

Quick User Guide of RightFax

Version 1.01 Prepared by ITO/UCU



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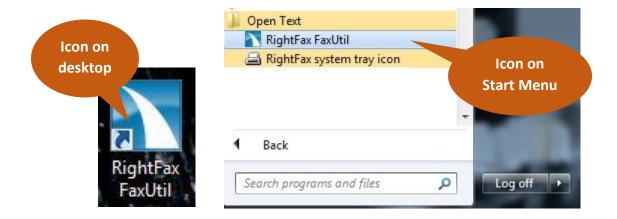
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I. About RightFax FaxUtil

RightFax FaxUtil is the software for users to create, send, view, print, and manage faxes (incoming and outgoing) in their fax mailboxes.

***For installation, please contact ITO Service Call Centre at 3411-7899 or <u>hotline@hkbu.edu.hk</u>. ***

Launch RightFax FaxUtil by double clicking the icon on desktop or in your Start Menu.



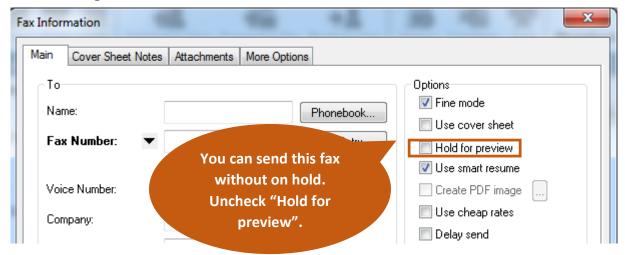
Below is the screen capture of RightFax FaxUtil, with the user ID (SSOid) indicated.

ile Fax List Tools Help						
lew Fax Delete View Print OCR	Forward to User	Forward to Fax Route to User	History Combine	Split Phonebo	ok Options De	legates Refresh
ain Efexant: USER [100]						
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All	<i>©</i> 🔊 📾	📸 👩 🔻 Date/Time	To/From/File	Fax Number/E-m	. Pages/Bytes	Status
Main		18/6/2015 9:50		2700	Cover+7	🥥 Held for Preview
		17/6/2015 15:55	Bill	80808080	Cover+4	🥥 Held for Preview
		17/6/2015 15:55	888888	1111111	Cover+4	🥥 Held for Preview
		17/6/2015 15:55	Orange	34565654	Cover+4	🥥 Held for Preview
		17/6/2015 15:54	888888	1111111	Cover+4	🥥 Held for Preview
Your		17/6/2015 15:54	Bill	80808080	Cover+4	🥥 Held for Preview
SSOID		17/6/2015 15:54	Orange	34565654	Cover+4	🥥 Held for Preview
USCID		17/6/2015 15:48	Orange	34565654	Cover+4	🥥 Held for Preview
		17/6/2015 15:48	888888	1111111	Cover+4	OCR Processing Failed
		17/6/2015 15:48	Bill	80808080	Cover+4	OCR Processing Failed
		17/6/2015 15:46	888888	1111111	Cover+4	OCR Processing Failed
		17/6/2015 15:46	Bill	80808080	Cover+4	🥥 Held for Preview
		17/6/2015 15:46	Orange	34565654	Cover+4	OCR Processing Failed
		17/6/2015 15:43	888888	22222222	Cover+16	🥥 Held for Preview
	-					

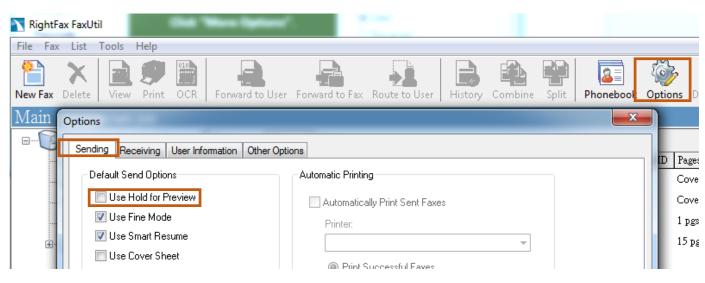
- II. Creating, sending and viewing Faxes
 - 1. To create a new fax, click on the "**New Fax**" icon in the top left hand corner of RightFax FaxUtil.



