

RightFax
Quick User Guide

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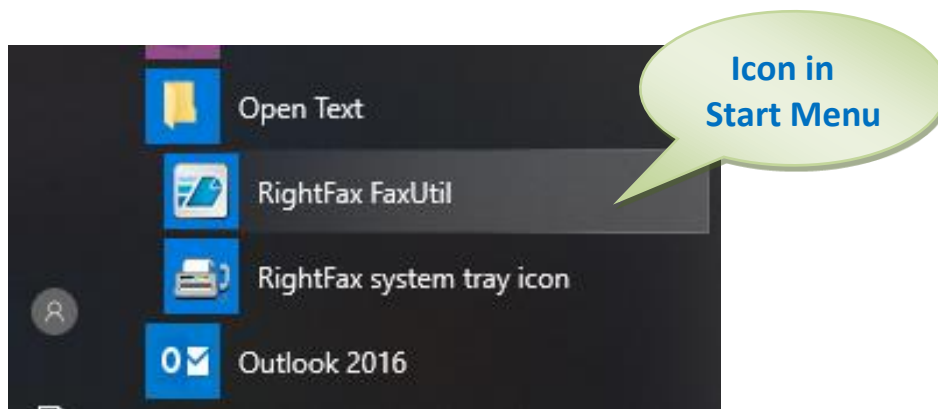
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I. About RightFax FaxUtil

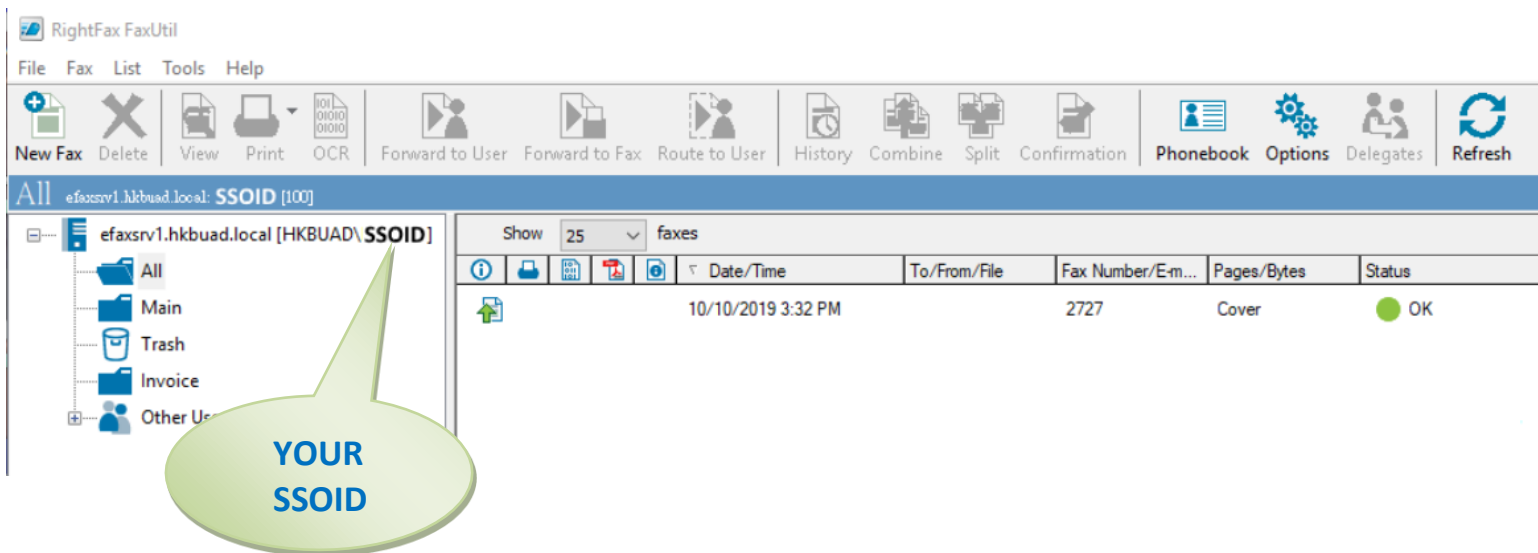
RightFax FaxUtil is the software for users to create, send, view, print, and manage faxes (incoming and outgoing) in their fax mailboxes.

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

Launch RightFax FaxUtil by clicking the icon in the Start Menu.

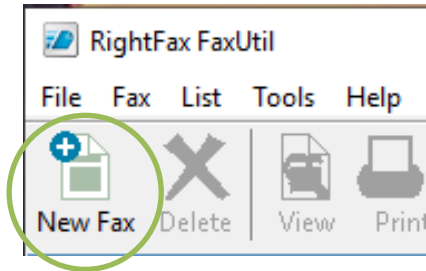


Below is the screen capture of RightFax FaxUtil, with the user ID (SSOid) indicated.

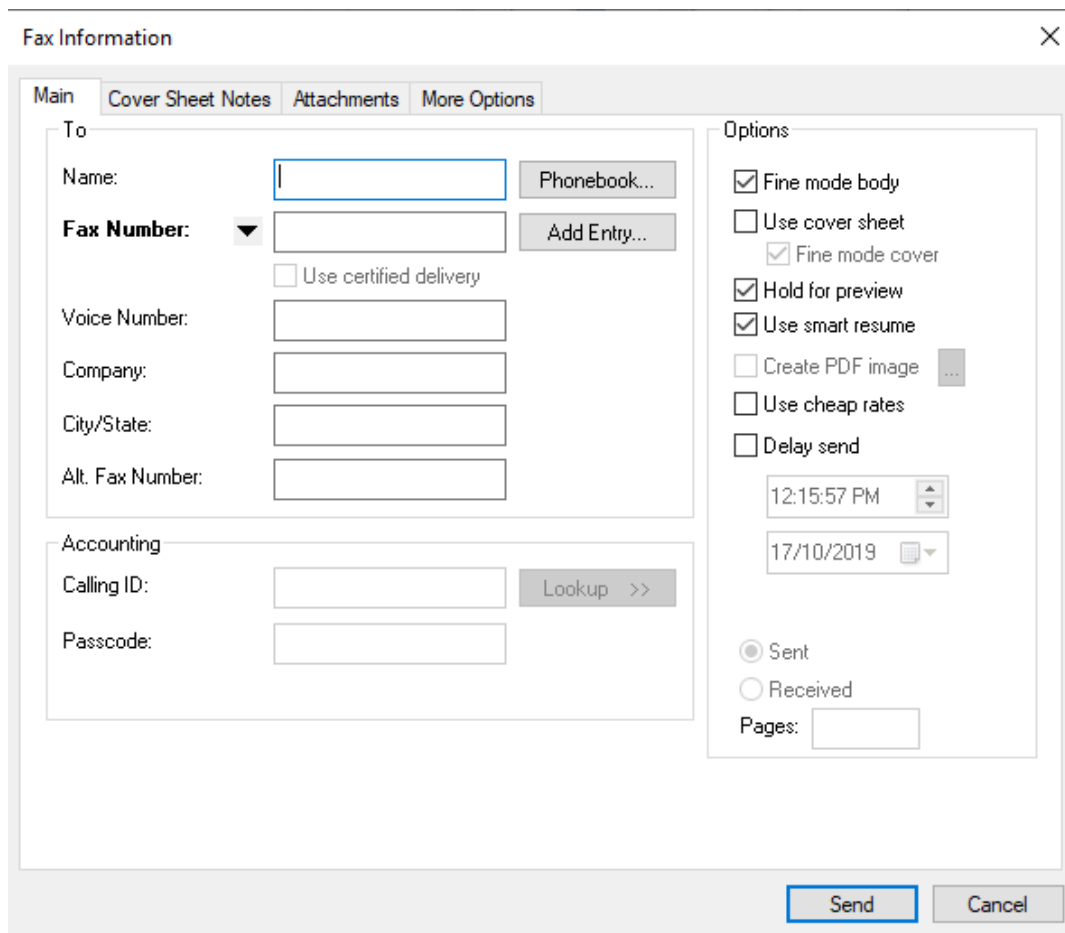


II. Creating, sending and viewing Faxes

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.



