Quick User Guide of RightFax

Version 1.01

Prepared by ITO/UCU

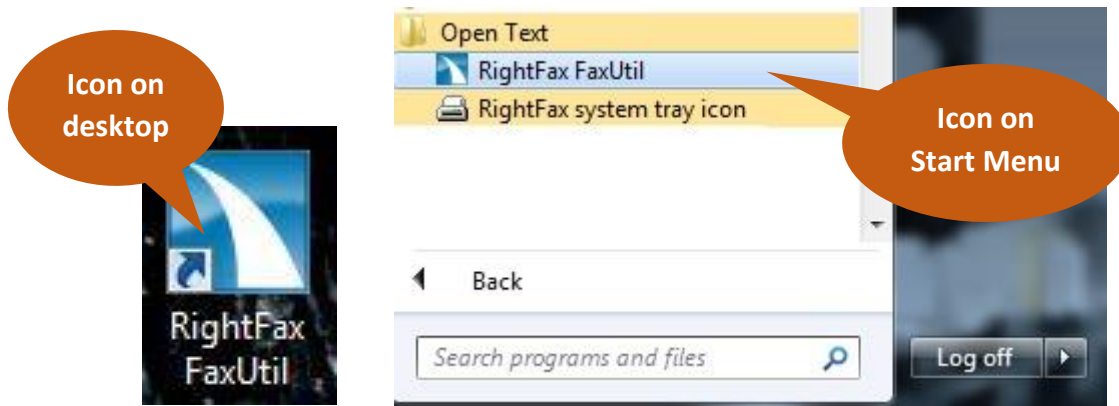## Table of Content
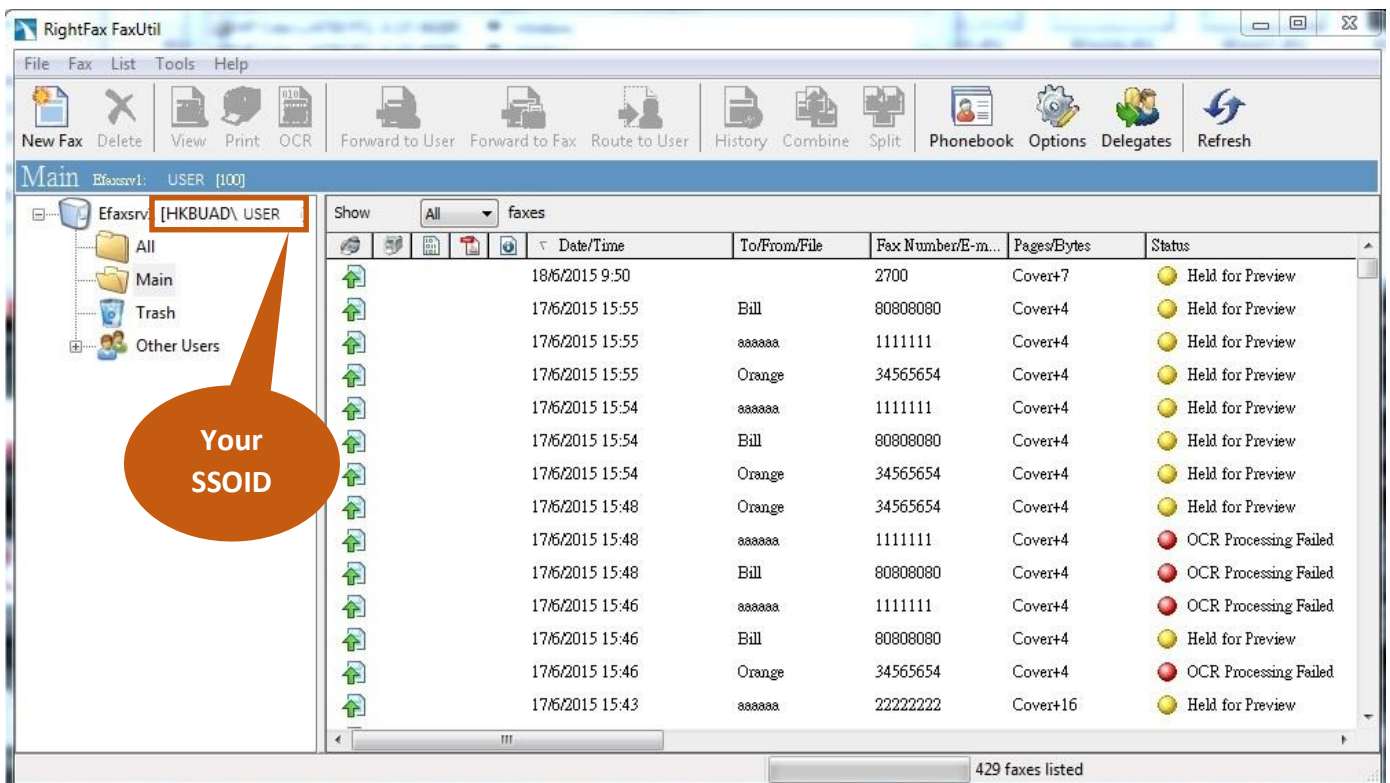
I. About RightFax FaxUtil

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 hotline@hkbu.edu.hk. ***

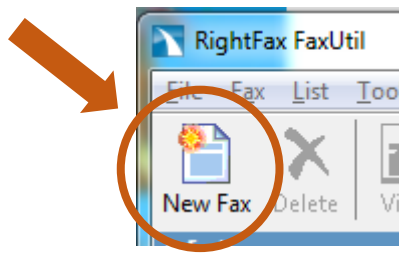Launch RightFax FaxUtil by double clicking the icon on desktop or in your Start Menu.

Below is the screen capture of RightFax FaxUtil, with the user ID (SSOid) indicated.
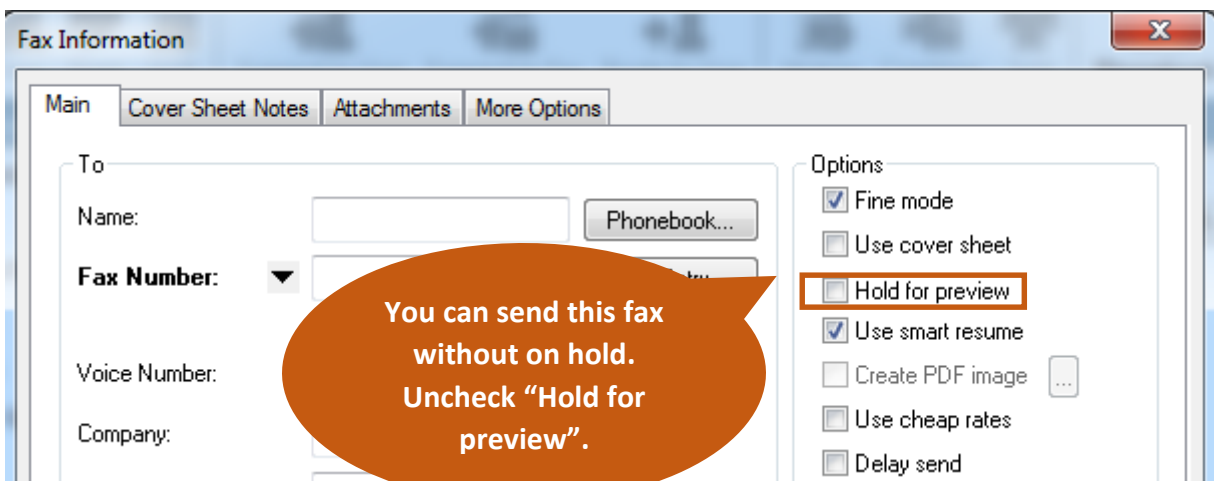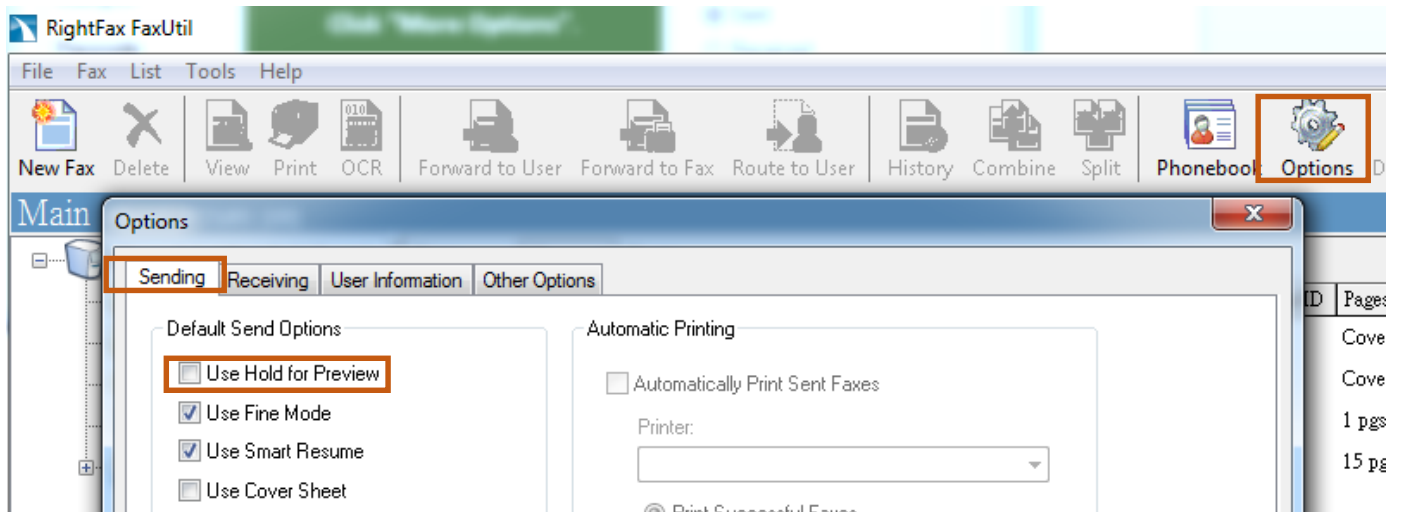
II. Creating, sending and viewing Faxes

