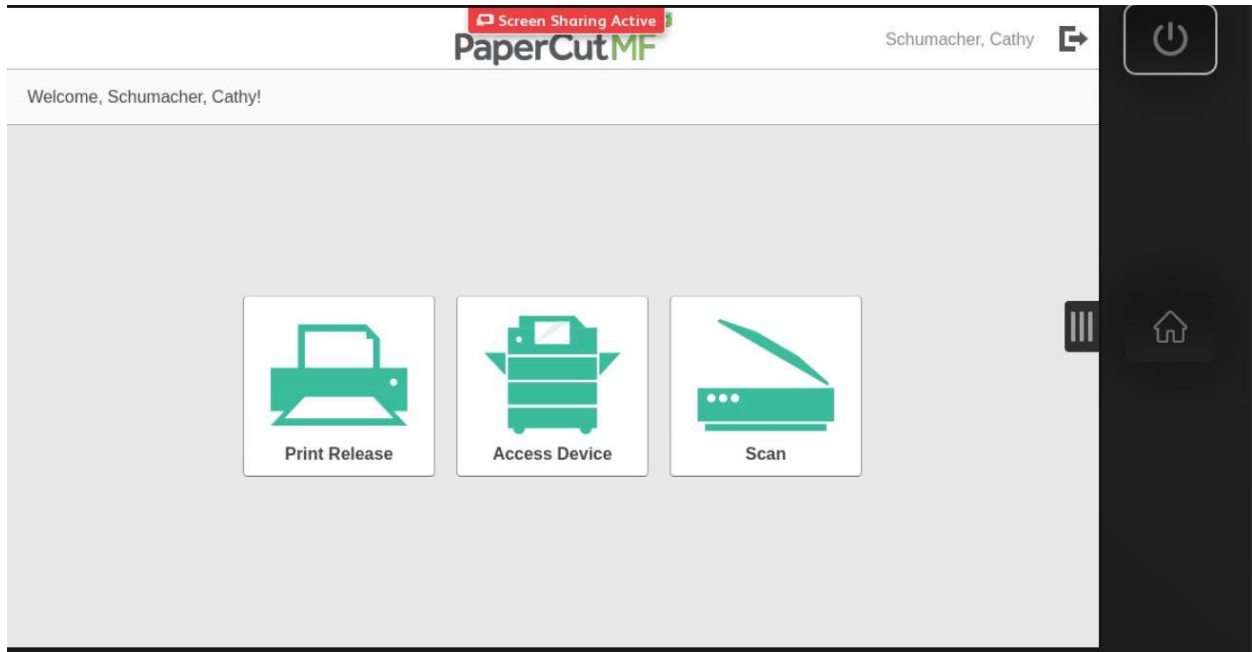


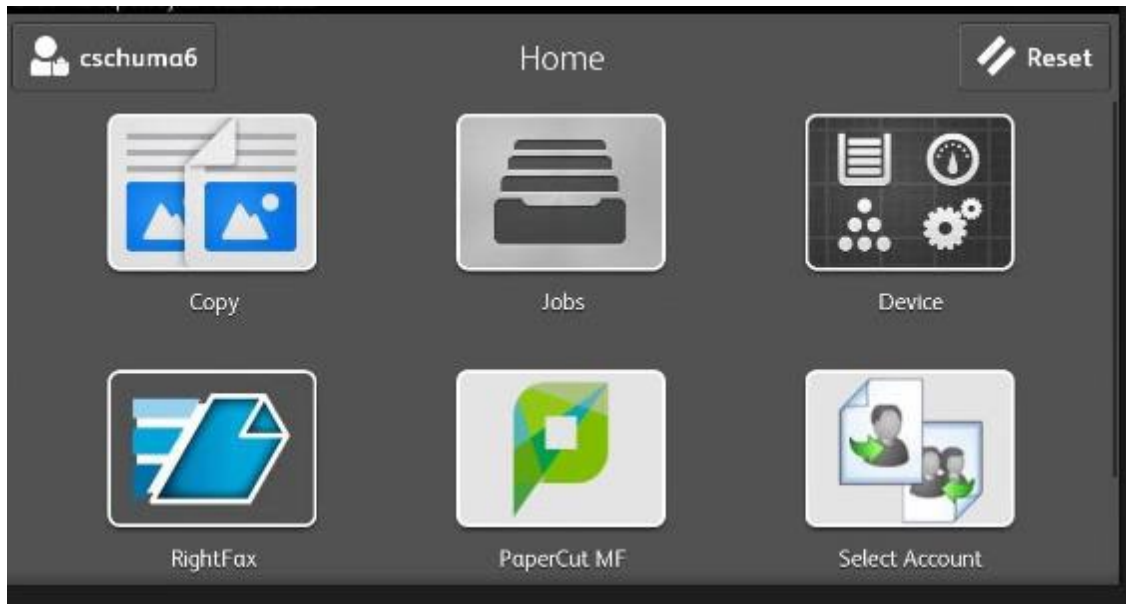
# Faxing with RightFax

**Note: Your ComDoc device must be enabled for faxing.**

To fax once you have logged into the device, select the “Access Device” button from the main screen.



From the Copier's Main Screen, press the “RightFax” icon.



At the logon screen, press Cancel to log you in as Guest (Log in as the Xerox Device itself)



Select the Fax number box and enter in the 10-digit fax number you are sending to, put your documents either in the Automatic Document Feeder (ADF) or by lifting up the lid and placing the page on the glass and press Start.

**Please Note:** The ADF will only do single sided processing in the Right Fax app. If your document is double sided, please lift up the lid and use the glass to scan each individual page.



For more options before sending your fax, press the More button.

## Additional Options

Select the Fax number box and enter in the 10-digit fax number you are sending to. (Email Address option, if presented, is not available at this time).

Place documents in the Automatic Document Feeder (ADF) or lift the lid and place document on the glass.

**At any point after entering your first fax number, you may press Start to begin faxing your document.**

(Optional) You may enter Name and/or Company Name by selecting the text box and entering the information.

