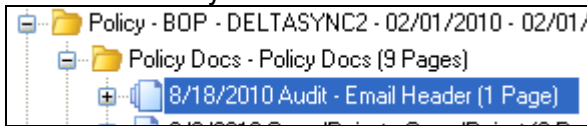



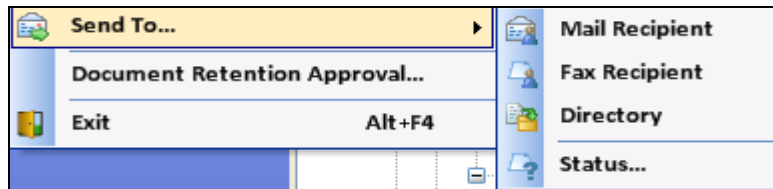
HOW TO FAX FROM IMAGERIGHT DESKTOP

To fax documents from ImageRight

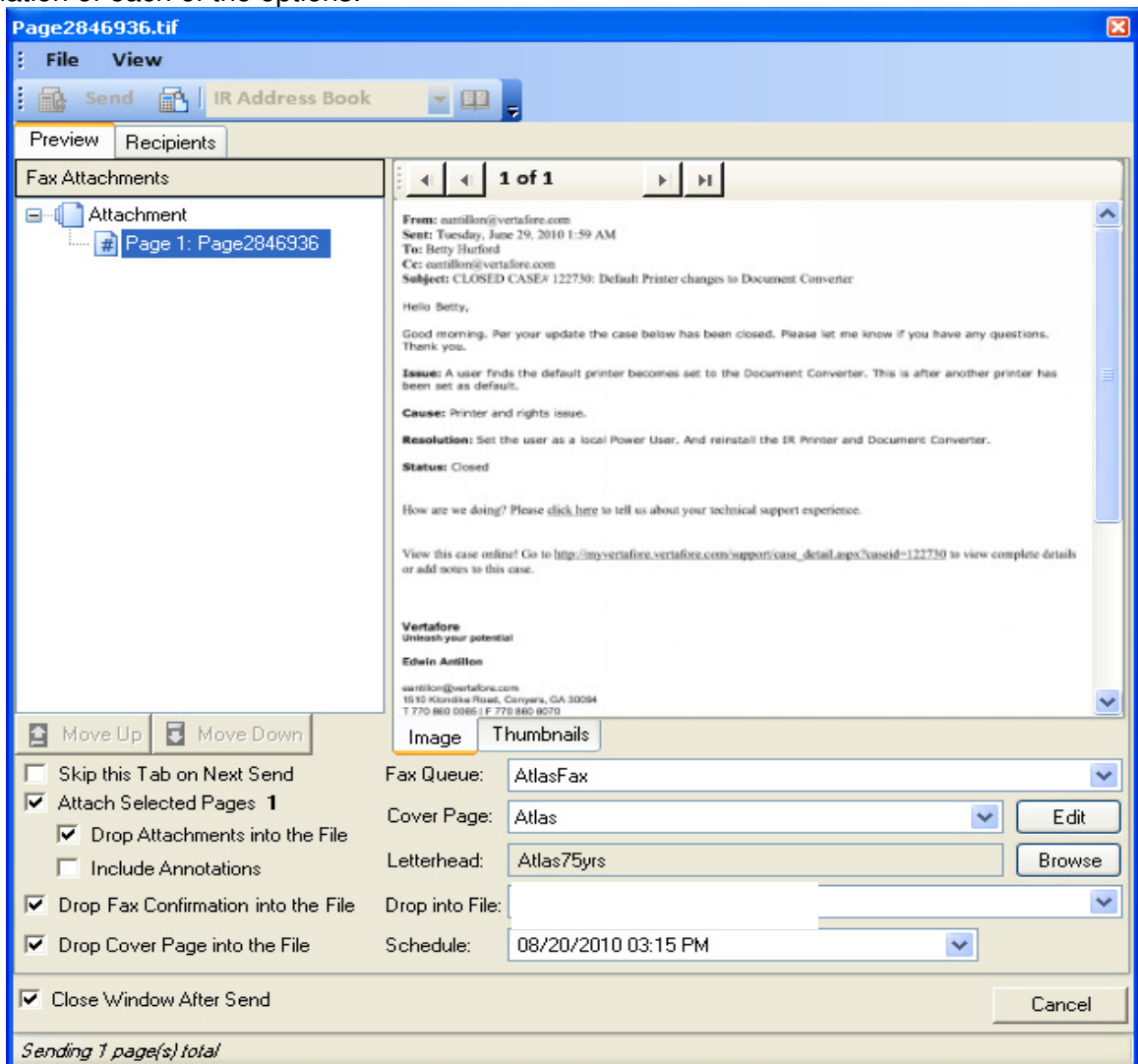
1. Select the documents you want to fax.



