

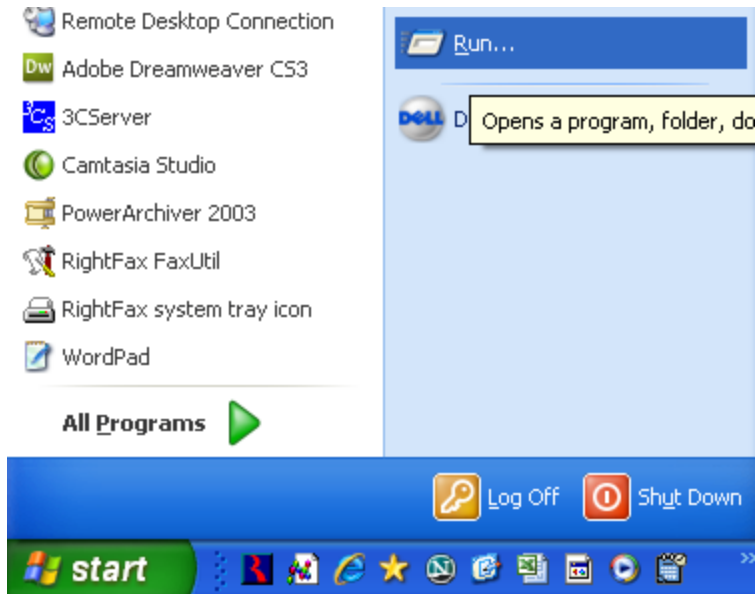
Fax Server Advantages:

- You can send & receive faxes from your computer
- Faxes can be saved as electronic documents that you can save as files
- You have password protection for access to faxes.

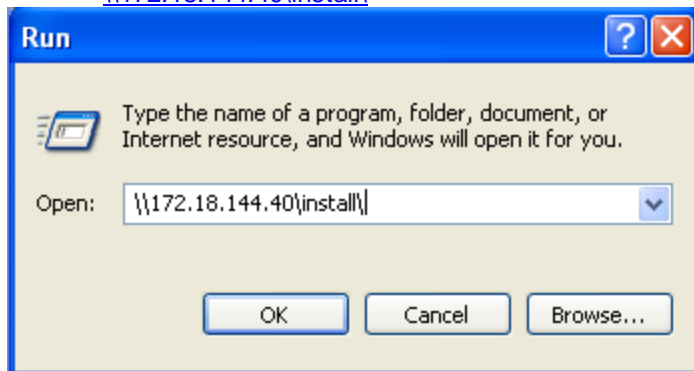
You must load software to use the fax server

Fax Server Installation

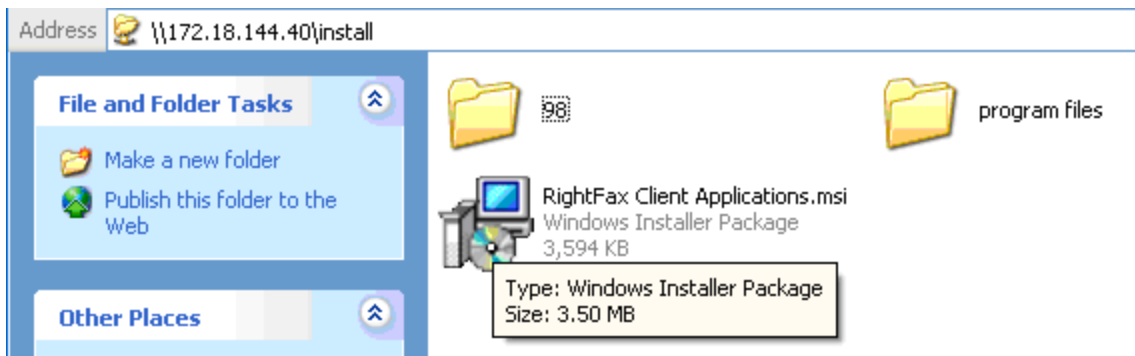
- Go to start menu
- Click on Run



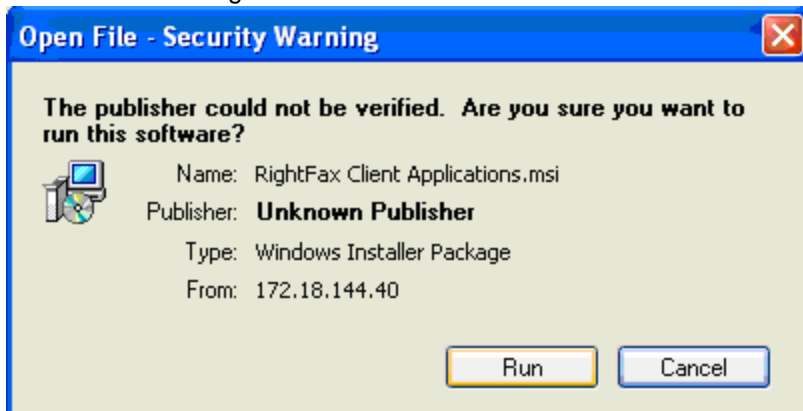
- Put the following in the Open window
- [\\172.18.144.40\install](http://172.18.144.40/install)



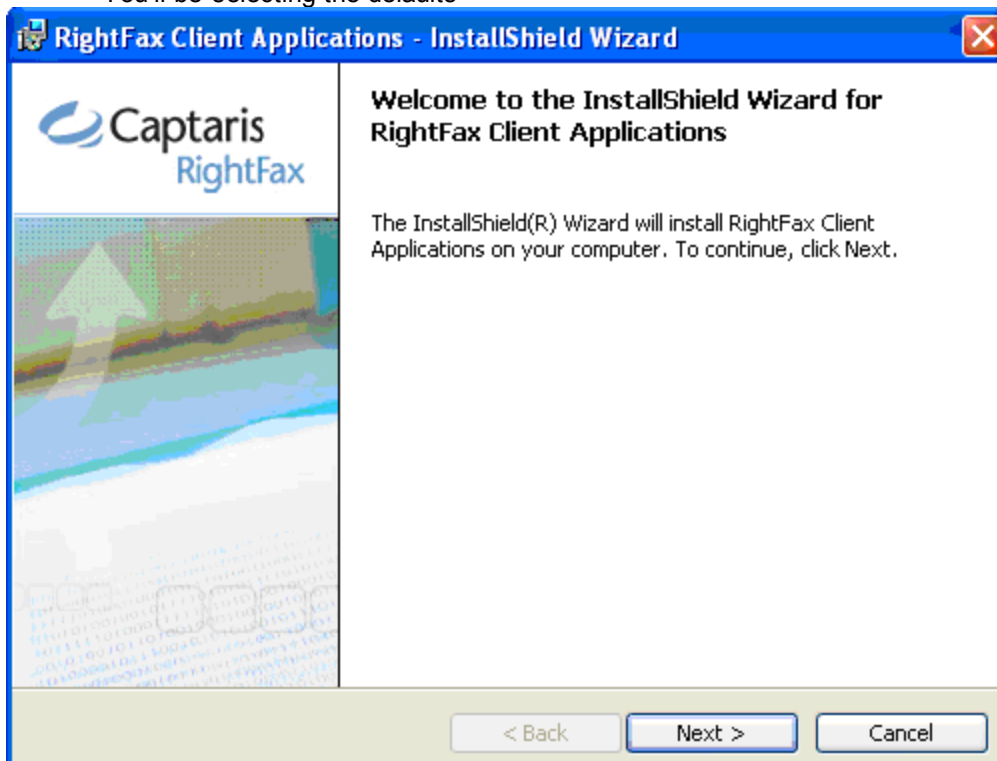
- After this it will ask for a user name & password.
- User name: install
- Password: install