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*

The screenshot shows the "Fax Information" dialog box with the "Main" tab selected. The "To" section contains the following fields: Name (John), Fax Number (912345678), Voice Number, Company, City/State, and Alt. Fax Number. The "Options" section includes checkboxes for "Fine mode body", "Use cover sheet", "Fine mode cover", "Hold for preview", "Use smart resume", "Create PDF image", "Use cheap rates", and "Delay send". The "Accounting" section includes fields for Calling ID and Passcode. The "Sent" radio button is selected, and the "Pages" field is empty. The "Send" and "Cancel" buttons are at the bottom right. Callouts a, b, c, and d point to the Name, Fax Number, Use cover sheet, and Hold for preview options, respectively.

To

Name: **a** Phonebook...

Fax Number: **b** Add Entry...

Use certified delivery

Voice Number:

Company:

City/State:

Alt. Fax Number:

Options **c**

Fine mode body

Use cover sheet

Fine mode cover

d Hold for preview

Use smart resume

Create PDF image ...

Use cheap rates

Delay send

12:15:57 PM

17/10/2019

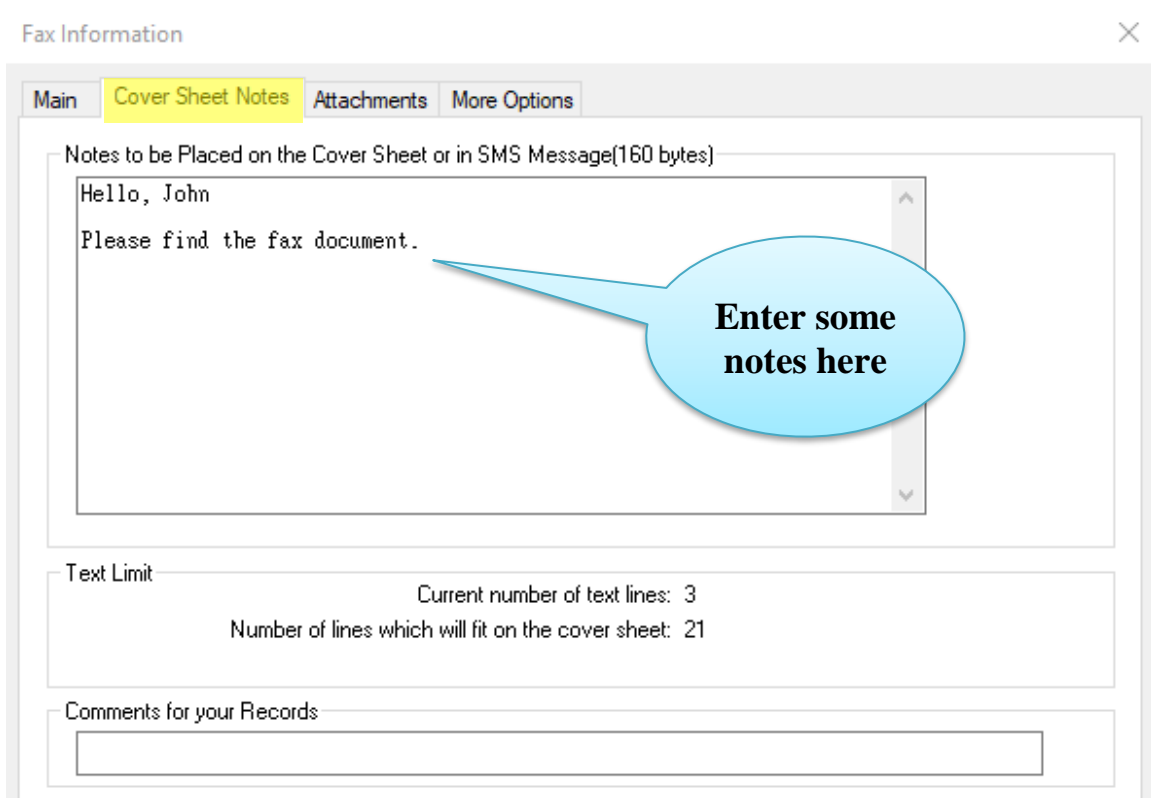
Sent

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.



The screenshot shows a window titled "Fax Information" with a close button (X) in the top right corner. The window has four tabs: "Main", "Cover Sheet Notes" (which is highlighted in yellow), "Attachments", and "More Options".

Under the "Cover Sheet Notes" tab, there is a text area with the label "Notes to be Placed on the Cover Sheet or in SMS Message(160 bytes)". The text area contains the following text:

```
Hello, John  
Please find the fax document.
```

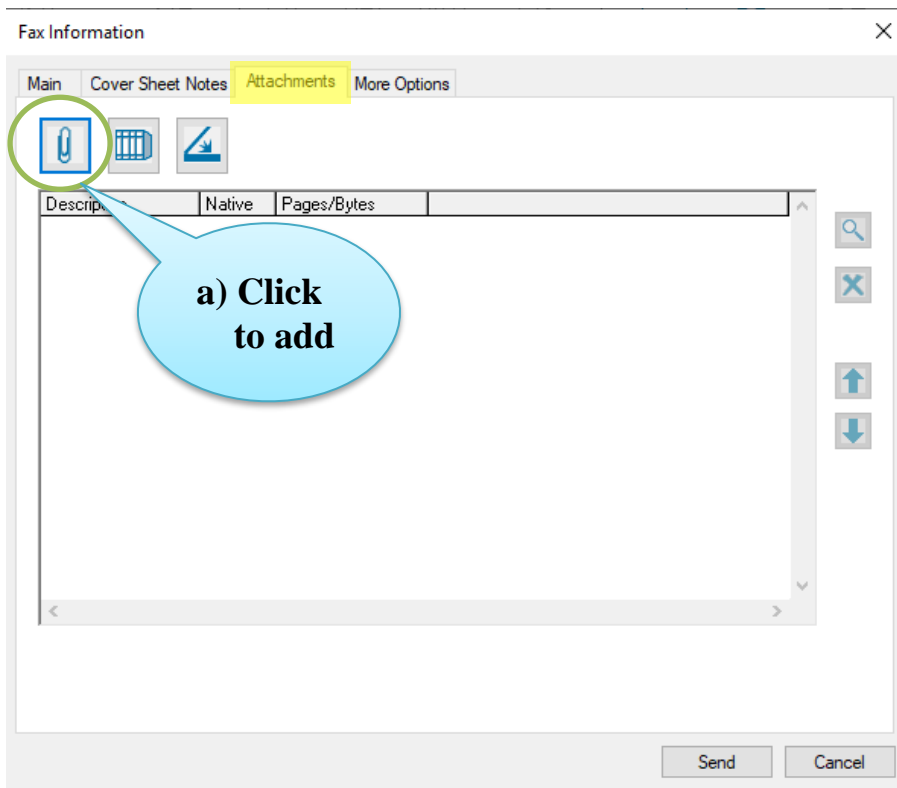
A blue callout bubble with a white border and a tail pointing to the text area contains the text "Enter some notes here".

Below the text area, there is a "Text Limit" section with the following information:

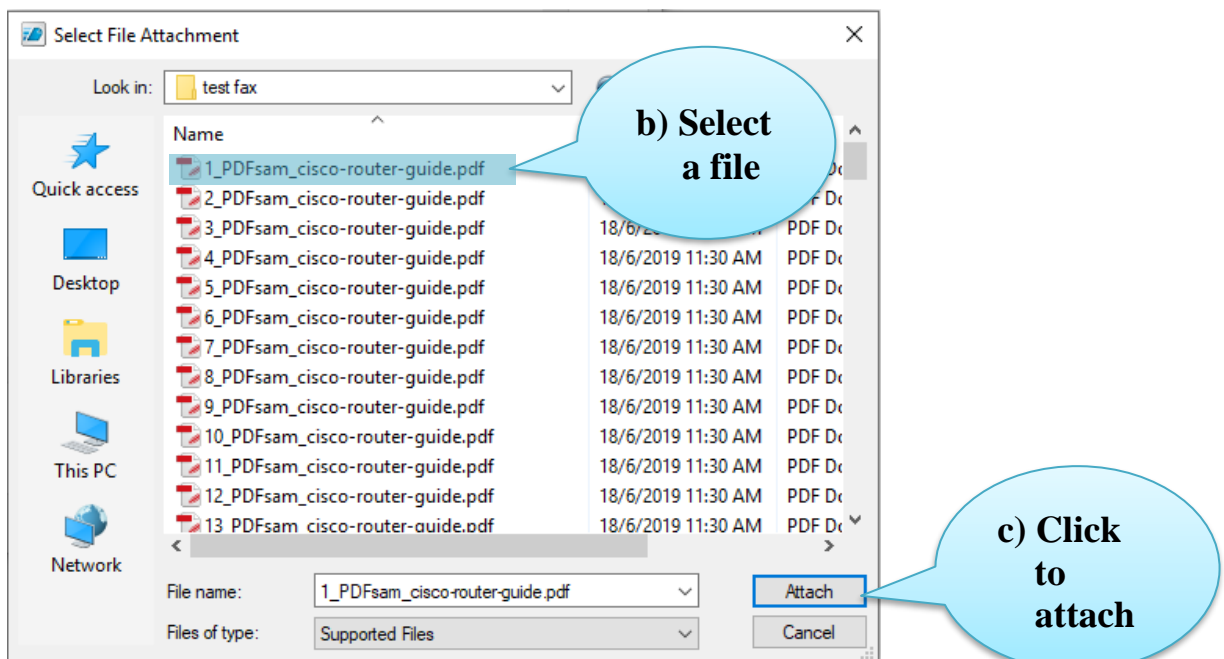
```
Current number of text lines: 3  
Number of lines which will fit on the cover sheet: 21
```

