

RightFax FaxUtil

What is RightFax? RightFax is fax server software that allows you to send and receive documents with various attachment types and destination options.

Who can use RightFax?

Anyone can send an outgoing fax, but one must be associated with a fax machine to receive a fax.

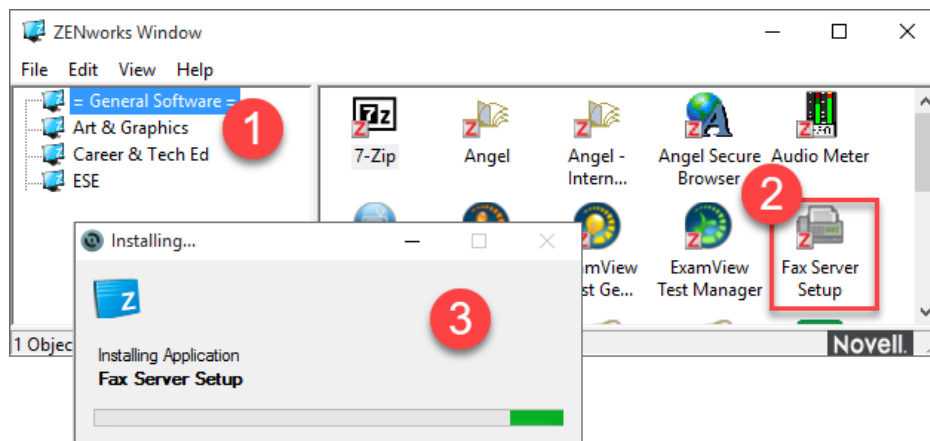
Converting to RightFax

Once a fax number has been converted over to RightFax from the traditional fax machine, the traditional fax machine can no longer be utilized.

Install RightFax

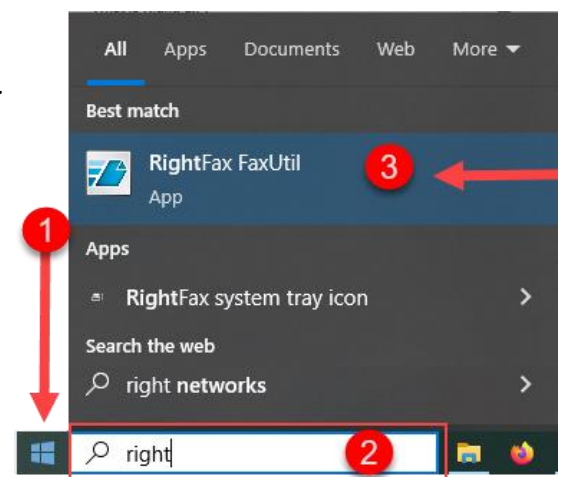
1. Double-click the CCPS Applications icon on your desktop.
2. Select General Software on the left sidebar.
3. Double-click Fax Server Setup.
4. The install application fax server setup window will display.
5. Wait until the installation is complete.

Note: The window will disappear once the installation is complete.



