

# RightFax Web Client

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*Reference Guide v1.0*

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## Running Web Client


Go to <https://rightfaxweb.missouri.edu> and click the Login button

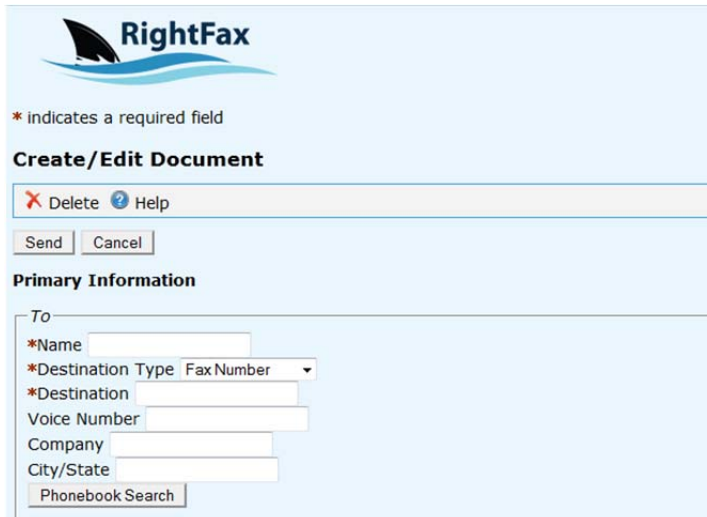


*RightFax Web Util*

## Creating and Sending Documents

### To Create a New Document to Send:

- 1 Click the **New Fax** button  **New Fax**. This opens the **Create/Edit Document** page.
- 2 In the **Create/Edit Document** page, add one or more fax or e-mail recipients. Specify your cover sheet notes and options, file and library document attachments, and other sending preferences.
- 3 Click **Send** to send the document.




*Create/Edit Document Page*

### To Send Your Document to a Fax Address:

- 1 Type in the **Name** and **Destination** with only numbers, no spaces or special characters.
- 2 Set **Destination Type** to **Fax Number**.

### To Select an Address from Your Phonebook:

- 1 In the **Create/Edit Document** page, click the **Phonebook Search** button.
- 2 Click on the green check mark button  next to the person you wish to fax.

## RightFax Dialing Patterns

### Dialing Patterns

The **dialing pattern** used by **RightFax** is determined by the connection to our phone provider, *CenturyLink*. The line does not require or use “-” or “,” or spaces in dialing strings. (Spaces added for clarity)

*On campus:*

#### 7 Digits

eg. 882#####, 884#####, and 771####

*Local:*

#### “9” Followed by the Number

eg. 9 443#### and 9 875####

*Long Distance:*

#### “91” Followed by the Area Code and Number – Authorization codes are not used, billing is by department.

eg. 91 314 555#### and 91 816 555####

*International:* A list of Country Codes can be found at <http://doit.missouri.edu/telecom/long-distance/international.html>

#### “9” + Country Code + Number

eg. 9 011 44 118 984 #####

## Attachments and Cover Sheet

### To Include a Cover Sheet with Your Document:

- 1 In the **Create/Edit Document** page, click in the **Cover Sheet Notes** box.
- 2 In the **Cover Sheet Notes** box, type any notes that you want added to the cover sheet. You can enter up to 21 lines of text.
- 3 Click the **More Options** button.
- 4 In the **More Document Options** page, select a cover sheet from the list. The cover sheet can only be changed if you have been granted permission by the RightFax administrator.
- 6 In the **From** boxes, enter the contact information that you want on the cover sheet.

RightFax

\* Indicates a required field

**More Document Options**

Cancel Help

Save

**Options**

Use Fine-Mode Resolution for Fax Body

Send Cover Sheet

Use Fine-Mode Resolution for Cover Sheet

Cover sheet to use: Default

Form type to use: None

**From**

Name

Fax Number

Voice Number (573) 882-7135

General Voice Number

General Fax Number

More Options Page

### To Attach Library Documents:

Library documents are frequently-used documents that your fax administrator has stored on the server for easy access. Marketing materials, price lists, and product specifications are commonly stored as library documents.

