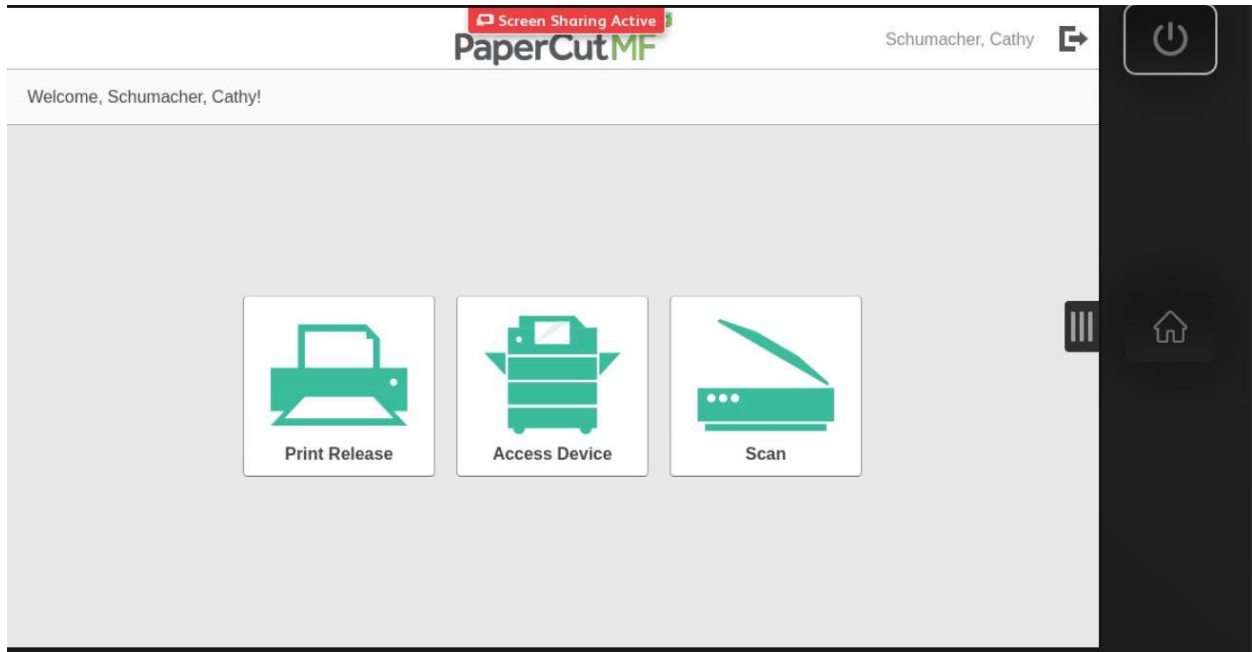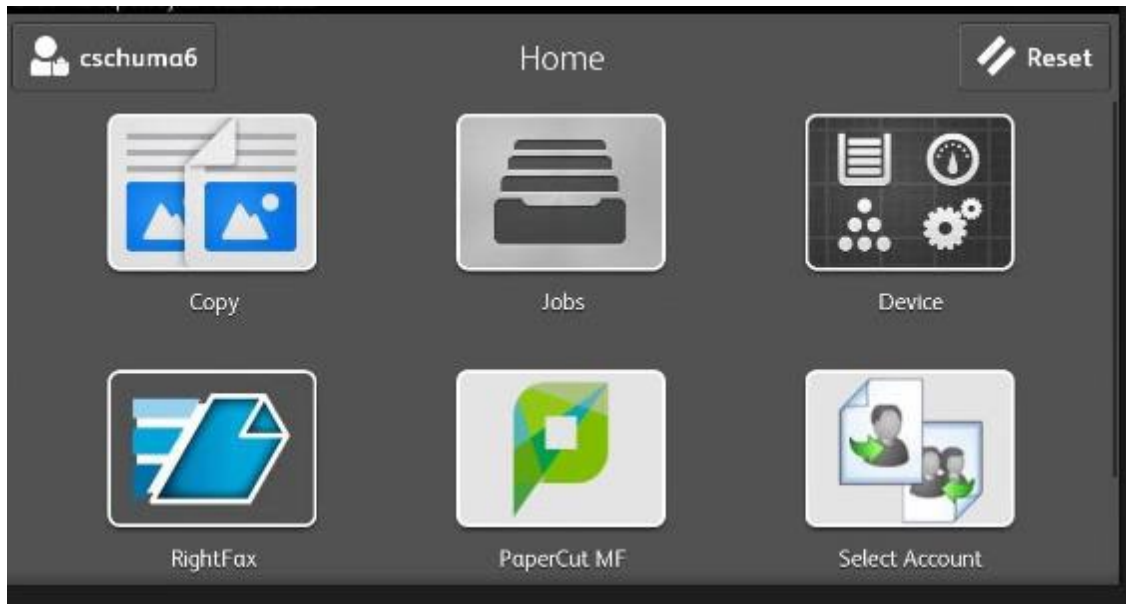# Faxing with RightFax

