

#### I. Login to RightFax (using FaxUtil Web)

- 1. Navigate to https://enterprisefax.app.vumc.org
- 2. Login into the RightFax portal. You'll have a different experience depending on where you are and if you are connected to the <u>VPN</u>.

If you are on the VUMC domain	If you're using VPN (on campus or off)
Applications FaxUtil Web Click on the FaxUtil Web button	Sign in Https://enterprisefax.app.vumc.org Username Password VUMC ID and password > Click "Sign In"

**Please note:** If a blue OpenText | RightFax screen follows your login attempt with an error displayed, follow these steps:

• Click "Sign in with credentials"

<b>opentext</b> <sup>™</sup>   RightFax <sup>™</sup>
NDE1006WP
No RightFax user is associated with VANDERBILT\wakefijl
Sign In
Sign in with credentials?



 Enter vumc\VUnet ID ("vumc\" followed by your personal VUnet ID username) and password, and click "*Sign In*"

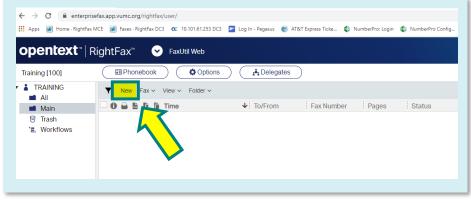
<b>opentext</b> <sup>™</sup>   RightFax <sup>™</sup>	
NDE1006WP	
vumc\VUnetid (username)	
Sign In	

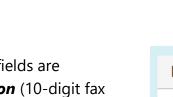
3. You will then see the FaxUtil Web main screen

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#### II. Send a fax using RightFax

 In the RightFax / FaxUtil Web, click the **New** button





 Required fields are *Destination* (10-digit fax number of recipient), and *Name*

#### NOTE:

- For local numbers you do not need to include a 1
- Any other number other than local will require a 1 before the number, for example (1-888-123-1234)

New Fax - TRAINING [100]	
To Fax V Destination	Cover Sheet
• Name         • • • • • • • • • • • • • • • • • • •	Include cover sheet
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	Send Cancel

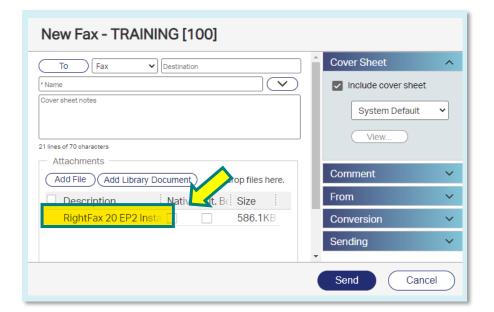
3. To attach a file, click the Add File button

a. Select the desired file and click **Open** NOTE: Word documents, and .pdf files are supported

New Fax - TRAINING [100]	
To Fax V Destination	Cover Sheet
* Name Cover sheet notes 21 lines of 70 characters	<ul> <li>Include cover sheet</li> <li>System Default</li> <li>View</li> </ul>
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	Send Cancel

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b. Your selected file will be listed in the attachments area:



4. Enter any required coversheet notes and click the **Send** button

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	Send Cancel

5. Fax status will show as "Sending"

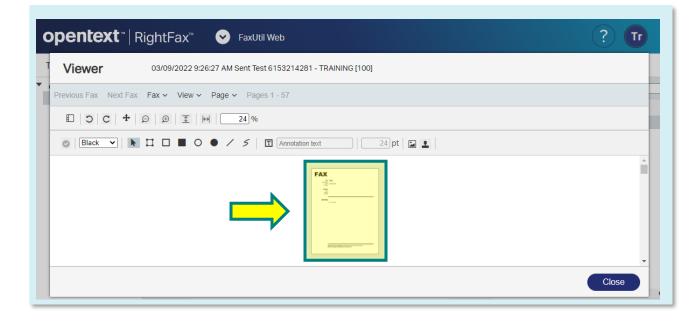
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6. When fax has been sent successfully "**OK**" is displayed

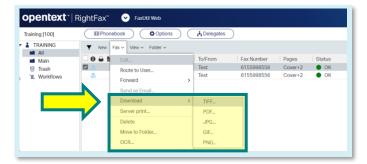
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• To view the pages sent in the fax, double click the image of the file



#### III. How to save a fax in FaxUtil Web

1. Highlight fax and from the dropdown and click *Fax*, then *Download*.





- 2. Select file type
- 3. Fax download will show in the bottom left of the browser.

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4. Click up arrow and select **Show in folder** 

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5. From here you can move the file to a network location.

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#### **IV. Assistance and Support**

- a. Visit the Enterprise Fax webpage.
- b. For RightFax issues, contact the VUMC IT Help Desk at 615-343-HELP (4357), and a technician will assist you.

Information Technology