- 1 In the **Create/Edit Document** page, click Attach Library Document button.
- 2 Click on the green check mark button in the **Select** column for each Library item you wish to attach. Each selected attachment is displayed in the **Attachments** list. Library documents will be added to the end of the document in the order they appear in the **Attachments** list.

### To Attach Files to Your Document:

- 1 In the **Create/Edit Document** page, click the **Attach File** button.
- 2 Click the **Browse** button to search for the files to attach. Once the file is selected click the open button. The file browser will close and the file will be listed next to the browse button. Click the upload button. Each selected file is displayed in the **Attachments** list. File attachments will be added to the end of the document in the order they appear in the **Attachments** list.

### To Add an Overlay Form to Your Document:

Overlay forms are image files that combine with your document so the two images appear together. Company letterhead is a commonly used overlay form. You can add one overlay form per document.

- 1 In the **Create/Edit Document** page, click the **More Options** button.
- 2 From the **Form type to use** option, select the overlay form you want from the list.

### Add Default Information to Cover Sheet:

User information that appears on the cover sheets can be modified.

- 1 From the Home page select the **Settings** button.
- 2 Under **User Information Section**, enter the appropriate information.

**User Information**

*Cover Sheet Information*

Name bob

Fax Number

Voice Number (573) 882-7135

Company University of Missouri

City/State Columbia

General Fax Number

General Voice Number

*User Configuration Page*

## Adding Phonebook Entries

**RightFax FaxUtil** lets you create a personal phonebook of fax and e-mail addresses. You can add both individual entries and group entries that let you easily send one document to multiple recipients. Phonebook entries can be private or published. Private phonebook entries can be viewed only by you. Published phonebook entries can be viewed by any other **FaxUtil** user on the network.



The screenshot shows the 'RightFax Phonebook Entry' form. At the top left is the RightFax logo. Below it, the title 'Phonebook Entry' is displayed. A note states '\* indicates a required field'. There is a 'Help' button with a question mark icon. The form includes an '\*ID' text input field and a 'Published' checkbox. A section titled 'Address' contains several input fields: 'Name', 'Company', 'Address', and 'City/State'. Below these is a 'Destination Type' dropdown menu set to 'Fax Number' and a '\*Destination' text input field.

*New Phonebook Entry*

### To Create an Individual Phonebook Entry:

- 1 From the **Create/Edit Document** Page Click on the **Phonebook Search** button
- 2 Click **New Entry**.
- 3 Enter a name for the phonebook entry in the **ID** box.
- 4 To create an entry for a fax address, enter the fax number in the **Destination** box, then complete the remaining address boxes.
- 5 A secondary Fax number can be added to **Fax Number 2**. When dialing **Fax Number 1** and fails it will automatically dial **Fax Number 2**.
- 6 Click the **Save** button.

### To Create a Group Phonebook Entry:

- 1 From **the Create/Edit Document Page** Click on the **Phonebook Search** button
- 2 Click **New Group**.
- 3 Enter a name for the group phonebook entry in the ID box.
- 4 Type in the ID's of the phonebook entries that you want in your group
- 5 Click the **Save** button. The new entry will immediately appear in your phonebook preceded by a **Group** icon .

## Forwarding and Routing Documents

When you forward a document from your **RightFax FaxUtil** mailbox, a copy of the document is sent to the recipient and the original document remains in your mailbox. When you route a document, the original document is sent to the recipient and is removed from your mailbox.

### To Forward a Document to a Fax Number or E-mail Address:

- 1 Open the document to forward and select the **Forward to Fax** on the **Document View** page.
- 2 Fill in the Name and Destination fields and choose the correct Destination Type.
- 3 Click the Send button.

## View Documents

### To Sort Documents:

- Click any column header in the document list to sort the documents in that column in ascending order.
- Click the same column header again to sort the documents in that column in descending order.

## Delete from FaxUtil

**RightFax** is not to be used as an archive system. Faxes will be automatically deleted after **30 days**. If you wish records to be saved, a user must print or forward to an e-mail to preserve a copy.

### Print a Fax:

- 1 Select the magnifying glass next to the fax that you wish to print.
- 2 Select view as PDF button. The PDF will open in your default PDF viewer
- 3 **Print** the PDF file.

### Delete a Fax:

- 1 Select the magnifying glass next to the fax that you wish to print.
- 2 Select the **Delete** button.