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.

You can send this fax without on hold. Uncheck "Hold for preview".

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**".
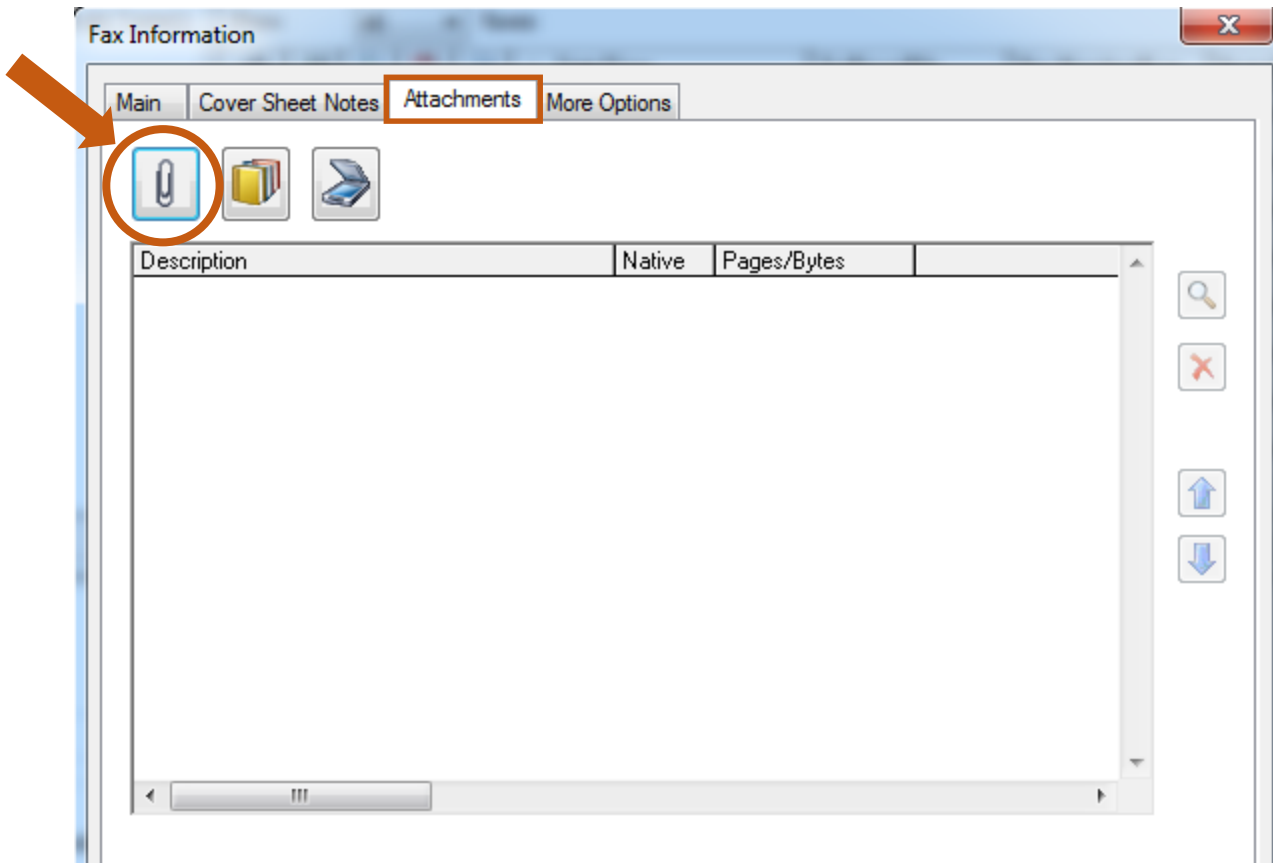
3. In the "**Main**" tab,
    1. Enter the name of fax recipient.
    2. Enter the recipient fax number.

4. Select the "**Cover Sheet Notes**" Tab and enter any notes you wish to appear on the cover sheet.
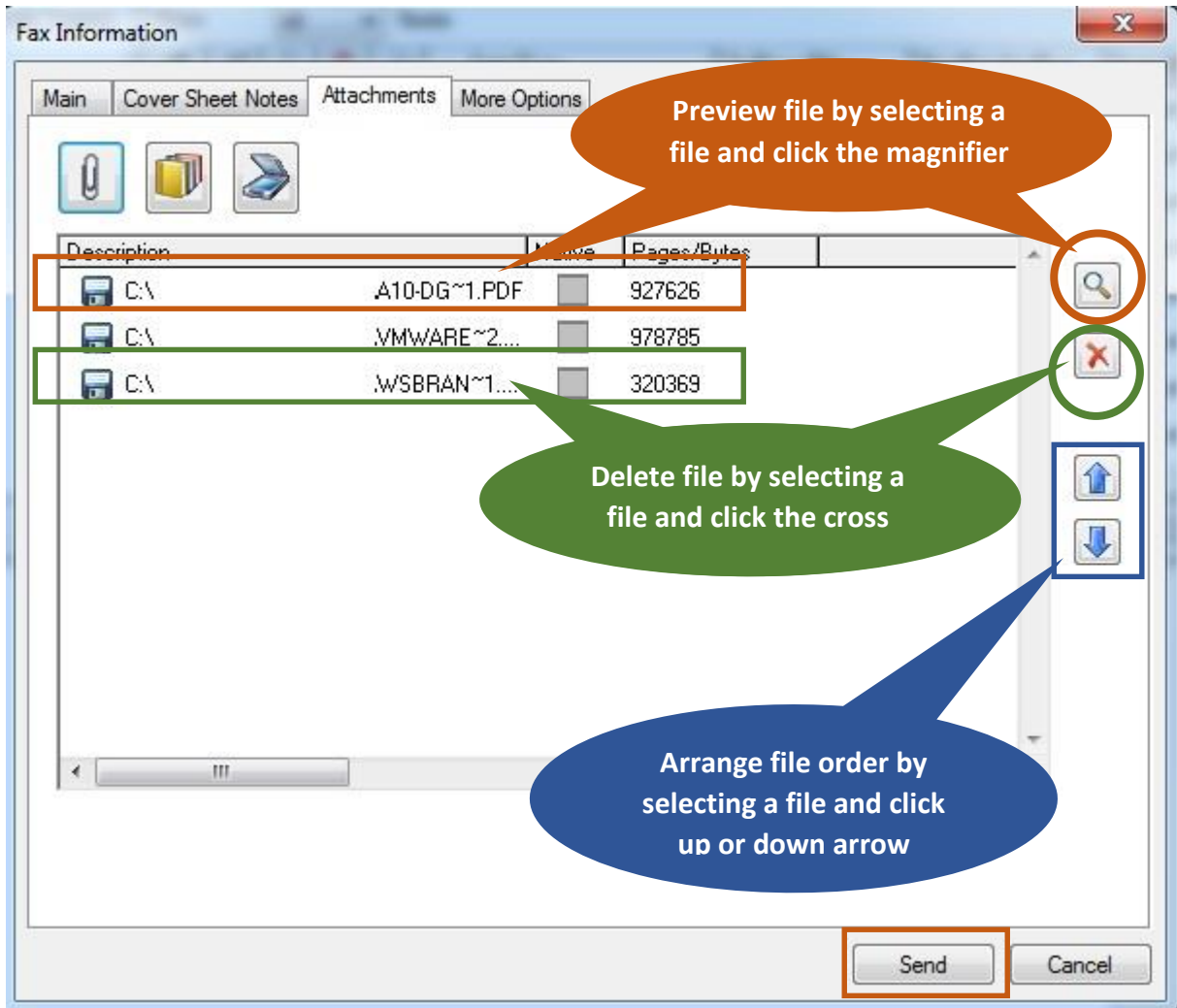
5. Select the "**Attachments**" Tab. This forms the main body of your fax. Click on the paperclip icon for adding attachments.
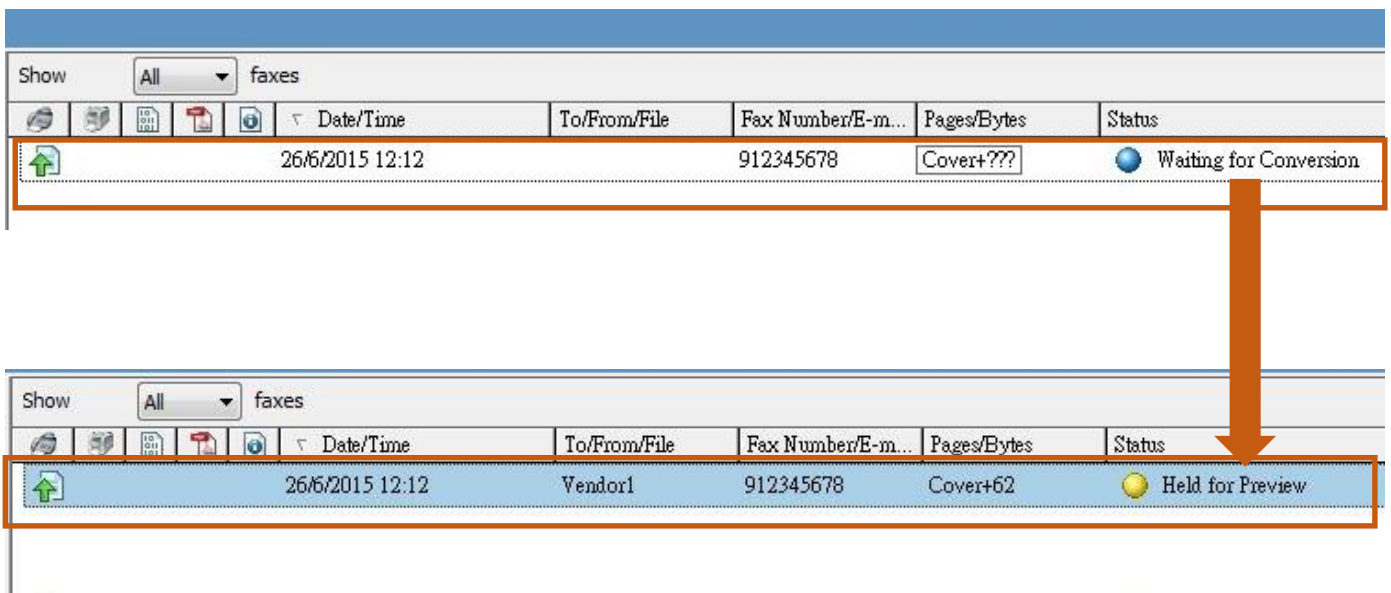

