

RightFax Print-To-Fax

Quick reference guide to getting started



Note: This document applies to OpenText RightFax version 9.4 and 10.0

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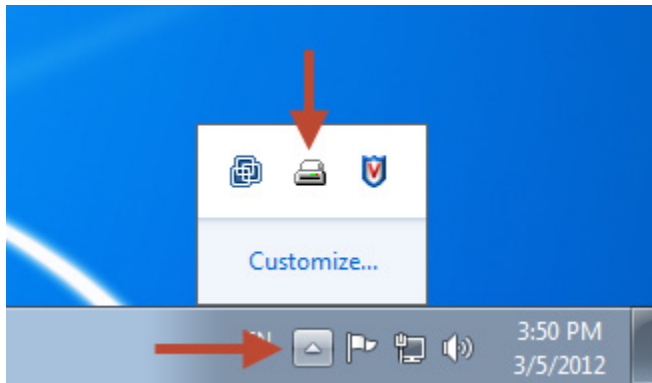
Print-To-Fax

Print-To-Fax allows the user to print virtually any document and send it as a fax.

The RightFax System Tray Icon

Print-To-Fax is controlled by a small application that runs in the Windows notification area. This area is on the taskbar, near the clock.

To make sure Print-To-Fax is enabled, locate the RightFax printer icon  in the notification area. You may need to click the arrow button  to see all of the icons.



If this icon is not present, please ask your administrator about enabling Print-To-Fax on your system.

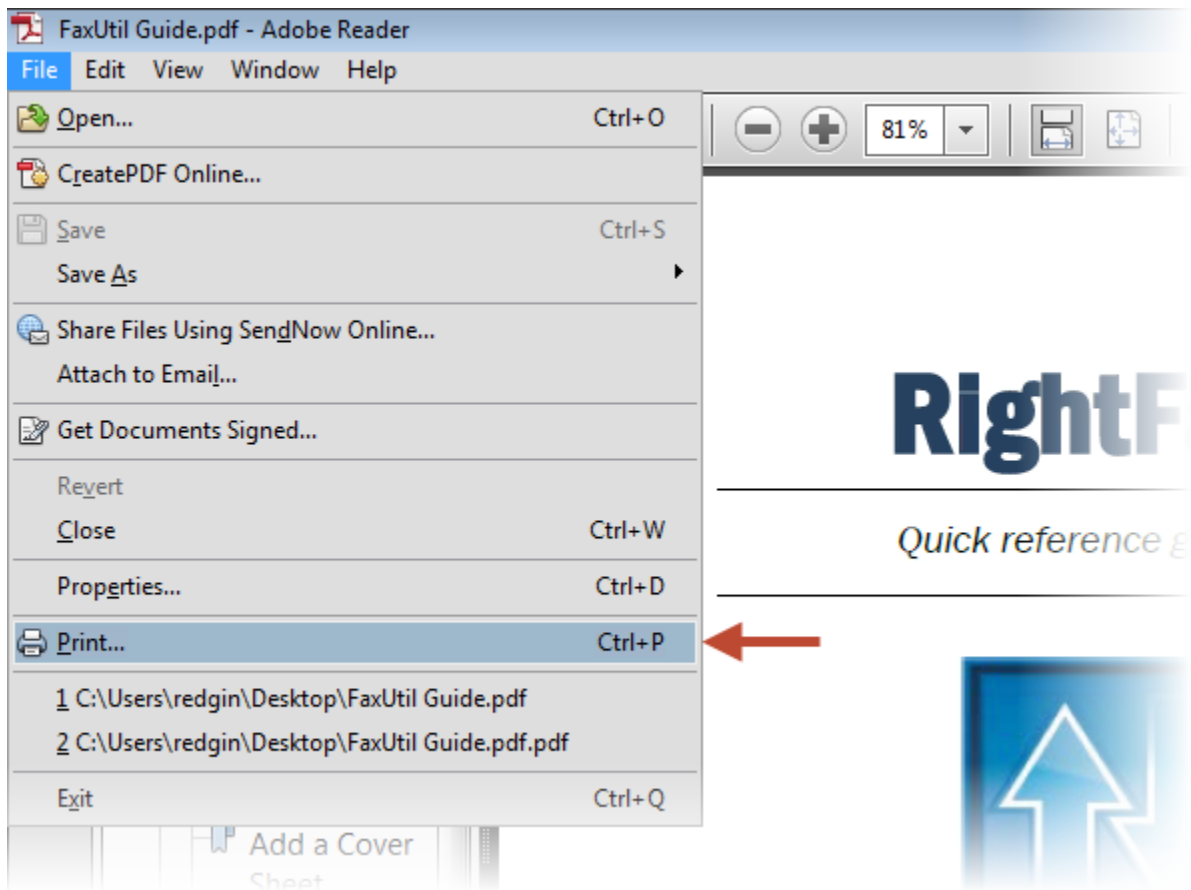
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Creating and Sending a Fax