2. To access the Fax feature click either the Fax icon  on the IR Desktop toolbar, or select File > Send To... > **Fax Recipient**



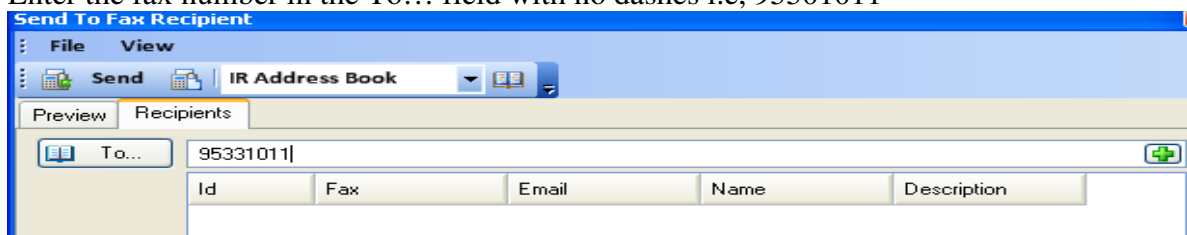
3. The **Send to Fax Recipient** window will appear. A brief explanation of each of the options is below. In the PREVIEW tab – the following options appear on the bottom of the screen, and below is the brief explanation of each of the options.



- **Skip this tab on next send** – The next time you send a fax, the Recipients tab will be presented first. The options selected the last time you sent a fax will be applied unless you click the Preview tab and change them.
- **Attach selected pages** – The items in the Fax Attachments list will be sent. It is a good idea to confirm the number of pages based on the number shown to ensure you have all items. If this option is not selected, you can send a fax cover page without attachments.
- **Drop attachments into the file** – The attachments to the fax will be added to the file, which may be helpful if you need to review what was sent at some later date.
- **Include annotations** – Annotations on the selected images will be included on the fax copy.
- **Drop fax confirmation into the file** – A fax confirmation will be added to the file, which may be helpful should you need to ensure the fax was sent.
- **Drop cover page into the file** – The fax cover page will be added to the file, which may be helpful if you need to review any message text you added at a later date.
- **Fax queue** – Select **AtlasFax** queue in the list configured for Atlas.
- **Cover Page**– Select the cover page in the list that you would like to use. If you want to edit the cover page, click on the Edit to open the cover page to enter additional message on the cover page, then click OK to save the edit cover page.
- **Letterhead** – Select the letterhead you wish to use. You can click Browse and locate a new letterhead to be used if necessary.
- **Drop into file** – Select the file into which the cover page, confirmation, and attachments will be placed.
- **Schedule** – Enter the date and time that you want the fax to be sent, if it should not be sent immediately.
- **Close window after send** – The Send To Fax Recipient dialog box will be closed automatically when you send the fax. If the option is not selected, the dialog will remain open for use.
- **Sending x pages total** – The number of pages that will be attached to the fax is updated automatically. Each attachment is counted as one page, even if it contains multiple pages.