At the bottom of the window, there is a "Comments for your Records" section with an empty text input field.

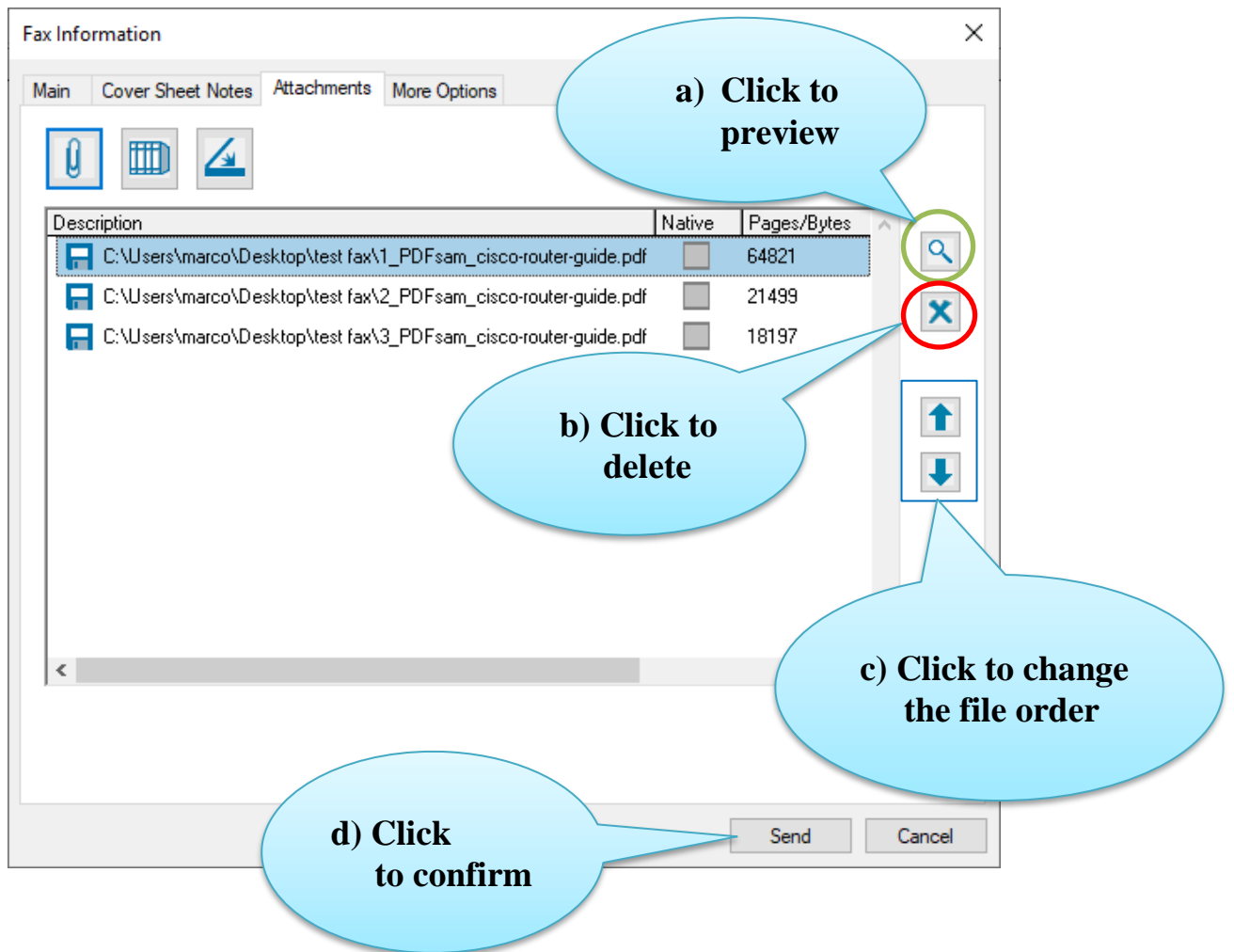
5. Select the “**Attachments**” Tab. This forms the main body of your fax. Click on the paperclip icon for adding attachments.



6. Select a file from your computer and click “**Attach**” button. Repeat Step 5 & Step 6 for attaching multiple files.



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



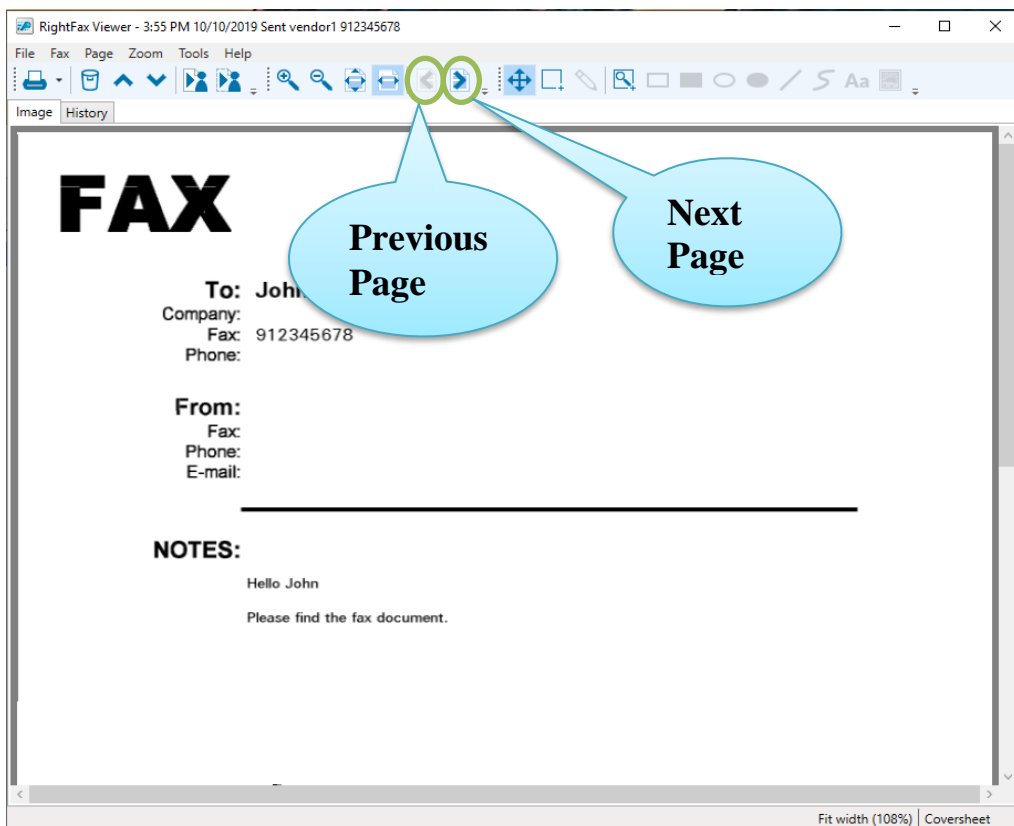
8. The new fax task will be shown in the right hand side of the RightFax FaxUtil. It will go through the conversion process and then change to “Held for preview” status.

