bluecloudUSA

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F 858.800.2120
www.bluecloudusa.com
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Virtual Fax Guide

BlueCloud Fax login information:
fax.mypbxmanager.net
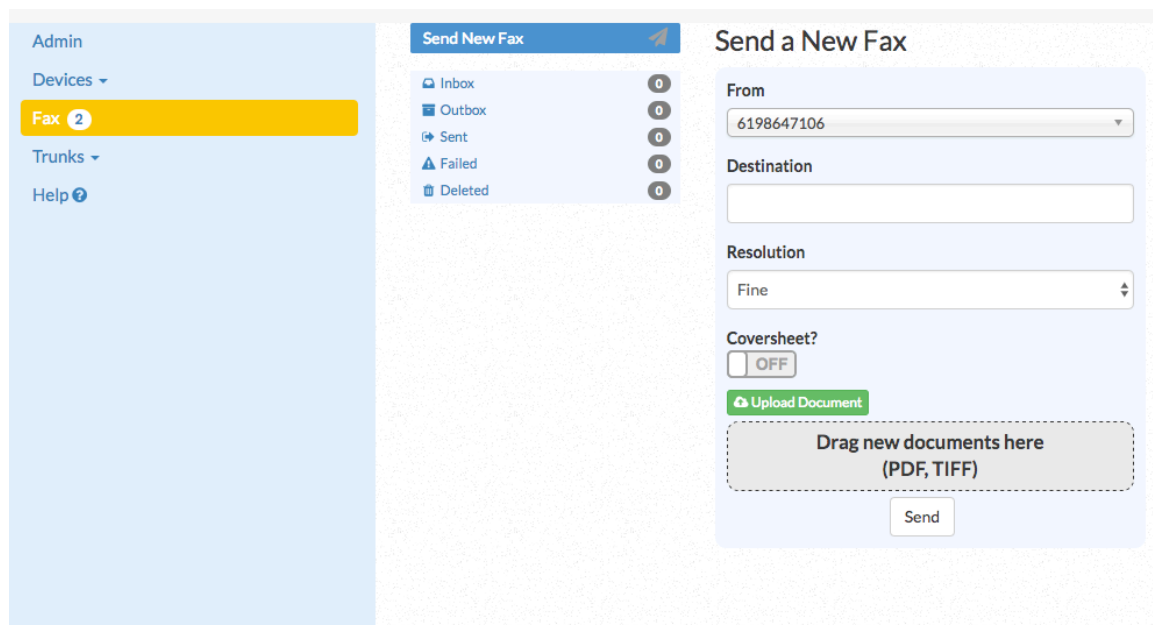*Username: your email address*
Default Password: 135790

MyPBXManager
Your Phone System Your Way

Fax Portal Login

👤	Email/Username
🔑	Password

? Forgot Password

[Login]

Send a fax:

- Click on "Send New Fax" on the top of the home page to send a fax

Admin
Devices ▾
Fax ②
Trunks ▾
Help ❓

Send New Fax ✈

📥 Inbox — 0
📤 Outbox — 0
↪ Sent — 0
⚠ Failed — 0
🗑 Deleted — 0

Send a New Fax

From
6198647106 ▼

Destination

Resolution
Fine ▲▼

Coversheet?
[OFF]

☁ Upload Document

Drag new documents here
(PDF, TIFF)

[Send]

- Select "From" to select your outbound fax number
- Enter "Destination" fax number

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- Select "Resolution" standard, fine or super fine
- Click on "Upload Document" or drag documents to "drag new documents here" to upload a pdf or tiff file
- Click "Send"

Add user:
1. Click the "Admin" tab on the left side of the home screen
2. Click "Add User" in the top left corner
3. Enter user information
4. Click "Save"

Add fax to email recipient:
1. Click the "Trunks" tab on the left side of the home screen
2. Click "Emails" from the dropdown list
3. Select the DID to configure from the dropdown list in the top center
4. Add new email address in the email line
5. Select inbound, outbound or both
6. Click "Add email"
7. To delete an email address, click the trash button near the email you would like to delete

Disable printing inbound faxes on fax machine:
1. Click the "Devices" tab
2. Click "Edit"
3. Under the "Device Information" tab, check the "Disable printing inbound faxes on fax machine" box

Set Alerts:
1. Click the "Devices" tab
2. Click "Edit"
3. Click the "Alerts" tab
4. Input the email to receive device alerts, select alert type, add notes and click "Add"

View inbound and outbound faxes:
1. You can filter the faxes you would like to view by using the filter options on the top of the page: Date range, source, destination or Fax ID.
2. Faxes will appear on the home screen of the Fax Portal
3. "Source" displays the number where the fax originated
4. "Destination" is where the fax was sent
5. For outbound faxes, the "source" is your fax number and the "destination" is where the fax was sent.
6. For inbound faxes, the "source" is where the fax was sent from and the "destination" is your fax number.

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7. "Pages" is how many pages were in the fax
8. "Timestamp" shows the date and time of the fax
9. "Status" shows if the fax was received or not
10. "Actions" allows you to hover over the binocular icon to preview the fax or click the fax line to view it in detail and download or print the fax
11. You can resend, email, forward or delete the fax by clicking the "resend", "email", "forward" or "delete" buttons