4. Now click on the **Recipients** tab –

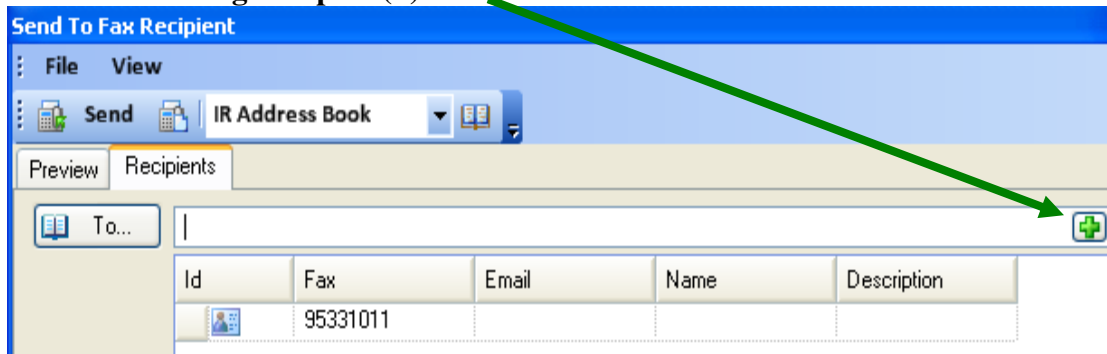
- Enter the fax number in the To... field with no dashes i.e, 95501011



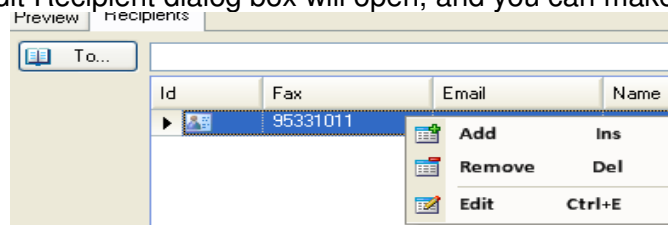
- “Dialing” format for ImageRight Fax.

- If you are in Oahu, and faxing to Clients in Oahu, you enter 9 + Phone number.
- If you are in Oahu, and faxing to Clients outside of Oahu, you enter 9 +1 + Area Code + Phone number.
- If you are in neighbor islands and faxing outside of your islands, you enter 9 + 1 + Area Code + Phone number.
- If you are in neighbor islands and faxing within of your island, you enter 9 + 1 + Area Code + Phone number.
- If you are in neighbor islands and faxing a number on Oahu, you enter 9 + Phone number.
- *In other words, the phone dialing rules of Oahu also apply to the neighbor island offices*

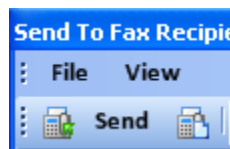
c. then click on **the green plus (+) icon** to add the number to the list.



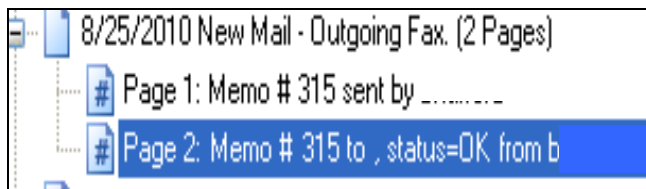
d. To remove or change a recipient in the list, right-click the recipient and click Remove or Edit respectively on the menu or press the corresponding keyboard shortcut. If you select Edit, the Add/Edit Recipient dialog box will open, and you can make the necessary changes.



e. Click **Send** to send the fax



f. A confirmation & a fax status will be filed in the IR folder as *New Mail* with the fax date. The Fax Status is filed whether the status is OK or Errored.



```
*****This Fax was sent by FACSys Fax Server*****
Outgoing Fax Notification:
Notice for:  irservice
Call to:    95501066. [315-]
Remote id:  26025
Queued at:  8/25/2010 1:19:02 PM
Sent At:    8/25/2010 1:19:40 PM
Phone line: 1
Pages:      4
Status code: 1:Fax sent successfully
Status:     OK
```

Done