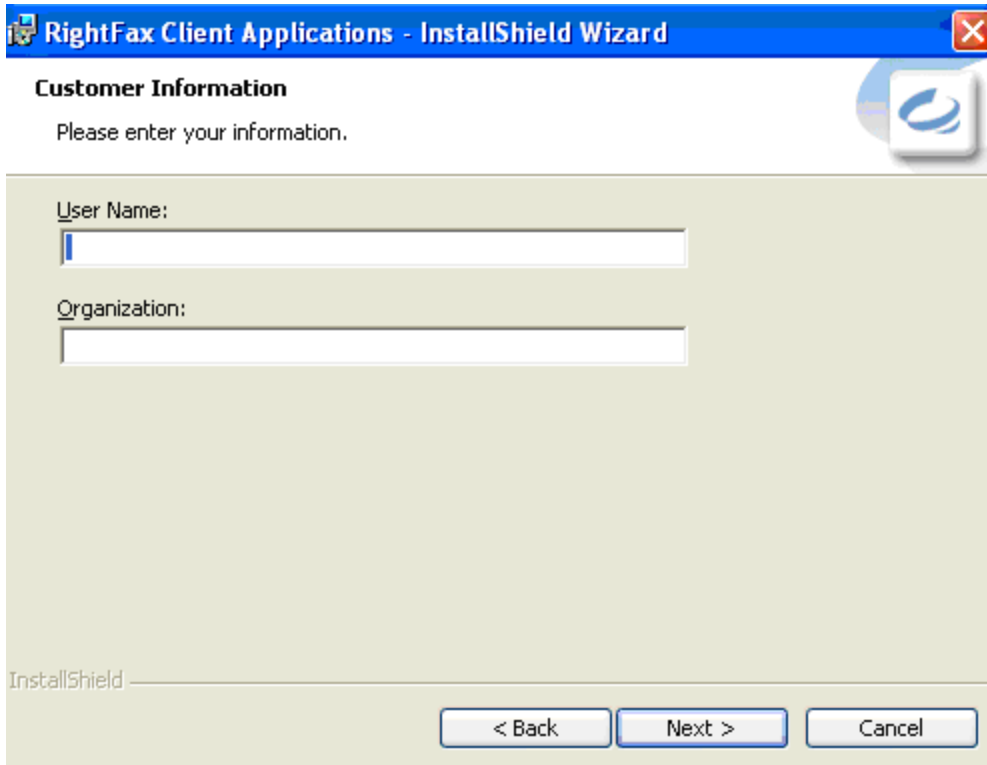
- Click on RightFax & run install



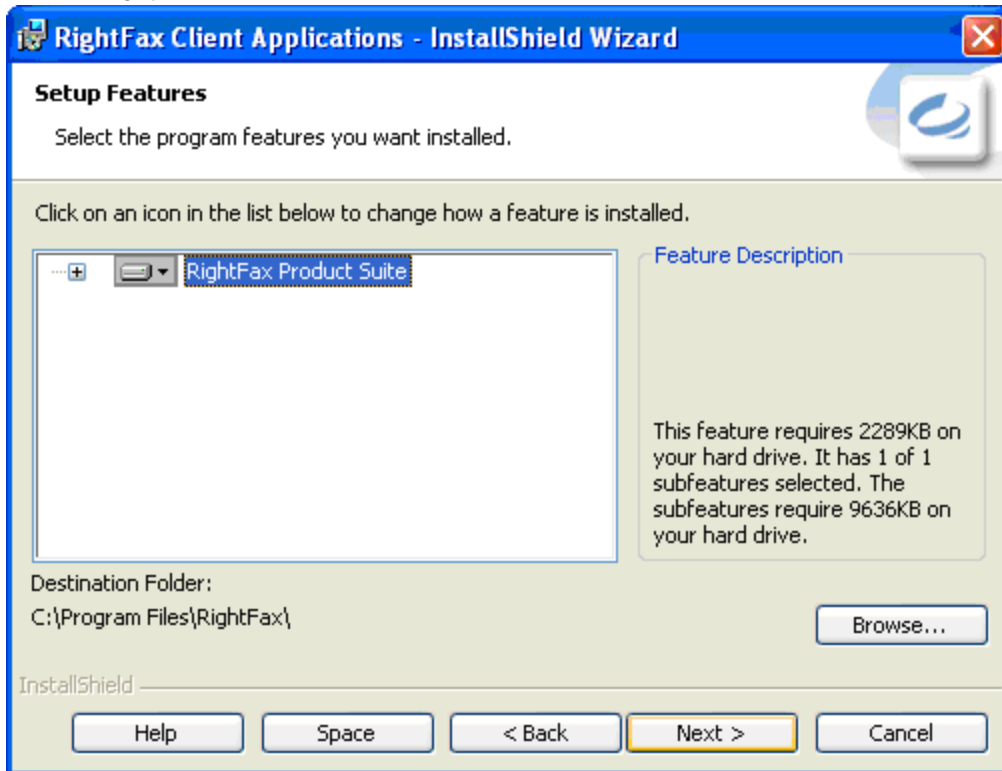
- Next
- You'll be selecting the defaults



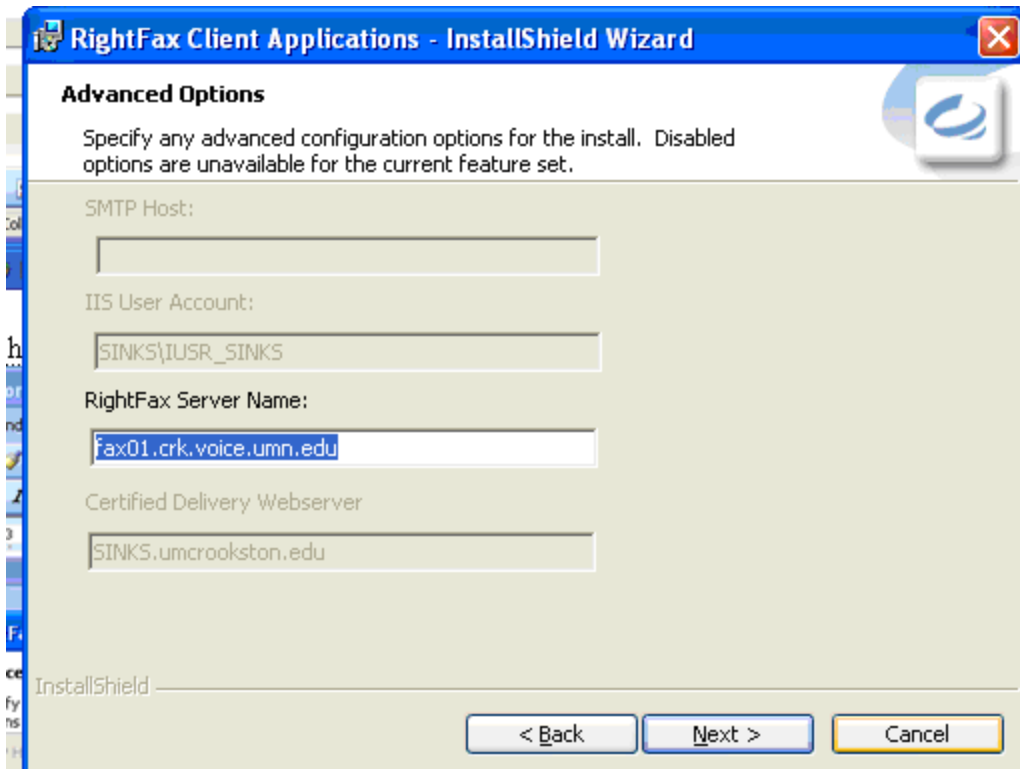
- Leave User Name & Organization blank
- Next