2. You are presented with the "Fax Information" box where you will start the process of creating a fax.



If you want to disable "Hold for Preview" on all new created fax, you can click "Options" on RightFax FaxUtil. Under "Sending" tab, uncheck "Use Hold for Preview".



3. In the "Main" tab,

- 1. Enter the name of fax recipient.
- 2. Enter the recipient fax number.

Fax Information	1.1.1		×
Main Cover Sheet Note	es Attachments More Optio	ons	
То			Options
1. Name:	Vendor1	Phonebook	Fine mode
	010015070		📝 Use cover sheet
2. Fax Number: 🔻	912345678	Add Entry	Hold for preview
	Use certified delivery		Use smart resume
Voice Number:			Create PDF image
Company:			Use cheap rates
			🔲 Delay send
City/State:			11:08:28
Alt. Fax Number:			
			26/ 6/2015 🔲 🚽

4. Select the "**Cover Sheet Notes**" Tab and enter any notes you wish to appear on the cover sheet.

Notes to be Pla	ced on the Cover Sheet or in SMS Message	(160 bytes)	
	ention of Vendorl	× · · · · · · · · · · · · · · · · · · ·	
Results 201	5		
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Text Limit	Consultance been allow	North D	
	Current number of tex		
	Number of lines which will fit on the cover	sneet: 21	

5. Select the "Attachments" Tab. This forms the main body of your fax. Click on the paperclip icon for adding attachments.

Main	Cover Sheet Notes	Attachments	More Options			
Û			-			
Des	cription		Native	Pages/Bytes		^
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						1
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6. Select the files from your computer and click "**Attach**" button. Repeat <u>Step 5</u> & <u>Step</u> <u>6</u> for attaching multiple files.

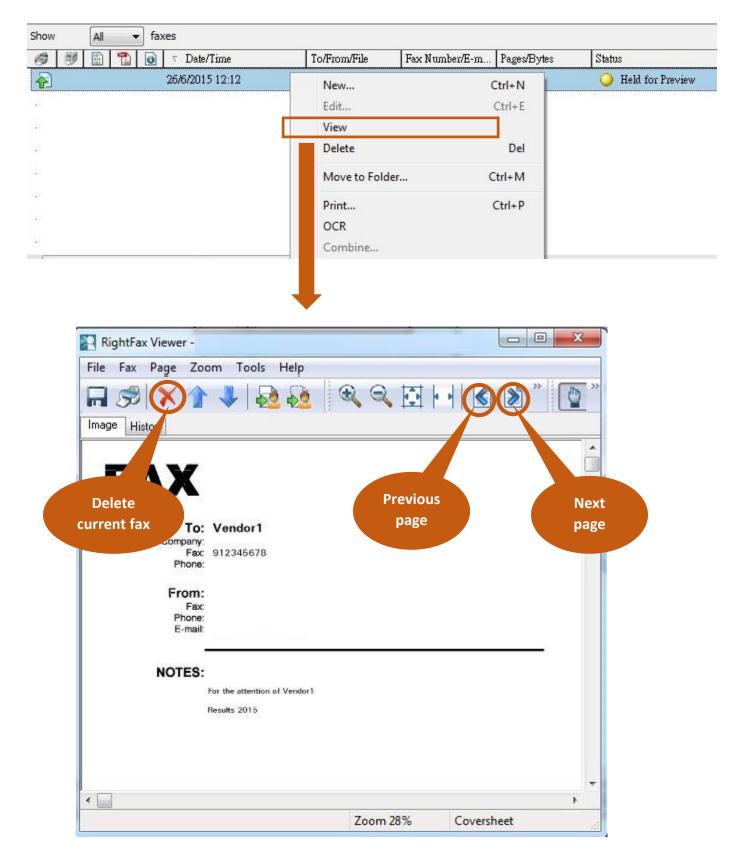
Look in:	N Computer		•	3 🤌 🕫 🛄 🗸		
91	Hard Disk Dri	ives (2)			- ^	ľ
Recent Places		al Disk (C:) GB free of 465 GB				
Desktop						
Libraries	64	Removable Storage (1)			^ ^	
Computer						_
Network	File name:	1		-	Attach	
	Files of type:	Supported Files			Cancel	