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.

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.

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.

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.

If you would like to fax a 2-sided document, tap the Job Options select **Two_Sided** or
Second_Side_Rotation
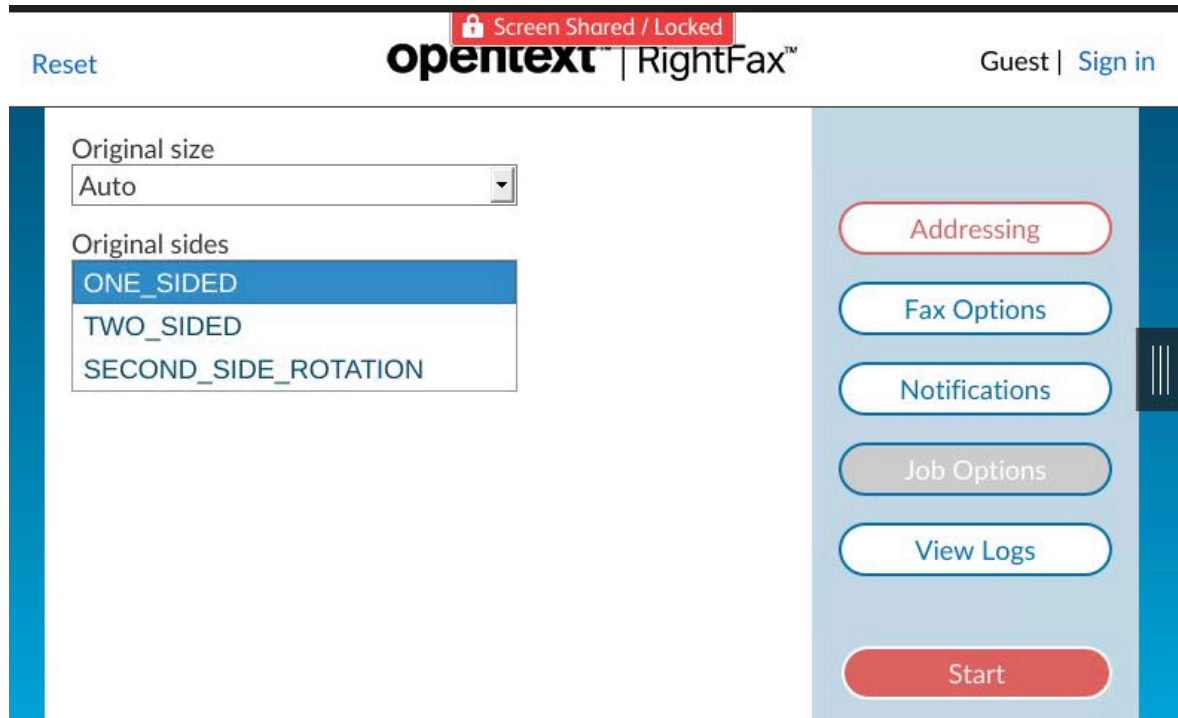
When you are ready to send your fax, press the Start button.

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.