

# RightFax FaxUtil Installation Guide

**Version 1.0**

**Prepared by ITO/UCU**

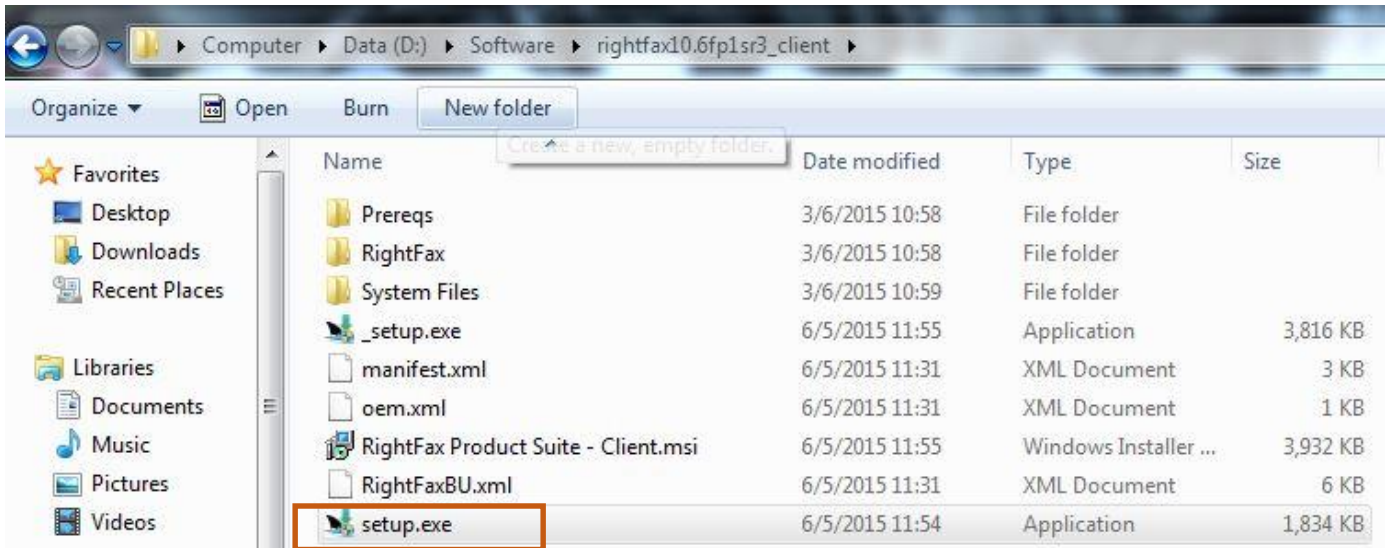


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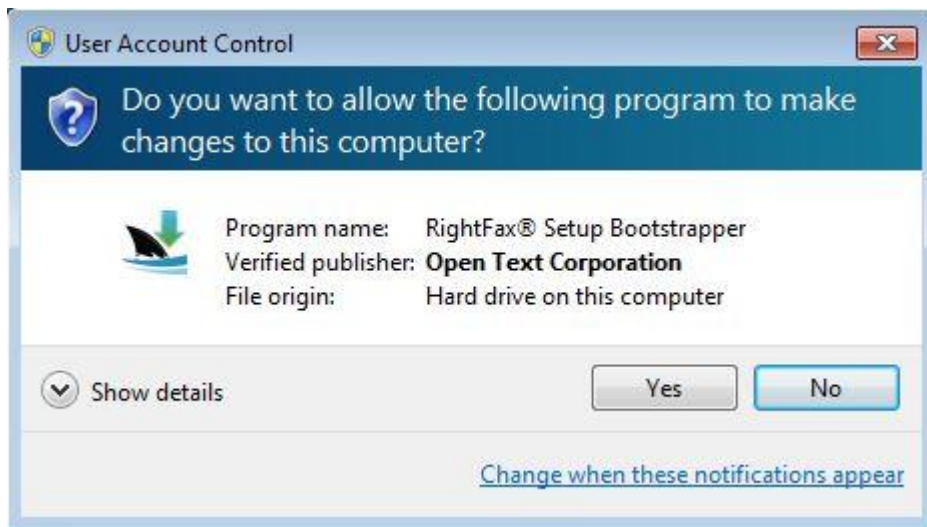
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# I. RightFax FaxUtil Installation

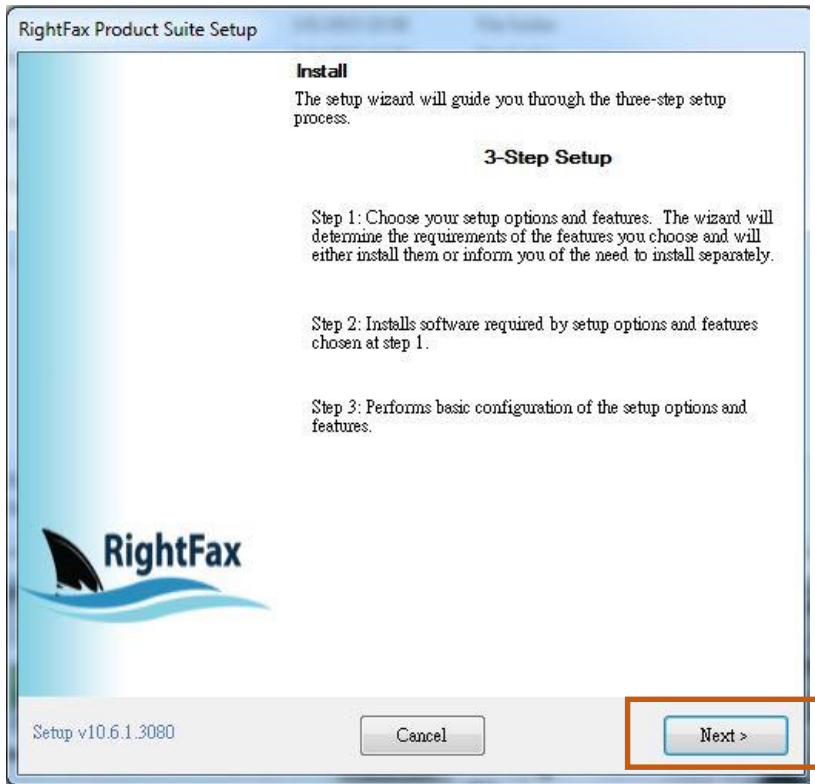
1. Double click “setup.exe” to start RightFax FaxUtil installation.



2. To install RightFax FaxUtil, you need a user account with administrator privilege.



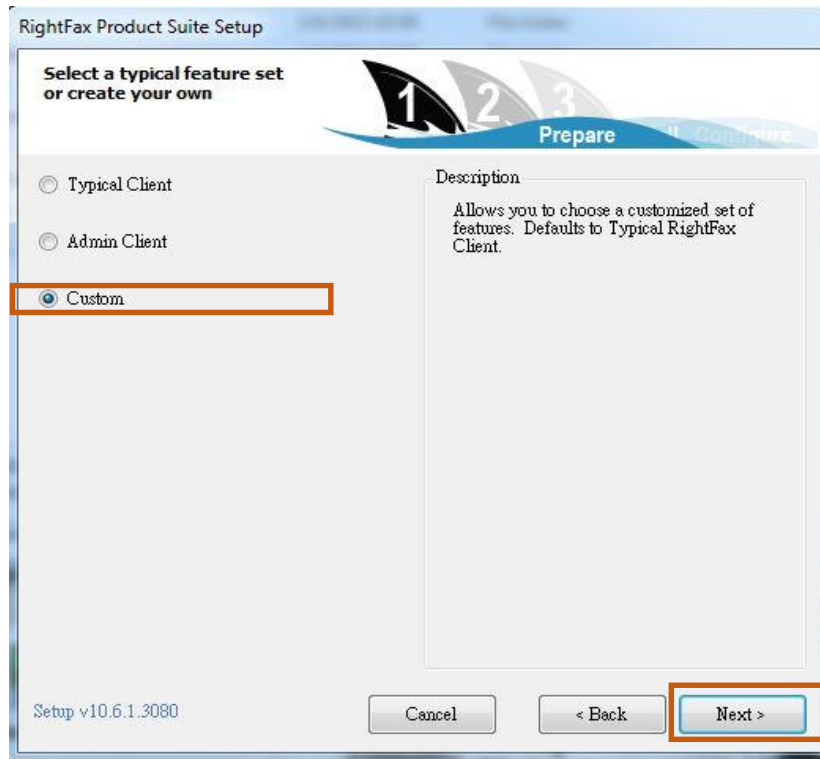
3. Click **“Next”**.



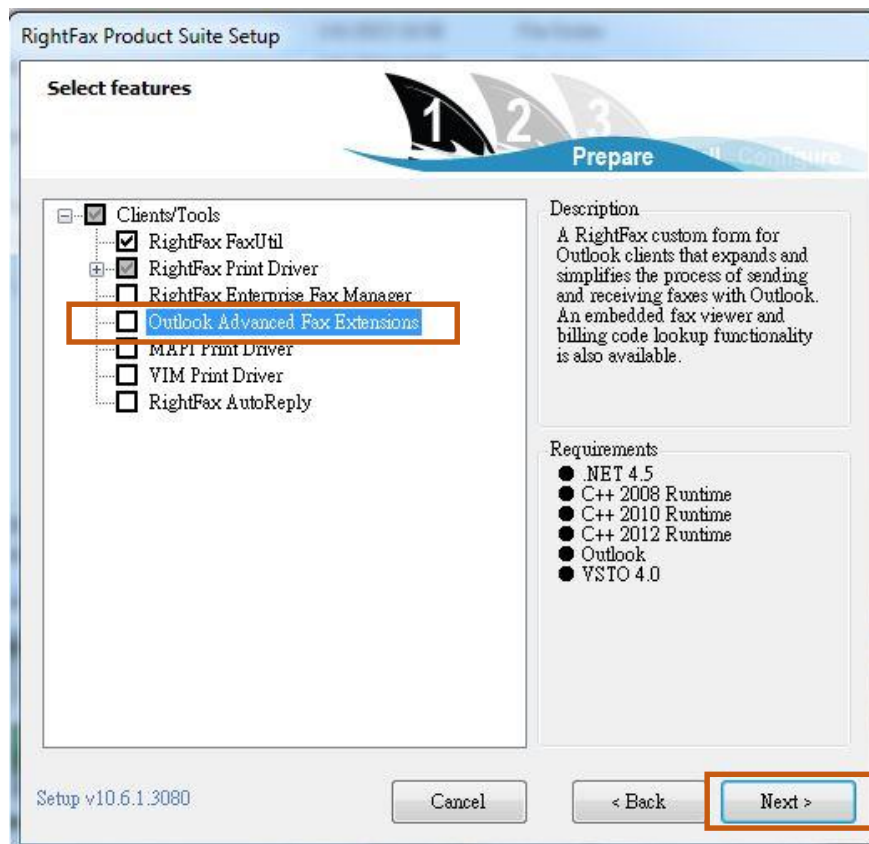
4. Check **“I accept the terms in the license agreement”** and click **“Next”**.