Access RightFax

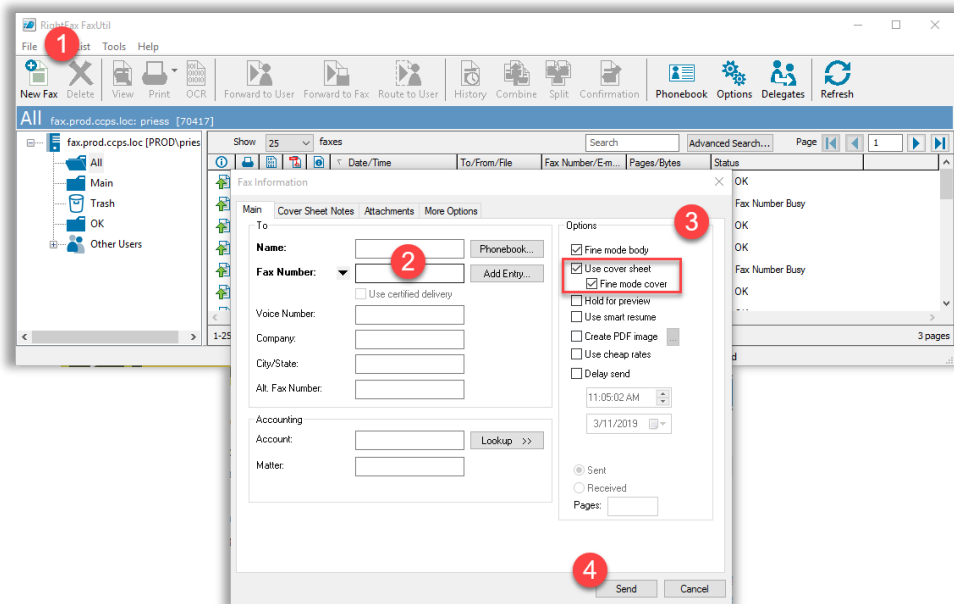
1. Click the Windows icon in the bottom left corner of your screen.
2. Type the word "Right".
3. Select RightFax FaxUtil.
Note: The menu option is also located under all apps/opentext.
4. The RightFax window will display.



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Sending a New Fax

1. Click the New Fax icon.
2. The Fax Information dialog box will display.
3. Add fax recipient information.
4. Specify your cover sheet notes and options.
5. Add attachment(s) if applicable.
6. Specify additional sending preferences.
7. Click Send.



Add Fax Recipient Information

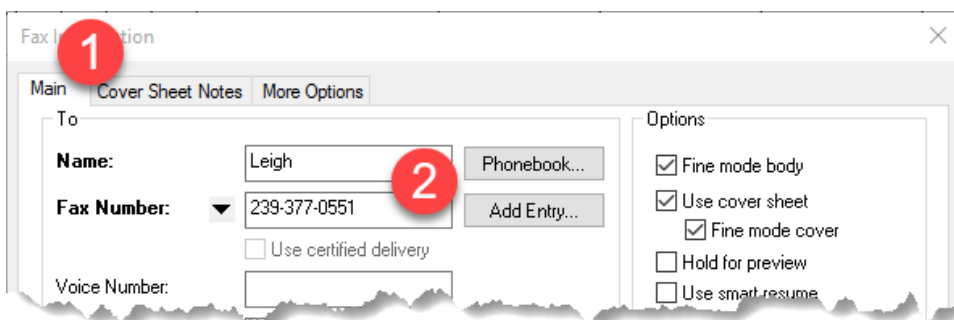
On the main tab:

1. Enter the recipient Name or Company the fax is being sent to.

Note: This will display in the To/From/File column

2. Enter the fax number of the recipient in the Fax Number field.

Note: Enter the 10-digit phone number or the 5-digit extension (if you are sending an internal fax). Do not add the “5” because it is automatically added. For all long distance fax numbers, you must include the prefix 1 then the area code then the fax number. There is no need to enter the dashes.

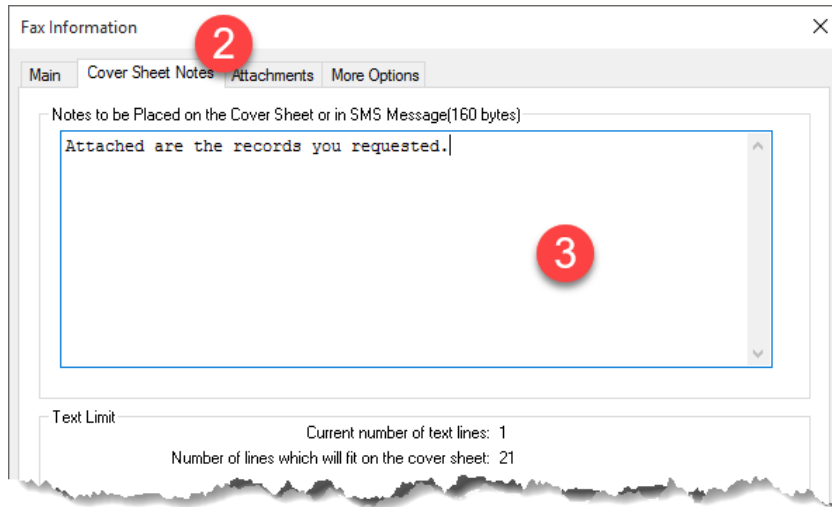
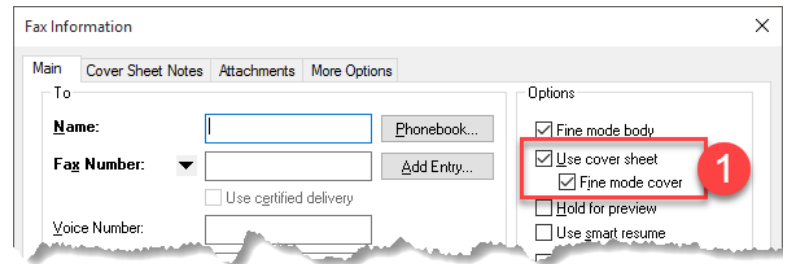


