RightFax Quick User Guide

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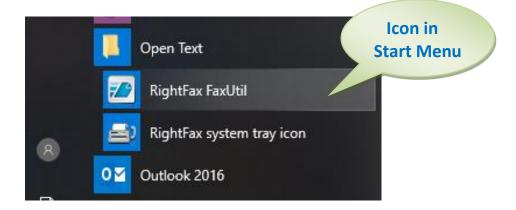
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I. About RightFax FaxUtil

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 clicking the icon in the Start Menu.

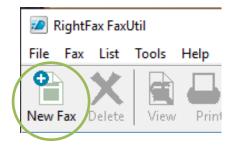


Below is the screen capture of RightFax FaxUtil, with the user ID (SSOid) indicated.

RightFax FaxUtil				
File Fax List Tools Help				
New Fax Delete View Print OCR Forward	to User Forward to Fax Route to User History	Combine Split Confirmation	Phonebook Options	Delegates
All efaxsav1.hkbuad.local: SSOID [100]				
efaxsrv1.hkbuad.local [HKBUAD\ SSOID]	Show 25 v faxes			
All	① 🗕 📓 🔁 💿 ⊽ Date/Time	To/From/File Fax Num	ber/E-m Pages/Bytes	Status
Main Trash	10/10/2019 3:32 PM	2727	Cover	🛑 ок
🗄 🎦 Other Us				

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 may start the process of creating a fax.

Main Cover Sheet Notes Attachments More Options To Name: Passcode: Options Pages: Options Options Options Options Pages: Options Options <td< th=""><th>x Info</th><th>ormation</th><th></th><th></th><th></th><th></th><th>></th></td<>	x Info	ormation					>
Name: Phonebook Fax Number: Add Entry Use certified delivery Fine mode cover Voice Number: Hold for preview Company: Use smat resume City/State: Use cheap rates Alt. Fax Number: Use cheap rates Accounting 12:15:57 PM Calling ID: Lookup >> Passcode: Sent Sent Received		Cover Sheet N	otes Attachments	More Option	าร		
Fax Number: Use certified delivery Voice Number: Company: City/State: Alt. Fax Number: Calling ID: Passcode: Image body Image body Image bo	-10-					Uptions	
Add Entry Use certified delivery Voice Number: Company: City/State: Alt. Fax Number: Calling ID: Passcode: Add Entry Add Entry Fine mode cover Hold for preview Use smart resume Create PDF image Use cheap rates Delay send 12:15:57 PM 17/10/2019 Sent Received	Nar	me:			Phonebook	🗹 Fine mode body	
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City/State: Alt. Fax Number: Accounting Calling ID: Passcode: Sent Received	Con	mpany:				Create PDF image	
Alt. Fax Number: Accounting Calling ID: Passcode:	City	v/State:					
Accounting 12:15:57 PM Calling ID: Lookup >> Passcode: ● Sent OR Control ● Received	-					Delay send	
Calling ID: Lookup >> Passcode: Sent Received	Alt	r ax inumber.				12:15:57 PM 🛛 🌲	
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Sent Received	Call	ling ID:			Lookup >>		
◯ Received	Pas	sscode:				Sent	
Pages:							
						Pages:	
						Send Cance	ł

3. In the "Main" tab,

- a. Enter the name of fax recipient
- b. Enter the recipient fax number
- c. Check to use cover sheet when necessary

d. "Hold for preview" option is enabled by default.

*You may un-check this option for sending out immediately without a preview

Fax Information	×
Main Cover Sheet Notes Attachments More Options	Options C
Fax Number: 912345678 Add Entry Use certified delivery Voice Nu Company: City/State: Alt. Fax Number: Accounting	Use cover sheet Fine mode cover Hold for preview Use smart resume Create PDF image Use cheap rates Delay send 12:15:57 PM
Calling ID: Lookup >> Passcode:	 17/10/2019 ■ Sent Received Pages:
	Send Cancel

4. If you have selected the option "Use cover sheet" on step 3c, go to the "**Cover Sheet Notes**" Tab and enter some notes you wish to appear on the cover sheet.