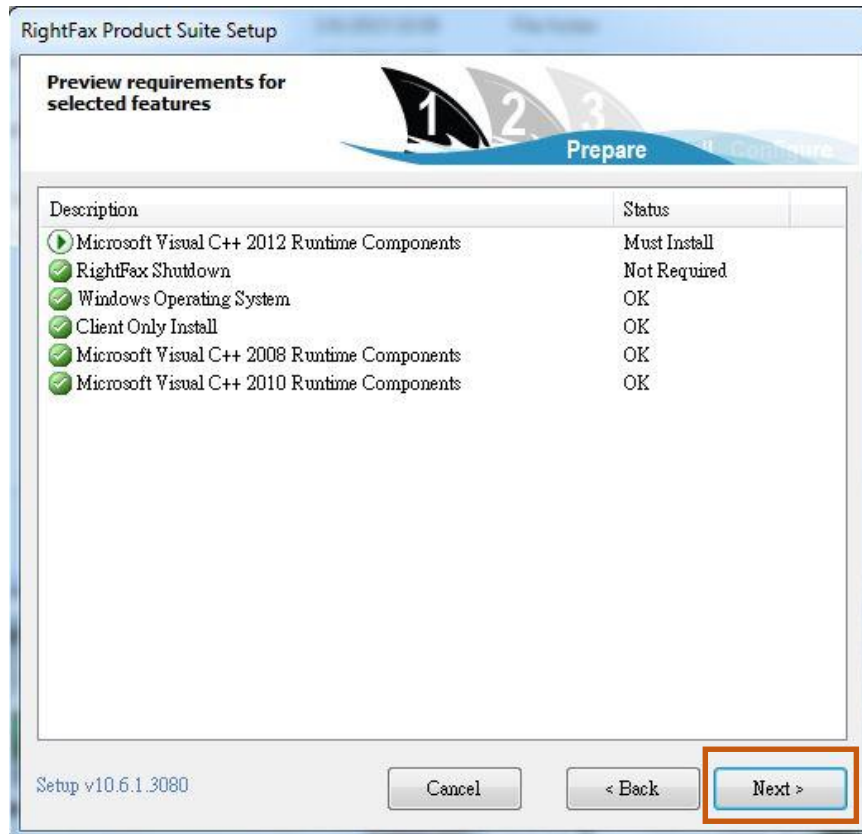
5. Select **“Custom”** and click **“Next”**.



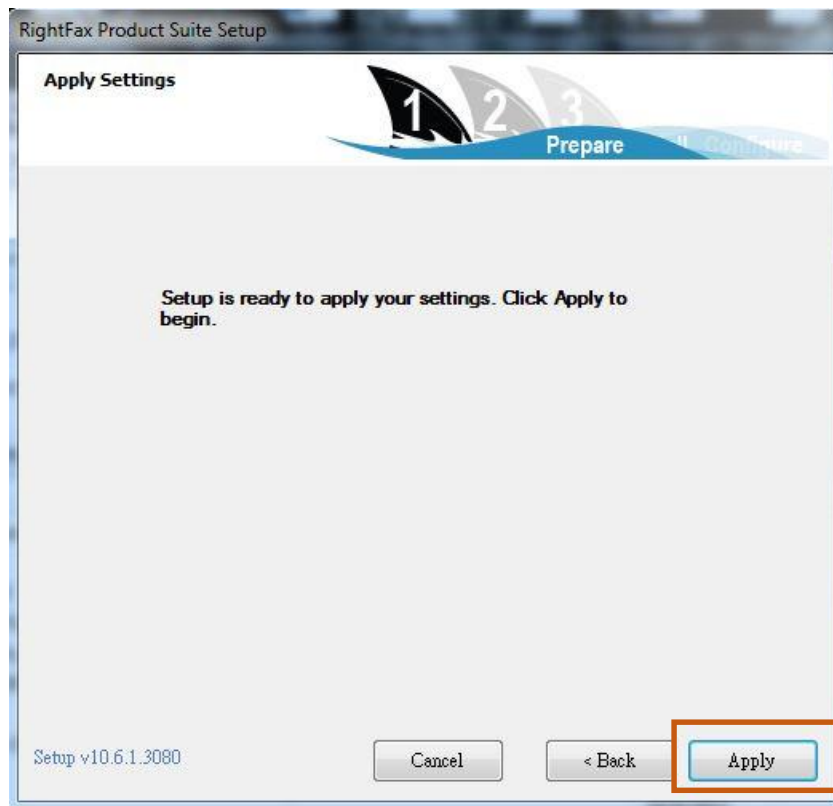
6. Uncheck **“Outlook Advanced Fax Extensions”** and click **“Next”**



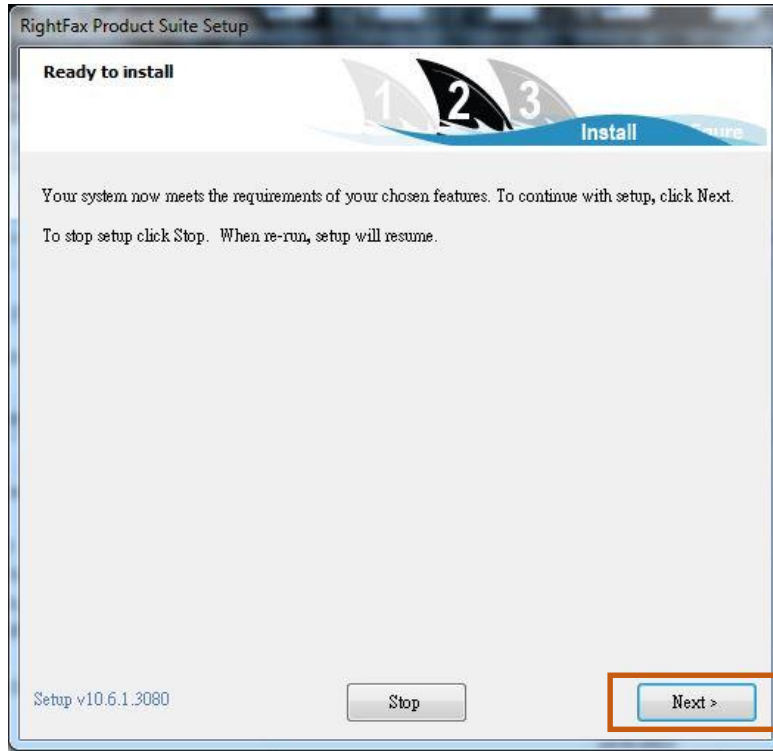
7. Setup program will check requirement. Click “Next”.



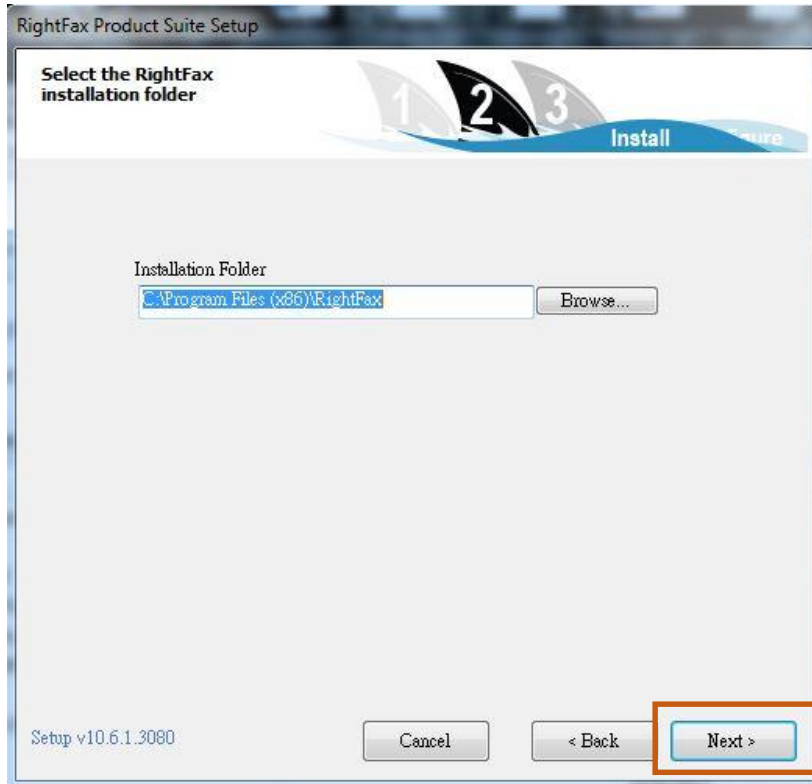
8. Click “Apply”.



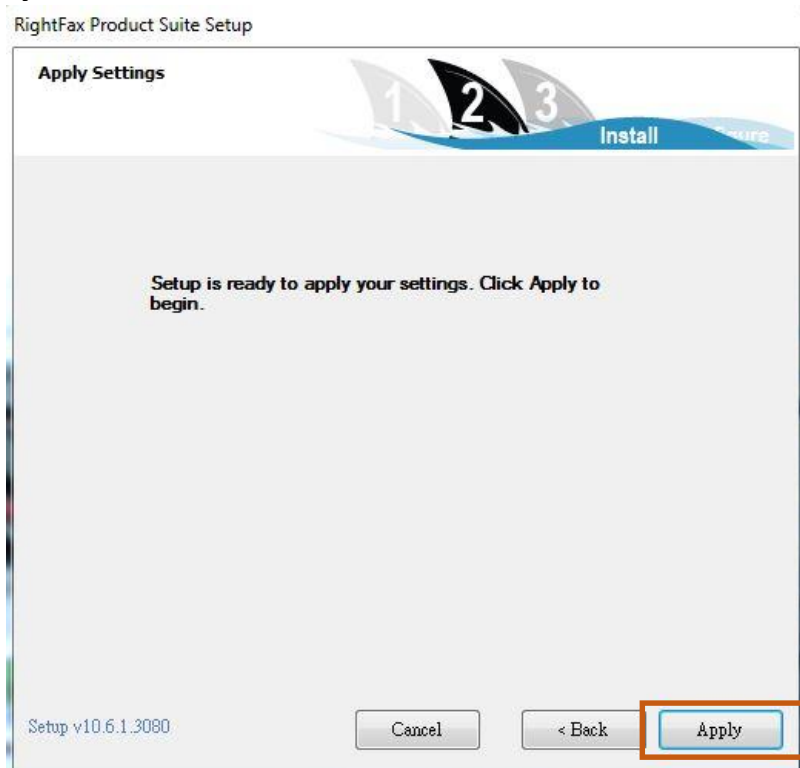
9. Click “Next”.