Show	25	faxes	Date/Time	To/From/File	Fax Number/E-m...	Pages/Bytes	Status
			10/10/2019 3:55 PM		912345678	Cover+???	Waiting for Conversion
			10/10/2019 3:55 PM	John	912345678	Cover+3	Held for Preview

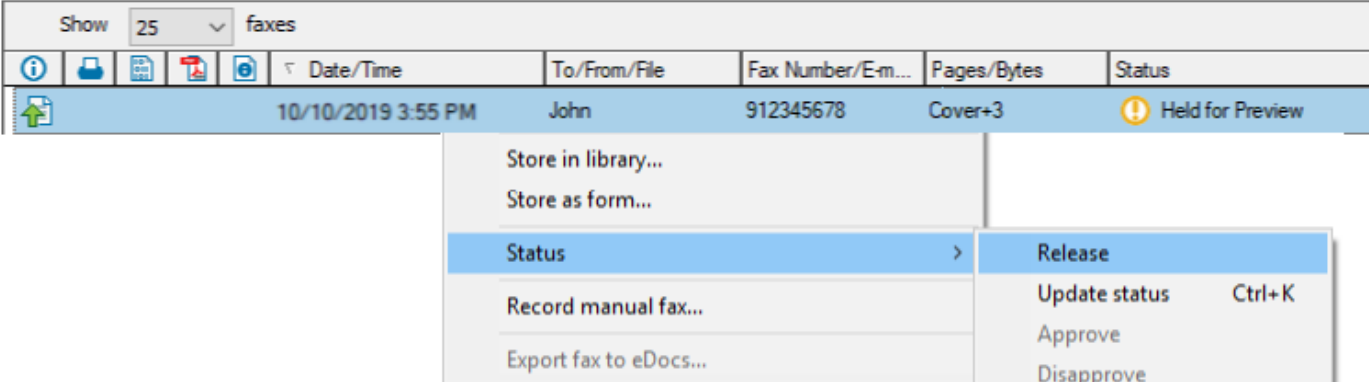
9. Select the new created fax and right click. Select “**View**” for final checking before sending this fax out.

Show	25	faxes	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

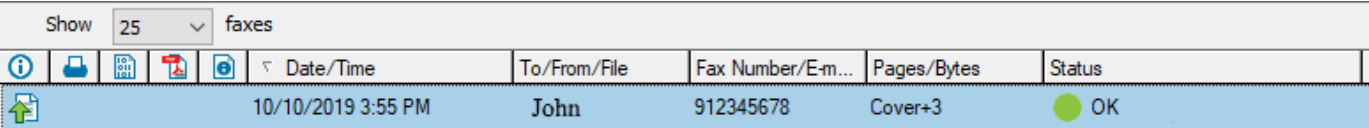
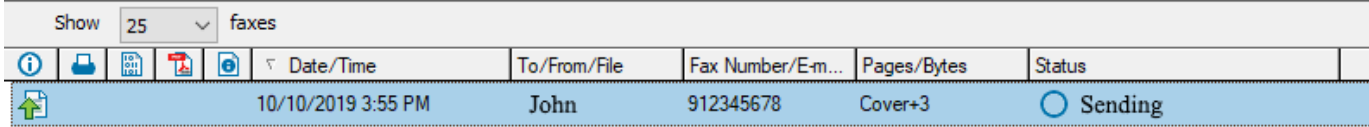
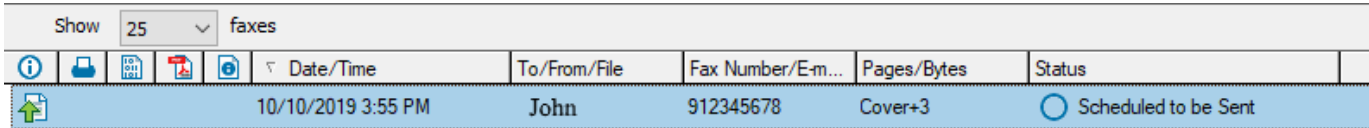
- New... Ctrl+N
- Edit... Ctrl+E
- View
- Delete Del
- Move to folder... Ctrl+M



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



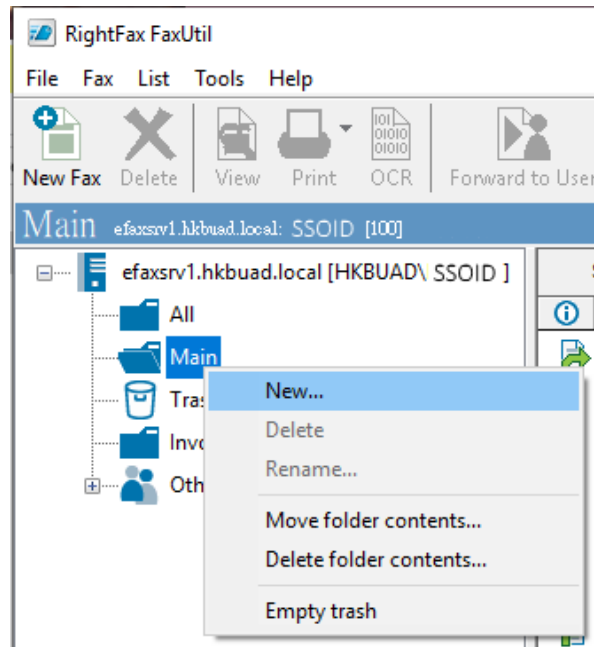
11. Fax status changed to “OK” means this fax send out successfully.



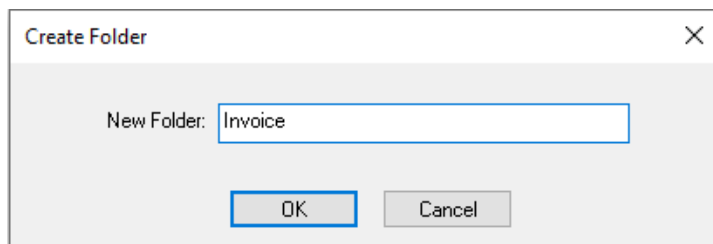
III. Organizing Faxes

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

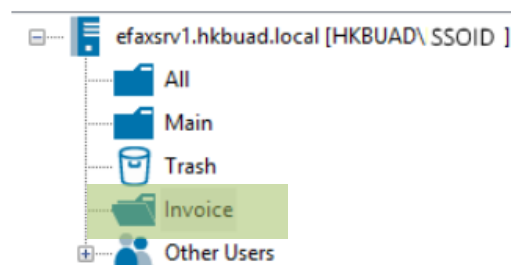
1. On the left hand tree, right-click Main folder and select **“New”**.