Fax Info	ormation				\times
Main	Cover Sheet Notes	Attachments	More Options		
	tes to be Placed on the ello, John	e Cover Sheet (orin SMS Mess	age(160 bytes)	
P.	lease find the fax	document.		Enter some notes here	
Te	at Limit Number		urrent number of will fit on the co		
Cor	nments for your Record	ds			

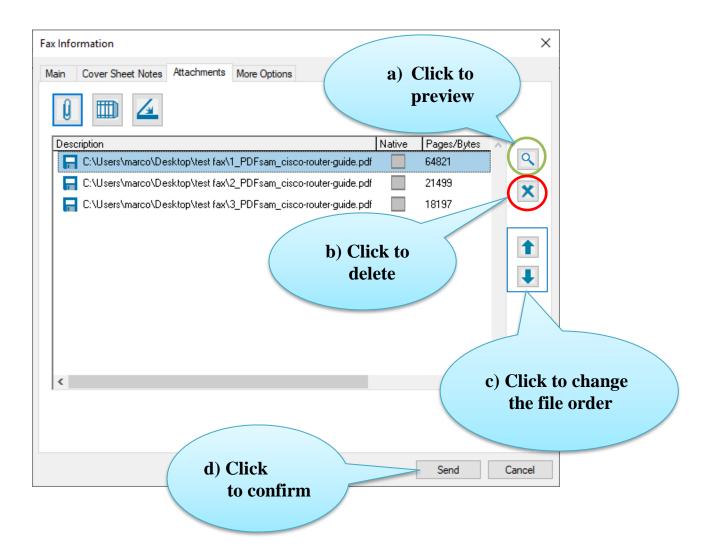
5. Select the "**Attachments**" Tab. This forms the main body of your fax. Click on the paperclip icon for adding attachments.

Fax Information	×
Main Cover Sheet Notes Attachments More Options	
a) Click to add	<u>ৎ</u>
	1
<	
Send	Cancel

6. Select a file from your computer and click "**Attach**" button. Repeat <u>Step 5</u> & <u>Step</u> <u>6</u> for attaching multiple files.

Select File A		~	-	×	
2001011		^	b) Select		
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UICK access	2_PDFsam	_cisco-router-guide.pdf		r Di	
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Desktop	🔁 5_PDFsam	_cisco-router-guide.pdf	18/6/2019 11:30 AM	PDF Dc	
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	File name:	1_PDFsam_cisco-router-guide.pdf	~	Attach 🚽	attach
	Files of type:	Supported Files	~	Cancel	attach

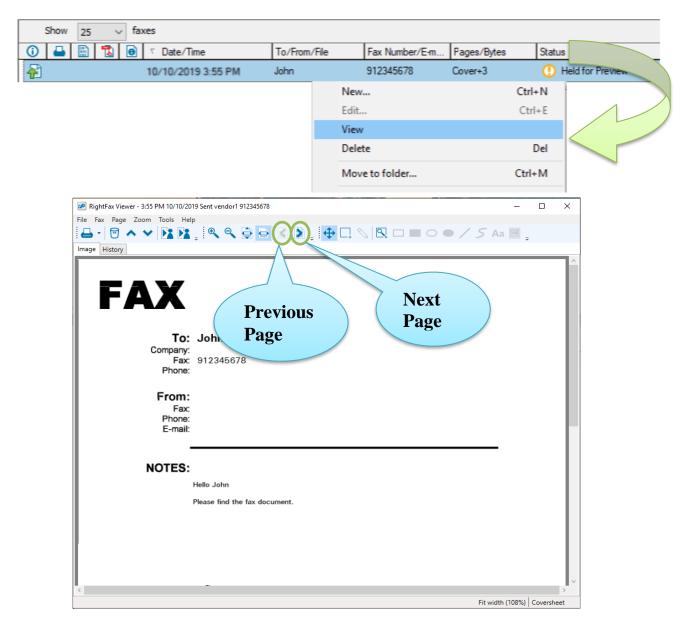
- 7. Three documents are attached. You may
 - a) Select the document & click the magnifier icon to preview, OR
 - b) Select the document & click the cross icon to delete, OR
 - c) Click the UP/DOWN arrow to change the file order
 - d) If nothing to change, click the "Send" button



8. The new fax task will be shown in the right hand side of the RightFax FaxUtil. It will go through the conversion process and then change to "Held for preview" status.