- X Fax Information Attachments More Options Cover Sheet Notes Main Preview file by selecting a file and click the magnifier y Pages/Butes Description 0 1:0 🔚 A10-DG~1.PDF 927626 1:0 🔚 .VMWARE~2.. 978785 /:0 🔚 .WSBRAN~1 320369 Delete file by selecting a file and click the cross J Arrange file order by 4 ш selecting a file and click up or down arrow Send Cancel
- 7. Three documents are attached. Click "Send".

8. On the left hand side of the RightFax FaxUtil, new created fax will go through conversion and finally held for preview.

9 🖻 🗈 1	👩 🗸 Date/Time	To/From/File	Fax Number/E-m	Pages/Bytes	Status	
A	26/6/2015 12:12		912345678	Cover+???	Waiting for C	onversio
ow All	▼ faxes					
how All	▼ faxes					
ow All	▼ faxes	To/From/File	Fax Number/E-m	Pages/Bytes	Status	

9. Select the new created fax and right click. Select "**View**" for final checking before sending this fax out.



10. Select the newly created fax and right click. Select "**Status**" > "**Release**" to send out the fax.

🧀 📝 🔝 🔂 🧿 🗸 Date/Time	To/From/File	Fax Number/E-m Pages/Bytes	Status	
26/6/2015 12:12	New Edit View Delete Move to Fold Print OCR Combine Split	der Ctrl+P	Held for Preview	•
Zoom 28 % Covershe	Route Forward	Ctrl+R Ctrl+W New Number		
	Status Record Man Export Fax to		Release Update Status Ctrl+K Approve Disapprove	

11. Fax status changed to "OK" means this fax send out complete.

				0	⊤ Date/Time	To/From/File	Fax Number/E-m	Pages/Bytes	Status
\mathbf{A}					6/6/2015 12:15	Vendor1	912345678	Cover+62	Sending
					8 .				
how	A	1	•	faxe	s				
how	A		•	faxe:	s ⊽ Date/Time	To/From/File	Fax Number/E-m	Pages/Bytes	Status
			•	0		To/From/File Vendor1	Fax Number/E-m 912345678	Pages/Bytes Cover+62	Status

Ø	Ø	1010	1	0	⊤ Date/Time	To/From/File	Fax Number/E-m	Pages/Bytes	Status
A					26/6/2015 14:15	Vendor1	912345678	Cover+62	OK 🔾

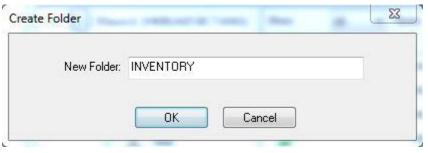
III. Organizing Faxes

You can organize your faxes into sub-folders under the main folder.

