



IT INFORMATION
TECHNOLOGY

XMediusFAX Cloud User Quick Start

Presentation



Agenda

Introduction to XMediusFAX Cloud

How to register to XMediusFAX Cloud

How to fax with XMediusFAX Cloud

Introduction



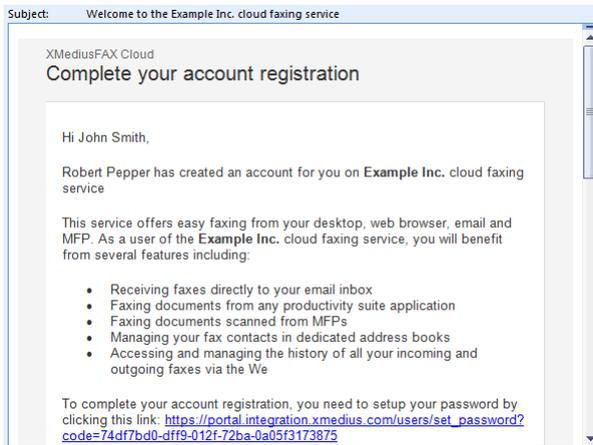
Easy faxing from your desktop, Web browser, and eMail

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

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

Registering to XMediusFAX Cloud

Account Creation



The screenshot shows a "Choose Password" form. It has two input fields: "New Password" and "Confirm New Password". The "New Password" field is filled with asterisks and has a strength indicator that says "is very strong" and a note: "Must contain at least 6 characters, including at least 3 of the 4 following types: a-z, A-Z, 0-9 and special characters." Below the fields are "Update" and "Cancel" buttons.

If it is determined by your supervisor that an account is required for your job duties, your supervisor can request that an account be created through the current ticket system.

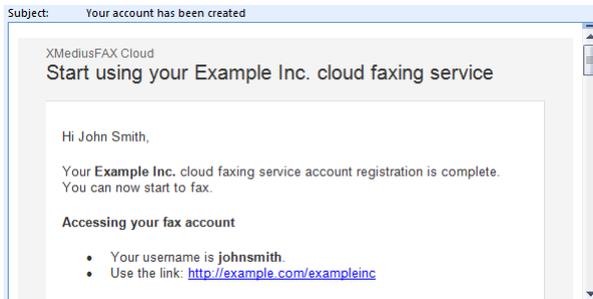
When your account is created by the administrator you will receive an email notification. At that time, you will need to complete your registration by choosing a password:

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

You will receive a confirmation email after your password creation.

Account Creation Confirmation

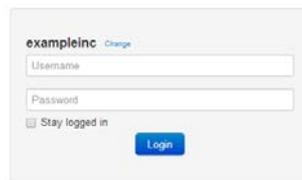
You will always receive this email.



To access your fax account:

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

Welcome to XMediUSFAX Cloud

The image shows a login form for "exampleinc". It includes a "Change" link next to the company name, a "Username" input field, a "Password" input field, a "Stay logged in" checkbox, and a blue "Login" button.

[I forgot my password](#)

Powered by XMediUSCLOUD™

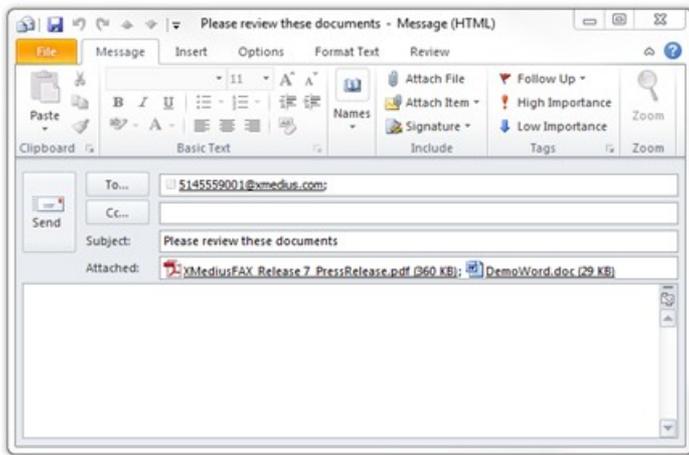
SAGEMCOM

Please note that your use of the Services is subject to the following [Terms and Conditions](#).

[Details](#)



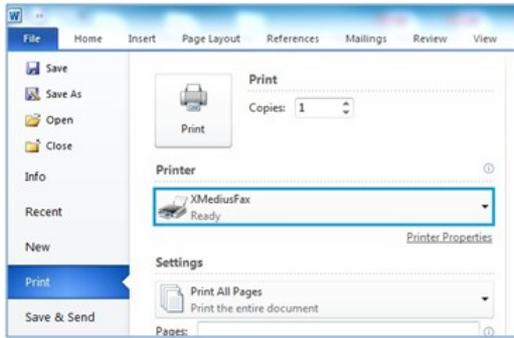
Faxing with your email client



- 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 fax notifications will also be delivered directly to your email.
- **DO NOT** attach sensitive information (SSNs, financial data, etc) to email communications.

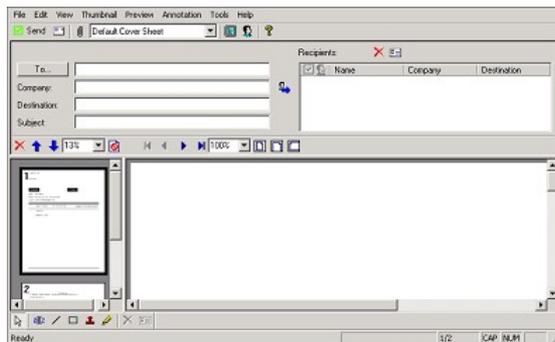


Faxing from directly within your application



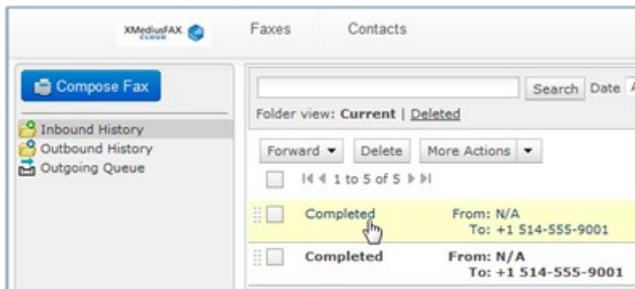
As part of your account creation process, the IT Department will install a Windows-based client on your computer which will allow you to fax your document from within any application that you can print from.

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





Faxing using your Web browser



Send faxes from any web browser:

- Login using the link and username provided in your account creation confirmation email.
<https://portal.xmedius.com/bakercollege>
- 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

Thank You!

Getting more information, help, and support:

- For any additional assistance please create a trouble ticket, contact the ITSC (1-800-645-8350), or contact your local campus IT Department.
- Further documentation can also be found through the **Help** menu of the Web portal. After logging in, please refer to:
 - **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).
- Videos and other training material can also be found on the Baker IT Phone Knowledge Base web page (log in might be required):

<https://services.baker.edu/TDClient/1973/Portal/KB/ArticleDet?ID=90676>