

RightFax FaxUtil


Reference Guide v1.0

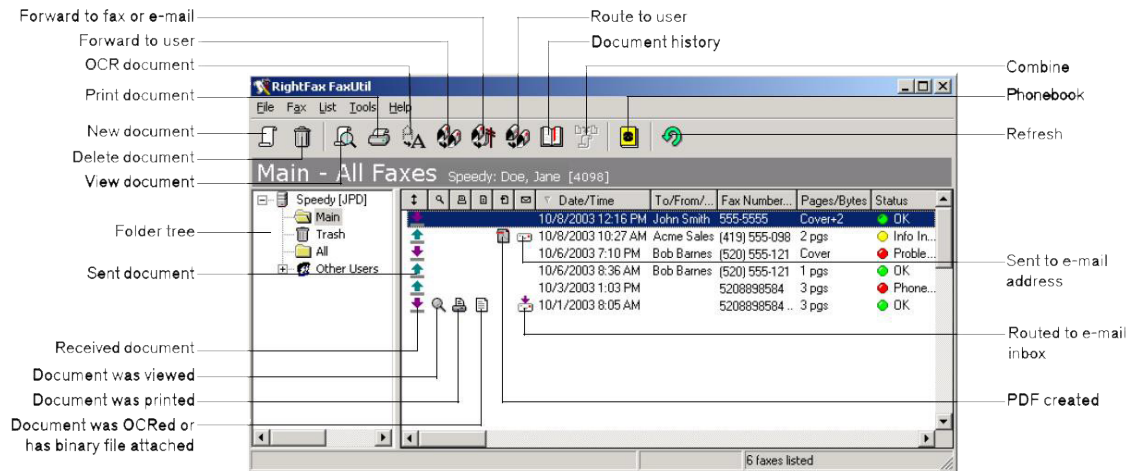
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Running FaxUtil


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

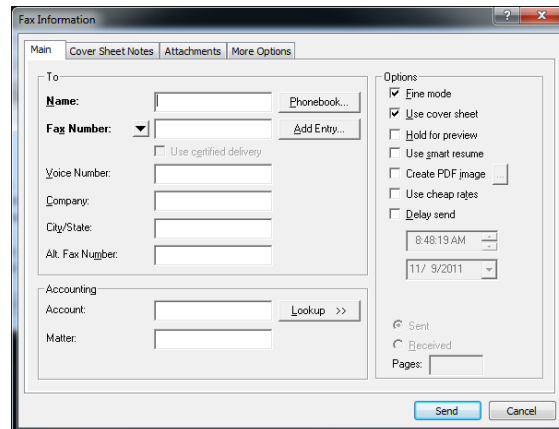


RightFax Fax Util

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.



Fax Information Dialog Box - Main

To Send Your Document to a Fax Address:

- 1 In the **Fax Information** dialog box, click the **Main** tab.
- 2 Type in the **Name** and **Fax Number** with only numbers, no spaces or special characters.

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 of 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.

RightFax Dialing Patterns

Dialing Patterns

The **dialing pattern** used by **RightFax** is determined by the connection to our phone provider, *CenturyLink*. The line does not require or use “-” or “,” or spaces in dialing strings. (Spaces added for clarity)

On campus:

7 Digits

eg. 882#####, 884##### and 771#####

Local:

“9” Followed by the Number

eg. 9 443##### and 9 875#####

Long Distance:

“91” Followed by the Area Code and Number – Authorization codes are not used, billing is by department.

eg. 91 314 555##### and 91 816 555#####

International: A list of Country Codes can be found at <http://doit.missouri.edu/telecom/long-distance/international.html>

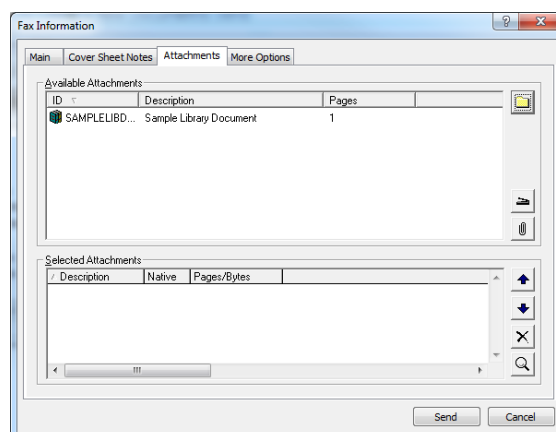
“9” + Country Code + Number

eg. 9 011 44 118 984 #####

Attachments and Cover Sheet

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.