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Add a Cover Sheet

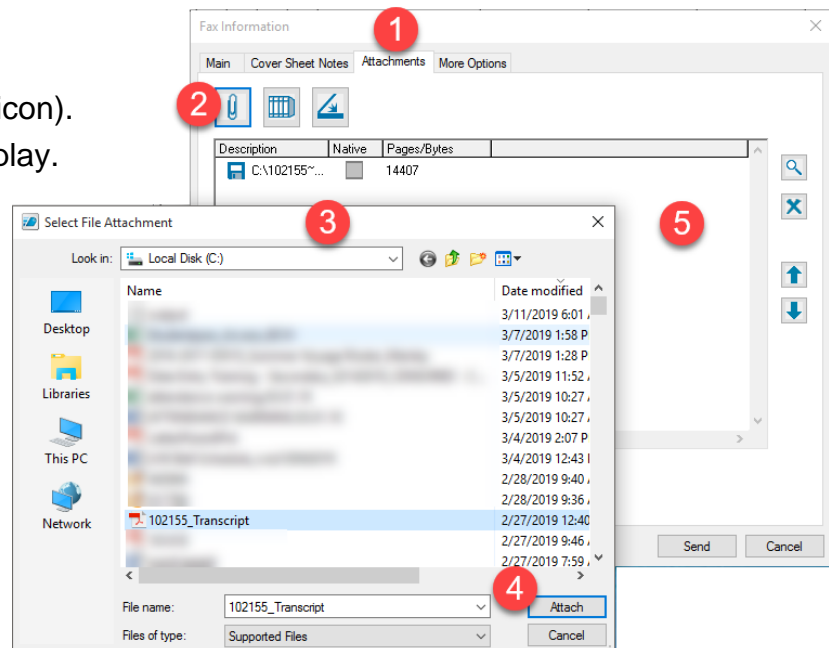
On the main tab:

1. Click the Use cover sheet checkbox.
2. Select the Cover Sheet Notes tab.
3. Enter the cover sheet notes in the Notes to be Placed on the Cover Sheet box (up to 21 lines).



Attach Document(s)

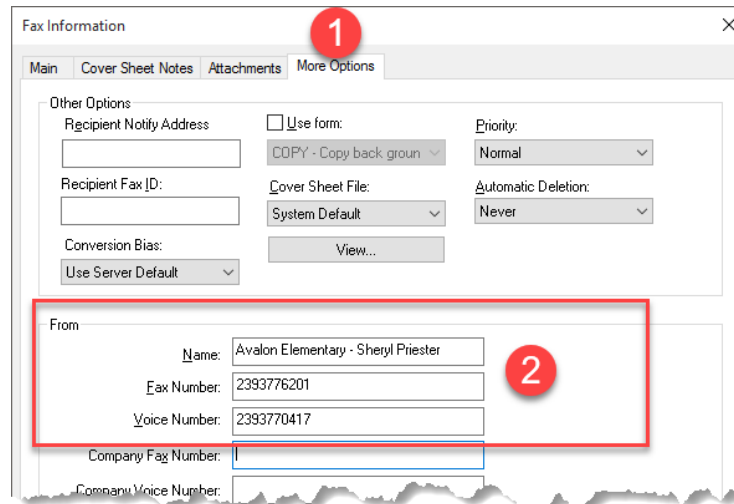
1. Select the Attachments tab.
 2. Click the Attach button (the paperclip icon).
 3. The select file attachment box will display.
 4. Browse to and Select the file you want to attach.
 5. Click Attach.
 6. The attachment will display in the attachment section of the dialog box.
- Note: Multiple documents can be attached.