6. Select the files from your computer and click "**Attach**" button. Repeat *Step 5* & *Step 6* for attaching multiple files.
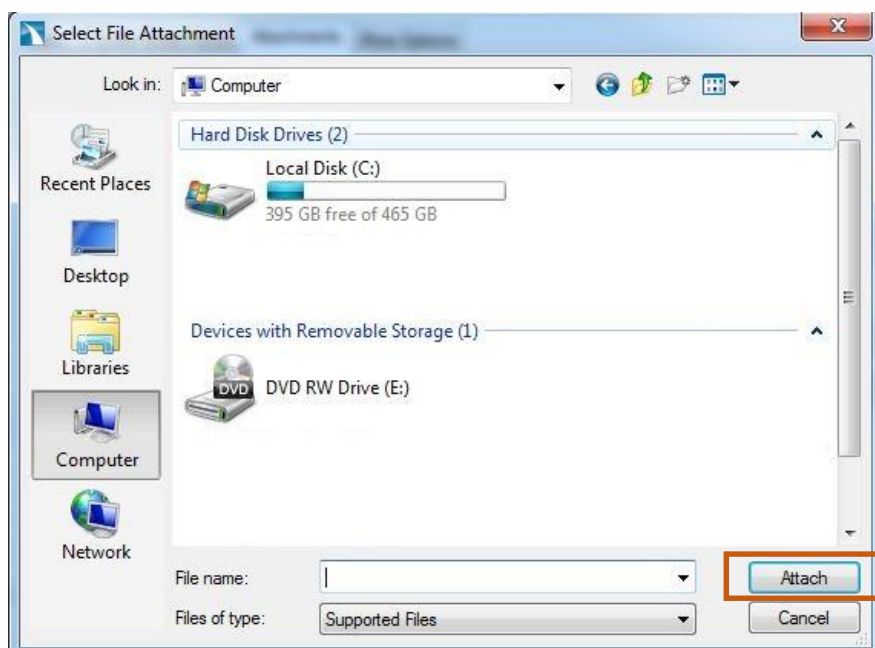
7. Three documents are attached. Click "Send".

Fax Information

| Main | Cover Sheet Notes | Attachments | More Options |

Preview file by selecting a file and click the magnifier

Description			Pages/Bytes
C:\	A10-DG~1.PDF		927626
C:\	.VMWARE~2....		978785
C:\	.WSBRAN~1....		320369

Delete file by selecting a file and click the cross

Arrange file order by selecting a file and click up or down arrow

Send   Cancel

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

| Show | All ▾ faxes |

| | Date/Time | To/From/File | Fax Number/E-m... | Pages/Bytes | Status |
| | 26/6/2015 12:12 | | 912345678 | Cover+??? | ⬤ Waiting for Conversion |

| Show | All ▾ faxes |

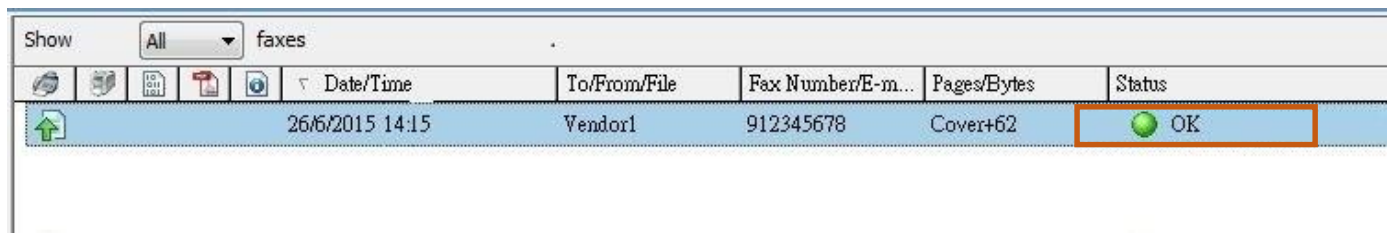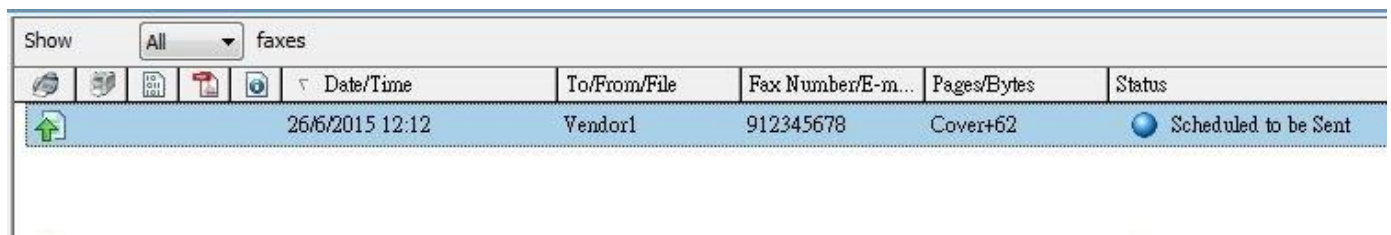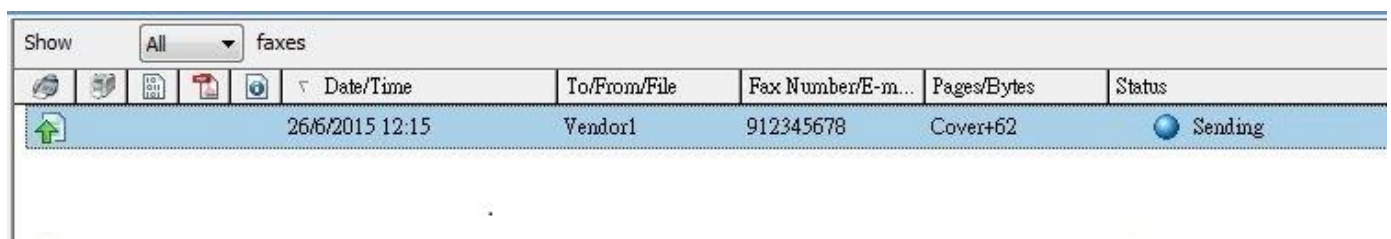| | Date/Time | To/From/File | Fax Number/E-m... | Pages/Bytes | Status |
| | 26/6/2015 12:12 | Vendor1 | 912345678 | Cover+62 | ⬤ Held for Preview |

