



the RightFax, the Right Solution

eFax services are now replacing physical fax systems and represent a significant milestone in the new technological world, which will help us create paperless office environments. eFax provides advanced technology to electronically deliver your documents. It is robust, feature laden and efficient for your organization. Lots of new and advanced features are available in eFax that have not been available in analogue based fax systems of the past.

UITS had moved from the old manual fax system to eFax by implementing the "RightFax solution". RightFax is now in operation at UAEU campuses and it is used to do all fax transmissions inside and outside the university.

With eFax you can:

- **Attach** any document as an attachment (Like doing in email) and send it to the recipient's fax number.
- **Attach** most of the software format like **Word, Excel and PDFs, JPGs** format can be easily attached to the eFax service.
- **Attach** more than one document, along with a cover letter which reflects your organization details to the recipient.
- **Forward** incoming fax Internal to organization's Email Address using **Enterprise-Wide e-Documents** delivery feature.
- **Broadcast** fax to hundreds of people at once using **Fax broadcasting**.
- **Check** all the inbound and outbound fax transactions as record anytime.
- **Receive (Real-time status)** updates goes to sender Email in order to know the status of eFax either delivered or not due to any certain issue.

Get Started with RightFax

eFax service is now available for UAEU community, to get benefit from, you can contact IT Helpdesk during the working hours to arrange the IT Engineer to help you for above service.

Once you have your RightFax software installed in your PC, you can open it by clicking on:

Start > All Programs > Open Text > Right Fax FaxUtil.