Show	25 v fax	kes				
①	🔝 🔁 💿	∇ Date/Time	To/From/File	Fax Number/E-m	Pages/Bytes	Status
A		10/10/2019 3:55 PM	9		Cover+???	O Waiting for Conversion
Show	25 v fax	xes				
0	📓 🔁 📵	∇ Date/Time	To/From/File	Fax Number/E-m.	Pages/Bytes	Status
		10/10/2019 3:55 PM	John	912345678	Cover+3	() 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.

Show 25 \checkmark faxes				
①	To/From/File	Fax Number/E-m	Pages/Byt	tes Status
10/10/2019 3:55 PM	John	912345678	Cover+3	() Held for Preview
	Store in library Store as form			
	Status		>	Release
	Record manual fax			Update status Ctrl+K
	Export fax to eDocs			Approve Disapprove

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

Show	25	~	fa	xes					
1	1000		8	∇ Date/Time	To/From/File	Fax Number/E-m	Pages/Bytes	Status	
F				10/10/2019 3:55 PM	John	912345678	Cover+3	Scheduled to be Sent	

	Show	25	~	fax	(es					
()	-		1	θ	∇ Date/Time	To/From/File	Fax Number/E-m	Pages/Bytes	Status	
P					10/10/2019 3:55 PM	John	912345678	Cover+3	O Sending	

Show	25	5	\sim	faxes						
①	1011		e) 🔻 Da	ate/Time	To/From/File	Fax Number/E-m	Pages/Bytes	Status	
\mathbf{e}				10/10)/2019 3:55 PM	John	912345678	Cover+3	ОК	

III. Organizing Faxes

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

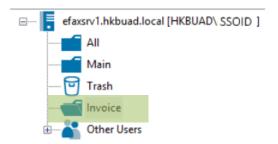
1. On the left hand tree, right-click Main folder and select "New".



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

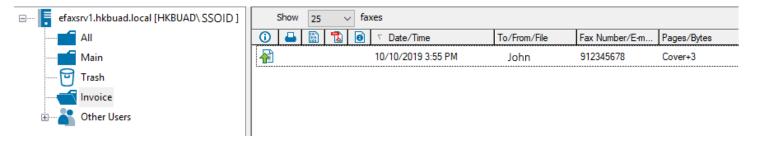
Create Folder		×
New Folder:	Invoice	
	OK Cancel	

3. The new Folder will then be created.



- Show 25 faxes ① 🗕 🔛 🔂 💿 ⊽ Date/Time To/From/File Fax Number/E-m... Pages/Bytes Status 10/10/2019 3:55 PM John 912345678 ОК Cover+3 帚 New... Ctrl+N Ctrl+E Edit... View Delete Del Move to folder... Ctrl+M Print... Ctrl+P \times Move Faxes Invoice Main Trash **Click to** confirm ΟK Cancel
- 4. Right-click on a fax record, then choose "**Move to Folder...**". Select the folder created and click "**Ok**".

5. Fax now appears in the designated folder.

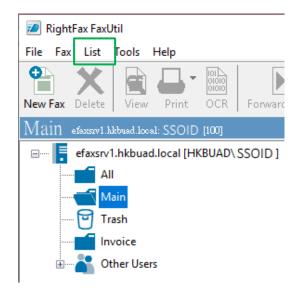


*"ALL" folder shows all faxes regardless of folder

IV. Filtering faxes

You can filter your faxes based on selected criteria.

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



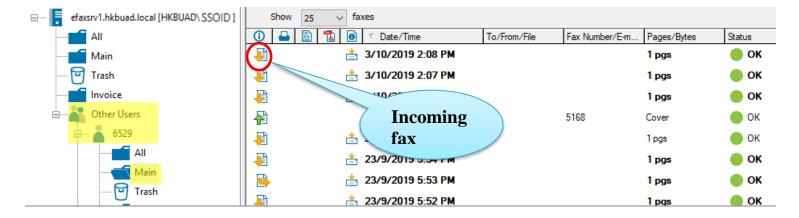
- 2. Select one of the filtering option from the list.
 - Full List
 Sent Faxes
 Received Faxes
 In-process Faxes
 New Faxes
 Received and In-process Faxes
 Needing Approval

