



BUSINESS CLOUD FAX

By Northland Communications

QUICK REFERENCE GUIDE

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LOGGING INTO THE WEB CLIENT

- + Launch your Web browser using the link or address communicated by your administrator:

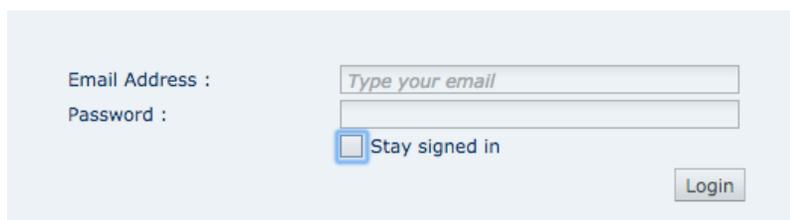
<https://cloudfax.northland.net>

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

- + Enter your password

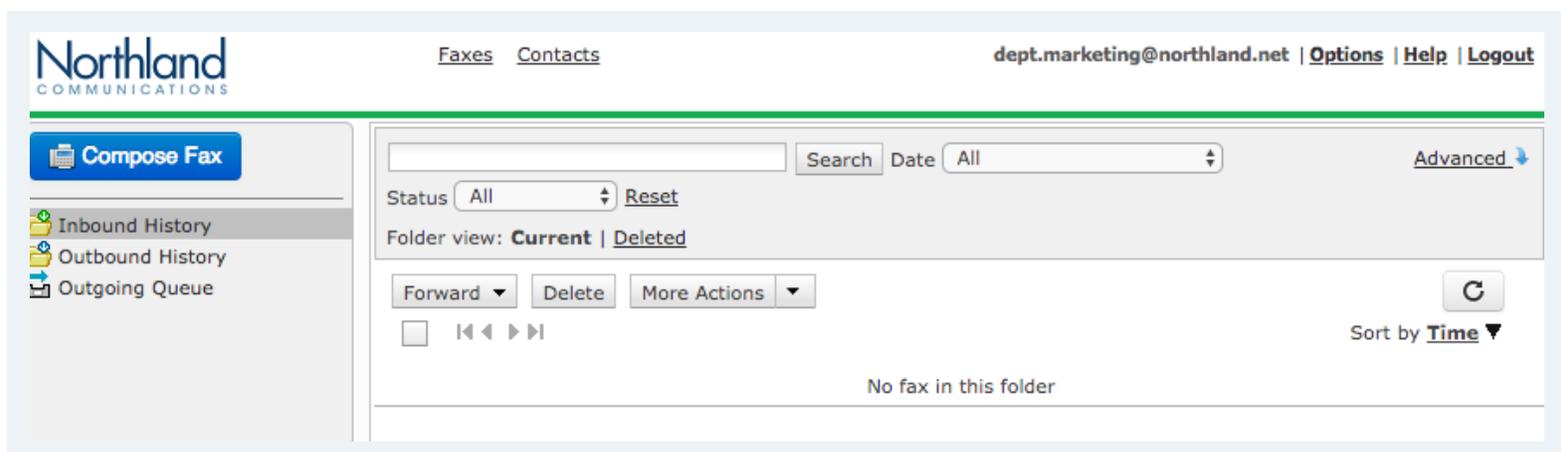
- + If needed, check the 'Stay Signed In' box to access the interface more quickly on future logins.

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



The login form is located on the right side of the page. It contains the following elements:

- Email Address :** A text input field with the placeholder text "Type your email".
- Password :** A password input field.
- Stay signed in**: A checkbox with the label "Stay signed in".
- Login**: A button labeled "Login".



The screenshot shows the Northland Communications web client interface. The top navigation bar includes the Northland Communications logo, "Faxes" and "Contacts" links, and the user's email address "dept.marketing@northland.net" along with "Options", "Help", and "Logout" links. The main content area is divided into a left sidebar and a main panel. The sidebar contains a "Compose Fax" button and a list of navigation items: "Inbound History", "Outbound History", and "Outgoing Queue". The main panel features a search bar, a "Status" dropdown menu set to "All", and a "Reset" button. Below this, there is a "Folder view" section with "Current" and "Deleted" options. Action buttons for "Forward", "Delete", and "More Actions" are present, along with a refresh button and a "Sort by Time" dropdown. The main content area currently displays "No fax in this folder".