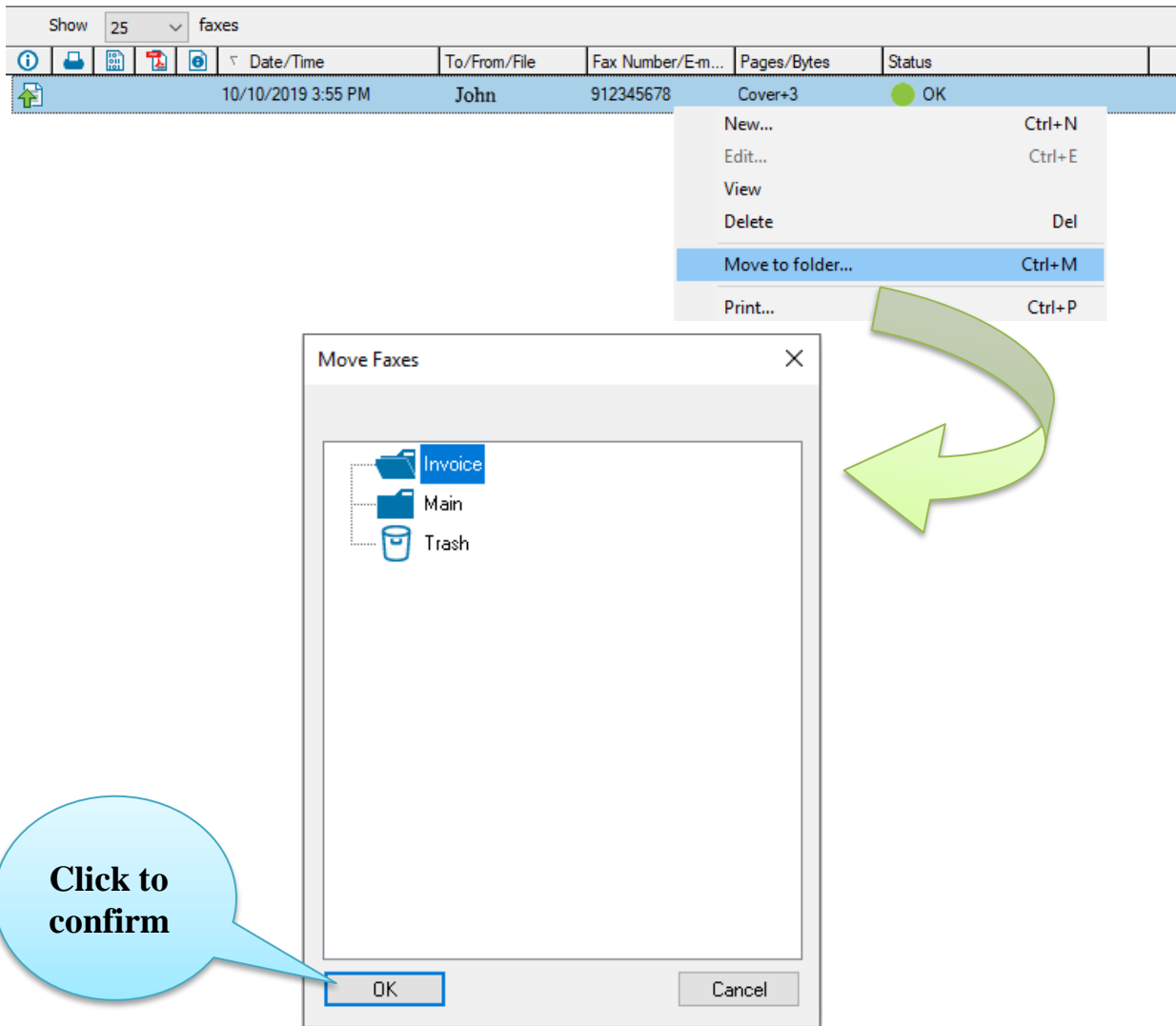
2. Enter New Folder Name. Click **“OK”**.



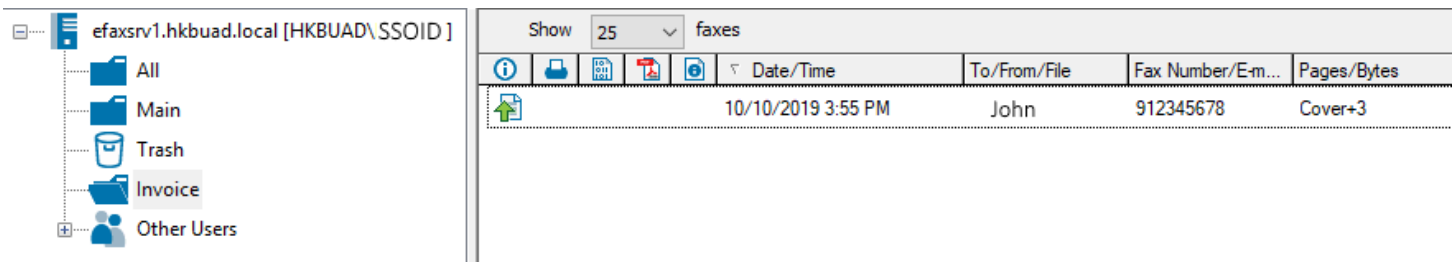
3. The new Folder will then be created.



- Right-click on a fax record, then choose **“Move to Folder...”**. Select the folder created and click **“OK”**.



- Fax now appears in the designated folder.

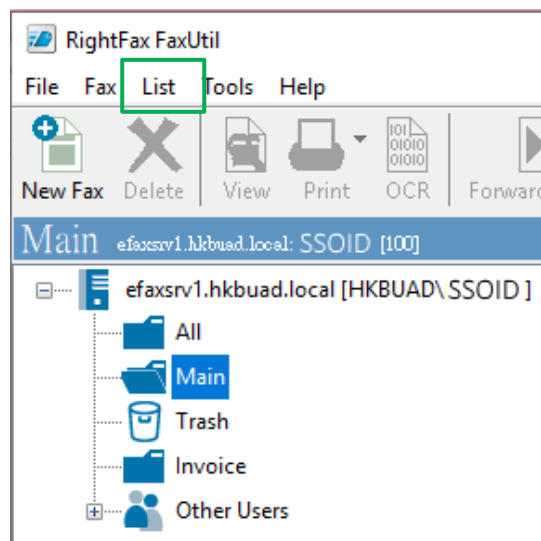


**“ALL” folder shows all faxes regardless of folder*

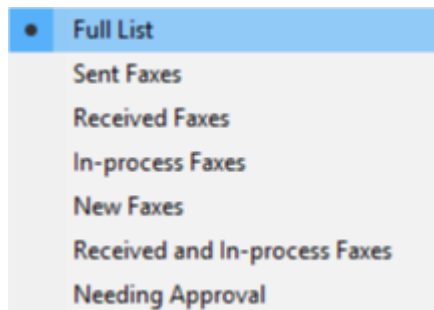
IV. Filtering faxes

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.