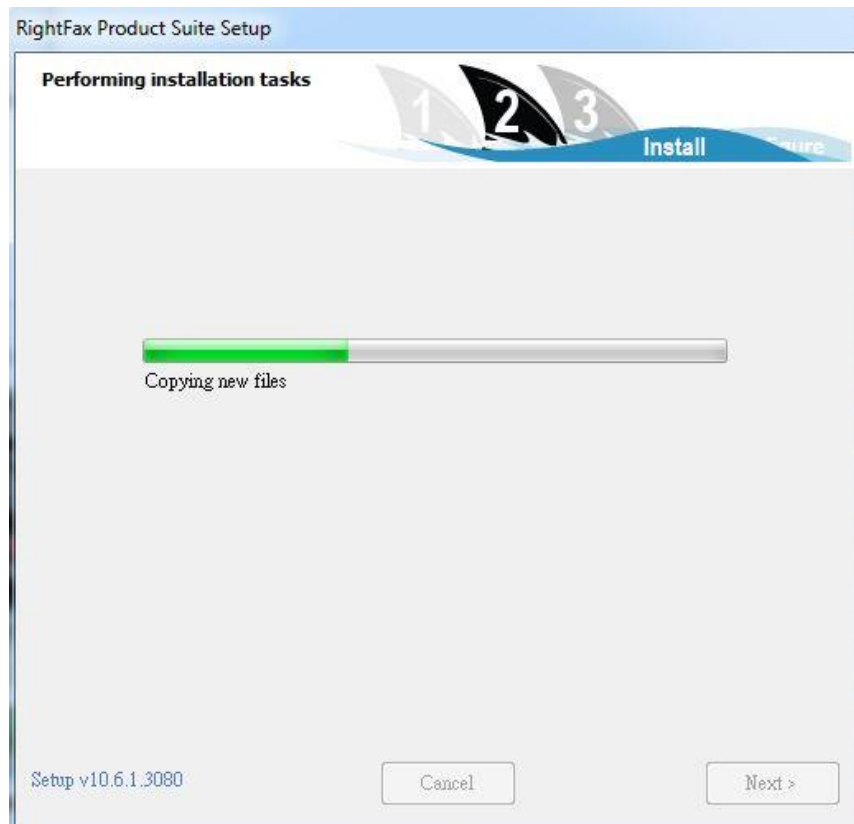
10. Click “Next”.



11. Click **“Apply”**.

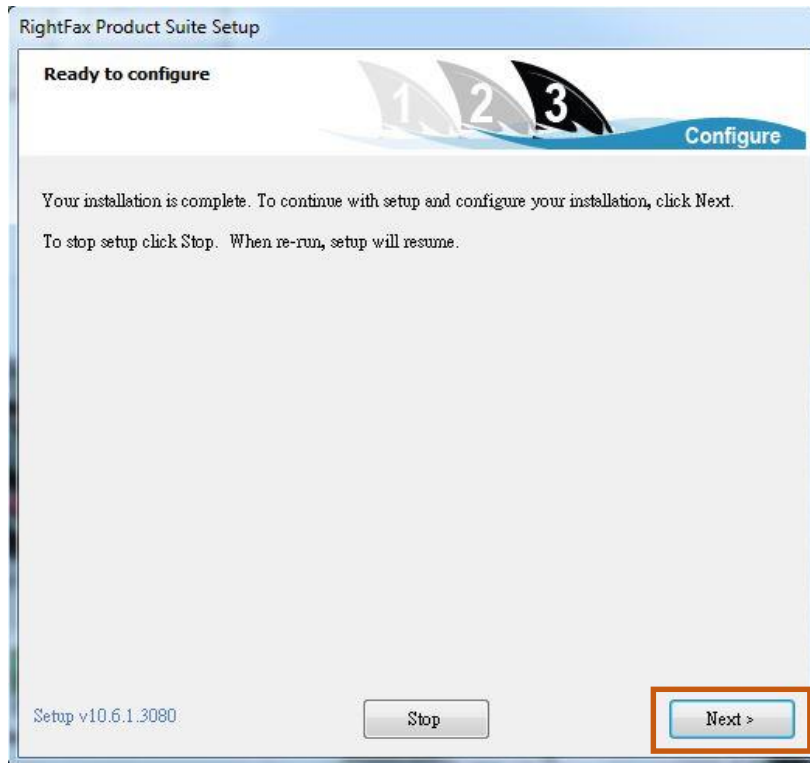


12. Performing installation.

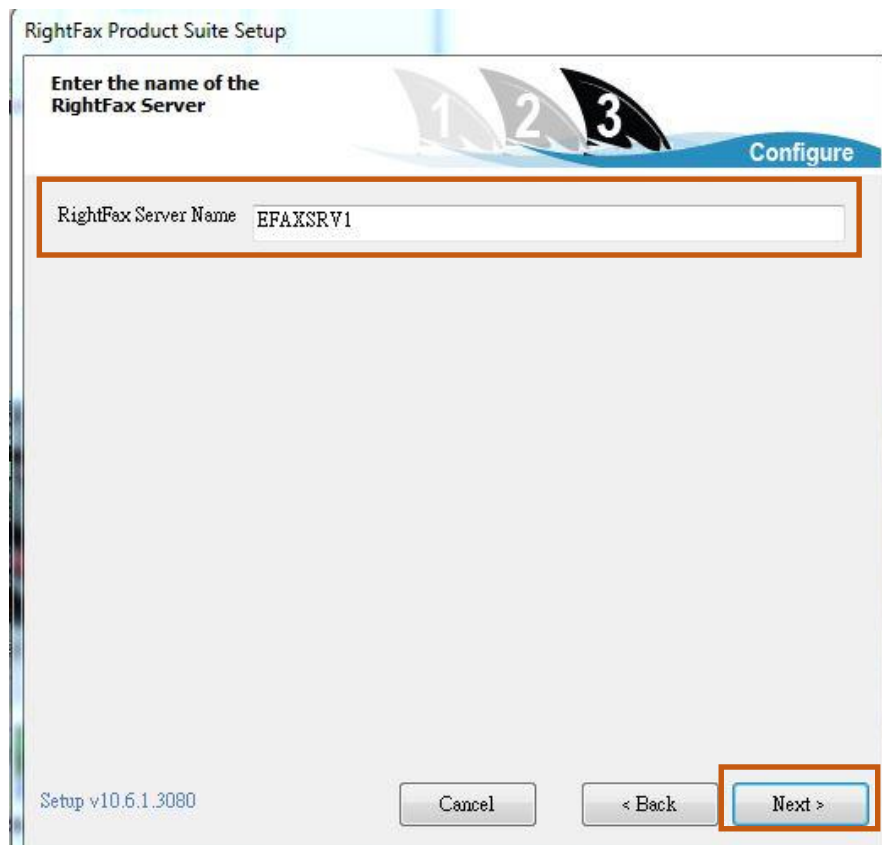




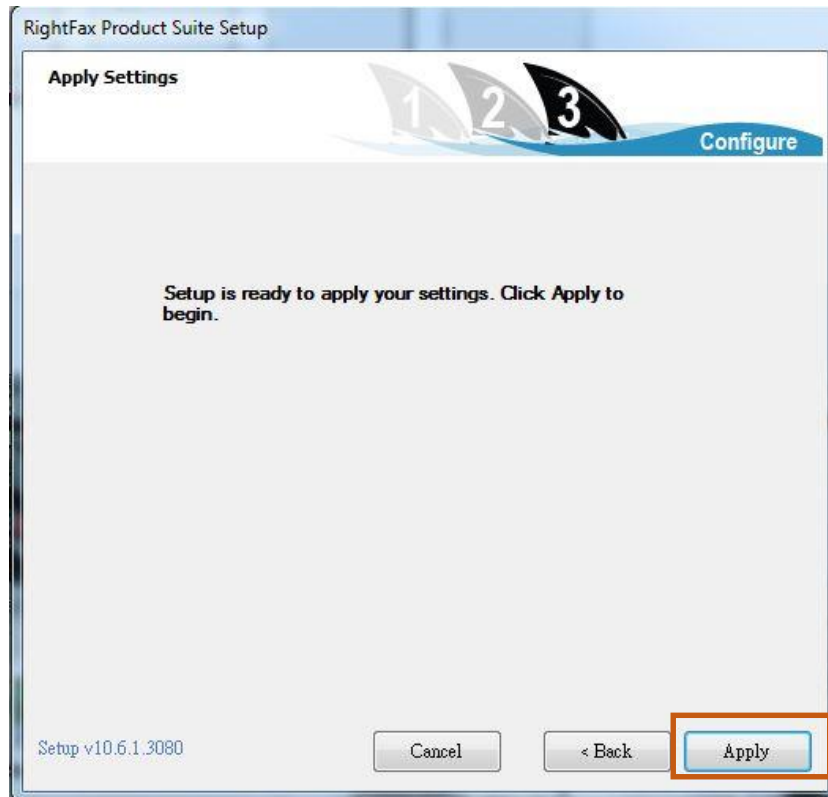
13. Installation completed and click “Next”.