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:

Fax submitted

Fax successfully queued for delivery; Broadcast ID is 8B91A850-8E08-4518-989D-EB496ACCC936-11-BR

New Recipients

The following recipients do not exist in your personal contacts, please check the contacts you want to add:

John Smith, 514-123-4567

Ok

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:

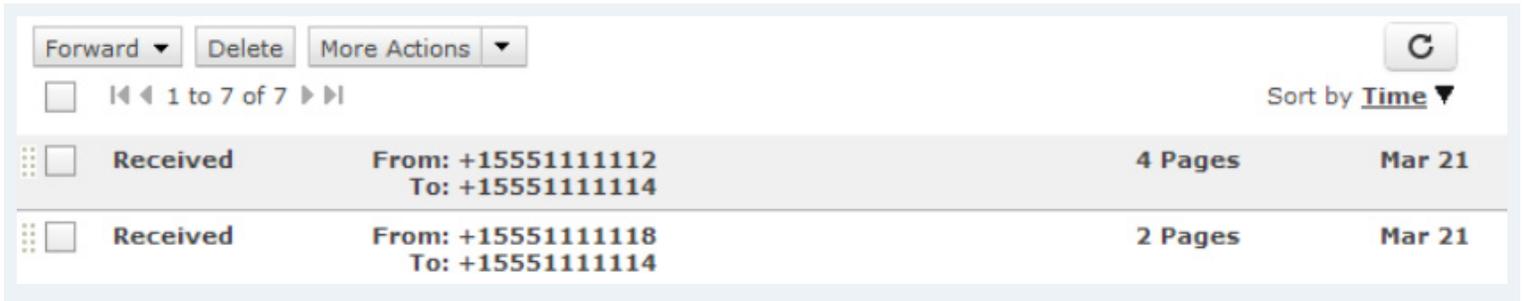
- + Click Browse and select a file to upload to the fax
- + If you need to add more than one attachment, click the **More Attachments** button (a new section below the **Browse** field opens)

The screenshot displays the Northland Communications web client interface for composing a fax. The top navigation bar includes the company logo, 'Faxes' and 'Contacts' tabs, and user information: 'dept.marketing@northland.net | Options | Help | Logout'. The main interface is divided into a left sidebar and a main content area. The sidebar contains a 'Compose Fax' button and a list of navigation items: 'Inbound History', 'Outbound History', and 'Outgoing Queue'. The main content area features a 'Submit' button and a form with three tabs: 'Compose', 'Sender & Company information', and 'Options'. The 'Compose' tab is active, showing the 'Recipients' section with input fields for 'Name', 'Company', and 'Fax', and a 'More recipients...' button. Below this is the 'Cover Sheet' section, which includes a dropdown menu for 'Style' (set to 'Default Cover Sheet (Basic01.cse)'), a 'Subject' text field, and a 'Comment' text area. At the bottom of the form is the 'Attachments' section, which contains a 'Choose File' button, the text 'No file chosen', and a 'More attachments...' button.

- + 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**

MANAGING YOUR INBOUND FAXES

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Button	Description
Forward	<p>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.</p> <p>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.</p>
Delete	<p>In Current Folder View: Clicking Delete removes the selected fax(es). Deleted faxes can be viewed in the deleted folder view.</p> <p>In Deleted Folder View: Clicking Delete permanently deletes the selected fax(es).</p>
Restore	<p>ONLY In Deleted Folder View: Clicking Restore returns the selected fax(es) to the Inbound History - Current Folder.</p>
More Actions > Mark as viewed More Actions > Mark as unviewed	<p>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.</p>
Select All Check Box	<p>Checking the check box below the buttons will select all the faxes shown in the folder.</p>

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 Northland 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.