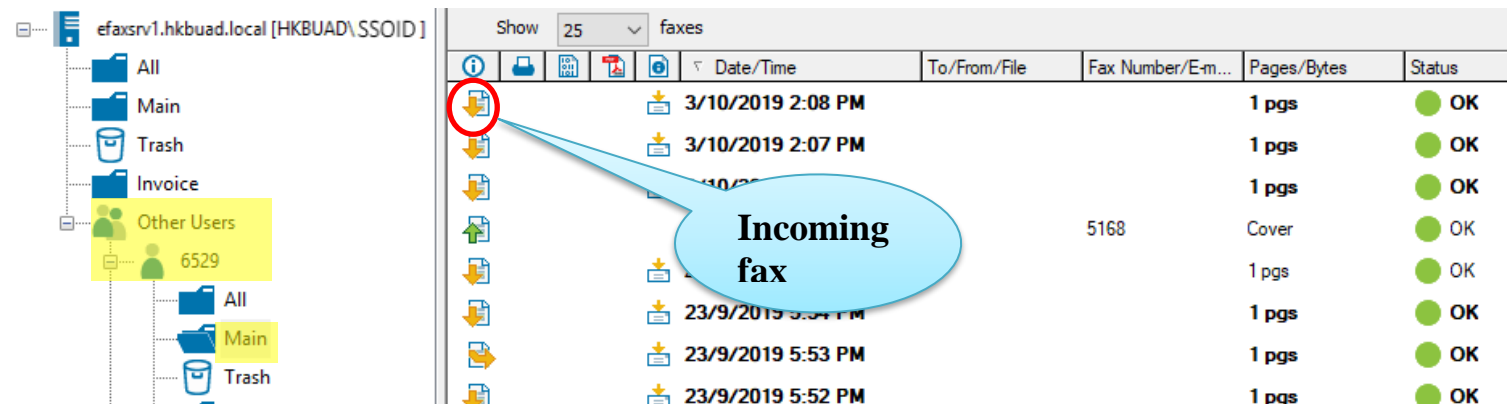


V. Receiving Faxes

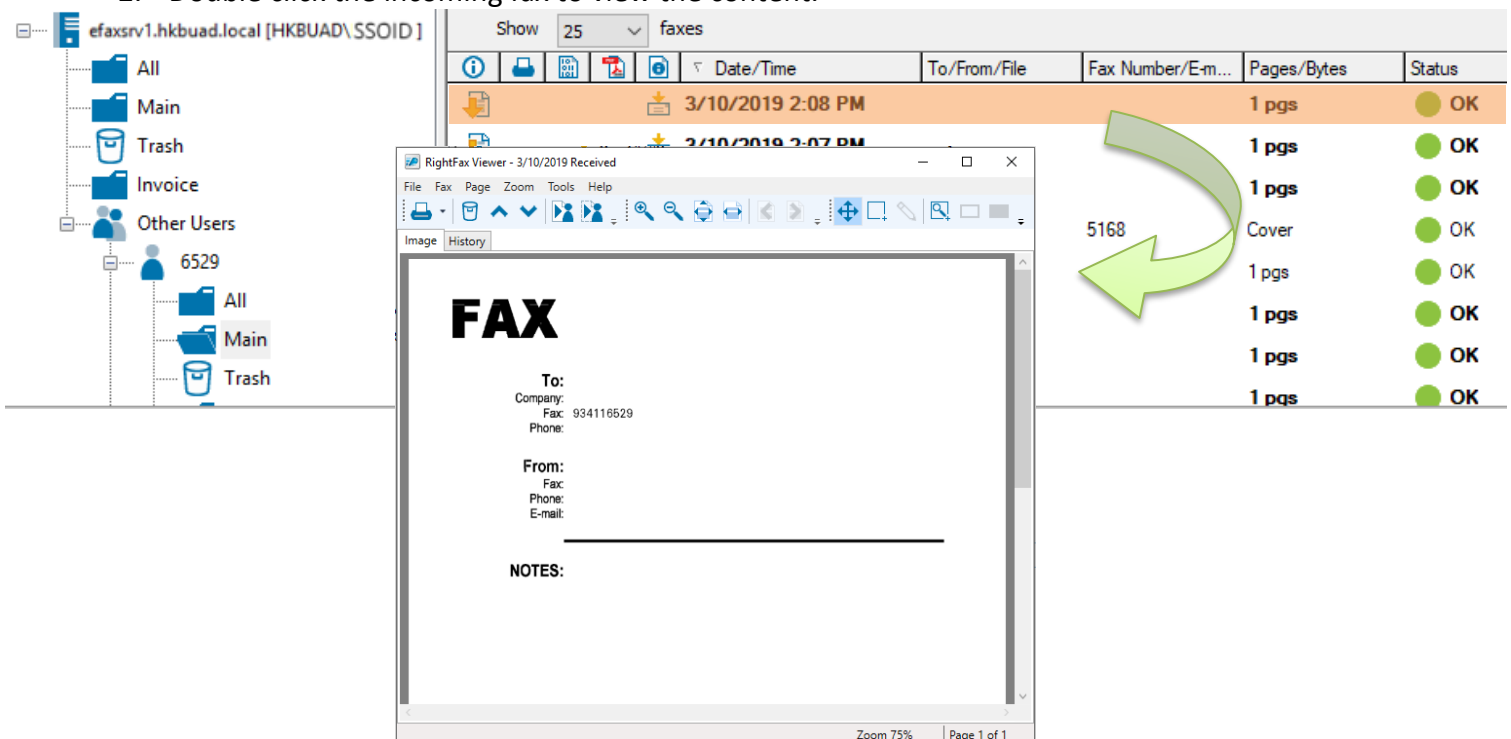
Depending on the arrangement of your faculty/department, you may NOT have direct access to all the incoming faxes, e.g. only secretaries have permission to access the faculty/department fax-line, who will then dispatch the fax to other users.

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

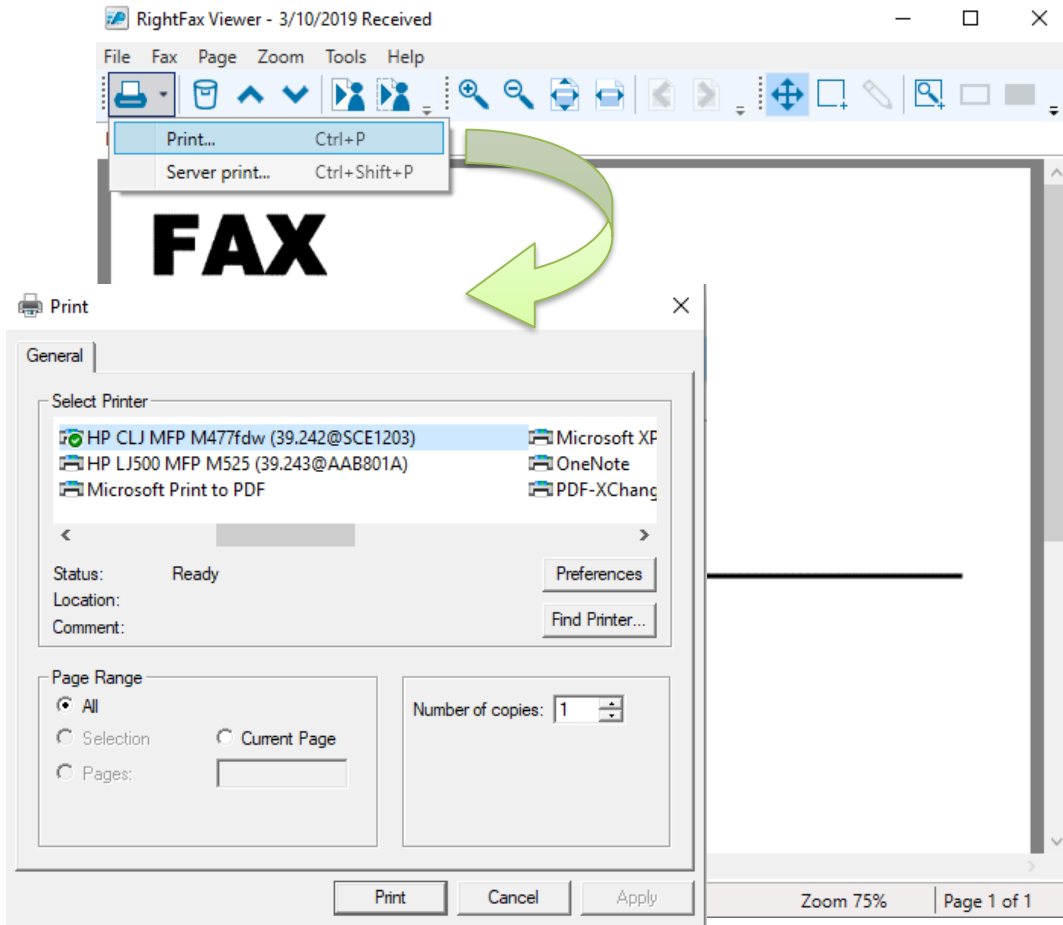
1. You can find all incoming faxes on “**Other Users**” > [Fax machine no.] > “**Main**”.



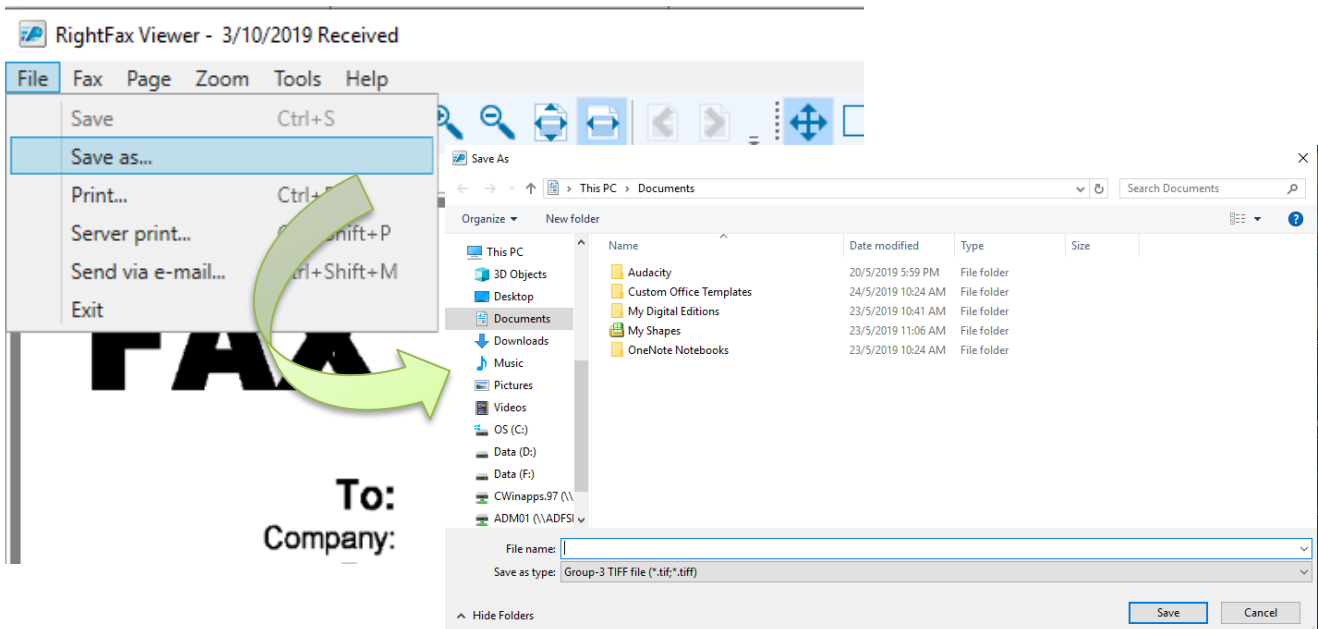
2. Double click the incoming fax to view the content.