V. Receiving Faxes

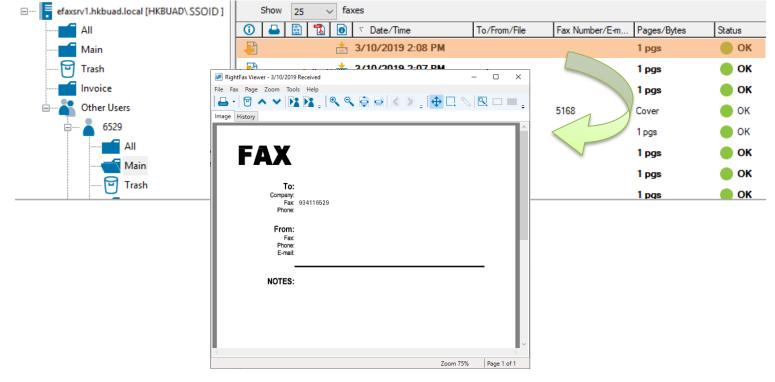
Depending on the arrangement of your faculty/department, you may NOT have direct access to all the incoming faxes, e.g. only secretaries have permission to access the faculty/department fax-line, who will then dispatch the fax to other users.

The paragraphs below describe a user having permission to access the incoming faxes of faculty/department fax-line. E.g. 6529

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



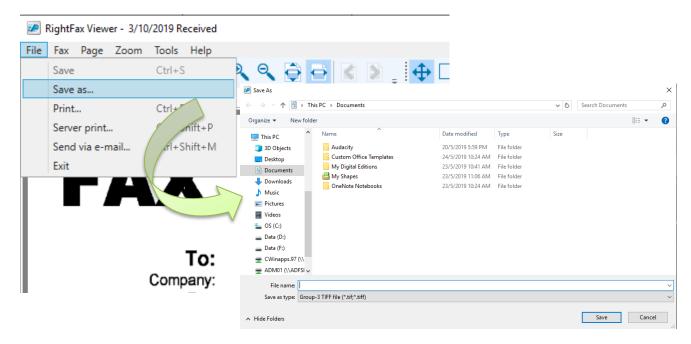
2. Double click the incoming fax to view the content.



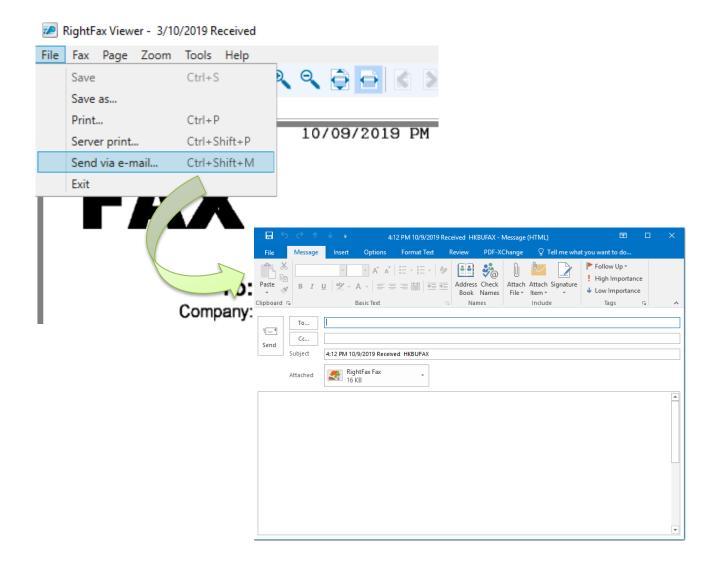
You can print this fax by clicki	ng the printer icon and the	n select " Print "
🔊 RightFax Viewer - 3/10/2019 Rece	ived	– 🗆 X
File Fax Page Zoom Tools H	lelp	
	s _ Q Q 🖨 🖻 🗴 🔉	💠 🗔 🚫 🖳 🗆 💻 -
Print Ctrl+P		
Server print Ctrl+Shift-	×	^
General Select Printer		
HP CLJ MFP M477fdw (39.242@SCE120 HP LJ500 MFP M525 (39.243@AAB801A Microsoft Print to PDF		
<	>	
Status: Ready Location:	Preferences	I
Comment:	Find Printer	
Page Range		
• All	Number of copies: 1	
C Selection C Current Page		
C Pages:		
Prir	nt Cancel Apply	Zoom 75% Page 1 of 1

3.