9. Select the new created fax and right click. Select "**View**" for final checking before sending this fax out.
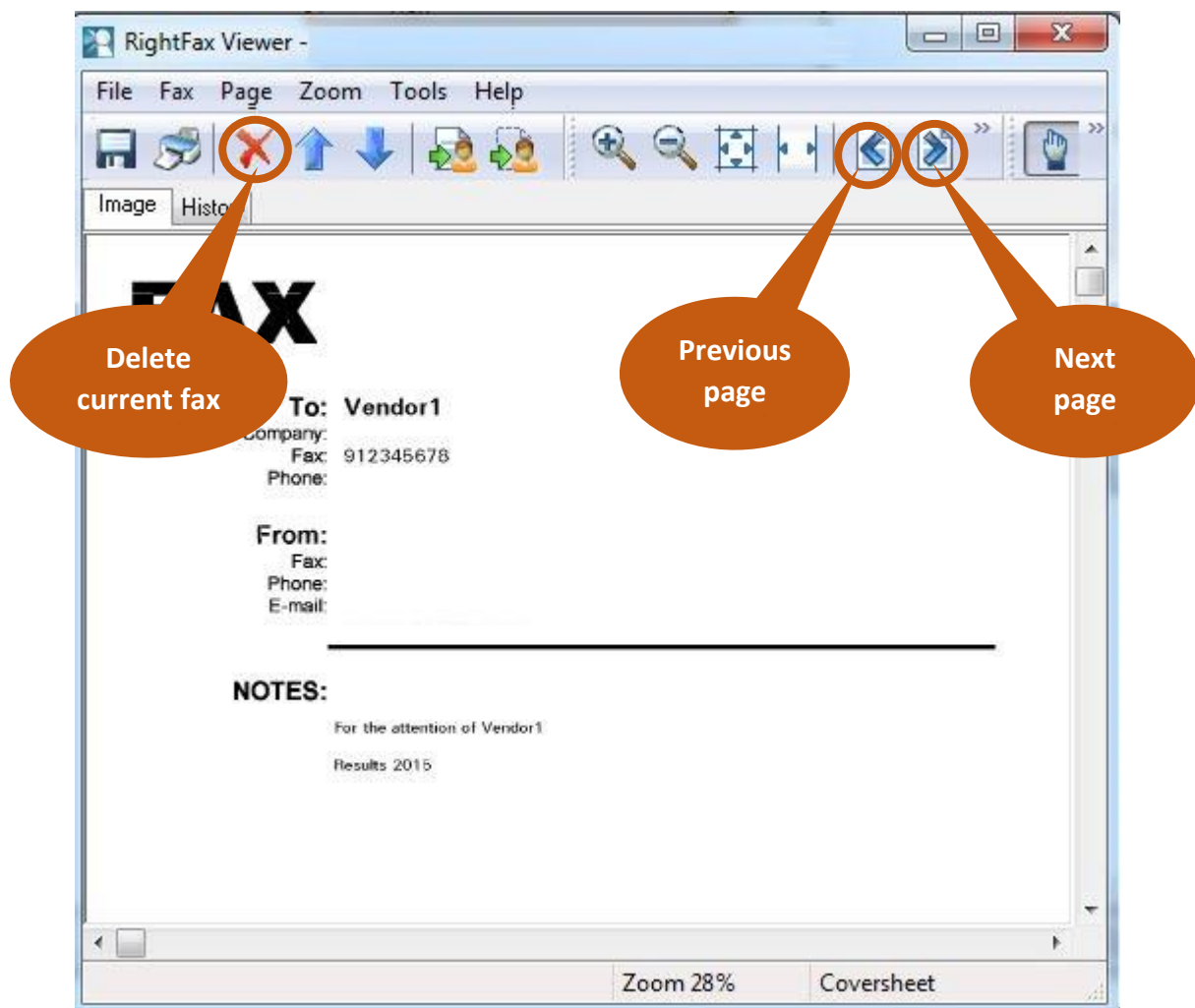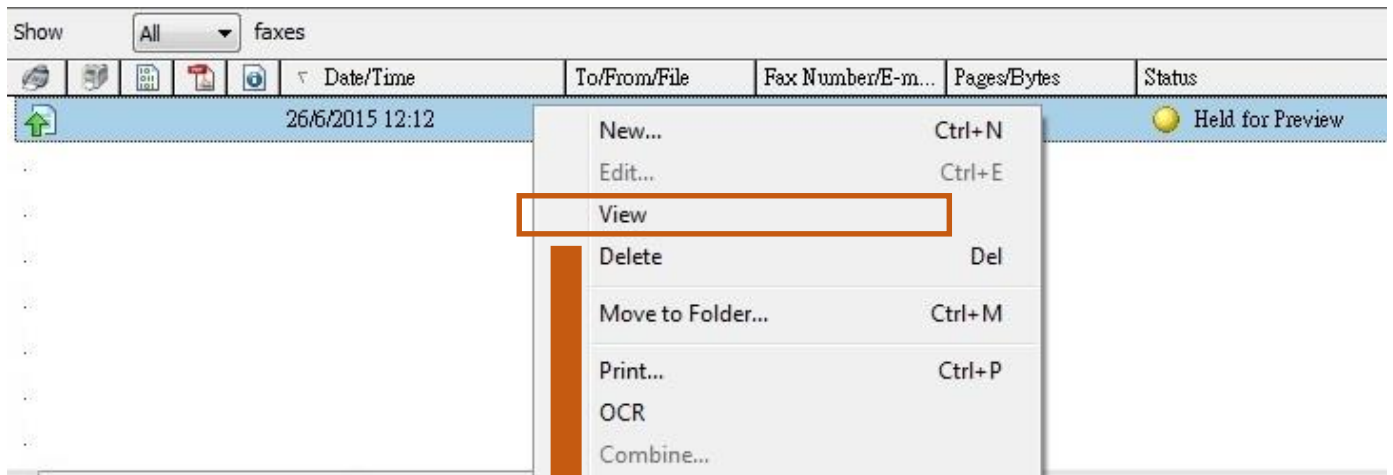
10. Select the newly created fax and right click. Select "**Status**" > "**Release**" to send out the fax.
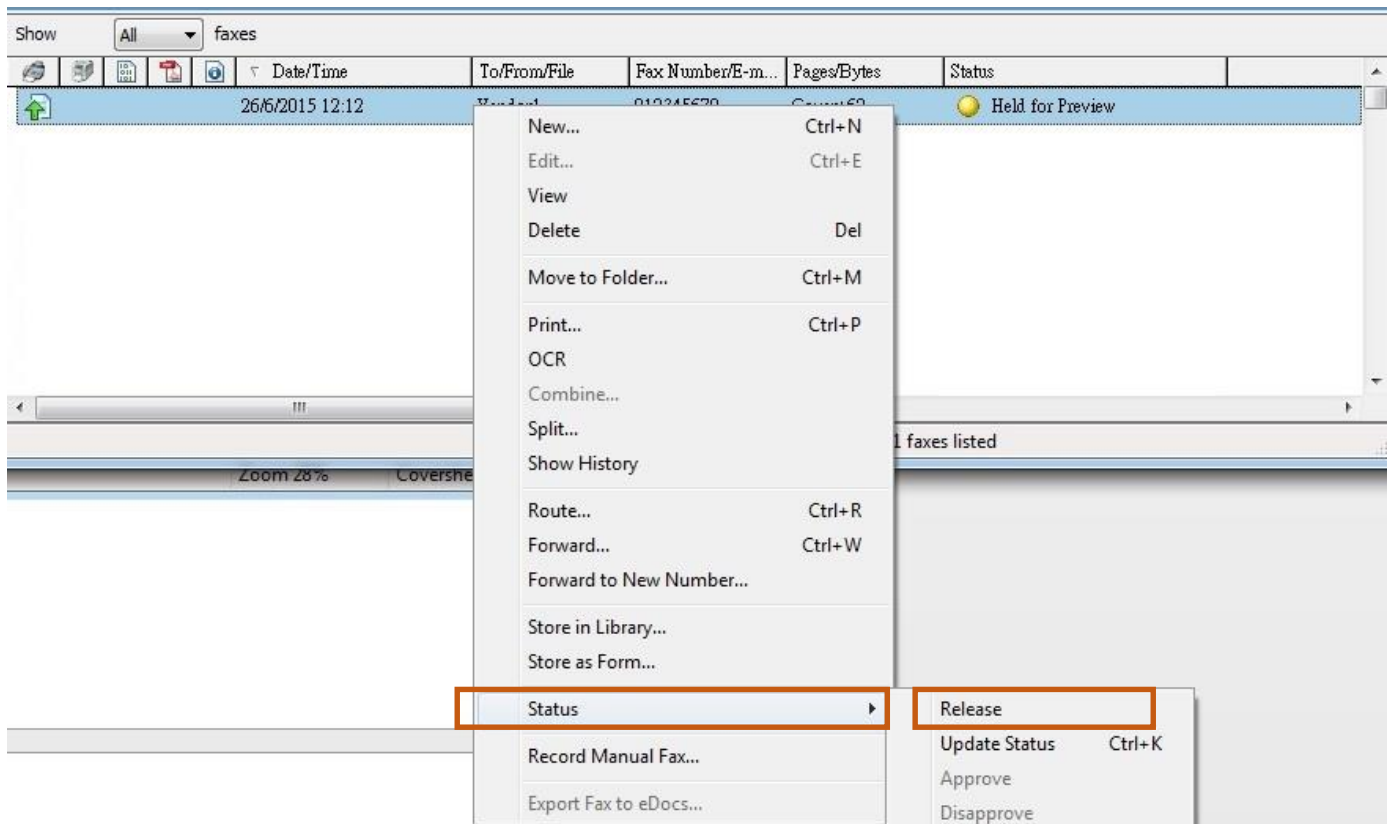
11. Fax status changed to "OK" means this fax send out complete.
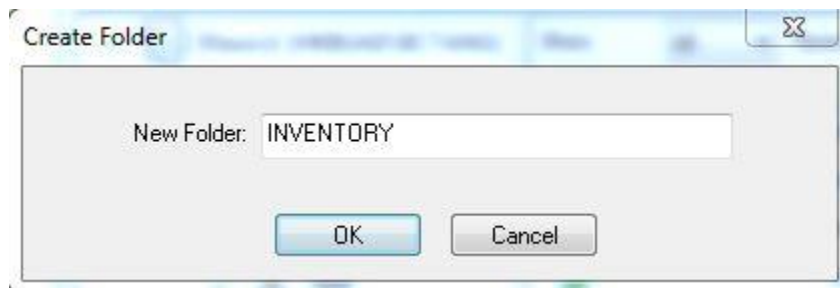
III. Organizing Faxes