1. On left hand tree, right click Main folder and select "New".

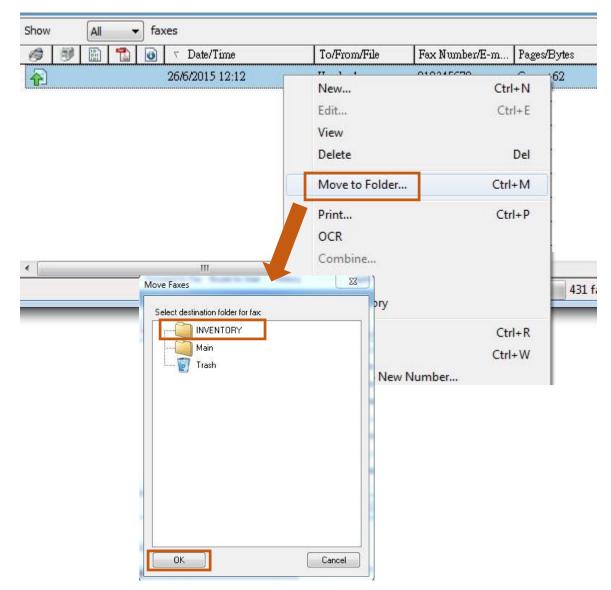


2. Enter New Folder Name. Click "OK".



3. The new Folder will then be created.





4. In list view, Right Click on a fax record. Choose "**Move to Folder...**" Select folder from list and click "**Ok**".

5. Fax now appears in the designated folder.

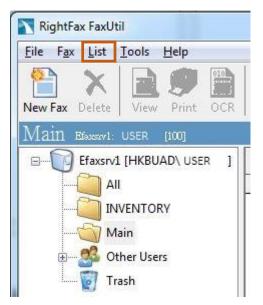


***NOTE: Selecting the "ALL" folder will show all faxes regardless of folder. ***

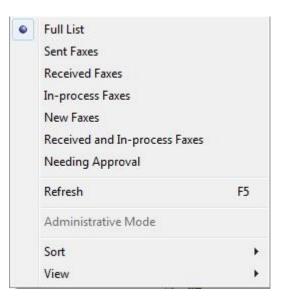
IV. Filtering faxes

You can filter your faxes based on selected criteria.

1. Select any folder and click "List" on the tool bar.



2. Select one of the filters from list.

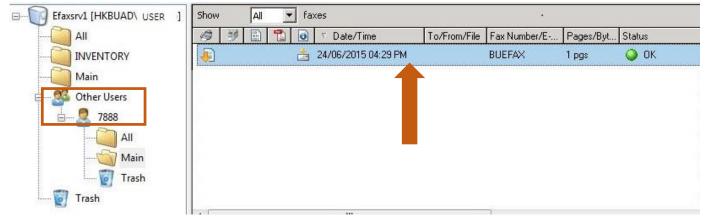


V. Receiving Faxes

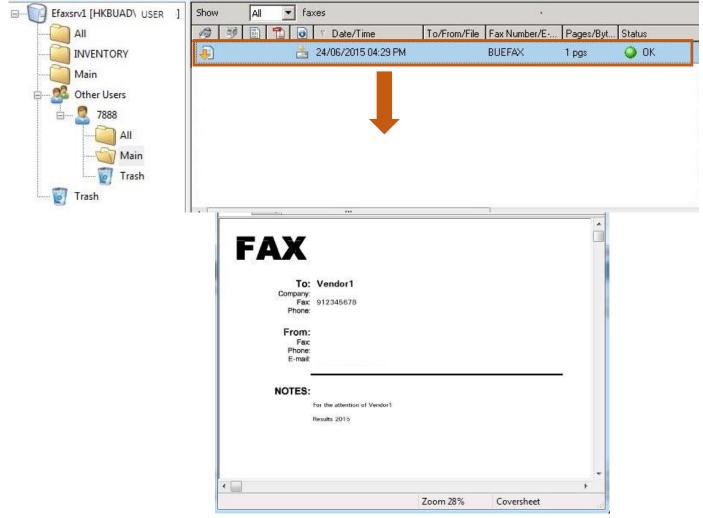
Depending on the setting of your office/department, you may NOT have direct access to all the incoming faxes, e.g. only secretaries have access to the fax line, who will then dispatch the fax to other users.

The paragraphs below describe the steps done by the user having the right to access incoming faxes, with the fax line number being 7888.