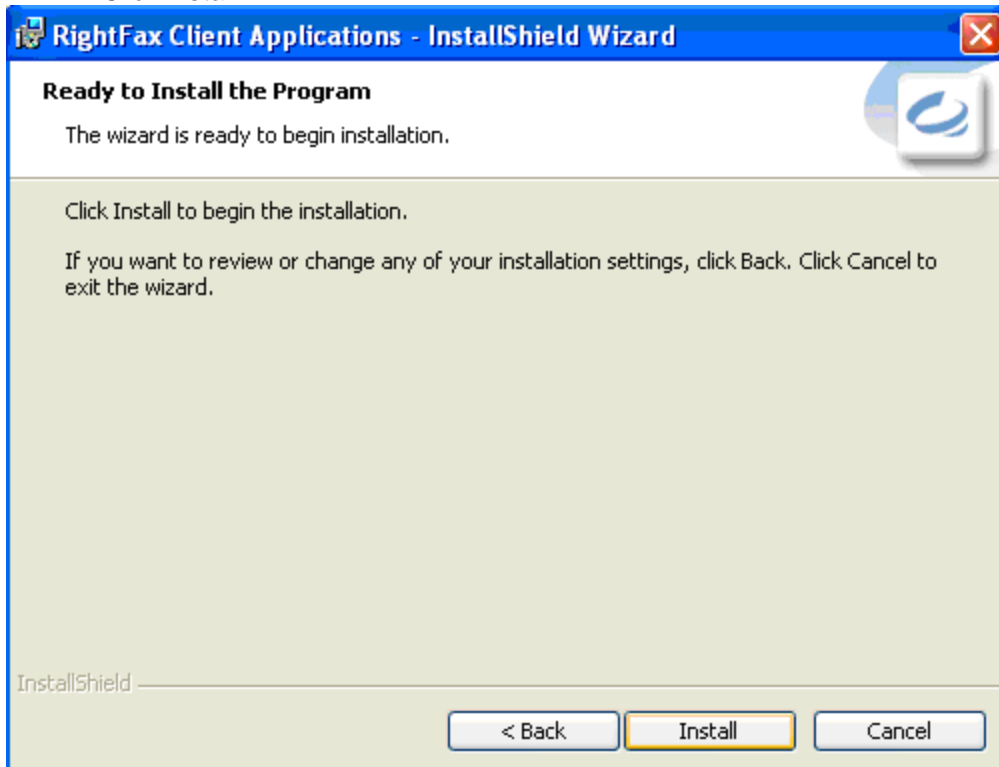
- Next



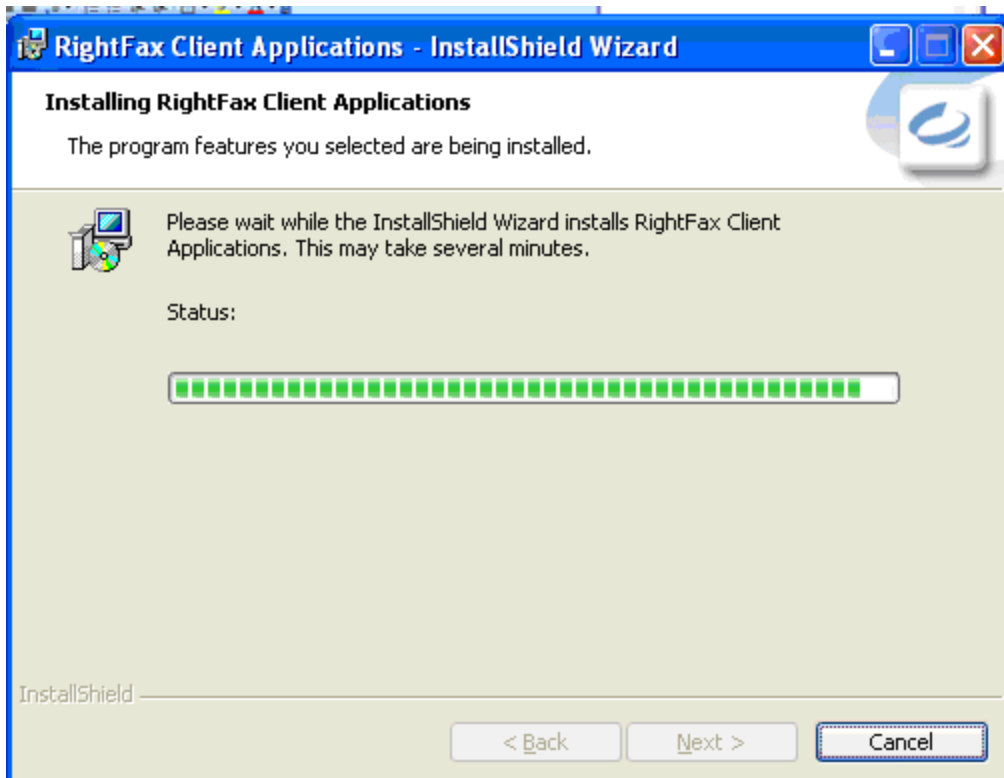
- At Right fax server name, put in the following: **fax01.crk.voice.umn.edu**
- Next