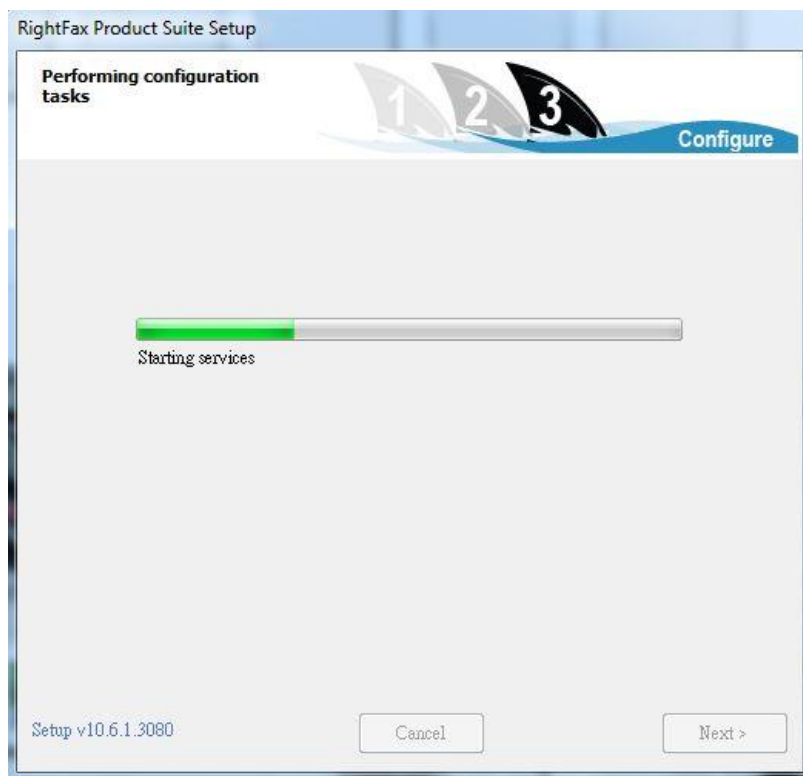
14. Insert “EFAXSRV1” and click “Next”.



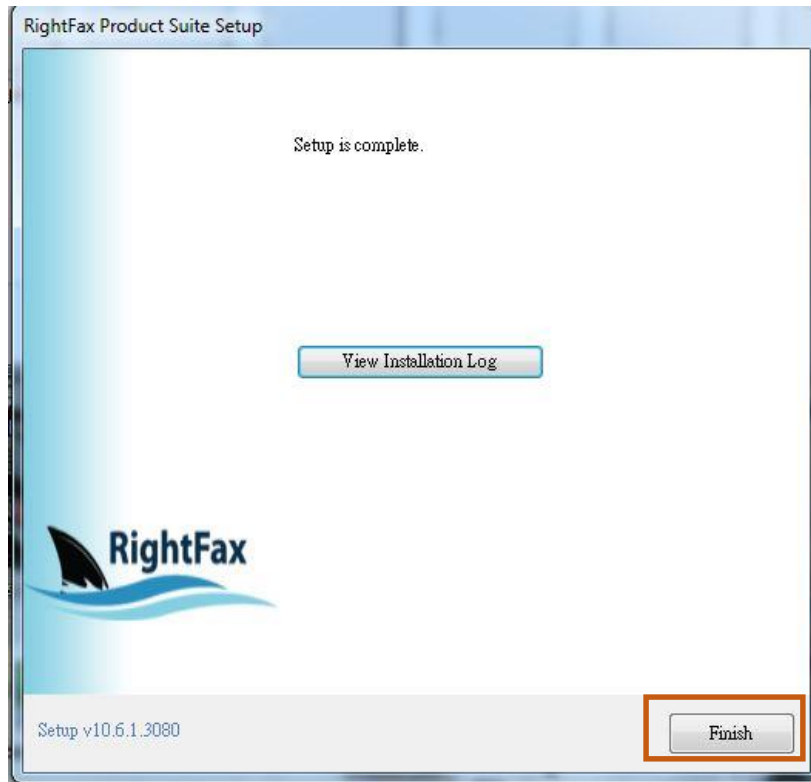
15. Click **“Apply”**.



16. Wait for services startup.

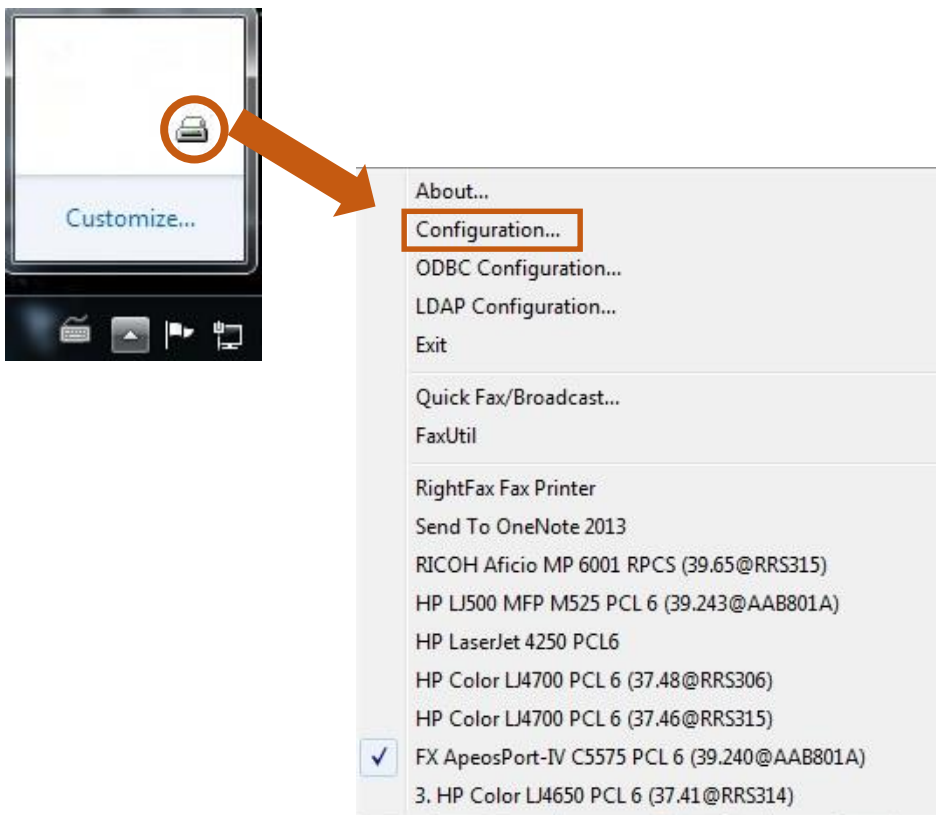


17. Installation is complete. Click **“Finish”**.

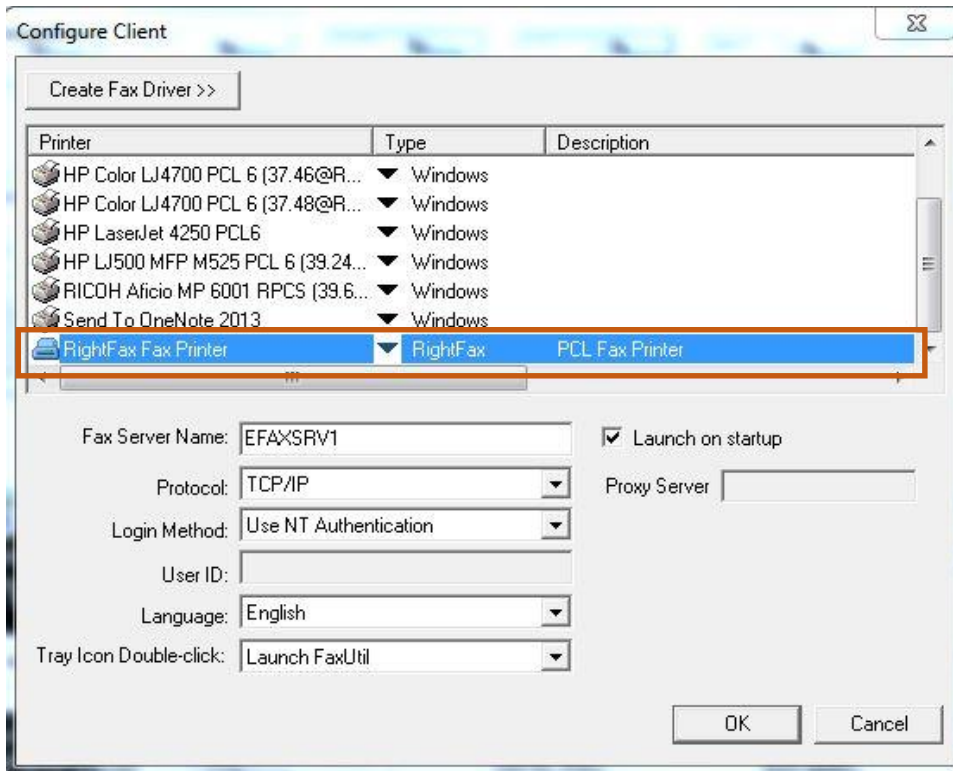


## II. Check RightFax printer

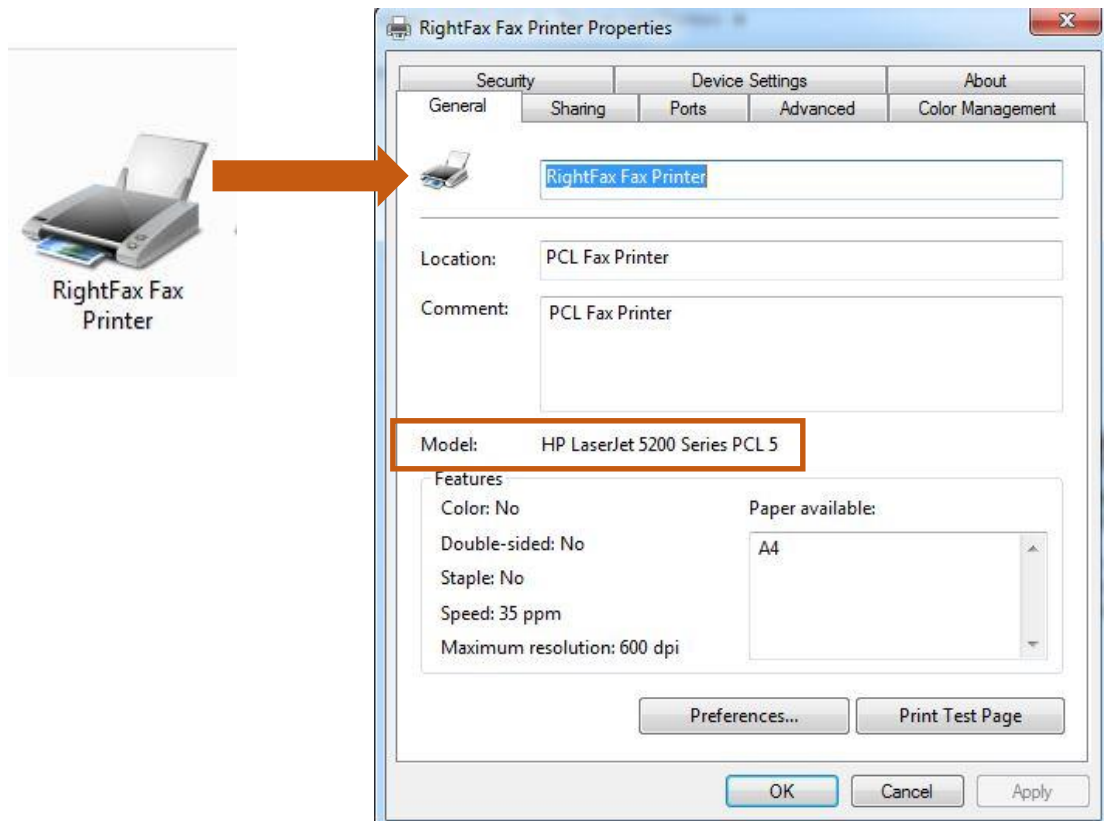
1. Right click RightFax printer on taskbar and click **“Configuration”**.



