RightFAX Pop-up Fax Driver Contents

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The RightFAX Pop-up Fax Driver is a special way to send your faxes directly from any Windows application using pop-up dialog boxes.

Fax Information

To fax a document directly from a Windows application through the RightFAX Pop-up Fax Driver, first insure that you have the proper printer selected.   Next, print your document using your application's print capability.

The following window will appear on your screen.   Note: It is very similar to the "Fax Information" screen for faxes in FaxUtil.   It represents the cover page and the information that will appear on it.

Fill in the name, fax number, and other information for the person to whom you are sending the fax. Click **OK** to send the fax.   All fields with *italicized* names are required to be completed for the fax to send. If any of the fields are not completed, the fax will not send and will remain in the outgoing FaxUtil mailbox with the status "Info Not Complete."

To print the same document to a normal printer, change to the proper printer, select print from with in the application.

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Phonebook

To look up Phonebook entries from your own or other users' Phonebooks, click on the **Phonebook** button in the *To* box of the Fax Information window.   This will bring up a window with all of your Phonebook entries, from which you may choose the desired entry.   You may sort the phonebook entries by clicking on the column headings.   If you want to look up an entry in another user's Phonebook, first click on **Load Users** and then choose the user.   Click on **Search** or **Search All**.   To select multiple recipients hold down the shift or ctrl keys while selecting the entries, a quick group will be formed.

When you choose an entry, all the information that is in the Phonebook description of that person will appear on the cover sheet.   Remember that if the Phonebook description is not fully complete, all of the required fields may not be filled and your fax will still read "Info not Complete" in the Fax Mailbox.

Note: If Metz Phones is enabled when you bring up the phone book Metz Phones will load or get called to the foreground instead of the RightFAX phonebook, and it will be used to find and specify the recipients destination info.

More

Clicking on the **More** button brings up the **More Detail** dialog where you may edit your default cover sheet information in the **General** section, set **Delete Options**, **Transmit Quality** and the **Cheap Rate Time**.   These changes apply to this one fax only and do not affect your default settings.

You may also attach **Library Documents** to your fax.   Library Documents are pieces of frequently faxed data like company literature, credit applications or employment forms all of which the administrator has entered into RightFAX.

To attach a **Library Document** to your fax, highlight the title you desire and click on **OK**.   To deselect a fax, click on **Clear Selection(s)**.   This will erase all faxes selected.

When you select a library document, it will be sent as an addition to the body of the fax.   Deselecting the **Keep Fax Body/Header Sheet** option will send only the selected Library Documents.

Add Entry

The **Add Entry** button allows you to add new entries to your phonebook.   The **Address** information will automatically be filled in using the *To* information from the Fax Information window, that you may have already filled out.   Fill in any other information if desired and mark the box next to **Publish** if you wish other users to be able to access the record.   Click **OK** to save.

If the entry already exists, it will be duplicated.   You will be notified of this if you use the same ID as the existing entry, other wise it will just be added.

Note: If the Add Entry is ghosted it may be because Metz Phones is enabled.

Form Name

Form Name allows you to select a form that your administrator has entered into RightFAX; letterhead (or another form type) can be combined with your fax to present a professional image to the recipient. If, for example, you want to send a list of services from your company, Acme Cleaning, and you want to use the Acme Cleaning letterhead, under **Form Name** choose the Acme Cleaning letterhead. RightFAX will then overlay the letterhead image with the pricing quotes image to form one complete fax.

Note: You must have administrative privileges in order to create or edit forms.

Delay Send

RightFAX normally sends outgoing faxes as soon as a phone line becomes available, but sometimes you may want to delay an outgoing fax.   To postpone the transmission of your fax, select the **Delay Send** check box and fill in the time and date fields.   Once you have completed the rest of the required fax information, RightFAX converts the document to fax format and holds it until the designated date and time.   During this time, your fax will remain in the state "Scheduled to Send at XX:XX."   (XX:XX representing the time you specified.)

Cheap Rates

By clicking on **Cheap Rates**, you may select your default cheap rate time to send faxes.

This will cause RightFAX to delay sent the fax at the defined Cheap Rate Time.

Note: You can set the this time by clicking on the **More** button and entering it in the **Cheap Rate Time** field.

Lookup

If you have forgotten your billing code or matter number, click on the **Lookup** button. Any portion of billing codes that you had started to enter will be used for searching. If you don't enter anything the first 50 Billing Codes will be displayed. The search order can be changed by clicking on the column headings.

Lookup Billing Code

Account Number	Matter Number	Description
A1	001	Hardy vs. Craig INC
A505	1208	Henny's braodcast
A2	0012	Little Joes vs. Dr. Mckormik

Account Number: A

Note: you can search on any of the above fields.

Search   OK   Cancel

Here you may browse though the entries or search on a portion of a billing code or description by entering it into the appropriate box. Then click on **Search** or press enter. RightFAX will search for all entries beginning with that portion and display them so that you can choose your desired entry.

Note: When searching on descriptions, only the first 31 characters are used.

Notes

Click on the Notes button to add text to the cover sheet.   You can enter 21 lines of comments with 60 characters per line which will appear on your cover sheet.   When finished entering text, click **OK**, you will be returned to the originating dialog.

Product Support

If you have a question about the RightFAX Fax Information dialog, first contact your RightFAX system administrator.

If your RightFAX administrator is unable to help, you may contact us or have your administrator contact us at:

RightFAX Technical Support
4400 E. Broadway
Suite 312
Tucson, AZ   85711
USA

Voice: (520) 327-1357
Fax: (520) 321-7461
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E-Mail: tech@rightfax.com

Please include your RightFAX serial number.   It may be found on the inside front cover of your "RightFAX Customer Support Guide" booklet.   Be prepared to tell our technical staff your version of RightFax, operating system and version, and network and version.   The more relevant information you provide to us the easier it will be to solve your problem.

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