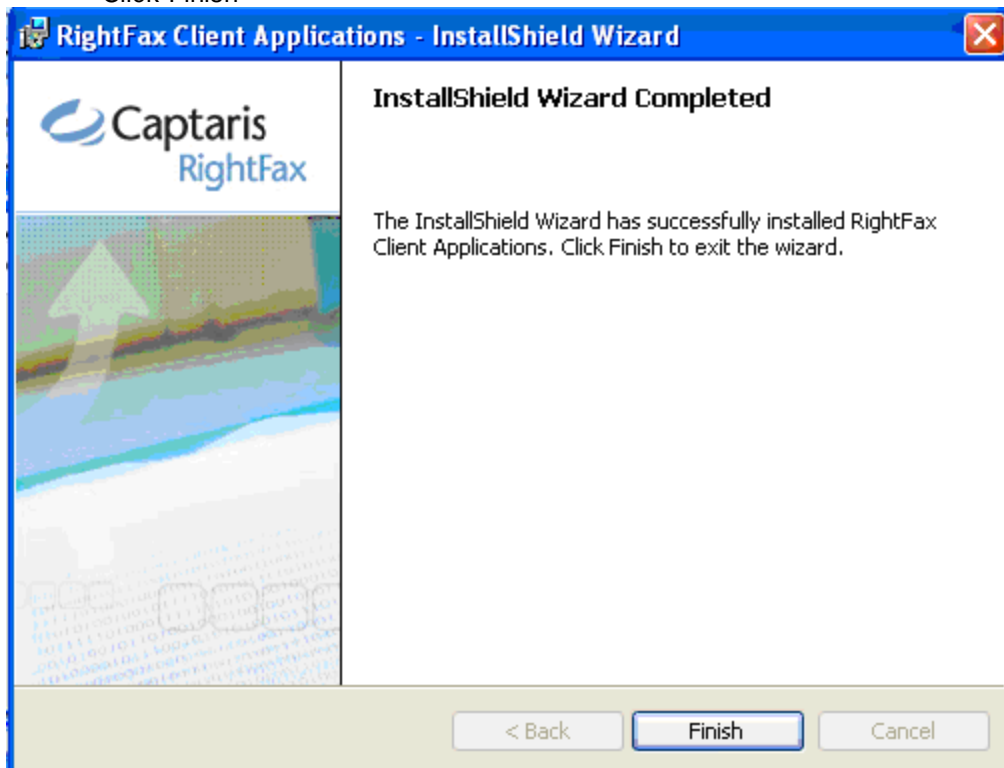
- Click install

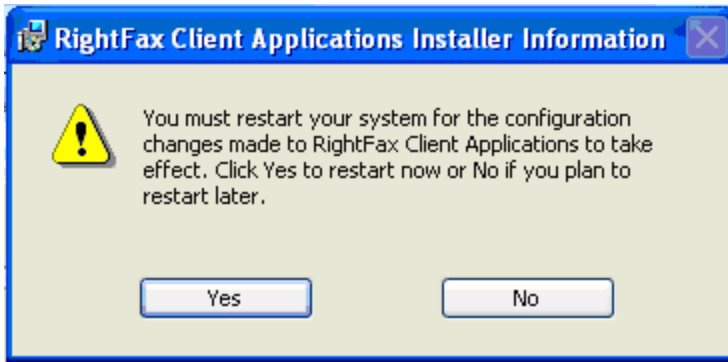


- You'll see it installing



- Click Finish

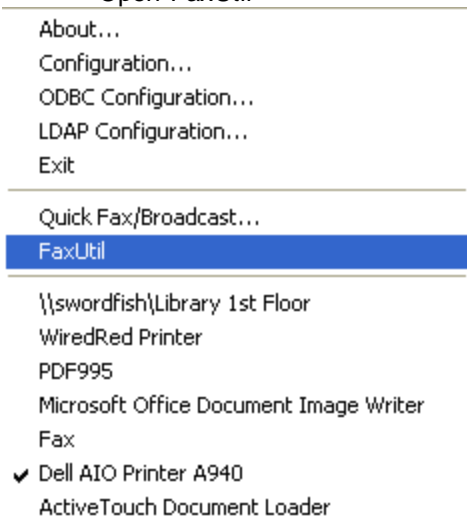




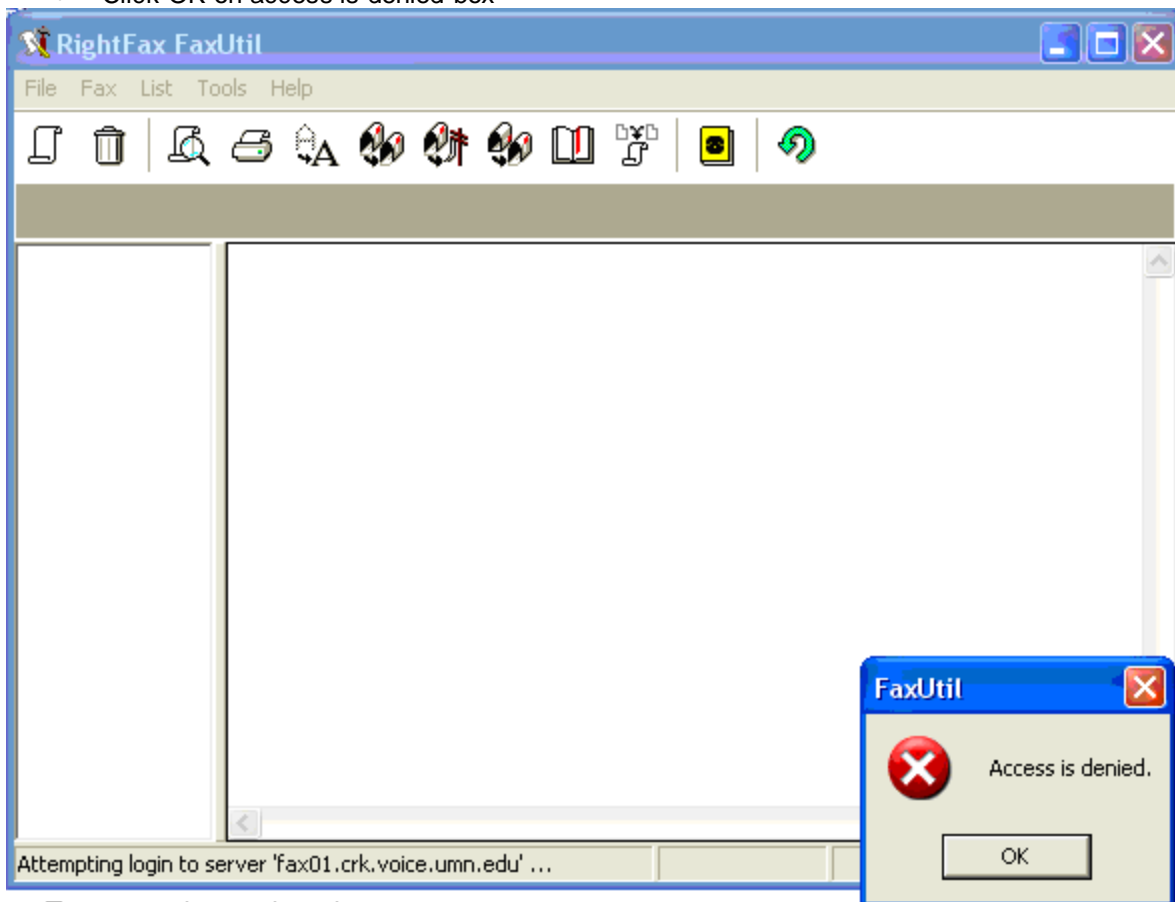
- RightFax icon: 

To Use RightFax:

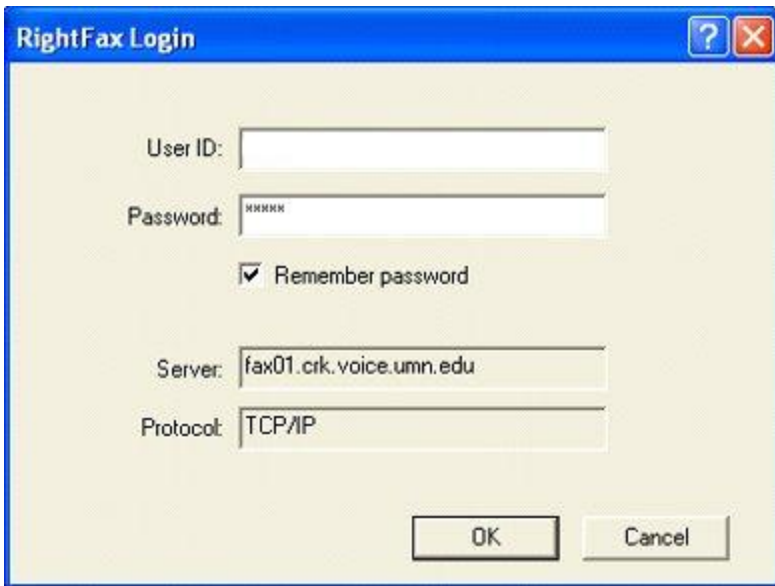
- Click on RightFax icon
- Open FaxUtil



- Click OK on access is denied box

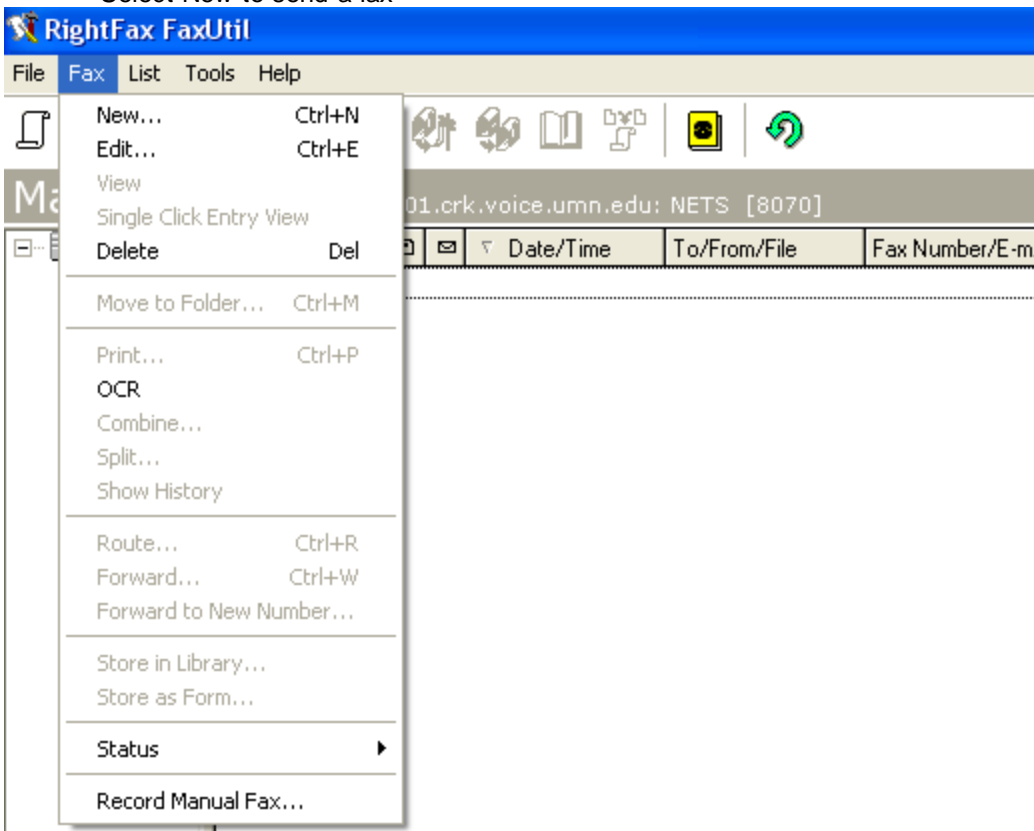


- Put in your user ID. It is your assigned fax number
- Enter the password: 12345



Sending Faxes Brief

- Go to Fax
- Select New to send a fax



- Put in the name & fax number & any other information

Fax Information [?] [X]

Main | Cover Sheet Notes | Attachments | More Options

To

Name: John Doe [Phonebook...]

Fax Number: 2818043 [Add Entry...]

Use certified delivery

Voice Number: []

Company: []

City/State: []

Alt. Fax Number: []

Options

Fine mode

Use cover sheet

Hold for preview

Use smart resume

Create PDF image []

Use cheap rates

Delay send

14:38:57 []

9/10/2008 []

Sent

Received

Pages: []

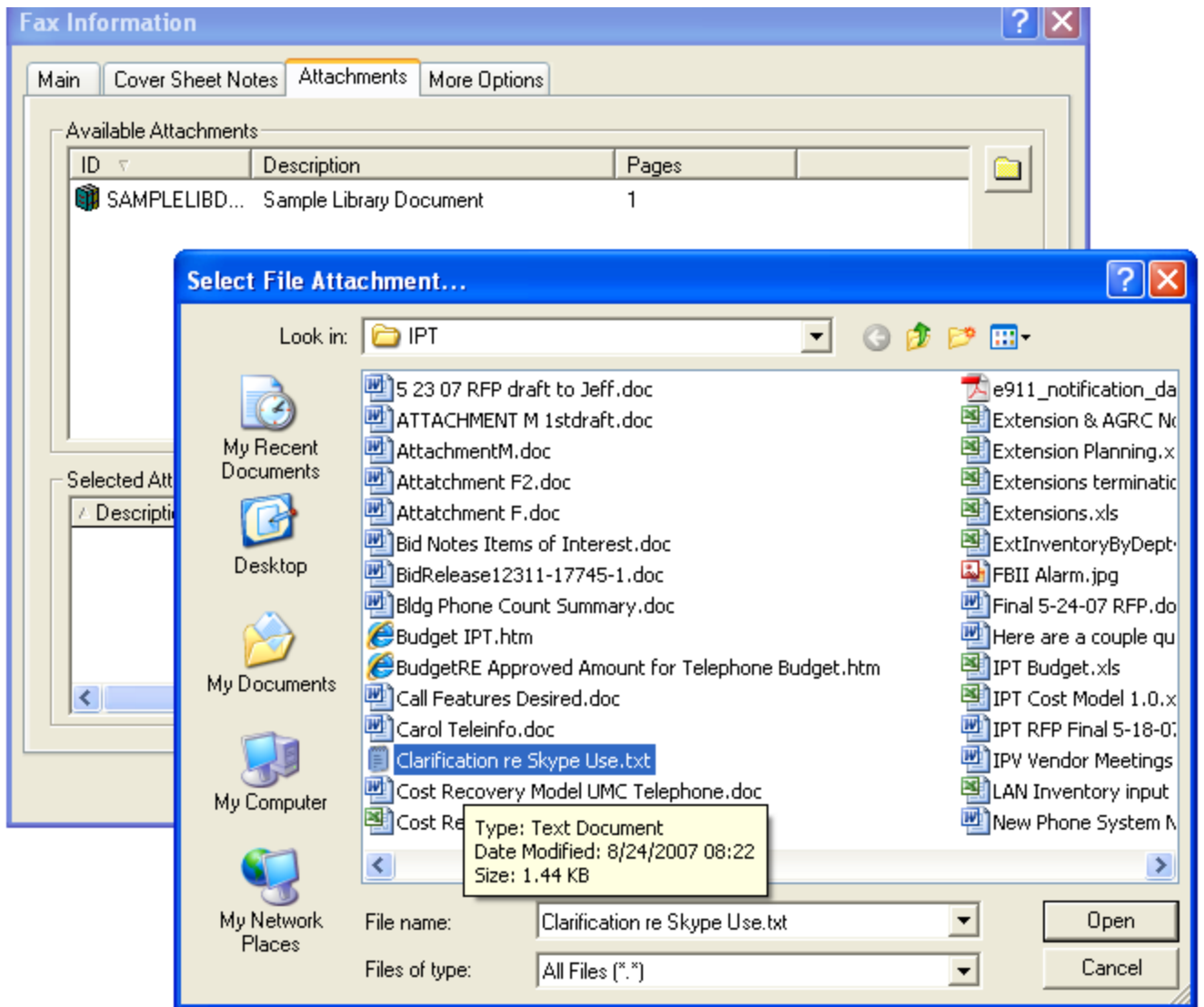
Accounting

Account: [] [Lookup >>]