2. Check **“RightFax Fax Printer”** is configured to **“RightFax”** type.



3. On Start Menu, select **“Devices and Printers”**. Right click **“RightFax Fax Printer”**. Check printer driver is configured to **“HP LaserJet 5200 Series PCL5”**.

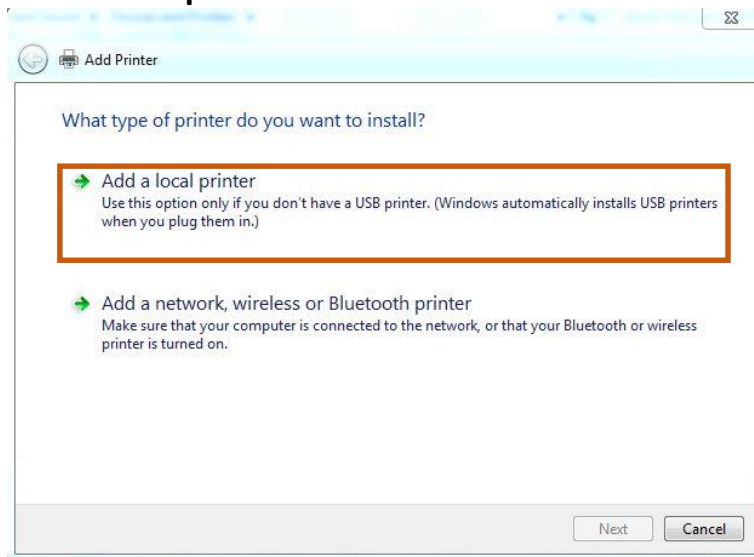


### III. Install Mail Merge Printer

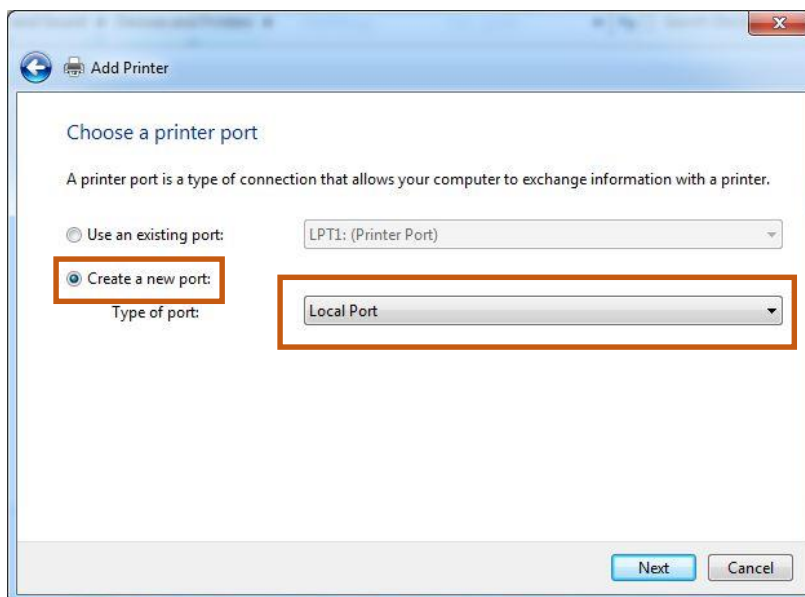
1. On Start Menu, select **“Devices and Printers”**. Click **“Add a printer”**.



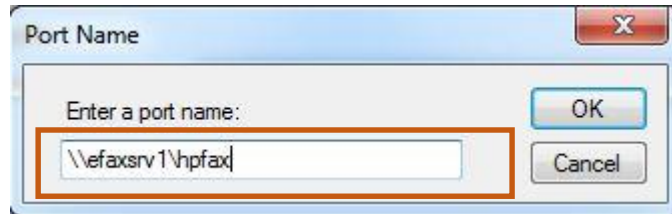
2. Select **“Add a local printer”**.



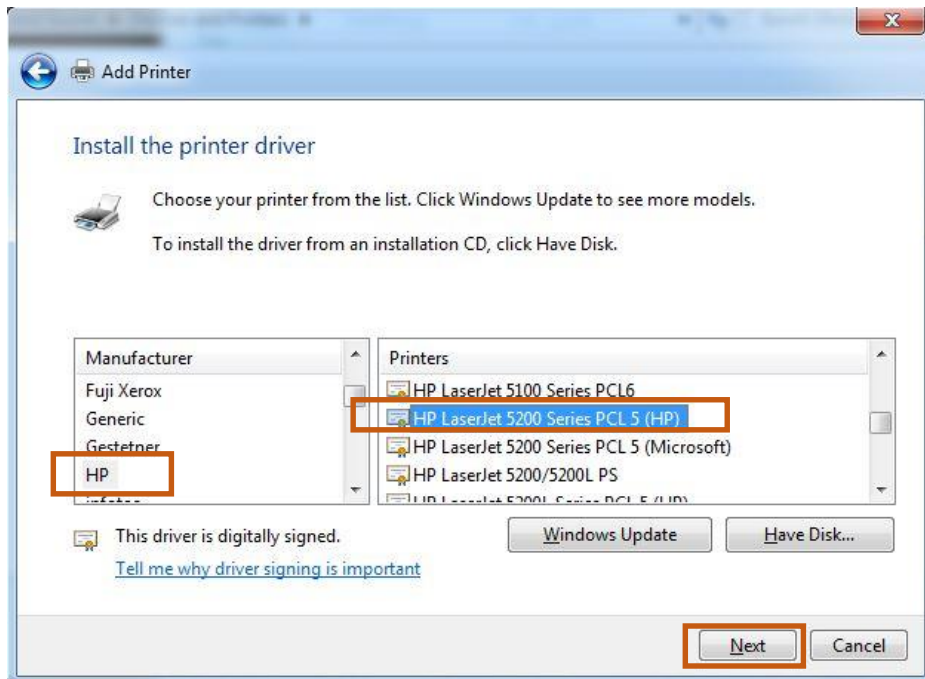
3. Select **“Create a new port:”** and choose **“Local Port”**.



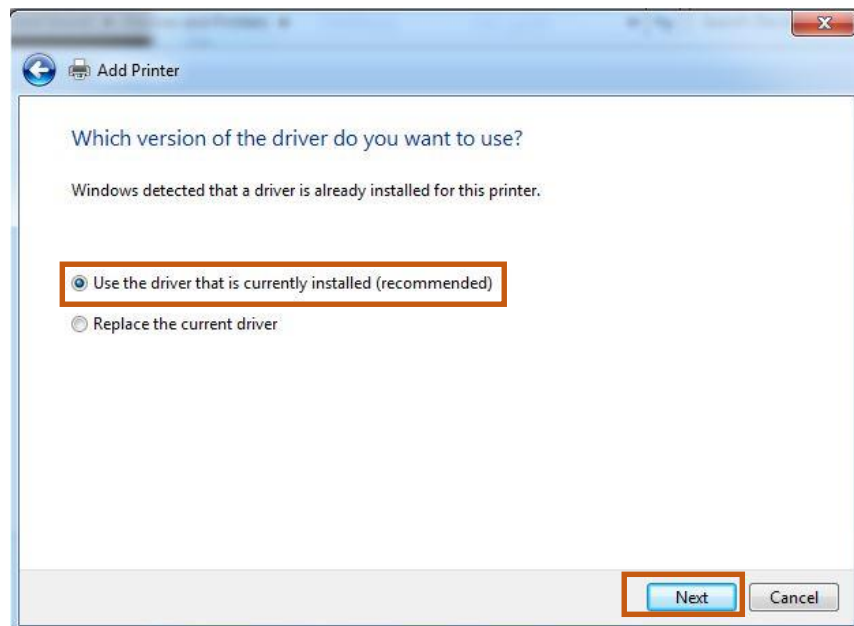
4. Enter “\\efaxsrv1\hpfax”. Click “Ok”.



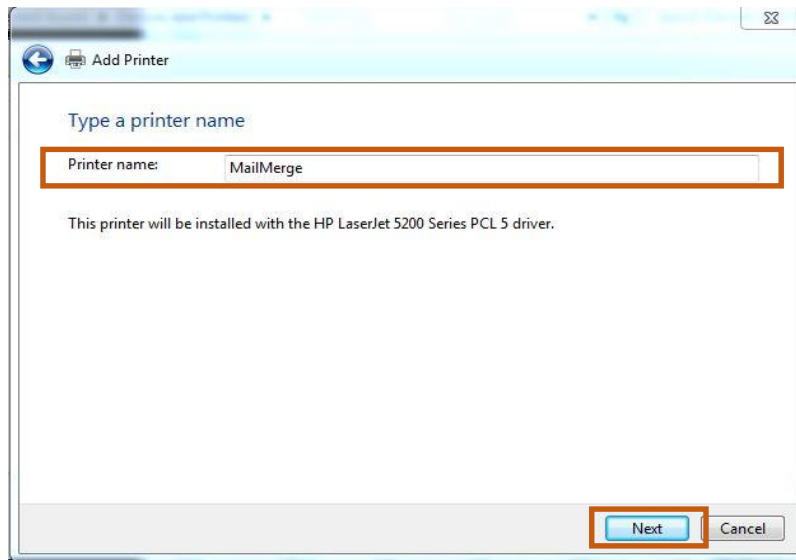
5. Choose Manufacturer: “HP” and Printers: “HP LaserJet 5200 Series PCL5 (HP)”. Click “Next”.



