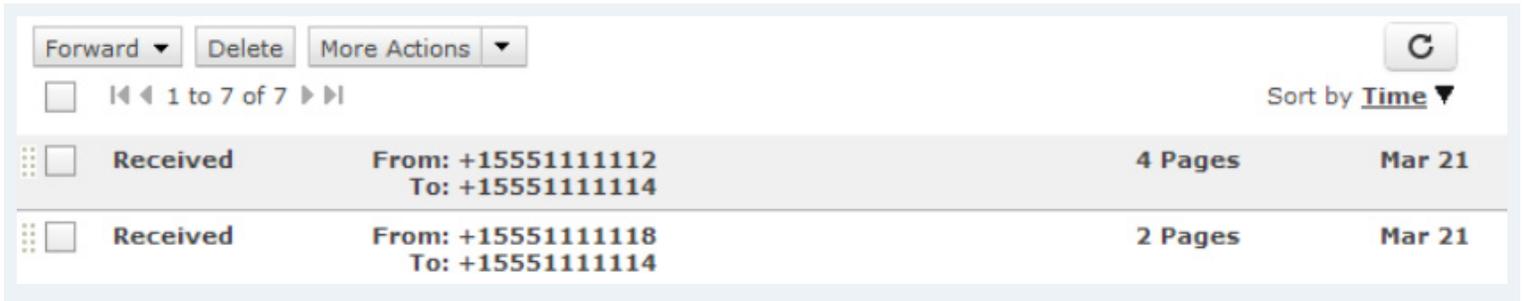
TO ADD ONE OR SEVERAL ATTACHMENTS TO YOUR FAX:

+ Click Browse and select a file to upload to the fax

+ If you need to add more than one attachment, click the **More Attachments** button
(a new section below the **Browse** field opens)

+ Click **Browse** and choose the file you wish to upload to the fax, Click **Add**

+ Repeat this operation for every fax attachment.

+ Use the **Move Up** and **Move Down** buttons to modify the order of the attachments

+ If you need to delete an attachment from the list, select the attachment and click **Remove**

Button	Description
Forward	This button allows you to forward one or several received faxes to one or several subsequent recipients. It is actually a full feature that includes several user friendly options such as recently used and favorite destinations, and fax drag-and-drop for quick forwarding. NOTE: Faxes can be forwarded from the Current or Deleted views of the Inbound History. When a fax has been forwarded, an icon is shown beside the checkbox.
Delete	**In Current Folder View:** Clicking **Delete** removes the selected fax(es). Deleted faxes can be viewed in the deleted folder view. **In Deleted Folder View:** Clicking **Delete** permanently deletes the selected fax-(es).
Restore	**ONLY In Deleted Folder View:** Clicking **Restore** returns the selected fax(es) to the Inbound History - Current Folder.
More Actions > Mark as viewed **More Actions > Mark as unviewed**	When a fax is unread, it is flagged as bold text. Once viewed, it is flagged as un-bold text. The user can select whether a fax is marked as viewed or unviewed without opening the fax(es) by clicking**Mark as Viewed** or **Mark as Unviewed**.
Select All Check Box	Checking the check box below the buttons will select all the faxes shown in the folder.

The process is straightforward. Simply select one or more faxes by checking the box(es) to the left of all the fax entries in the Inbound History window. Click the appropriate button depending upon the desired action.

CREATING + SENDING A FAX
FROM YOUR OUTLOOK EMAIL

NOTE: This account you are sending the fax from outbound must be the email address associated with the North-land Cloud Fax customer account for permissions.

+ Open an email window in Microsoft Outlook by clicking **New** on the left hand side of your home screen

+ In the "To" field, enter the fax recipient's 10-digit phone number followed by @cloudfax.northland.net

+ Enter the Subject of the fax in subject line (not a required field)

+ Enter the actual text of the message in the body section of the email message section
  NOTE: This is also not a required field and the fax may entirely be your attachment.

+ If you want to attach a document to the fax, click **Attach File** and select document from your PC

+ Click **Send** on the left hand side of the Outlook window

+ You will receive an email notification of a job status of the outbound fax
   NOTE: The status will also appear in the Web Client.