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



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



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

RightFax FaxUtil							
File Fax List Tools Help							
New Fax Delete View Print OCR Forw	vard to User Forward to Fax Route to User	History Combine Split	Confirmation Phonebook Options	Delegates Refresh			
Main efsesser1.hkbusd.locsl: 6529 [6529]							
efaxsrv1.hkbuad.local [HKBUAD\SSOID]	Show 25 \checkmark faxes						
All	🛈 🖶 🔛 🔂 💿 ⊽ Date/Time	To/From/File	Fax Number/E-m Pages/Bytes	Status			
Main	10/10/2019 10:20	AM	1 pgs	🔴 ОК			
😇 Trash	10/10/2019 10:20	AM	1 pgs	🦲 ок			
Invoice	📮 📩 10/10/2019 10:	20 AM	1 pgs	🦲 ок			
Other Users	📑 10/10/2019 10:19	AM	1 pgs	😑 ок			
6529	🛃 📩 8/10/2019 5:53	PM	1 pgs	🔴 ок			
All	🕴 📩 3/10/2019 2:08	PM	1 pgs	🦲 ОК			
Main	🛓 📩 3/10/2019 2:07	PM	1 pgs	– ок			
Trash		P N.	1 пле				



Input a user's SSOID to search, select the user and click "Add". The user will be shown in the selected list. You can add more users by repeating this step. Click "OK" to forward.

Forward Fax A copy of the f	ax will be	a) Input a user's SSOID		×
Search for Users: John		Search]	
ID ⊽ John	Description John			b) Select the user
				c) Click to
Selected: John			Add	add
Notes added to fax h	istory: OK	Lancer	d) Click to forward

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

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

Show 25 V faxes									
0		<u></u>	1	θ	A Date/Time		Fax Number/E-m	Pages/Bytes	Status
3				t	10/10/2019 10:20 AM			1 pgs	🛑 Duplicate

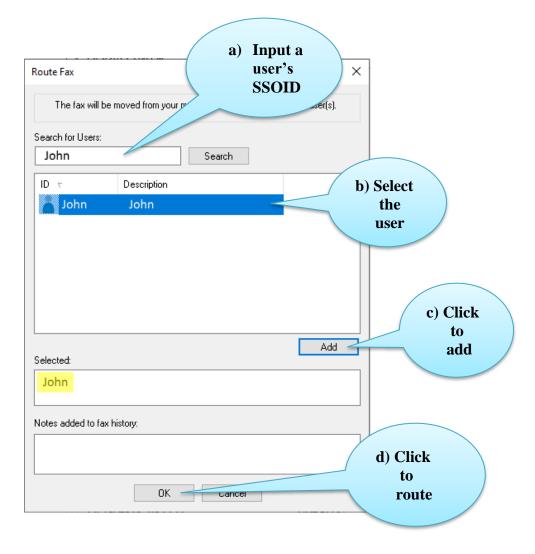
7. You can route faxes to other users by selecting multiple faxes.

RightFax FaxUtil							
File Fax List Tools Help							
New Fax Delete View Print OCR Form	ward to User Forward to Fax Route to User	History Combine Split (Confirmation Phonebook Options	Delegates Refresh			
Main efextsv1.hkbued.locel: 6529 [6529]							
Efaxsrv1 [HKBUAD\ SSOID]	Show 25 \checkmark faxes						
All	🛈 🖴 🔛 🔂 🙆 ⊽ Date/Time	To/From/File	Fax Number/E-m Pages/Bytes	Status			
Main	10/10/2019 10:20	AM	1 pgs	🥚 ОК			
😈 Trash	10/10/2019 10:20	AM	1 pgs	😑 ОК			
Invoice	📮 👌 📩 10/10/2019 10:	20 AM	1 pgs	😑 ок			
Other Users	10/10/2019 10:19	AM	1 pgs	😑 ок			
6529	📮 📩 8/10/2019 5:53	PM	1 pgs	🔴 ОК			
All	🔁 📩 3/10/2019 2:08	PM	1 pgs	🔴 ОК			
Main	10/2019 2:07	PM	1 pgs	🔴 ОК			
Trash	🕞 📥 3/10/2019 2-07	PM	1 noe				

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



Input a user's SSOID to search, select the user and click "**Add**". The user will be shown in the selected list. You can add more users by repeating this step. Click "**OK**" to route.



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 as shown below.