1. You can find all incoming faxes on "Other Users" > [Fax machine no.] > "Main".



2. Double click the incoming fax to view the content.



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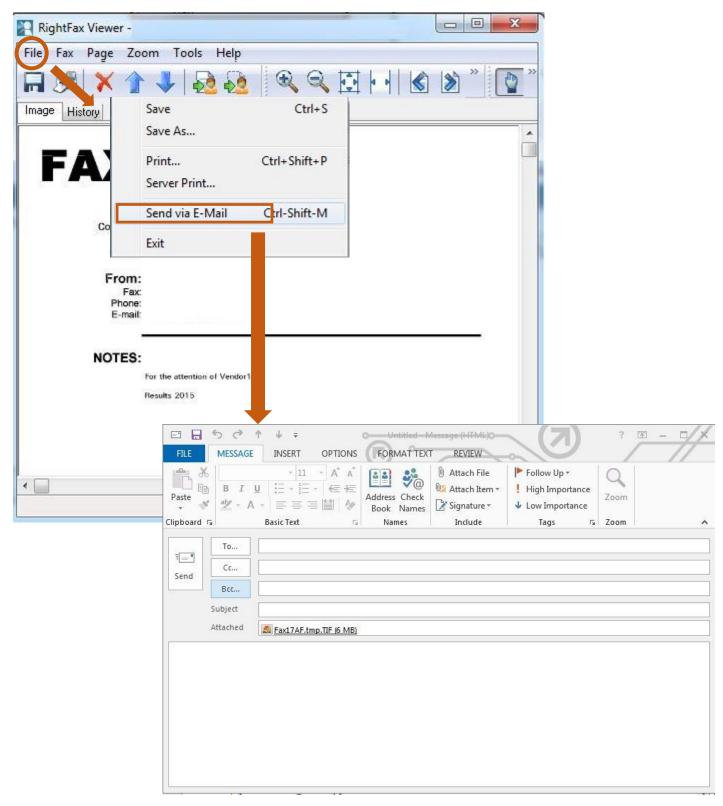
3. You can print this fax by clicking the printer icon.

	ls Help	
F 🕄 🗙 🎓 🦊	🗟 🔕 🔍 🔍 ⊡ 🕩	🖌 🖄 🦹 🚺
Image		
FAX		
	Print	
To: Vend	fax	
Company:		
Fax: 9123456 Phone:	78	
rinter		
Name: FX ApeosPort-IV C5575 PCL 6	i (39.240@A/ ▼ Properties	
Status: Toner low; 0 documents waiting		
Type: FX ApeosPort-IV C5575 PCL 6		
Where:		
Comment:	Print to file	
rint range	Copies	
	Number of copies: 1	
a) Al		
All Rease from 0 to 62	Contraction of Contra	
All Pages from: 0 to: 62 Selection	123 123 Collate	•

4. Select "File". Click "Save As..." to save print this fax.

RightFax Viewer - File Fax Page Zo	oom Tools Help						
	Save Ctrl+S Save As Print Ctrl+Shift+P	Save	Image As	Documents >	✓ € Search Doc		x و
ГА	Server Print	Orga	nize New folder			:::: •	0
Co	Send via E-Mail Ctrl-Structure Exit		Favorites	Documents library Includes: 2 locations	Arra	ange by: Folder 🔻	•
Friorie			Downloads Recent Places	Name	Date modifie	21	^
From: Fax Phone E-mail			libraries Documents Music	Custom Office Templates Fax Hewlett-Packard My Music My Pictures	9/10/2013 9: 18/5/2015 14 9/9/2013 13: 14/7/2009 13 14/7/2009 13	4:51 File folder 42 File folder 3:08 File folder	er E er er
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	Results 2015		File name: Save as type: Group-3	TIFF File (.tif)			•
) Hi	de Folders		Save	Cancel	
•		·		F			
	Zoom 28	%	Coversheet	4			

5. Select "File". Click "Send via E-mail" to mail this fax to others with Outlook client.



6. You can forward multiple faxes to other users by selecting multiple faxes.

RightFax FaxUtil				
File Fax List Tools Help				
	rd to User	History Combine Combine selected faxes into one n		
Fest Bfaxsov1: Fax Machine [100]				
All All	All 🔻 faxes			
INVENTORY	🐳 🛐 📆 🕢 Date/Time	To/From/File Fax Number/E-m Pages/Bytes	/ Status	4
- Main	26/6/2015 17:14	IDD Fax Tone test 900185328727532 1 pgs	🥥 ok	
	26/6/2015 17:14	IDD Fax Tone test 90018621583609 1 pgs	🥥 ok	
🖃 🎆 Other Users	26/6/2015 17:14	IDD Fax Tone test 90018621583609 1 pgs	🥥 ок	
🔍 7888	26/6/2015 17:14	IDD Fax Tone test 900185328727532 1 pgs	🥥 ок	
	26/6/2015 17:14	IDD Fax Tone test 900185328727532 1 pgs	🥥 ок	
Main 👔	26/6/2015 17:14	IDD Fax Tone test 90018621583609 1 pgs	🥥 ок	
Test	26/6/2015 17:14	IDD Fax Tone test 90018621583609 1 pgs	🕥 ОК	
Trash 🗸 🗟	26/6/2015 17:14	IDD Fax Tone test 900185328727532 1 pgs	🥥 ок	
	ш			F.
		120	faxes listed (6 selected)	