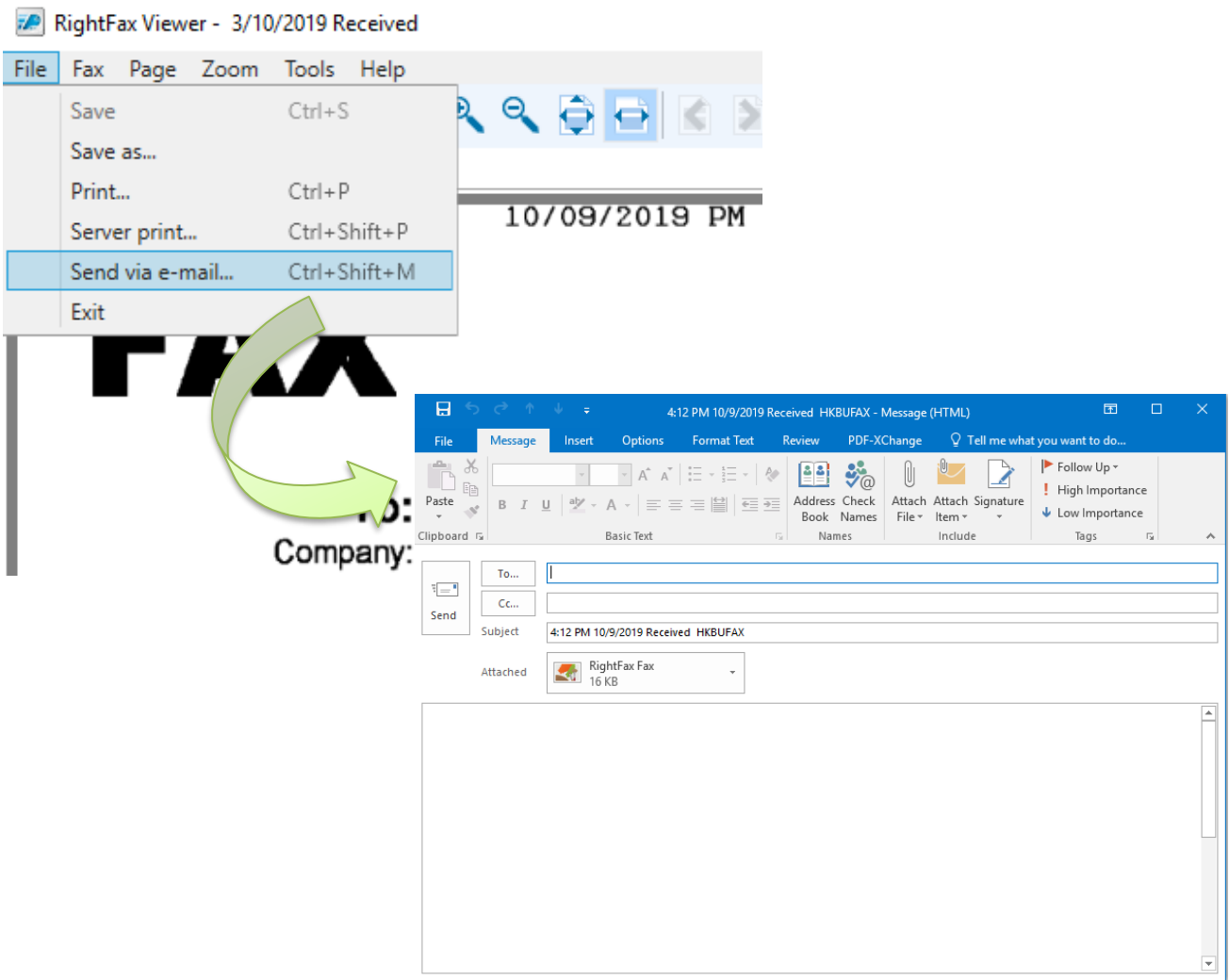
3. You can print this fax by clicking the printer icon and then select **“Print”**



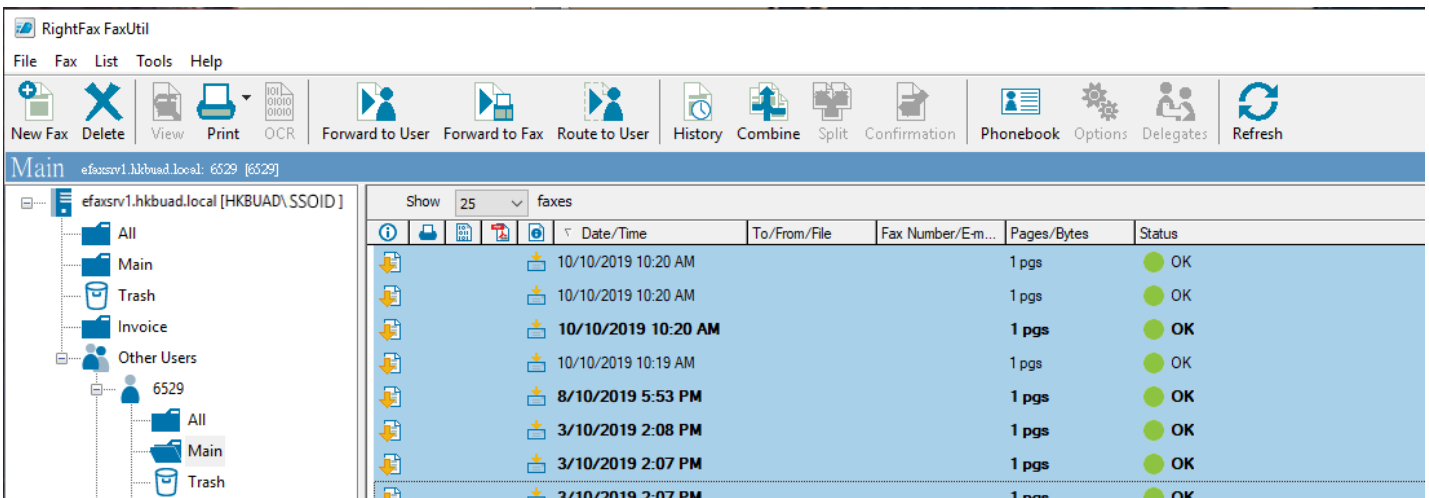
4. Select **“File”**. Click **“Save As...”** to save this fax.