Fax Information Dialog Box – Attachments

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:

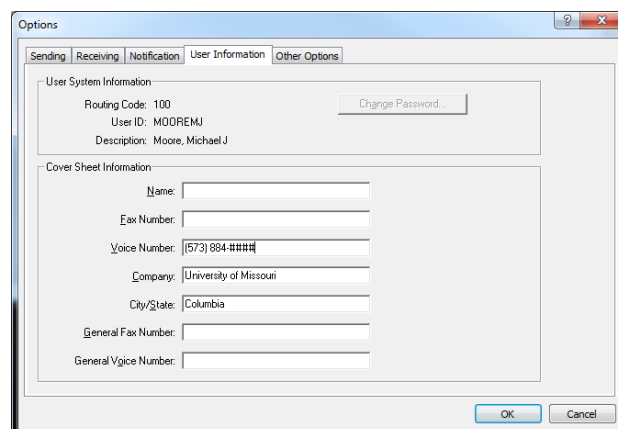
Billing codes may be used by the RightFax administrator to identify the sender, the recipient, or the content of documents. Billing codes do not normally appear in your documents but are stored with each document on the server.

- 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.

Add Default Information to Cover Sheet:

User information that appears on the cover sheets can be modified.

- 1 In the **Tools** menu, click the **Options**.
- 2 Under **User Information Tab**, enter the appropriate information.



Options Dialog Box – User Information

RightFax Fax Printer

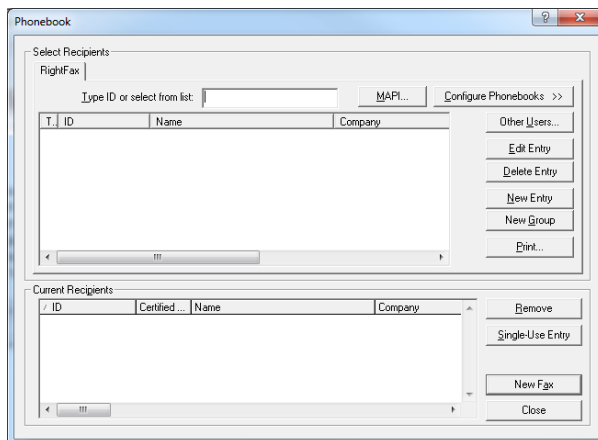
Printing to RightFax:

RightFax FaxUtil comes with **RightFax Fax** printer drivers, for an easy way of sending most files to the RightFax Util.

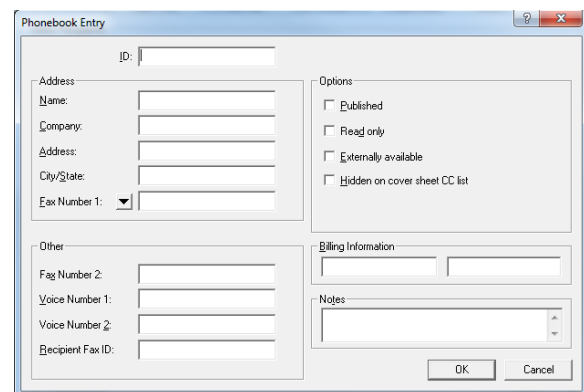
- 1 Select the **Print** option of most programs
- 2 Under printers, select **RightFax Fax Printer**
- 3 Select the appropriate options for the print job (page range, margins, etc)
- 4 When ready to print, Press **Print**
- 5 The **RightFax FaxUtil** should launch, fill out the appropriate information.

Adding Phonebook Entries

RightFax 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.




Phonebook Dialog Box






New Phonebook Entry

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, then complete the remaining address boxes.
- 5 A secondary Fax number can be added to **Fax Number 2**. When dialing **Fax Number 1** and fails it will automatically dial **Fax Number 2**.

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 **RightFax 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 Open the document to forward and select the **Send via E-mail** under the **File** menu.
- 2 RightFax launches the default mail browser, fill in the appropriate information.

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.

View Documents

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.

To Scan Documents:


To open the **RightFax 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.

Delete from FaxUtil

RightFax Fax Util is not to be used as an archive system. Faxes will be automatically deleted after **30 days**. If records are wish to be saved, user must print or forward to an e-mail to preserve a copy.

Delete a Fax:

- 1 Select the document and click the **Delete** button  in the FaxUtil toolbar.
- 2 Confirm the deletion, deletion is permanent and cannot be undone.