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

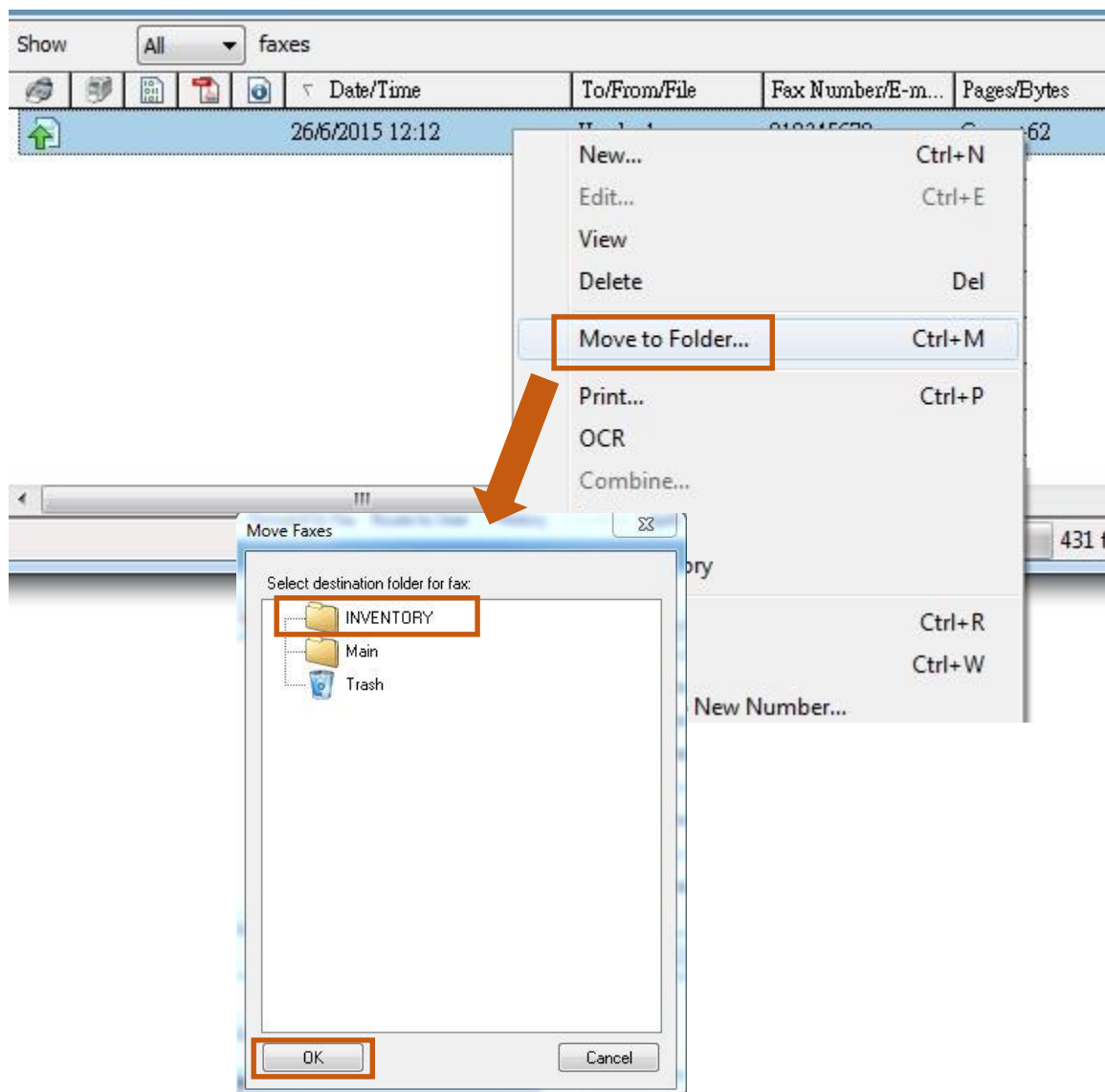1. On left hand tree, right click Main folder and select "**New**".

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.
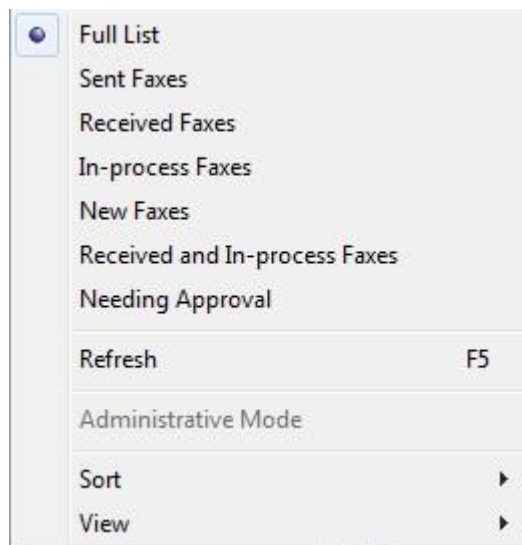
IV. Filtering faxes

