RightFax 10.6 Web Client

1. Navigate to https://*Efax.Illinois.Gov* in a web browser.
2. Do one of the following:
   - If you are signed in to your Windows network and wish to sign in as yourself, select the **Use Windows Authentication** check box.
   - To sign in using a different user ID, clear the **Use Windows Authentication** check box and in the **RightFax server name or IP address** box, type the name or the IP address of the RightFax server.
3. Click **Login**.

This option is only available when using a RightFax user ID to sign in.

1. Click **Forgot password?**.

2. In the **User ID or Email address** box, type your RightFax user ID or the email address associated with it.

3. Click **Submit**. If the user ID or email address match an existing record, an email is sent to the email address.

4. Click the link provided in the email to reset your password.

5. In the **New password** and the **Confirm new password** boxes, type a new password and then click **Save**.

1. Click **New Fax**. The **Create/Edit Document** page opens.

2. On the **Create/Edit Document** page, under **Primary Information**, enter the recipient's name, select **Fax Number** in the **Destination Type** list, enter the fax number in the **Destination** box, and enter any other contact information. Required field are marked with a red asterisk.

3. To review the final version of your document before you send it, select the **Hold for Preview** check box . Your document will remain in your Web Client mailbox with the status "Held for Preview." To transmit the fax, you must view it and click **Release**.

4. If you are sending PDF files, you can select the **Enable PDF Encoding** check box.

5. To postpone the transmission of your document to a later time or date, select the **Delay Send** check box. RightFax normally sends outgoing faxes as soon as a phone line becomes available. The Hour, Minute, Day, Month, and Year boxes show the current date and time. Change as needed.

6. Under **Attachments**, click **Attach File**.

7. Type the name of the file to attach or click **Browse** to select the file you want, and then click **Upload**. The file you specify will be added to the Attachments section. File attachments will be added to the document in the order they appear in the Attachments list.

8. You can improve the quality of attached PDF files by specifying under **PDF Attachment Type** whether the PDF files consist of **Text** or of **Photos and Images**. If the original is light in color, specify **Light**.

9. Click **Send**.

To open and view a received or sent fax
1. In the RightFax Web Client, in the folder view, click the folder that contains the document. A list of documents you have sent and received appears.

2. Click the magnifying glass icon next to the document you want to view. The **Document View** window shows basic information about the fax and the cover sheet.

3. To change how the document displays, on the fax display toolbar, click any of the following:
   - To move between pages within the document, click the left or right arrow.
   - To zoom in or out of the fax display, click one of the magnifying glasses, where 1 is the smallest and 4 the largest magnification.

4. Do any of the following:
   - Click **New Fax** to create a new fax.
   - Click **View as PDF** to view the document as PDF.
   - Click **Save as TIFF** to save the document as TIFF.
   - Click **Delete** to delete the fax.
   - Click **Forward to User** to send a copy of a document in your mailbox to another user or users on your network. You only need to specify the RightFax user ID and do not have to wait for the fax conversion before the copy is forwarded.
   - Click **Forward to Fax** to send a document in your fax mailbox to another group III fax system, including thermal fax machines, other RightFax installations, and users on your own RightFax system, including yourself.
   - Click **Route to User** to transfer a fax from your mailbox to another user's mailbox. When you route a document, you are transferring ownership of that fax to the other user. When you forward a document, each person receives a copy of the fax, but retain ownership of the original.
   - Click **Fax History** to view the complete history of the fax.
   - Click **Release Fax** to send a fax held for review and approval before sending.
   - Click **Move to Folder** to move the fax into a different folder.

Selecting and creating phonebook entries
To select an entry from your phonebook
1. On the **Create/Edit Document** page, under **Primary Information**, click **Phonebook Search**. All entries in your personal RightFax phonebook appear in a list

2. Click the check mark next to the entry to which you want to send the document. The recipient's addressing information appears under **Primary Information** on the **Create/Edit Document**page. If you selected a group phonebook entry, the phonebook ID appears in the **Name** field.

To create an individual phonebook entry

1. On the **Create/Edit Document** page, under **Primary Information**, click **Phonebook Search**.

2. Click **New Entry**.

3. Enter a name for the entry in the **ID** box, and select the **Published** check box if this individual entry should be available to other users on your network.

4. Complete the addressing boxes. All boxes are optional but you must enter at least one fax number or e-mail address.

5. Click **Save**.

To create a group phonebook entry

1. On the **Create/Edit Document** page, under **Primary Information**, click **Phonebook Search**.

2. Make sure entries exist in the phonebook for all individuals you want to add to the group.

3. Click **New Group**.

4. Enter a name for the group in the **ID** box, and select the **Published** option if you want this group entry to be available to other users on your network.

5. Type the phonebook IDs you want in the **Members** box, pressing ENTER between each ID you add.

6. When you have added all the phonebook IDs you want, click **Save**.