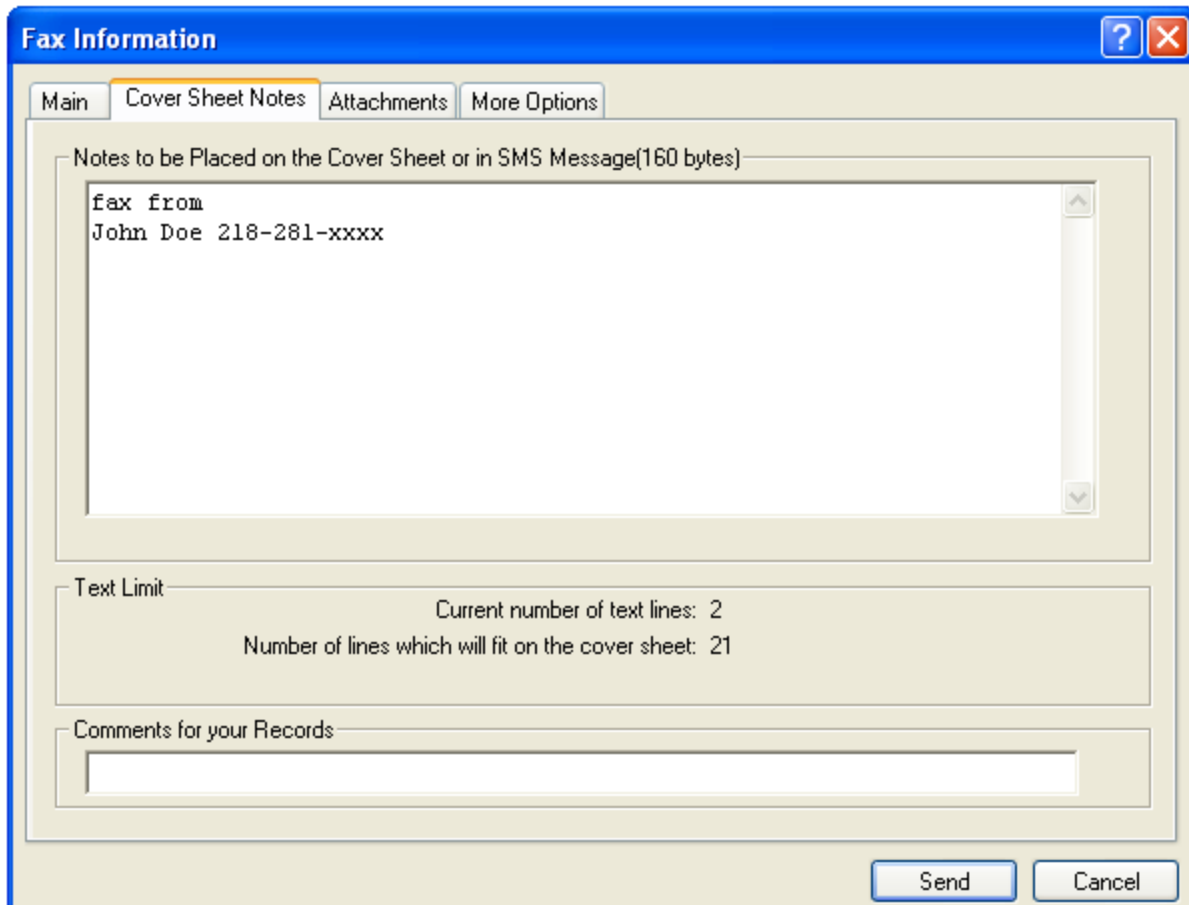
Matter: []

[Send] [Cancel]

- Click attachments & select the file you want to fax.
- Click open



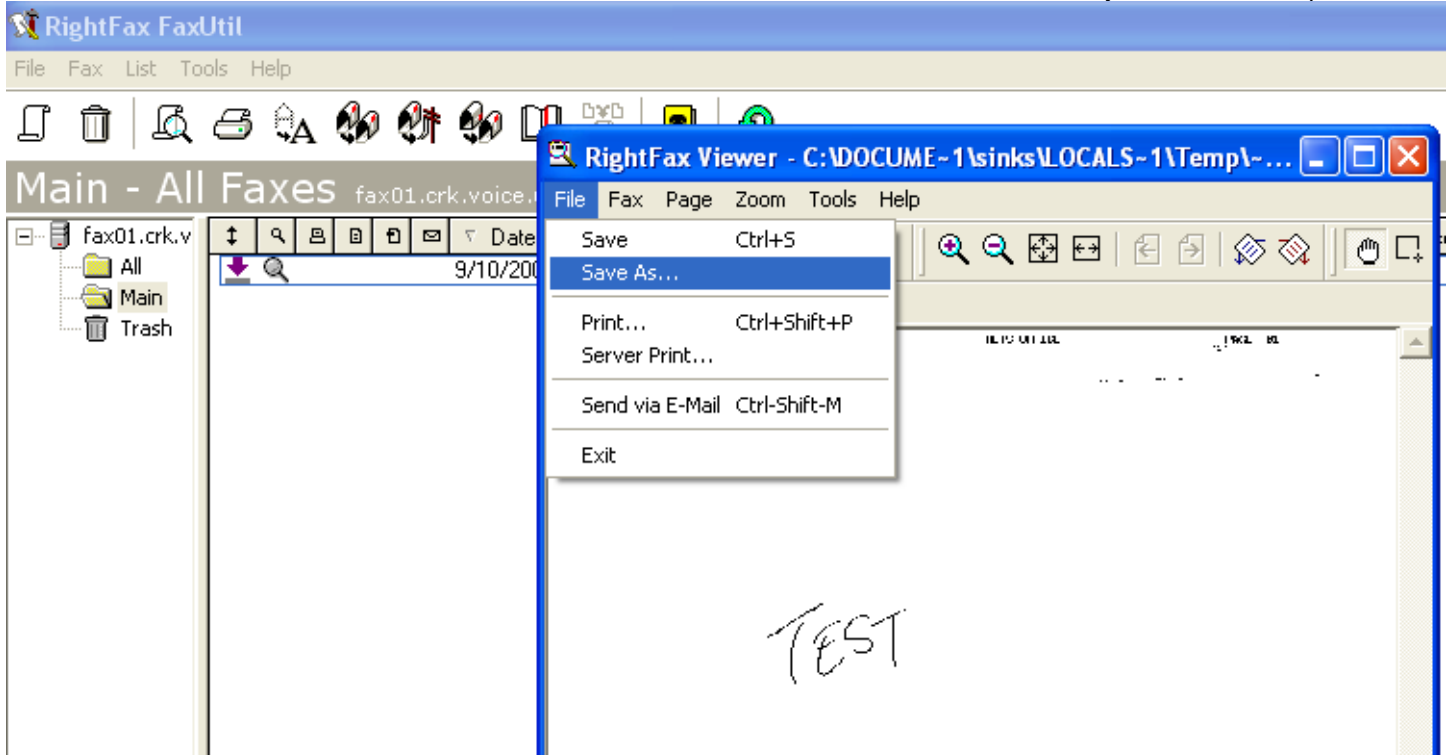
- You can add a cover sheet



- Click Send to send out the fax.