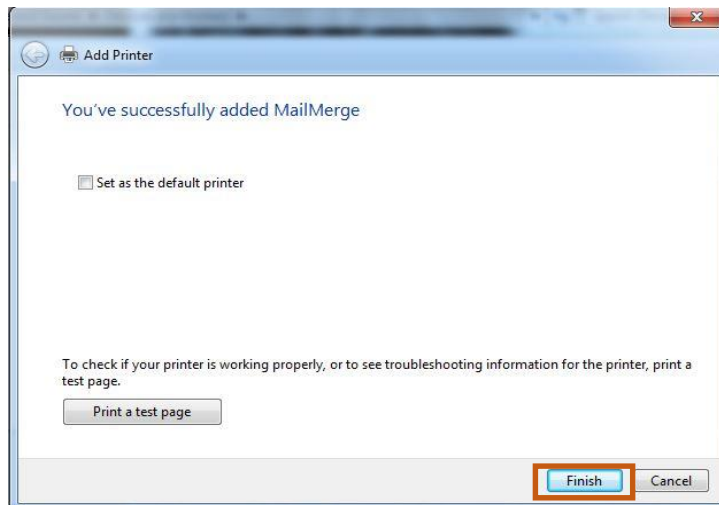
6. Choose “Use the driver that is currently installed (recommended)”. Click “Next”.



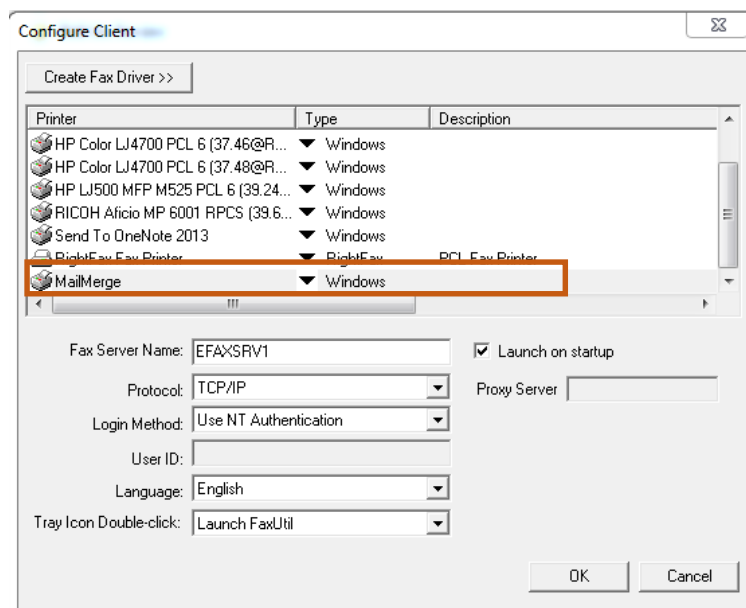
7. Enter Printer Name: **“MailMerge”**. Click **“Next”**.



8. Click **“Finish”**.

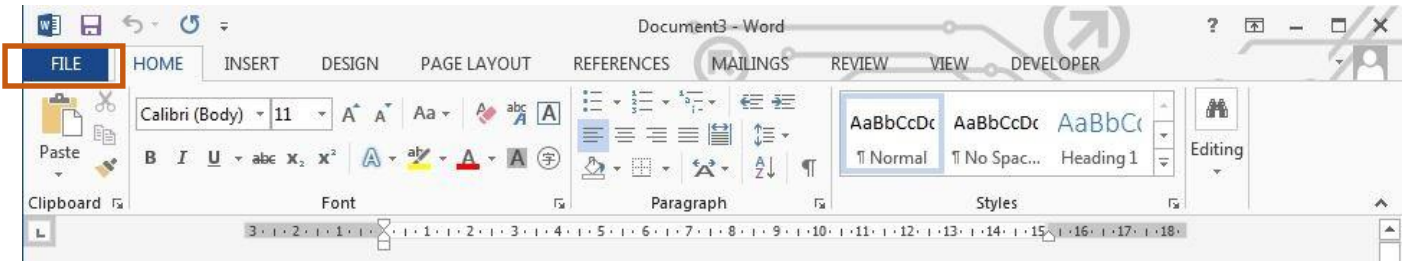


9. Check **“MailMerge”** is configured to **“Windows”** type.

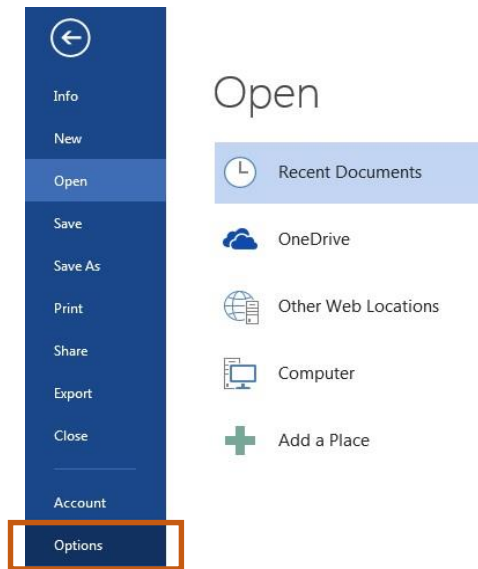


## IV. Import FaxMailMerge Macros

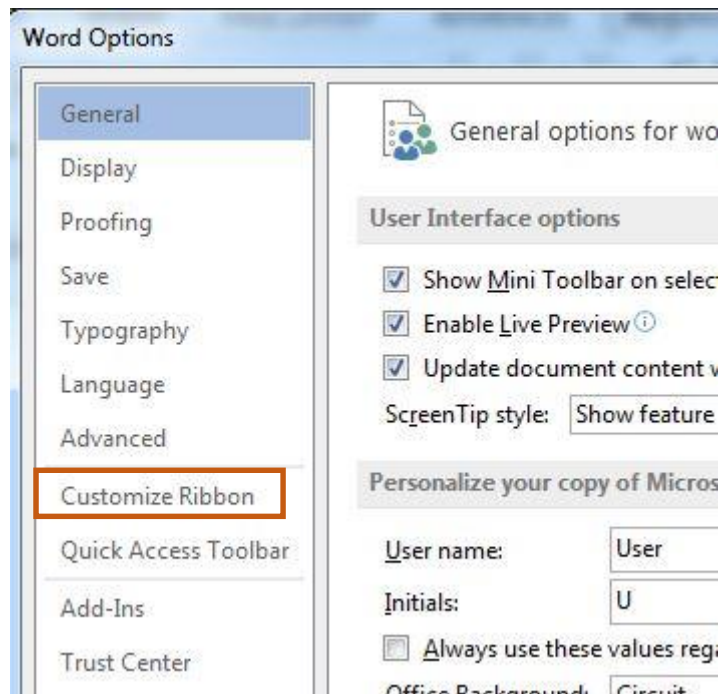
1. Open a blank new Word document. Click **"FILE"**.



