

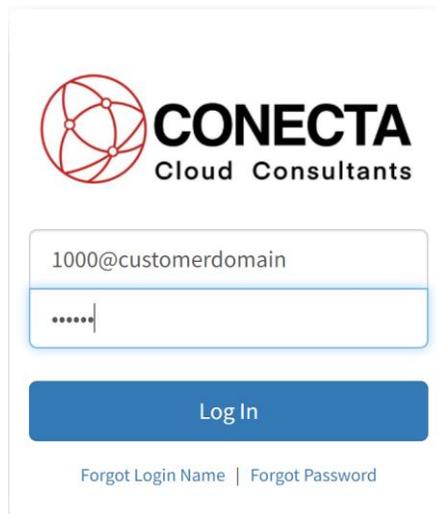


Cloud PBX Portal Faxing Guide

Accessing the Portal

➤ **To access the web portal**

1. Start a web browser.
2. Go to <https://portal.conectacloud.net> .
3. At the login page (see Figure **Error! No text of specified style in document.-1**):
 - Click in the **Login** name field and type ext@customerdomain.
 - Click in the **Password** field and enter your user password.



The screenshot shows the login interface for CONECTA Cloud Consultants. At the top left is the company logo, a red globe icon. To its right is the text 'CONECTA' in large bold letters, with 'Cloud Consultants' underneath. Below the logo and text are two input fields. The first field contains the text '1000@customerdomain'. The second field contains six dots, representing a masked password. Below these fields is a prominent blue button with the text 'Log In'. At the bottom of the form area, there are two links: 'Forgot Login Name' and 'Forgot Password'.

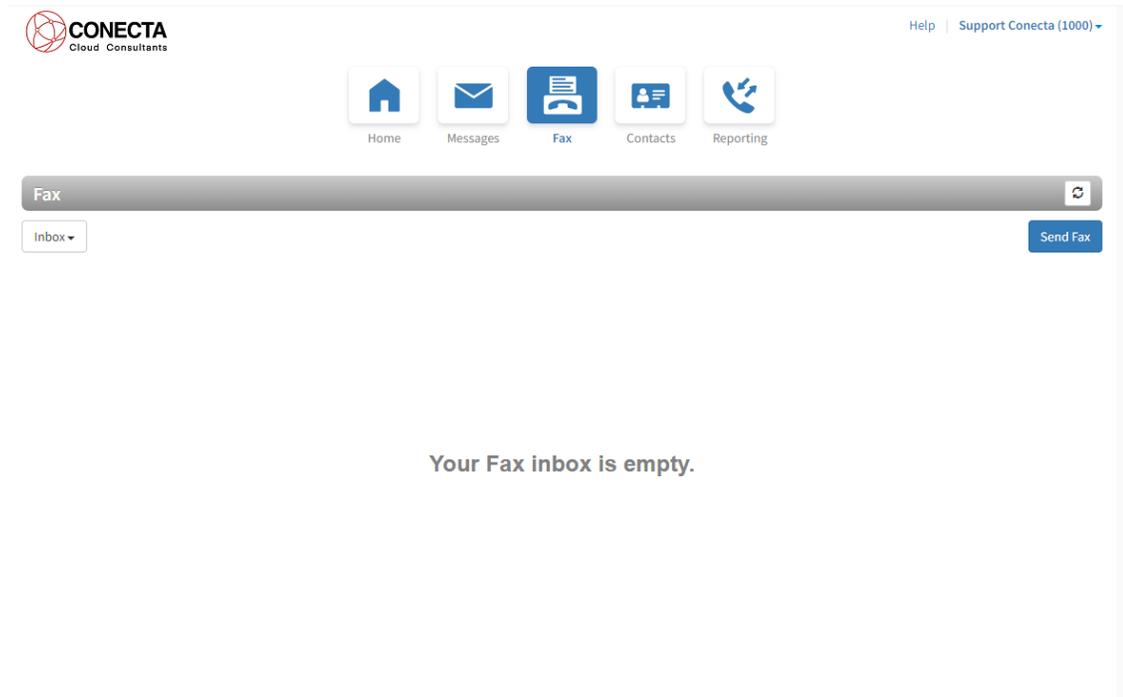
Figure Error! No text of specified style in document.-1. Login Page

Fax

The Fax page of your portal provides you need to send a Fax.

Step by Step Instructions to Send a Fax:

1. Click the Send Fax button.



2. Choose the appropriate Cover Page option:

Send Fax

Cover Page Options: None

Fax Document: Browse + Add
Acceptable filetypes: .html, .pdf, .doc, .docx, .jpg, .png, .tiff, .txt

Caller ID: 1 (305) 680-0021

Phone Number: Enter the destination number or a contact name

Cancel Send

- a. None

- b. *Compose* - This option will allow you to enter the text that will be sent as a cover page.
 - c. *File* - This option will allow you to choose a file which will be sent as a cover page. The system accepts the following files formats for the cover page: html; pdf; doc; docx; jpg; png; odt.
3. Choose a file to be faxed. The system accepts the following files formats for the fax document: html; pdf; doc; docx; jpg; png; odt.
4. Select the Caller ID number that you wish to appear on the outbound fax.
5. Enter the phone number of the fax recipient in the Phone Number field. 10 or 11 digit phone numbers are accepted but not 7 digits.
6. Click the Send button
7. When the fax is accepted by the Fax Server, a notification message will be displayed.

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April 2, 2024

Document version: Version 1.1