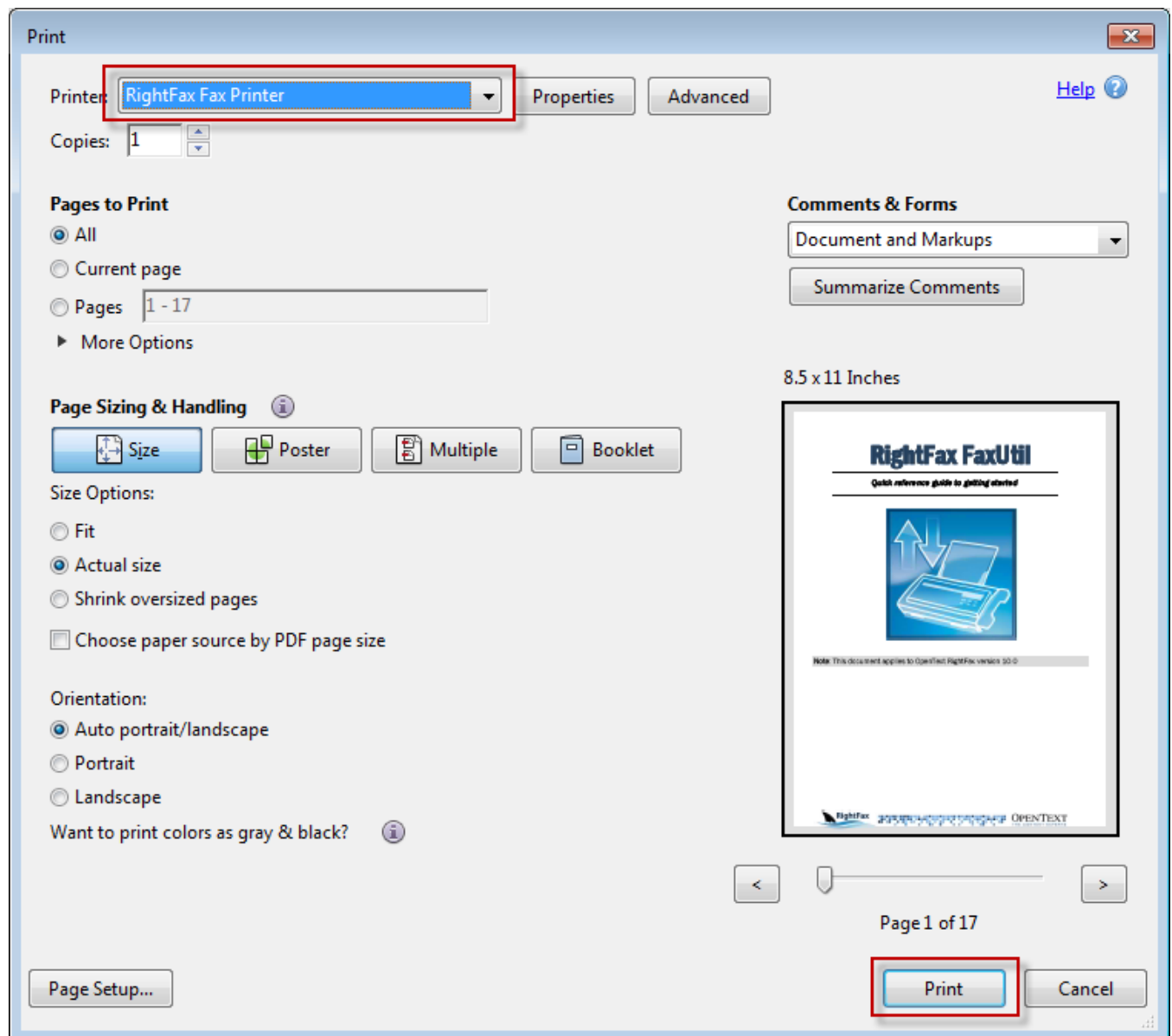
Sending a Fax Using Print-To-Fax

In this example, we will print a PDF using Adobe Reader and send the document as a fax. Faxes can be sent from a multitude of other applications using similar steps.

1. Open the PDF in Adobe Reader.
2. Click **File** on the menu bar, and choose **Print**.



3. Select the **RightFax Fax Printer** and click the **Print** button.



4. A **Fax Information** dialog box will open. Fill out the bold fields in the dialog box and click **Send**.

Fax Information - REDGIN (#) on Server 172.17.9.101

Main Cover Sheet Notes Attachments More Options

To

Name: John Phonebook...

Fax Number: 5551234 Add Entry...

Use certified delivery

Voice Number:

Company:

City/State:

Alt. Fax Number:

Accounting

Account: Lookup >>

Matter:

Options

Fine mode

Use cover sheet

Hold for preview

Use smart resume

Create PDF image ...

Use cheap rates

Delay send

4:09:40 PM

3/ 6/2012

Sent

Received

Pages:

Send Cancel

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