2. Click **"Options"**.

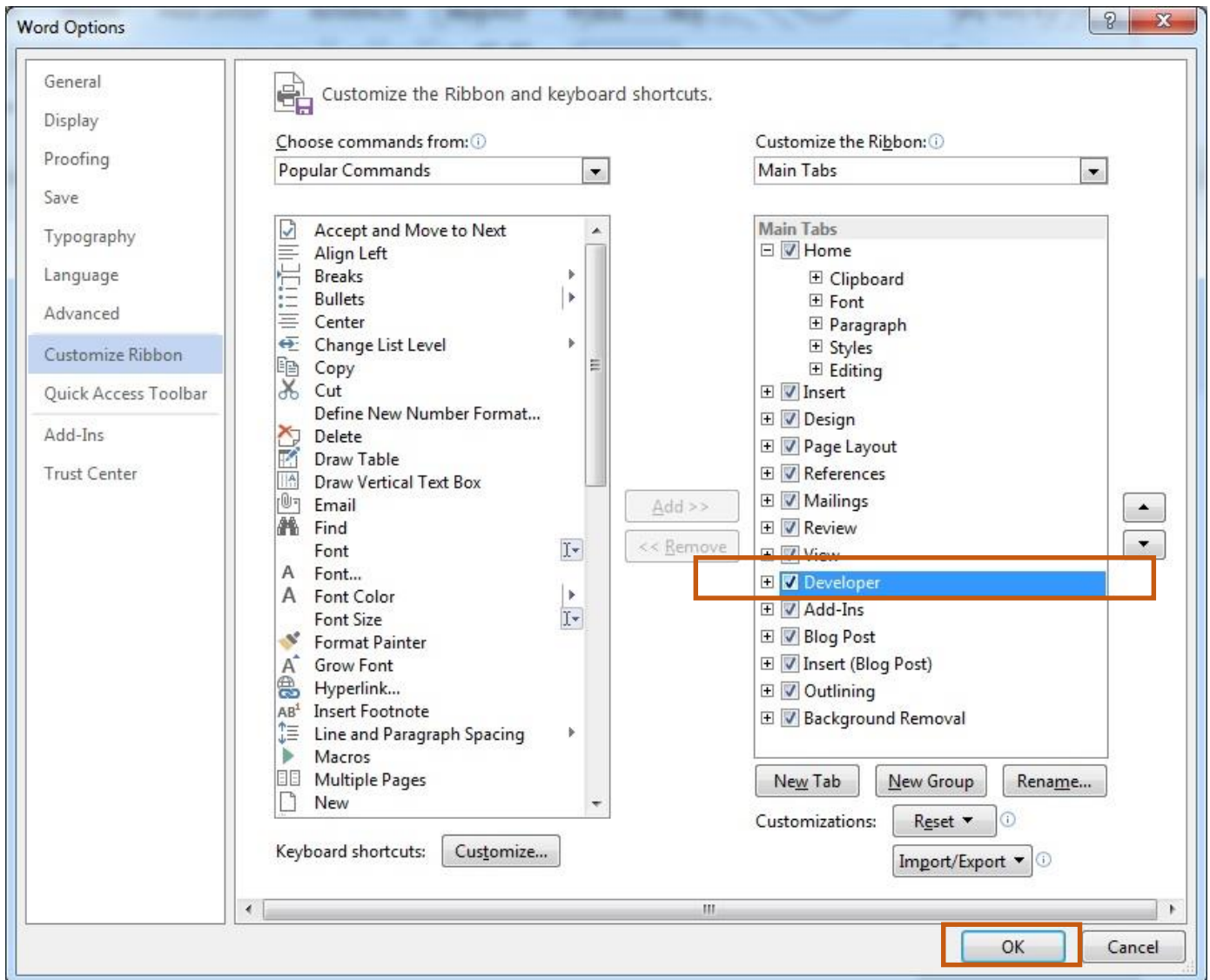


3. Click **"Customize Ribbon"**.

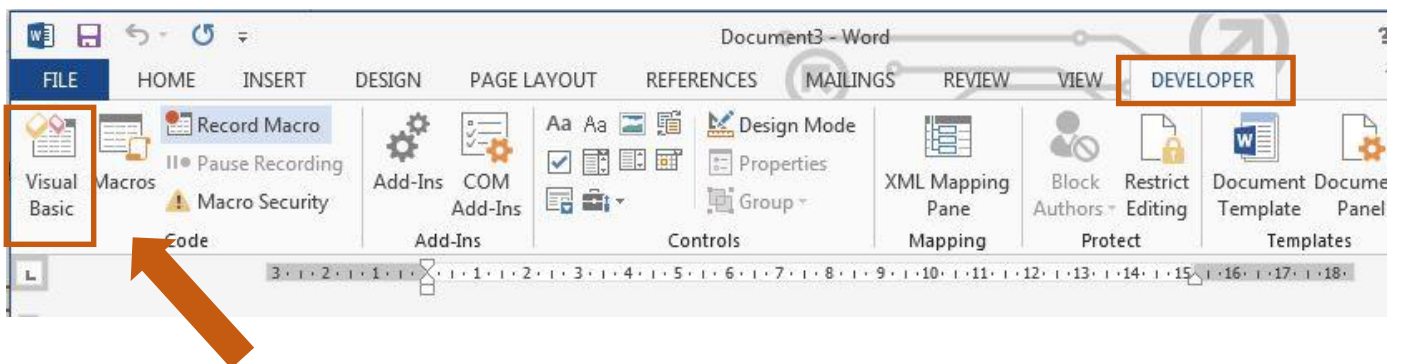




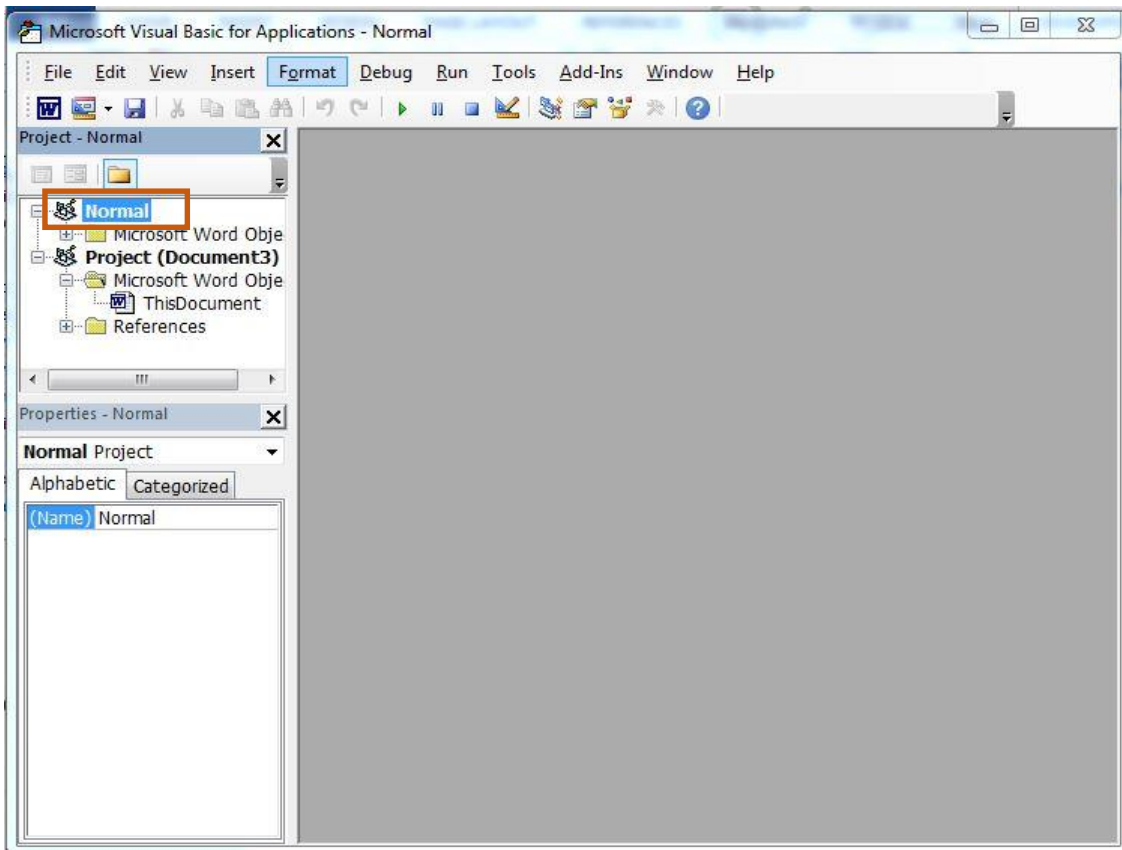
4. Check “Developer” and click “OK”.



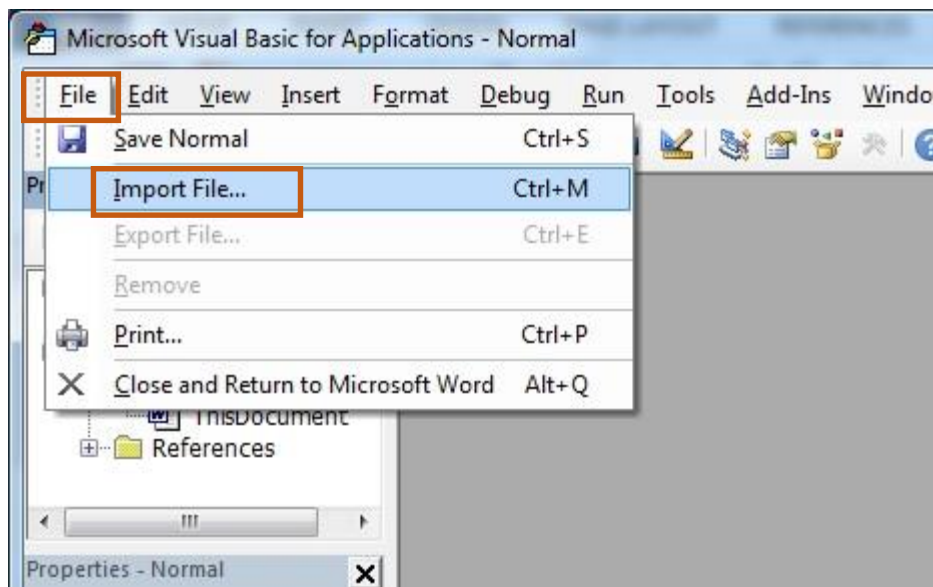
5. Click “Developer” and click “Visual Basic”.



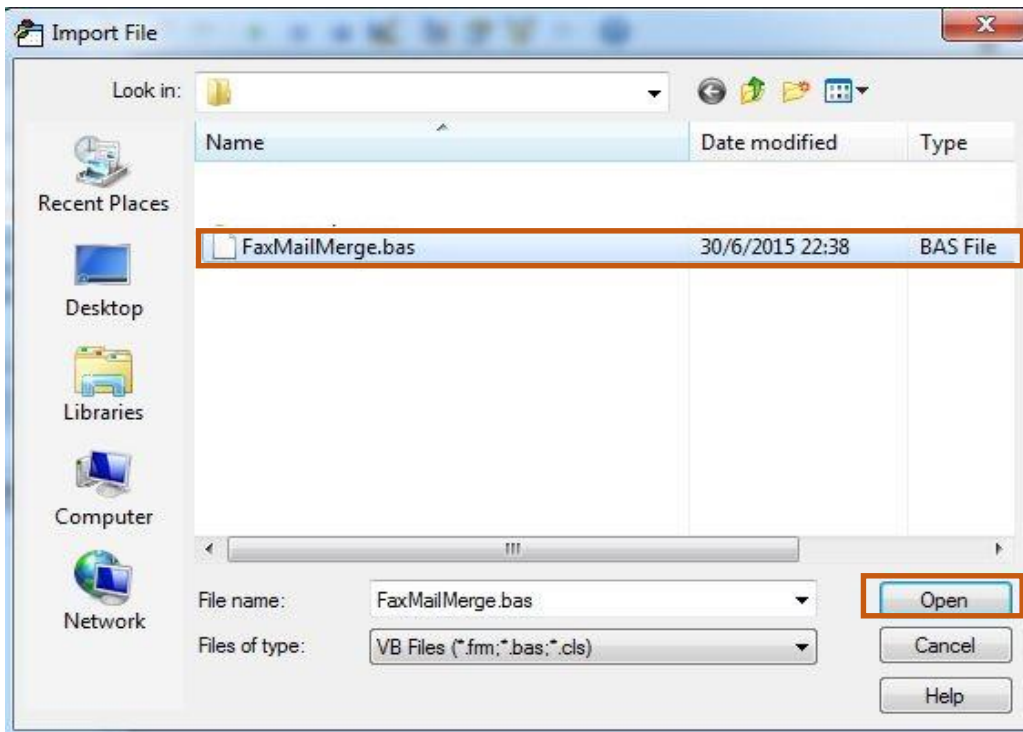
6. Click **“Normal”**.