The screenshot displays the OpenText RightFax interface. At the top left is a "Reset" link. The header features the "opentext | RightFax" logo. On the top right, it shows "Guest | Sign in". The main content area is split into two columns. The left column contains a form with the following elements: a radio button for "Fax number" (selected) and "Email address"; a text box for the fax number "4195300000"; text boxes for "Name" (containing "Rocky Rocket") and "Company" (containing "The University of Toledo"); a checkbox for "Add to phonebook"; and buttons for "Add Recipient", "Phonebook", "1 Recipients", and "Less". The right column contains a vertical stack of buttons: "Addressing", "Fax Options", "Notifications", "Job Options", "View Logs", and a large "Start" button at the bottom.

If the information you just entered will be a frequent contact that you will send future faxes to, you may select the Add to phonebook checkbox.

Reset **openText** | RightFax Guest | Sign in

Fax number  Email address

4195300000 ✕

Name  
Rocky Rocket ✕

Company  
The University of Toledo ✕

Add to phonebook

Add Recipient Phonebook 1 Recipients

Less

Addressing  
Fax Options  
Notifications  
Job Options  
View Logs  
Start

If you have multiple fax destinations that you need to send the same fax to, after entering in the fax number, name and/company, press Add Recipient. This will add the information you added into a recipient list and enter in your next fax number.

If you have contacts that are already in your phone book, press the phone book button and select one or more recipients that you would like to fax to and press OK.