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.
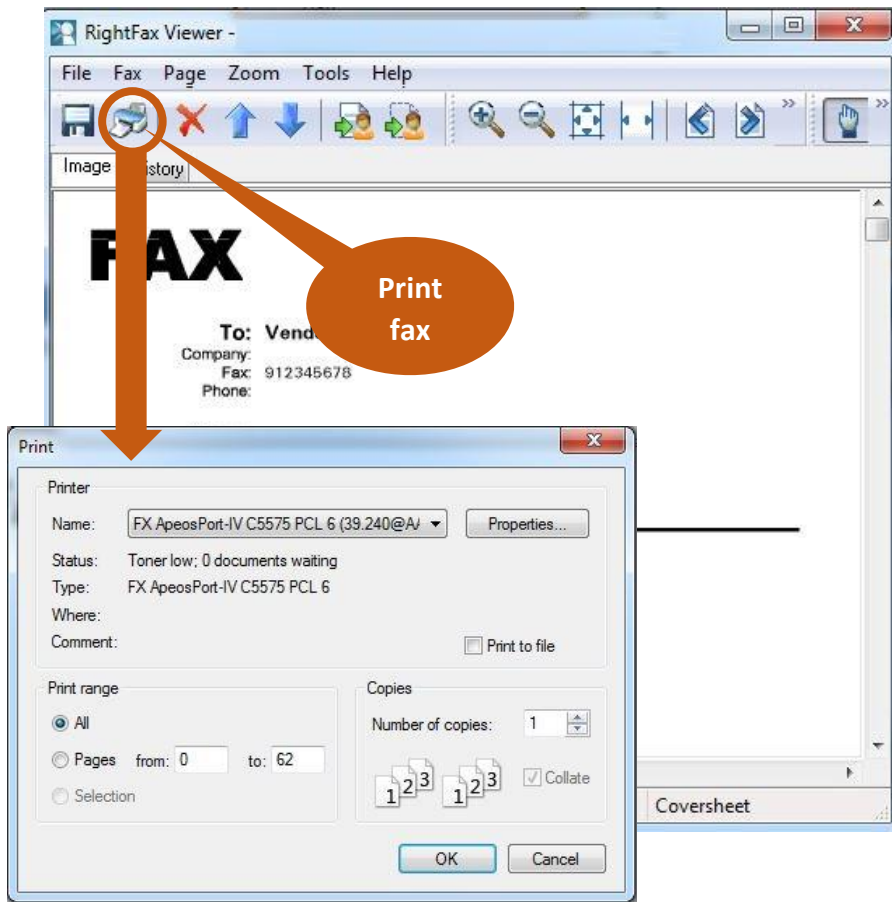
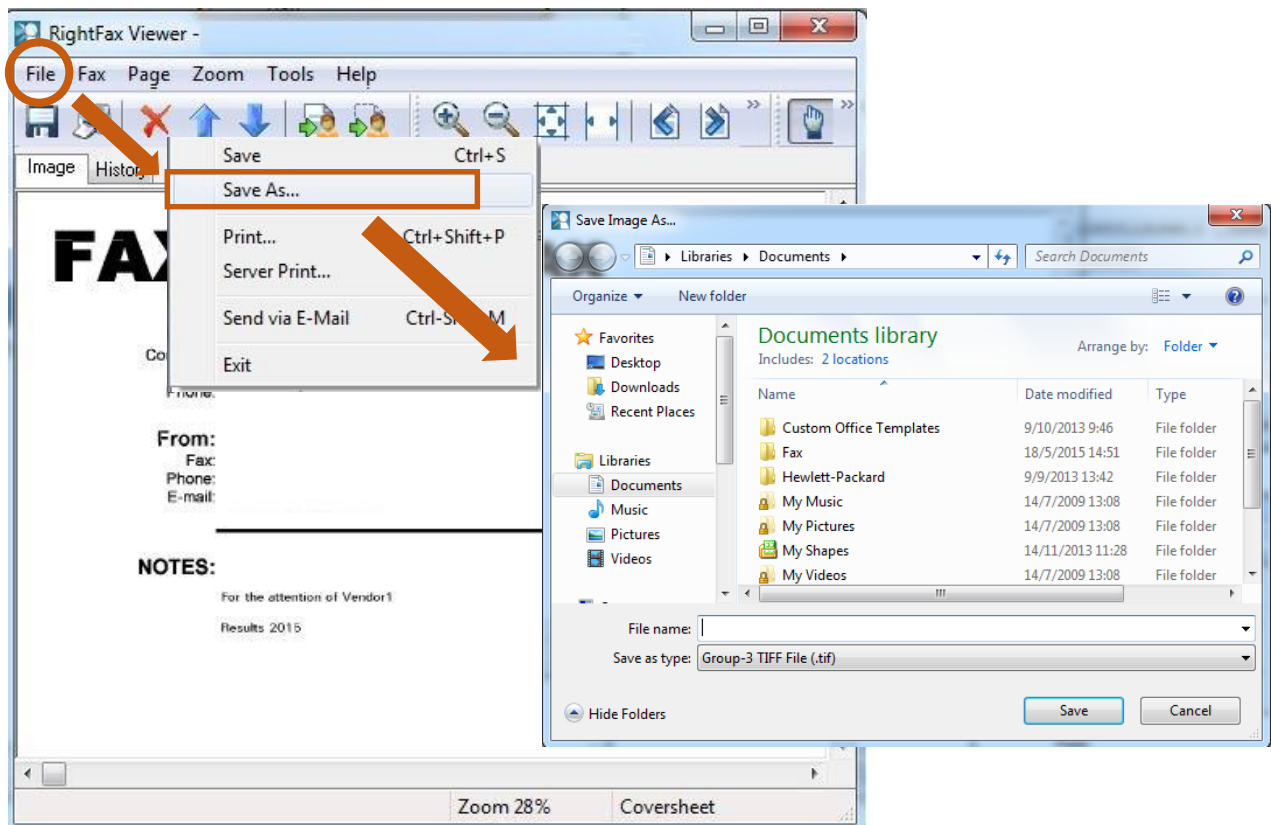1. You can find all incoming faxes on "**Other Users**" > **[Fax machine no.]** > "**Main**".
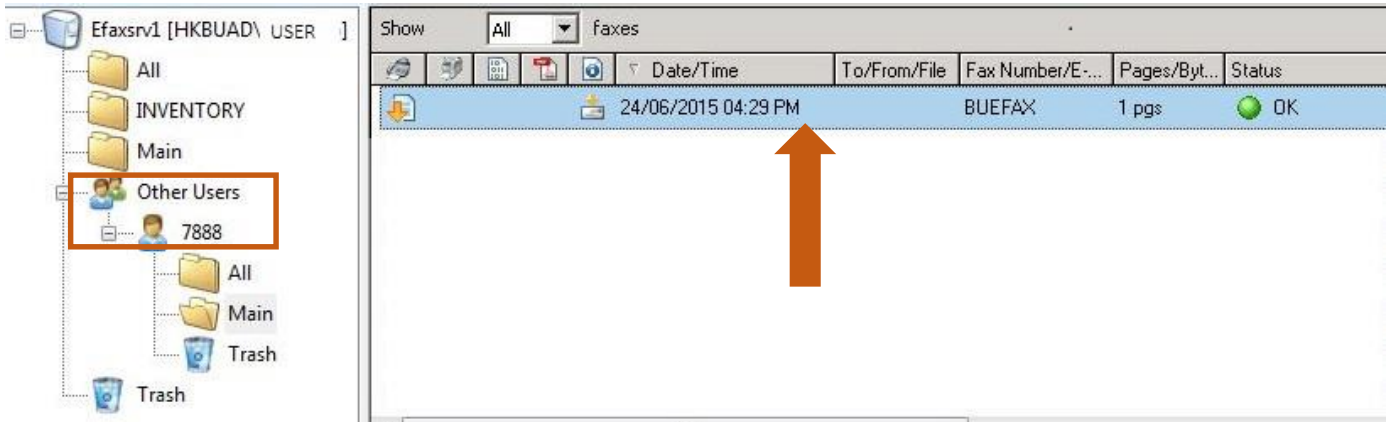
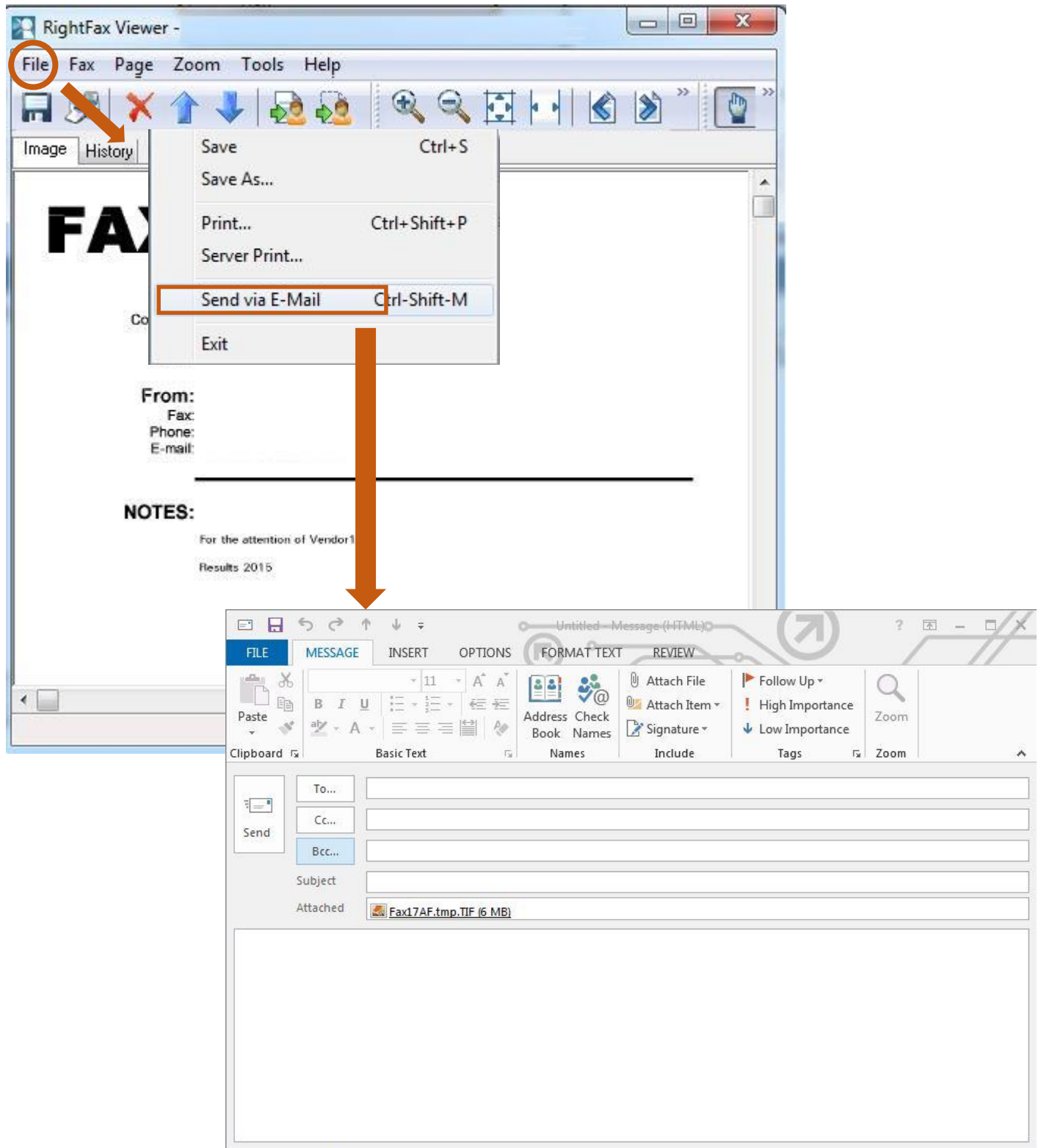2. Double click the incoming fax to view the content.
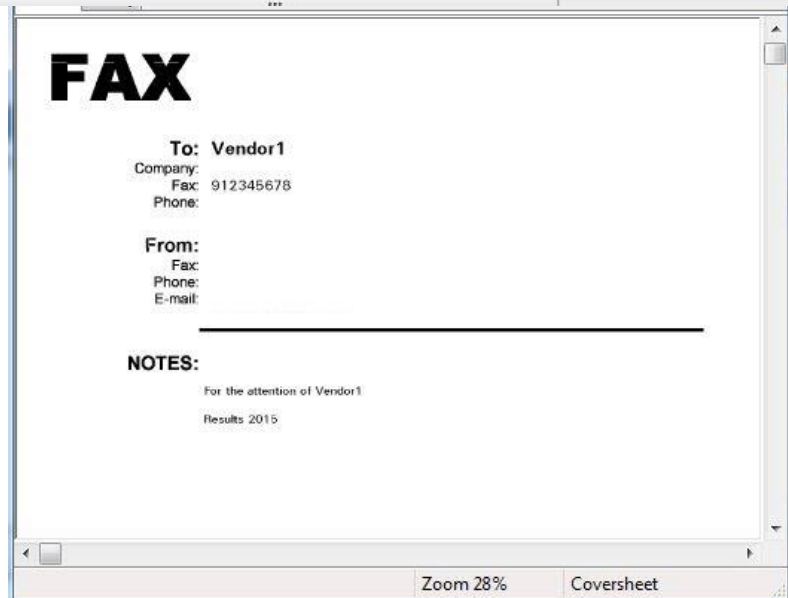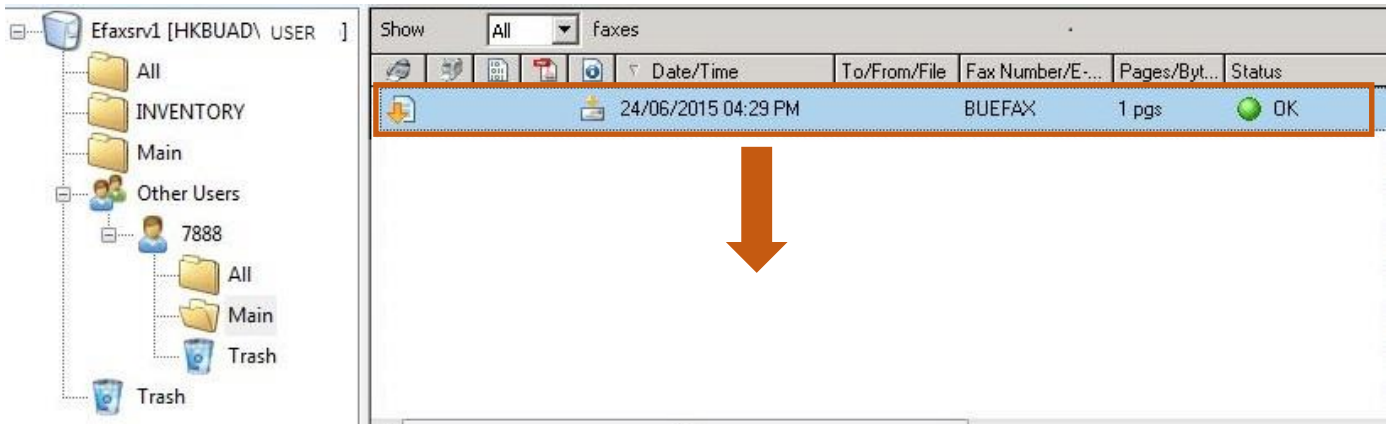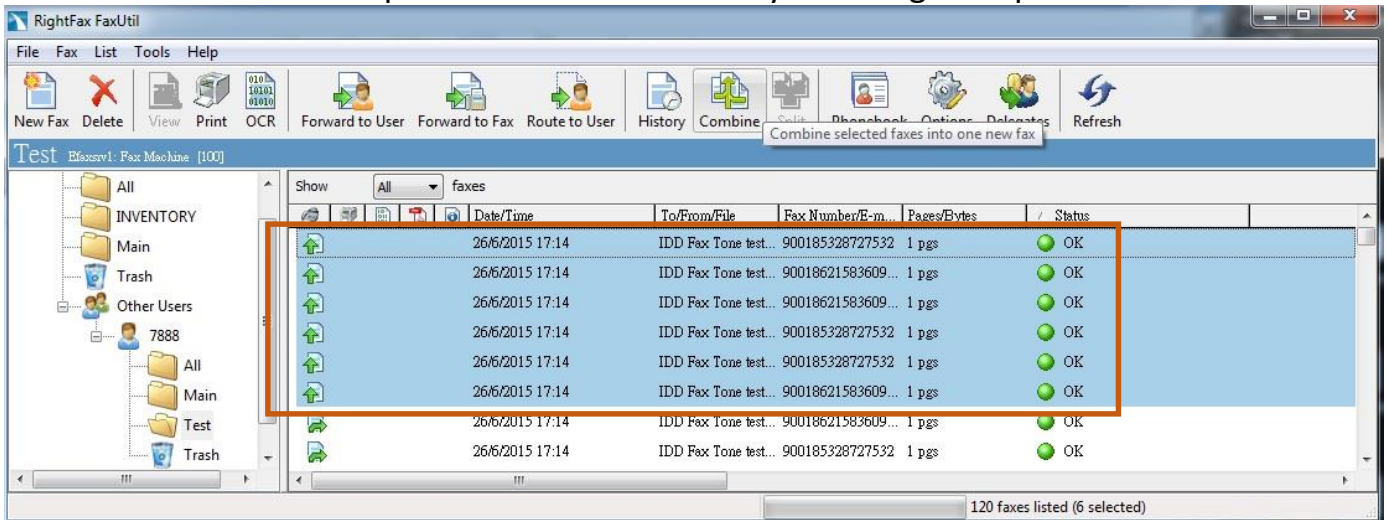
3. You can print this fax by clicking the printer icon.