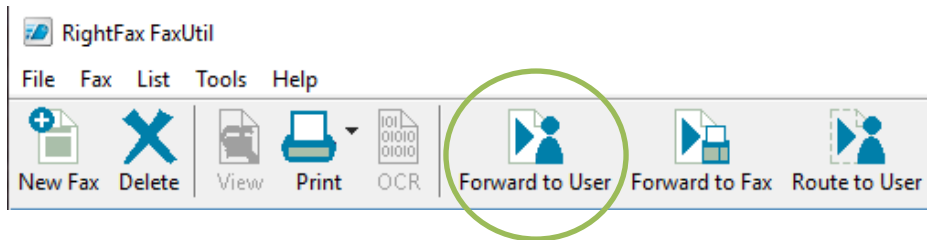


5. Select "File". Click "Send via E-mail" to mail this fax to others.

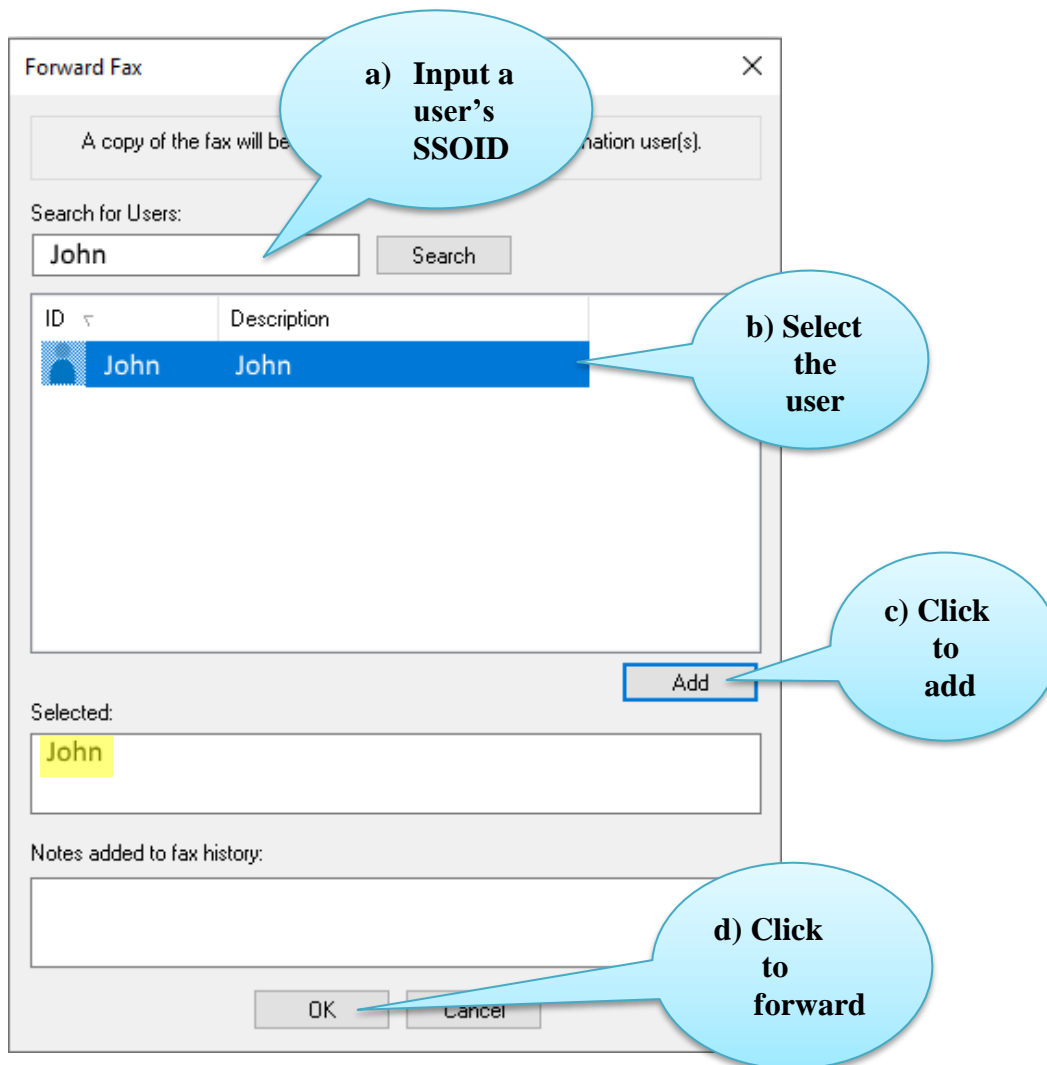


6. You can forward faxes to other users by selecting multiple faxes.





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.



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

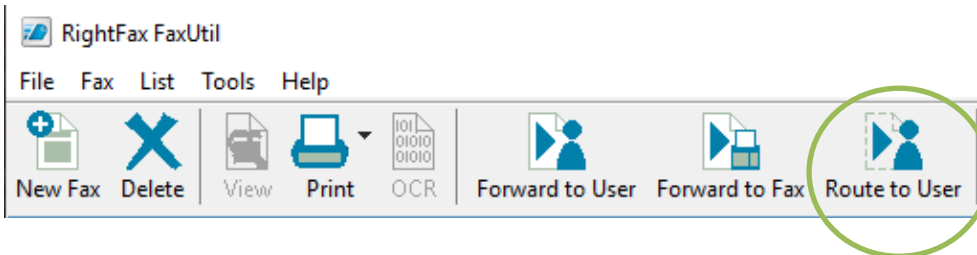
From the recipient’s point of view, they can find the forwarded faxes with status marked as **“Duplicate”**.

Show 25 faxes		Date/Time	To/From/File	Fax Number/E-m...	Pages/Bytes	Status
		10/10/2019 10:20 AM			1 pgs	Duplicate

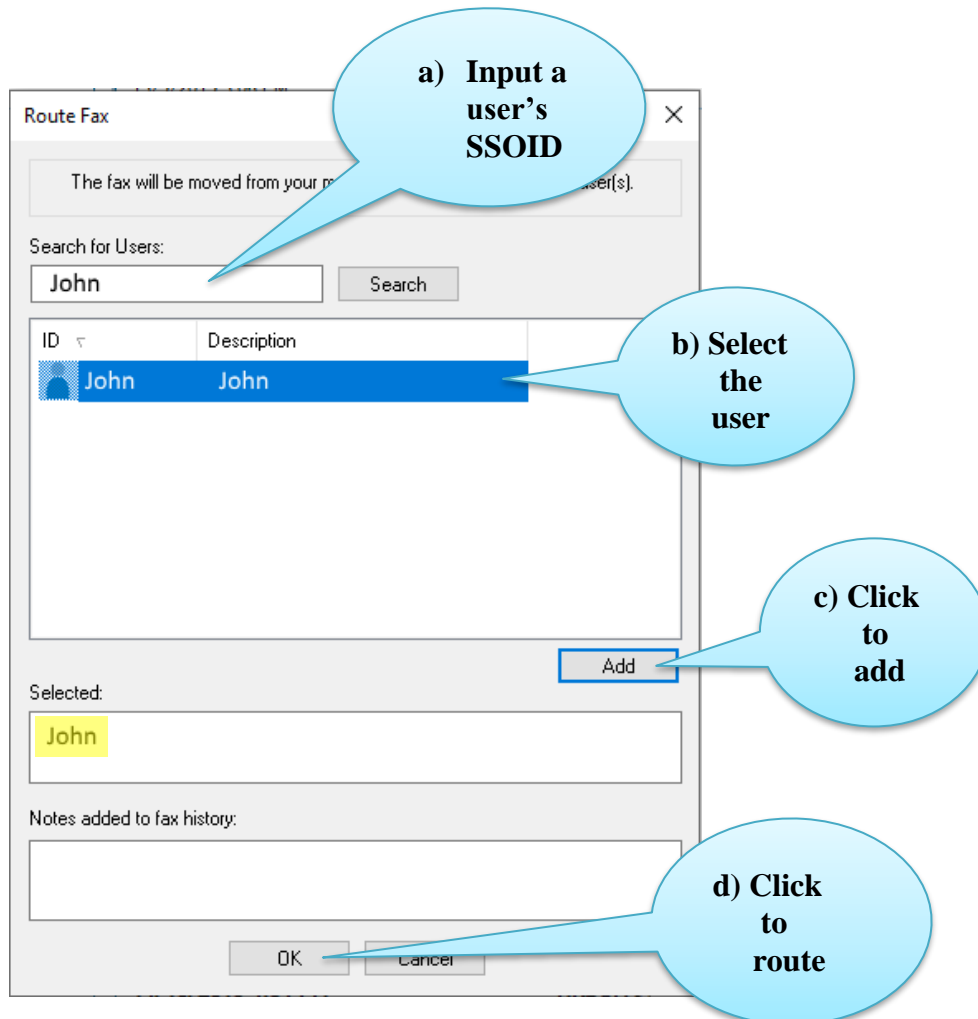
7. You can route faxes to other users by selecting multiple faxes.

The screenshot shows the RightFax FaxUtil application window. The toolbar includes buttons for New Fax, Delete, View, Print, OCR, Forward to User, Forward to Fax, Route to User, History, Combine, Split, Confirmation, Phonebook, Options, Delegates, and Refresh. The main window displays a list of faxes with columns for Date/Time, To/From/File, Fax Number/E-m..., Pages/Bytes, and Status. The 'Route to User' button is highlighted with a green circle.

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 **REMOVED** from fax mailbox .

From the recipient's point of view, they can find the routed faxes as shown below.