Then click "Forward to User" icon on tool bar.



Select a user from the list and click "**Add**". You can add multiple users. Click "**Ok**" to forward the faxes.

Iser selection:		
ID 🗸	Description	
SEF	1	
🙎 РЕТЕ	R	
SAM		E
S MAR	Y	L.
ИОС	N	
estination user	Add	
JOHN, MA	RY, SAM	
	fax history:	

NOTE: Using "Forward to User", the original faxes retained in fax mailbox .

From the recipient's point of view, they can find the forwarded faxes with status marked as "**Duplicate**".

Show All 👻 faxes						
Ø 9 🗄	1 🔂 Date/Time	To/From/File	Fax Number/E-m	Pages/Bytes	/ Status	
	26/6/2015 17:14	IDD Fax Tone test	900185328727532	1 pgs	🥥 Duplicate	
	26/6/2015 17:14	IDD Fax Tone test	900185328727532	1 pgs	🔘 Duplicate	
	26/6/2015 17:14	IDD Fax Tone test	90018621583609	1 pgs	Ouplicate	

7. You can route faxes to other users by selecting multiple faxes.

ile Fax List Tools Help		da seta setasea a		1665 - 10	
ew Fax Delete View Print OC		Forward to Fax Route to User	History Combine Combine Selected faxes into one	Deleastes new fax	
est Efaxsv1: Fax Machine [100]	A Show All	▼ faxes			
		Taxes	To/From/File Fax Number/E-m Pages/Bytes	/ Status	
Main		26/6/2015 17:14	IDD Fax Tone test 900185328727532 1 pgs	Q OK	
Trash		26/6/2015 17:14	IDD Fax Tone test 90018621583609 1 pgs	🥥 ok	
🖃 🧖 Other Users	\mathbf{A}	26/6/2015 17:14	IDD Fax Tone test 90018621583609 1 pgs	🥥 ok	
🙎 7888		26/6/2015 17:14	IDD Fax Tone test 900185328727532 1 pgs	🥥 ok	
All		26/6/2015 17:14	IDD Fax Tone test 900185328727532 1 pgs	🥥 ok	
Main		26/6/2015 17:14	IDD Fax Tone test 90018621583609 1 pgs	🥥 ok	
		26/6/2015 17:14	IDD Fax Tone test 90018621583609 1 pgs	🥥 ОК	
Trash	-	26/6/2015 17:14	IDD Fax Tone test 900185328727532 1 pgs	🥥 ok	
4 III					

Then click "Route to User" icon on tool bar.



Select a user from the list and click "**Add**". You can add multiple users. Click "**Ok**" to forward the faxes.

Iser selection:		
ID 🗸	Description	^
SEP USER		
Sec. 2	R	1
👗 SAM		=
Sec. MAR	Y	
июс 🧧	4	+
estination user	Add	
JOHN, MA	RY, SAM	
lotes added to I		

NOTE: Using "Route to User, the original faxes will be <u>REMOVED</u> from fax mailbox .

From the recipient's point of view, they can find the routed faxes with status marked as "Duplicate".

Show All - faxes						
0 9		Date/Time	To/From/File	Fax Number/E-m	Pages/Bytes	/ Status
		26/6/2015 17:14	IDD Fax Tone test	900185328727532	1 pgs	🥥 Duplicate
		26/6/2015 17:14	IDD Fax Tone test	900185328727532	1 pgs	🔵 Duplicate
R		26/6/2015 17:14	IDD Fax Tone test	90018621583609	1 pgs	Ouplicate