To receive a fax

- Incoming faxes will show up on screen
- Click on it to see it
- Go to File & Save as to save it. Faxes are saved as .tif It is now in a file format that you can email or print



RightFAX Quick Reference

Sending Faxes

- From Document, click “print”
- From Print window, “printer name” drop down box chose RightFAX, click “ok”
- From RightFAX window you can enter an individual person’s name and fax number or click on “phonebook” and choose “RightFAX Phone Book” (where you can store distribution lists or pick names individually) or “Mail Address Book(s) [MAPI]” (gives you access to contacts stored in Outlook)
- Note: There is a check box down in the bottom left corner for including cover page or not
Click on the “Notes” button if you want to include comments on cover page
- Click on Send when complete
- You will get an email that indicates if faxes are successfully sent


RightFAX Utilities

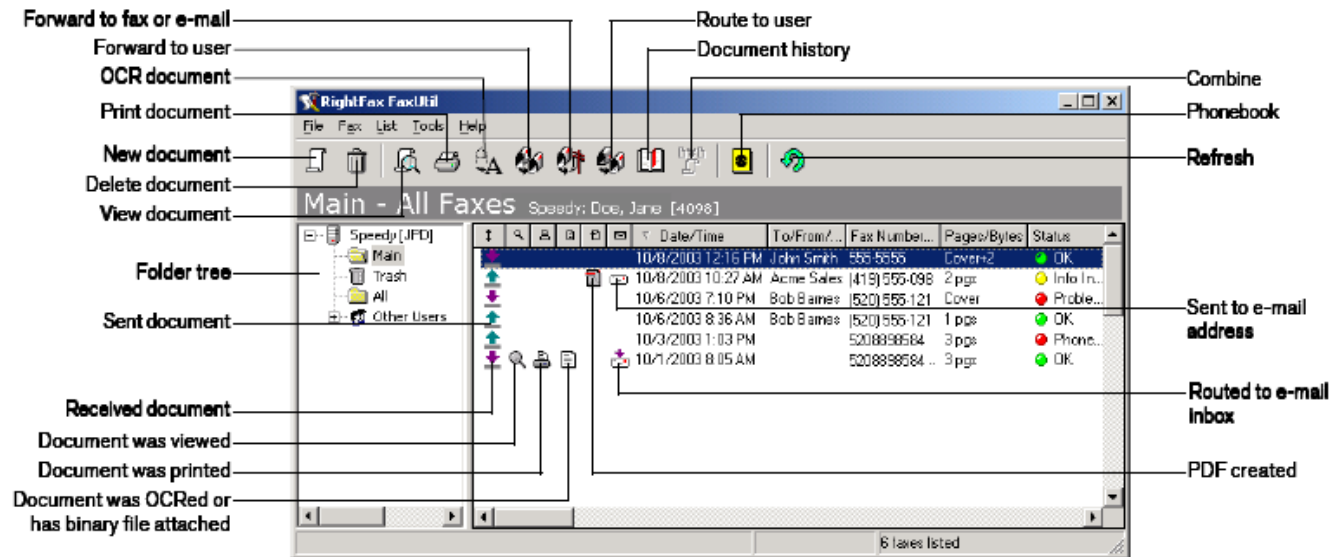
Right click on the RightFAX icon (lower right hand corner of screen) and chose “FaxUtil” this opens the application and do a couple of basic things like view status of faxes, and phonebook or distribution list set up.

Importing Fax numbers -

save the data file somewhere you will be able to import it into rightfax. After you have done that bring up the FaxUtil screen, click on “Tools” then “phonebook import” browse for the file and then hit “import”. To create a distribution list bring up the FaxUtil screen click on “Tools” then “phonebook” click on the names you want in a particular distribution list and use the “New Group” button. You will be prompted to name the distribution list and then it will be added. Once this is setup it will be very simple to send faxes to individual, groups, or distribution lists.


Running FaxUtil

To open FaxUtil, click the RightFax tray icon  on your Windows taskbar, and select **FaxUtil** on the shortcut menu, or select **Start > Programs > FaxUtil**.



Creating and Sending Documents

To Create a New Document to Send

- 1 Click the **New Document** button . This opens the **Fax Information** dialog box.
- 2 In the **Fax Information** dialog box, add one or more fax or e-mail recipients. Specify your cover sheet notes and options, file and library document attachments, and other sending preferences.
- 3 Click **Send** to send the document.

To Send Your Document to a Fax Address

- 1 In the **Fax Information** dialog box, click the **Main** tab.
- 2 Enter the recipient's name, fax number, and other contact information. Entries marked in bold are required.

To Send Your Document to an E-mail Address or SMS Number

- 1 In the **Fax Information** dialog box, click the **Main** tab.
- 2 Click the arrow next to **Fax Number** and select **E-mail Address** or **SMS Number** on the shortcut menu. Enter the recipient's name, e-mail address or SMS number, and other contact information. Entries marked in bold are required. Documents sent to e-mail addresses will be sent as file attachments. Documents sent to SMS numbers will only transmit the cover sheet notes.

To Select an Address from Your Phonebook

- 1 In the **Fax Information** dialog box, click the **Main** tab.
- 2 Click the **Phonebook** button to display all the entries in your RightFax phonebook.
- 3 Double-click each phonebook entry to which you want to send the document. Each selected address is displayed in the **Current Recipients** list.
- 4 Click **OK** to return to the **Fax Information** dialog box. If you select one phonebook entry, the recipient's addressing information is automatically listed in the addressing boxes. If you select multiple phonebook entries, the total number of recipients is listed in the **Name** box.

To Include a Cover Sheet with Your Document


- 1 In the **Fax Information** dialog box, click the **Main** tab and select the **Use cover sheet** option.
- 2 Click the **Cover Sheet Notes** tab.
- 3 In the **Notes** box, type any notes that you want added to the cover sheet. You can enter up to 21 lines of text.
- 4 Click the **More Options** tab.
- 5 In the **Cover Sheet File** box, select a cover sheet from the list. The cover sheet can only be changed if you have been granted permission by the RightFax administrator.
- 6 In the **From** boxes, enter the contact information that you want on the cover sheet.

To Attach Library Documents

Library documents are frequently-used documents that your fax administrator has stored on the server for easy access. Marketing materials, price lists, and product specifications are commonly stored as library documents.

- 1 In the **Fax Information** dialog box, click the **Attachments** tab.
- 2 Double-click each library document that you want to attach. Each selected attachment is displayed in the **Selected Attachments** list. Library documents will be added to the end of the document in the order they appear in the **Selected Attachments** list.

To Attach Files to Your Document

- 1 In the **Fax Information** dialog box, click the **Attachments** tab.
- 2 Click the **Browse** button  to search for the files to attach. Attach as many files as you want. Each selected file is displayed in the **Selected Attachments** list. File attachments will be added to the end of the document in the order they appear in the **Selected Attachments** list.

When sending to an e-mail address, you can check the **Native** option in the **Selected Attachments** list to send an attached file in its native file format, rather than being converted to fax format.

To Add an Overlay Form to Your Document

Overlay forms are image files that combine with your document so the two images appear together. Company letterhead is a commonly used overlay form. You can add one overlay form per document.

- 1 In the **Fax Information** dialog box, click the **More Options** tab.
- 2 Select the **Use Form** option, and then select the overlay form you want from the list.