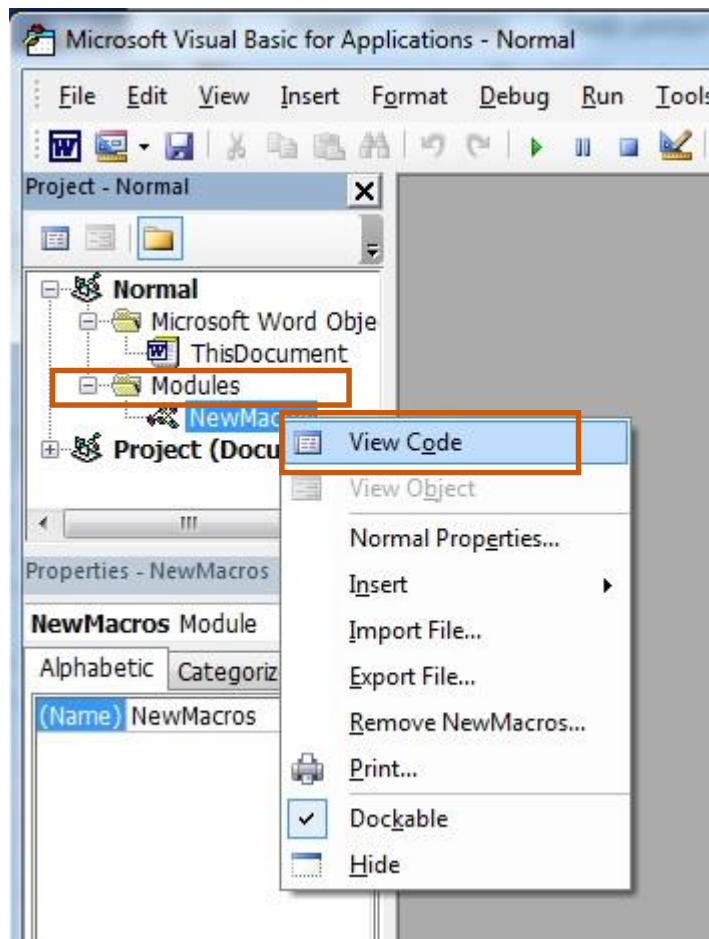
7. Click **“File”** and select **“Import File...”**.



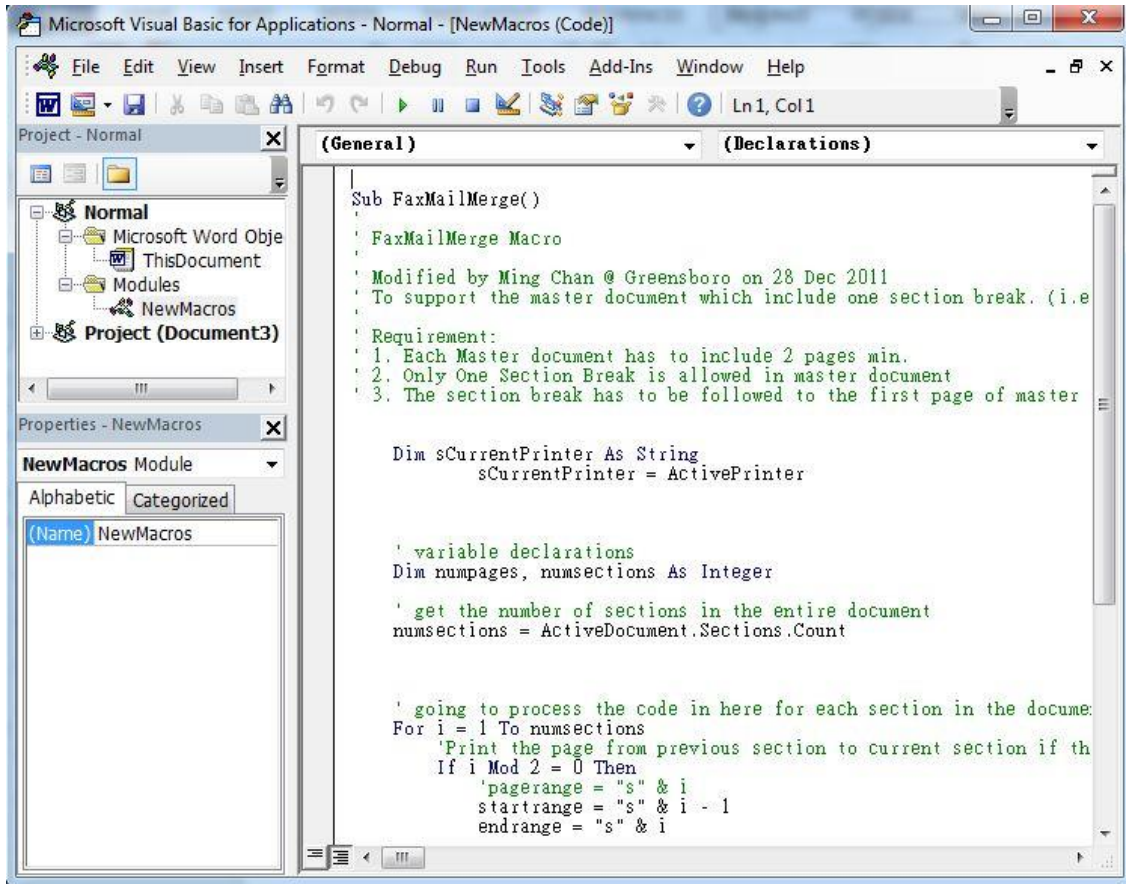
8. Select **"FaxMailMerge.bas"** and select **"Open"**.



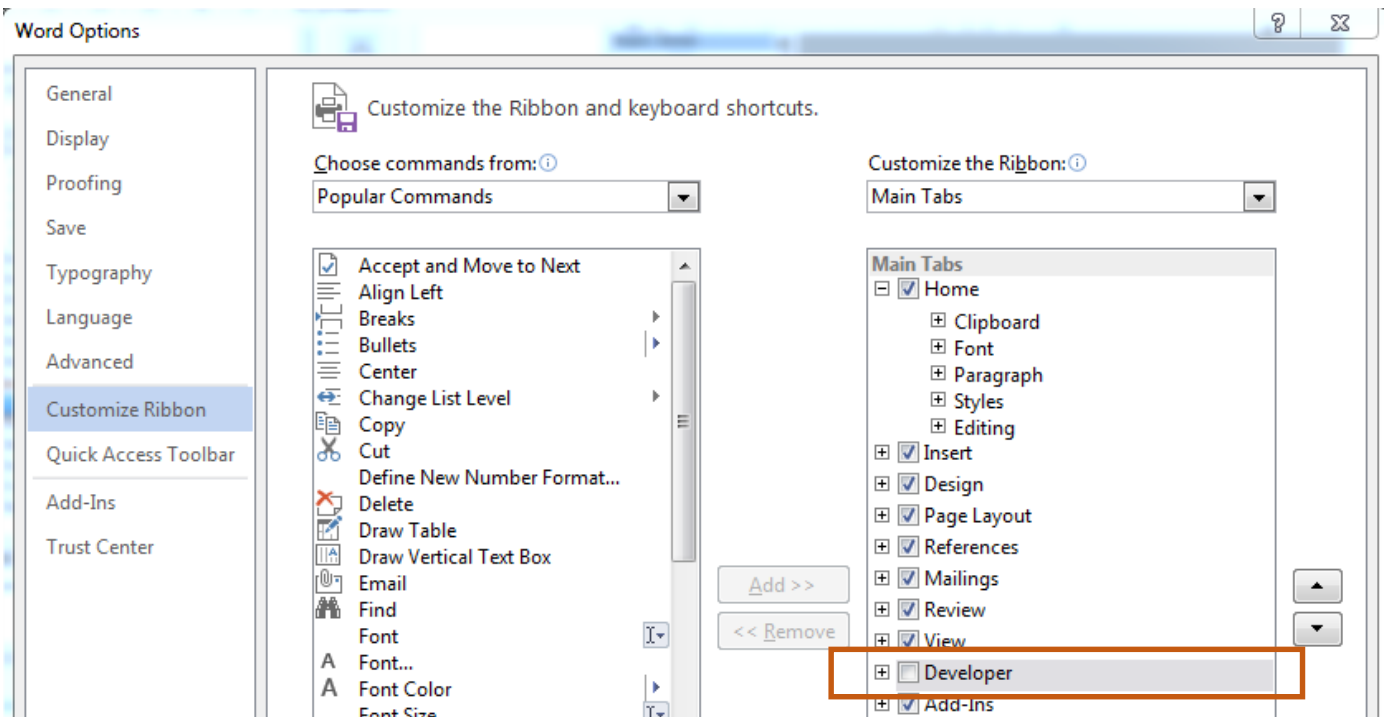
9. Expand **"Modules"**, right click **"NewMacros"** and click **"View Code"**.



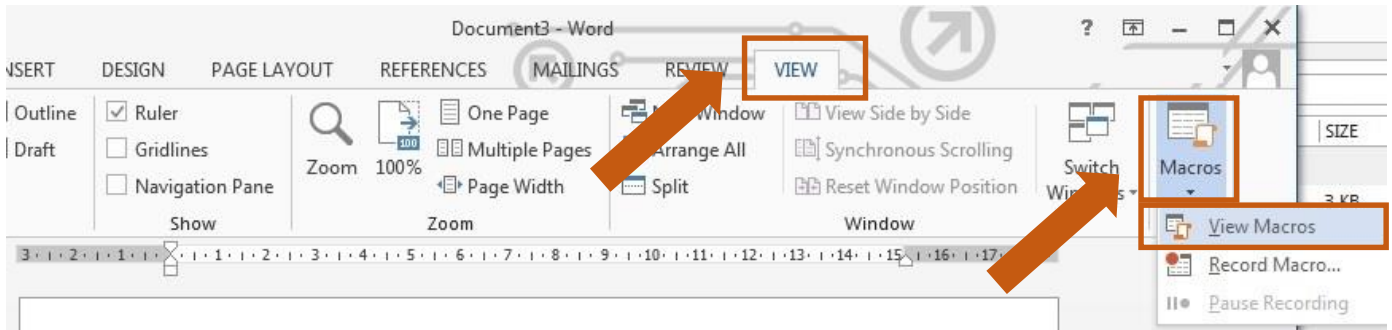
10. You should get following screen. Close this window.



11. Uncheck "Developer" in "Customize Ribbon".



12. Click **“VIEW”**, click **“Macros”** and select **“View Macros”**.



13. Import macros completed.