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Enter Return Fax Information

1. Select the More Options tab.
2. In the From section, enter your name and school in the Name field.
3. Enter your schools fax number in the Fax Number field.
4. Enter your phone number in the Voice Number field.



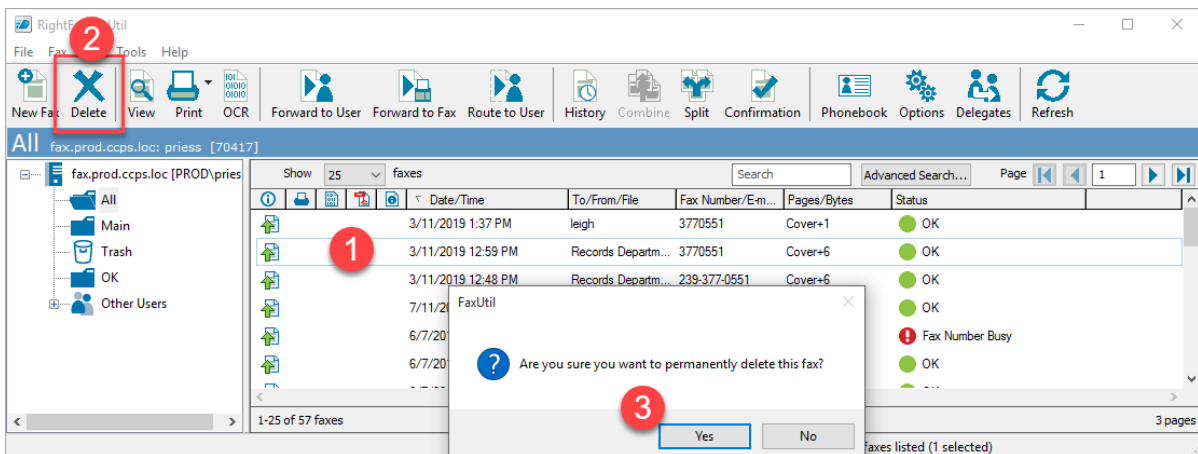
Check the Status of a Fax

1. The Status column on the main window will display the transmittal status of outgoing faxes.
2. Troubleshoot if applicable.

Date/Time	To/From/File	Fax Number/E-m...	Pages/Bytes	Status
3/11/2019 12:59 PM	Records Departm...	3770551	Cover+6	OK
3/11/2019 12:48 PM	Records Departm...	239-377-0551	Cover+6	Sending
7/11/2016 3:43 PM	ACCESS FL	518667847113	3 pgs	OK
6/7/2016 12:09 PM	THE VILLAGES E...	513527510117	1 pgs	Fax Number Busy

Delete a Fax

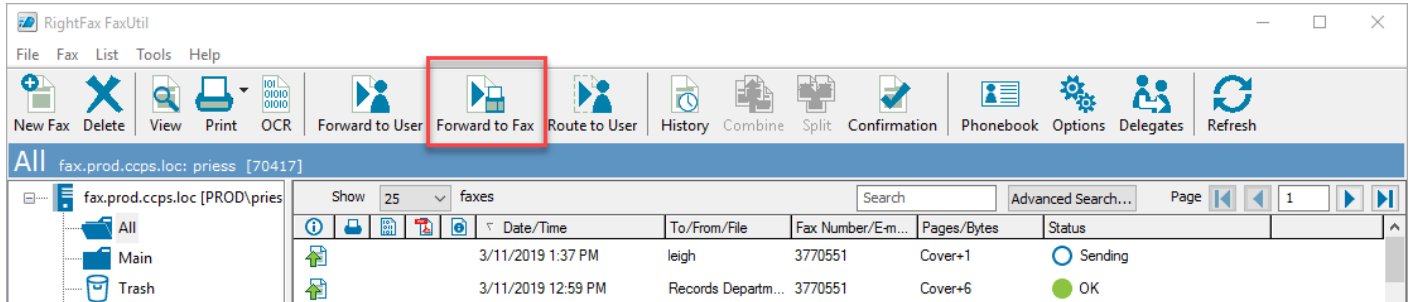
1. Select the fax you want to delete.
2. Click Delete at the top of the screen.