To Assign Billing Codes to Your Document





Billing codes may be used by the RightFax administrator to identify the sender, the recipient, or the content of documents. Billing codes do not normally appear in your documents but are stored with each document on the server.

- 1 In the **Fax Information** dialog box, click the **Main** tab.
- 2 Under **Accounting**, enter one or two billing codes, or click **Lookup** to select from a list of available billing codes.




Adding Phonebook Entries

FaxUtil lets you create a personal phonebook of fax and e-mail addresses. You can add both individual entries and group entries that let you easily send one document to multiple recipients. Phonebook entries can be private or published. Private phonebook entries can be viewed only by you. Published phonebook entries can be viewed by any other FaxUtil user on the network.

To Create an Individual Phonebook Entry

- 1 Click the **Open Phonebook** button  in the FaxUtil toolbar.
- 2 Click **New Entry**.
- 3 Enter a name for the phonebook entry in the **ID** box.
- 4 To create an entry for a fax address, enter the fax number in the **Fax Number 1** box, and then complete the remaining address boxes. To create an entry for an e-mail address or SMS number, click the arrow next to **Fax Number 1** and select **E-mail Address** or **SMS Number** on the shortcut menu. Enter the e-mail address or SMS number, and then complete the remaining addressing boxes.
- 5 Check any options you want and click **OK**. The new entry will appear in your phonebook preceded by a **Fax Address** icon , an **E-mail Address** icon , or an **SMS Number** icon .


To Create a Group Phonebook Entry

- 1 Click the **Open Phonebook** button  in the FaxUtil toolbar.
- 2 Click **New Group**.
- 3 Enter a name for the group phonebook entry in the **ID** box.
- 4 In the list of existing phonebook entries, select each entry you want to add to the new group, and click the **Add to Group** button  to move the entry to the **Group Members** list. You can add both individual phonebook entries and group phonebook entries to the new group.
- 5 Check any options you want and click **OK**. The new entry will immediately appear in your phonebook preceded by a **Group** icon .


Forwarding and Routing Documents

When you forward a document from your FaxUtil mailbox, a copy of the document is sent to the recipient and the original document remains in your mailbox. When you route a document, the original document is sent to the recipient and is removed from your mailbox.


To Forward a Document to a Fax Number or E-mail Address

- 1 Select the document to forward and click the **Forward to New Number** button  in the toolbar.
- 2 Complete the addressing boxes in the **Fax Information** dialog box and click **OK** to send.

To Forward a Document to Another FaxUtil User on Your Network

- 1 Select the document to forward and click the **Forward to User** button  in the FaxUtil toolbar. This opens a list of FaxUtil users.
- 2 Double-click each user that should receive the document and click **OK** to send.

To Route a Document to Another FaxUtil User on Your Network

- 1 Highlight the document to route and click the **Route to User** button  in the FaxUtil toolbar. This opens a list of FaxUtil users.
- 2 Double-click each user that should receive the document and click **OK** to send.

FaxUtil Mailbox Options

To Sort Documents

- Click any column header in the document list to sort the documents in that column in ascending order.
- Click the same column header again to sort the documents in that column in descending order.
- Right-click any column header to open a list of filter options.

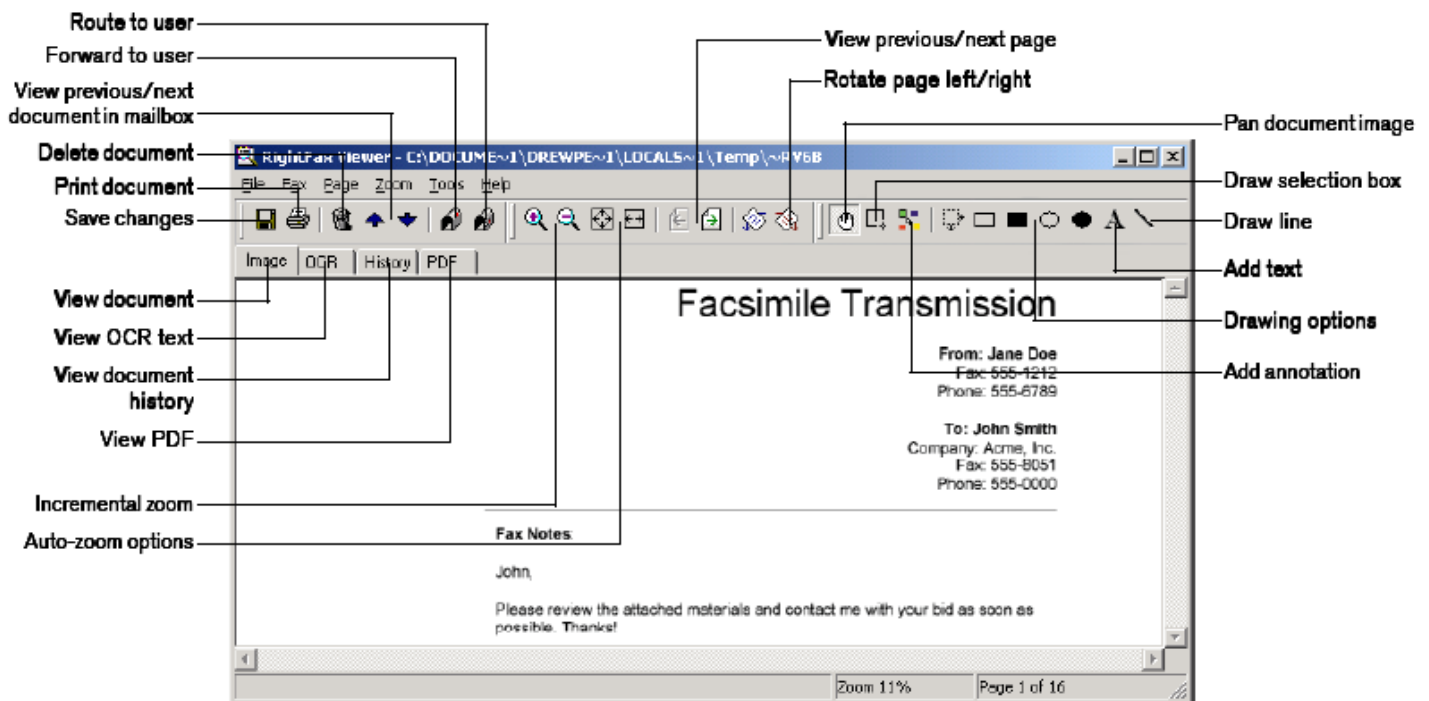
To View Other Users' Mailboxes

RightFax administrators, group administrators, and delegates all have the ability to view the contents of other RightFax users' mailboxes. If you have the ability to view other mailboxes, an **Other Users** entry is included in your FaxUtil folder tree.

- 1 Click + next to **Other Users** in the folder tree to expand the list. The list may include both RightFax groups and individual mailboxes. Continue to expand the tree as necessary until you have listed the folders in the mailbox you want.
- 2 Click a folder to view its contents.

Viewing Documents

To open the RightFax document viewer, double-click any sent or received document in your document list.



The **OCR** tab will only appear if you have the Optical Character Recognition (OCR) feature enabled and have performed OCR on this fax. The **PDF** tab will appear only when viewing sent documents for which you have created portable document format (PDF) output. To view PDF images in FaxUtil, you must have installed Adobe Acrobat Reader version 3.0 or higher.