4. Select "**File**". Click "**Save As...**" to save print this fax.
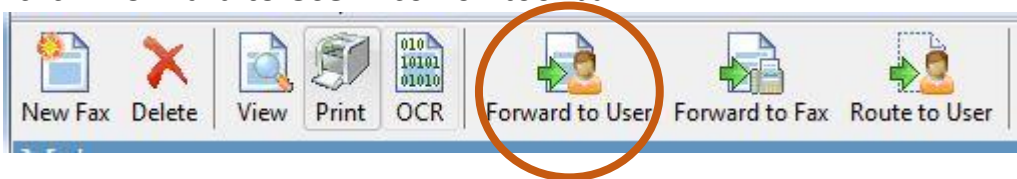
5. Select "**File**". Click "**Send via E-mail**" to mail this fax to others with Outlook client.
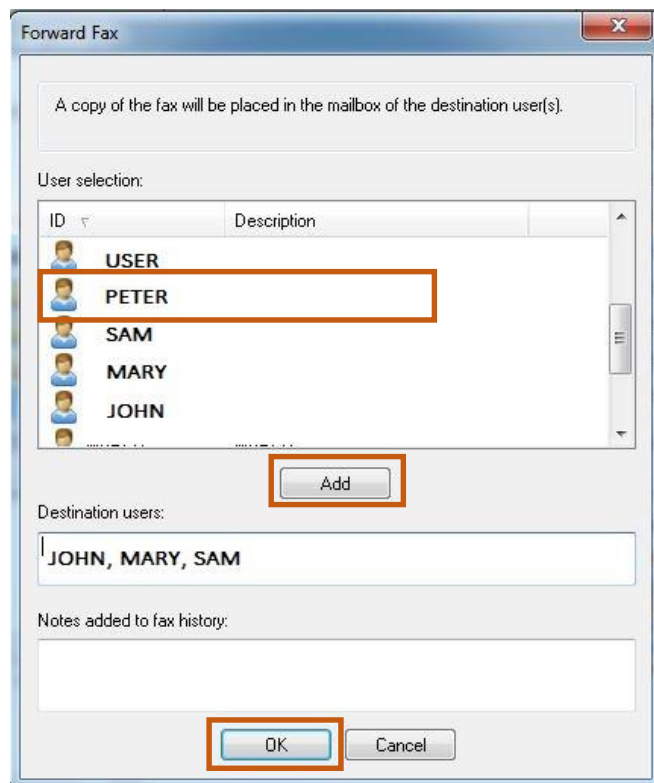
6. You can forward multiple faxes to other users by selecting multiple faxes.
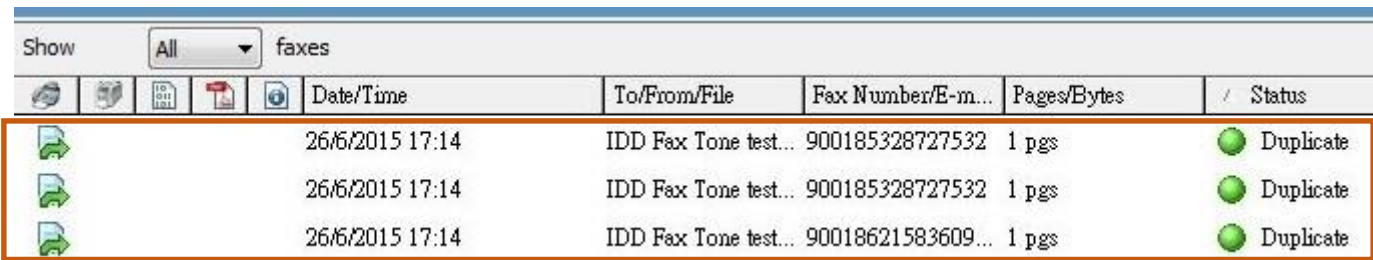