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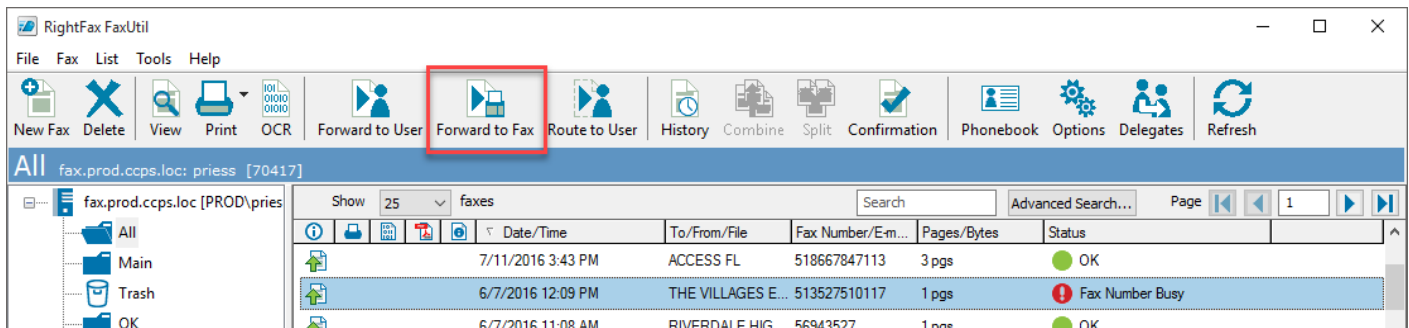
Forward (Resend) a Fax to the Same Number

1. Select the fax.
2. Click Forward to Fax button at the top of the screen.
3. Click OK.



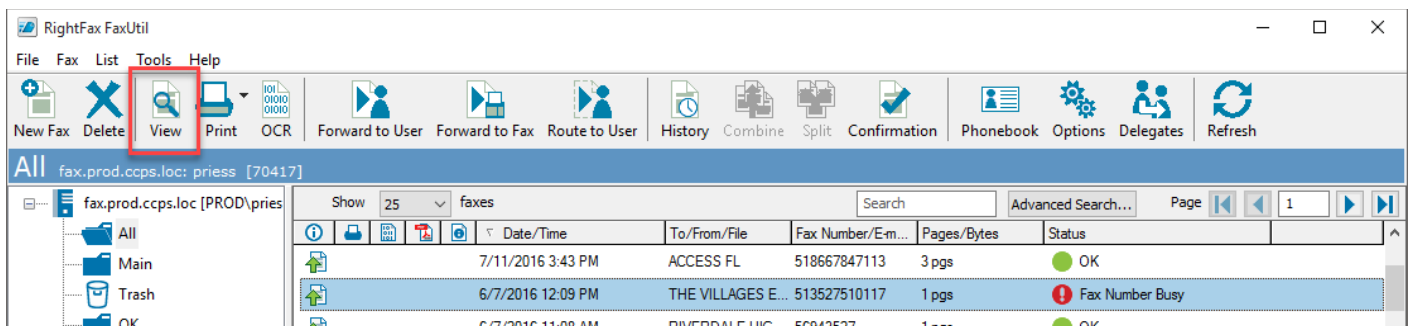
Forward a Fax to a New Number

1. Select the fax.
2. Click Forward to Fax button at the top of the screen.
3. Edit Name and Fax Number as needed.
4. Click OK.



