

Cleo Stream[®] Faxblade[™]

Users Guide

Version 7.1



November 2015

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About Cleo Stream® Faxblade™

The Cleo Stream® Faxblade™ appliance is a plug-and-play fax solution designed specifically for small business that integrates with desktop email and MFPs. The Faxblade appliance provides the simplicity of a standalone appliance with the power of Cleo Stream's state of the art fax capabilities.

This document provides detailed information about how to set up a Faxblade appliances to send faxes via email and Xerox MFPs from deploying a disk image on the Faxblade to registering the Faxblade appliances with your Xerox devices.

Technical Support

To request technical support:

- Use the request form at: <http://www.cleo.com/support/request.php>
- Call the automated support line at 1-866-444-CLEO(2536) or 1-815-282-7894.

Cleo Technical Support is available from 7am - 7pm Central Time, Monday through Friday. Requests are handled on a callback basis in the order they are received. The Cleo automated support line or web form will collect your information and your request for support will be placed in our callback queue.

A support subscription is required to work with a Cleo technical support analyst. You can find information on Cleo support options at: <http://www.cleo.com/support/supsub.php> .

To ensure your support process goes quickly and smoothly, note where you are in the setup or installation process. Also, note any diagnostic measures taken.

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Faxing with Cleo Stream Faxblade from your MFP hardware

With Cleo Stream Faxblade, you can send a fax from your Xerox multifunction printer (MFP) through the Cleo Stream server.

By sending faxes from your MFP using the Cleo Stream Faxblade application, you can take advantage of Cleo Stream contact management and processing.

To begin, go to your MFP and select the Cleo Stream application from the **Services Home** or **Services** menu.

Sending a fax from your Xerox MFP

With the Cleo Stream Faxblade appliance, you can send a fax from your Xerox device through the Cleo Stream server.

1. Specify to whom to send the fax. Click the **Keypad** tab, enter one or more fax numbers (separated by commas, asterisks, or pound signs), and then click **Add**.
2. Optionally, edit your **Send To** list.
 - a) Click **Edit** to open an editable version of your **Send To** list.
 - b) Select a recipient and then click **Remove Selected**.
Continue selecting and removing recipients as needed. Alternatively, click **Remove All**.
 - c) When you finish editing your **Send To** list, click **Done** to return the previous tab.
3. Click **Options**. On compatible MFPs, you can select one-sided or two-sided scan.
4. Click **Send** to send the fax.

Your fax is sent and confirmation of your fax is printed.

Sending a fax from your email client

You can use your Cleo Stream Faxblade system to send a fax from your email client.

While details of sending a fax depend on the email client, the basic steps remain the same across email clients.

1. Open your email client and create a new email message.
2. Specify recipients. Use either of the following methods.
 - Type one or more recipient fax numbers in a semicolon-separated list. The format you use to enter fax numbers depends on your email client. See [Fax number email format](#) on page 8.
 - Select recipients from an address book.
3. Type a subject in the **Subject** field.
4. Optional - Type a message in the body of the email. This message will be a note on the fax cover page.

5. Optional - Add attachments to your fax.

The procedure for attaching files depends on your email client.

6. Click **Send.** Your recipient receives the cover page first, followed by your main document, and then any attachments in the order you attached them. .

After your recipients receive your fax, you receive a confirmation email.

Fax number email format

To send a fax from your email client, you must specify a fax number in the **To** field. The format you use to specify the fax number is specific to the email client.

Outlook

For Outlook, use this format:

```
fax_number@app.fax
```

Use semi-colons to separate multiple fax numbers. For example:

```
fax_number1@app.fax; fax_number2@app.fax
```

Optionally, you can use this format:

```
"To Name" <faxnumber@app.fax>
```

Lotus Notes

For Lotus Notes, use this format:

```
optional_name@fax_number@fax
```

GroupWise

For Groupwise, use this format:

```
fax_number@app.fax
```