Phonebook

Search ✕ Previous Next

Rocky Rocket, 4195300000, The University of Toledo

OK Cancel

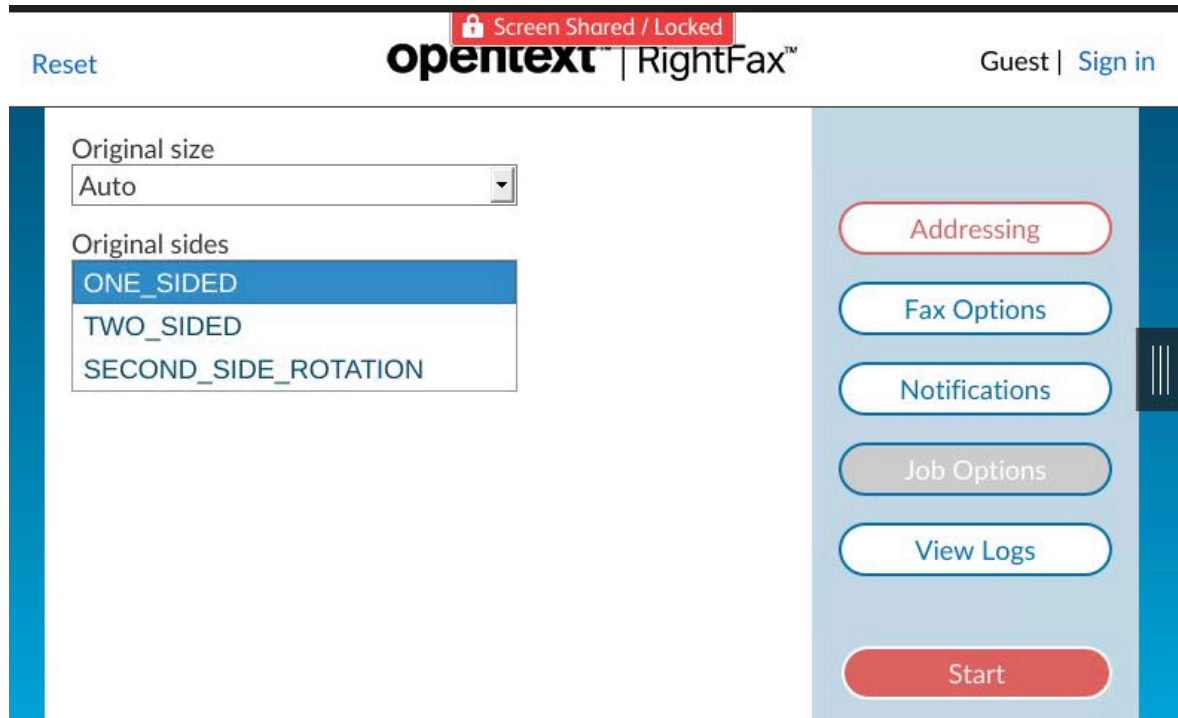
If you would like to either remove the system generated cover page or add notes to the cover page, press the Fax Options button.

If you would like to add notes that will appear on the cover sheet, tap in the Notes box and begin typing.

To remove the system generated cover sheet from being sent with your fax, uncheck Include cover sheet.

The screenshot displays the OpenText RightFax user interface. At the top, there is a 'Reset' link on the left, the 'OpenText | RightFax' logo in the center, and 'Guest | Sign in' on the right. The main content area is divided into two columns. The left column contains a form with the following elements: a checked checkbox labeled 'Include cover sheet'; a dropdown menu currently showing '{System Default}'; a text area labeled 'Notes' with a small 'x' icon in the top right corner; a text input field labeled 'Account' containing the value 'A10398' and an 'x' icon; and another text input field labeled 'Matter' with an 'x' icon. The right column is a vertical sidebar with a light blue background, containing five buttons: 'Addressing', 'Fax Options' (which is highlighted in a darker shade), 'Notifications', 'Job Options', and 'View Logs'. At the bottom of this sidebar is a larger, dark blue button labeled 'Start'.

If you would like to fax a 2-sided document, tap the Job Options select **Two\_Sided** or **Second\_Side\_Rotation**



When you are ready to send your fax, press the Start button.

**Note:** You will not hear any dial or fax tone while your fax is being sent. A confirmation page will be printed on the Xerox printer after the fax has been successfully or unsuccessfully sent to its destination.