Then click "**Forward to User**" icon on tool bar.

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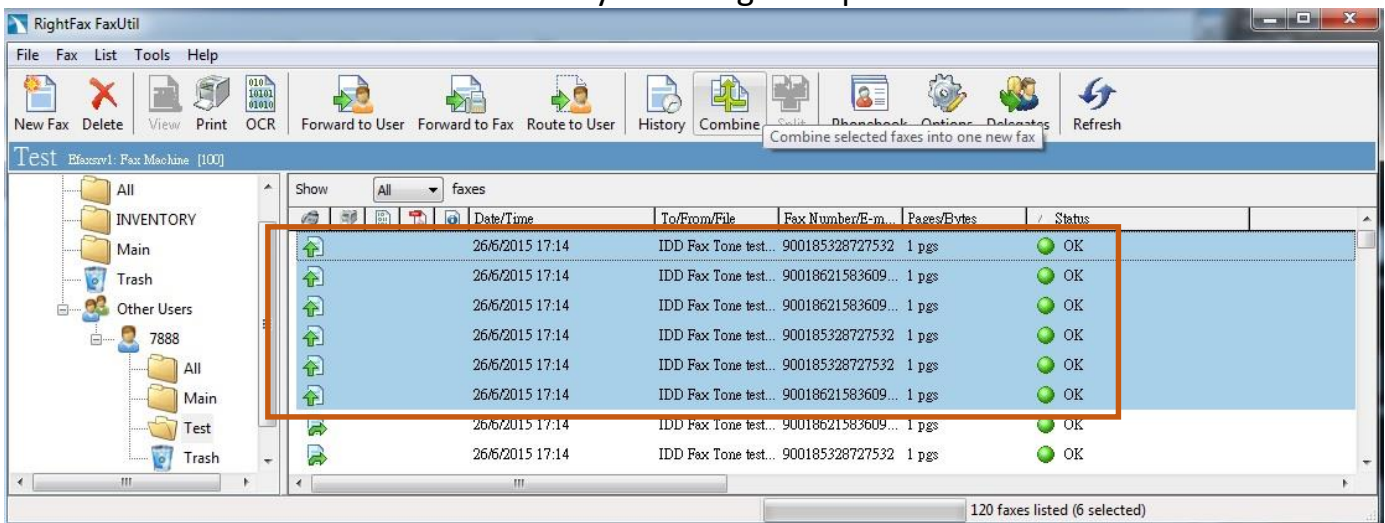

****NOTE: Using "**Forward to User**", the original faxes retained in fax mailbox .****

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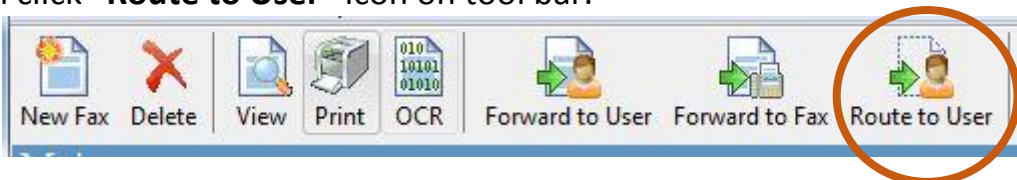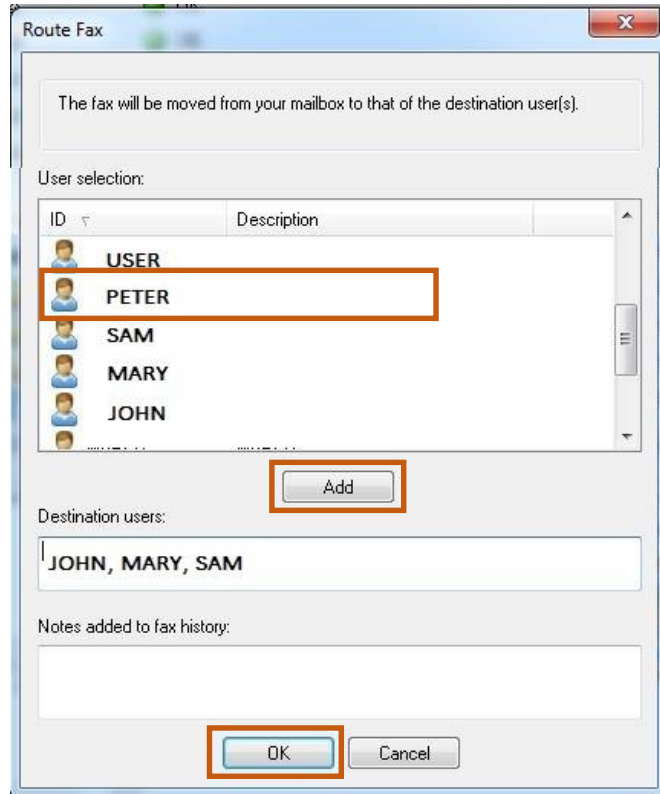marked as "**Duplicate**".

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

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.

****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**".