View a Sent Fax

1. Select the fax.
2. Click View button at the top of the screen.



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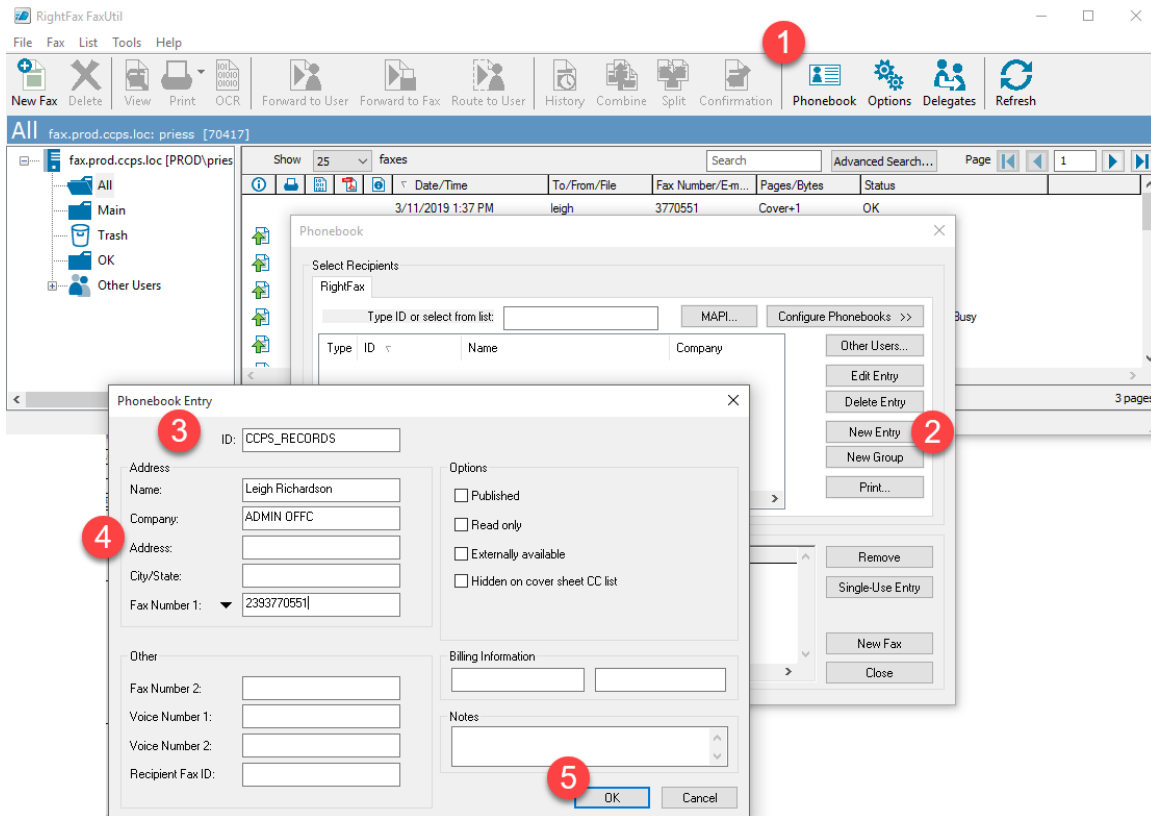
Adding Entries to Your Phonebook

You can add contacts to your phonebook for frequently faxed numbers.

1. Click the Phonebook button at the top of the screen.
2. Click New Entry.
3. Enter the Contact Name in the ID field.
4. Enter the contacts fax number in the Fax Number 1 field.

Note: If the Fax Number 1 field is not displayed, click the arrow and select Fax Number 1.

5. Fill out the pertinent contact Information (i.e. name, company, fax number).
6. Click OK.



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Using Your Phonebook

1. On the main tab.
2. Click the Phonebook button at the top of the screen.
3. All of your contacts will display in the RightFax phonebook.
4. Double-click the contact(s) you want to include.
5. The selected contact will appear in the Current Recipients box.
6. Click New Fax.
7. The fax information dialog box will display.
8. Complete the proper fields, add any attachments, and Click Send.

