Issue

RightFax Usage Guide.

Step 1

Open a web browser and go to **https://rightfax.rsccd.org/rightfax/user/**

 https://rightfax.rsccd.org/rightfax/user/

NOTE: If you see a message saying "No RightFax user is associated with RSC\username" it means you do not yet have access permissions.

Please have your supervisor send a written authorization via email to helpdesk@rsccd.edu approving your access to the RightFax OpenText program.

opentext™ | RightFax™

SACNPRIGHTFAX1

No RightFax user is associated with RSC\AddMe.

Sign In

Sign in with RightFax credentials?

If you see a message saying "No RightFax user is associated with RSC\username", it means you do not yet have access permissions.

Please have your supervisor send a written authorization via email to helpdesk@rsccd.edu approving your access to the RightFax OpenText program.
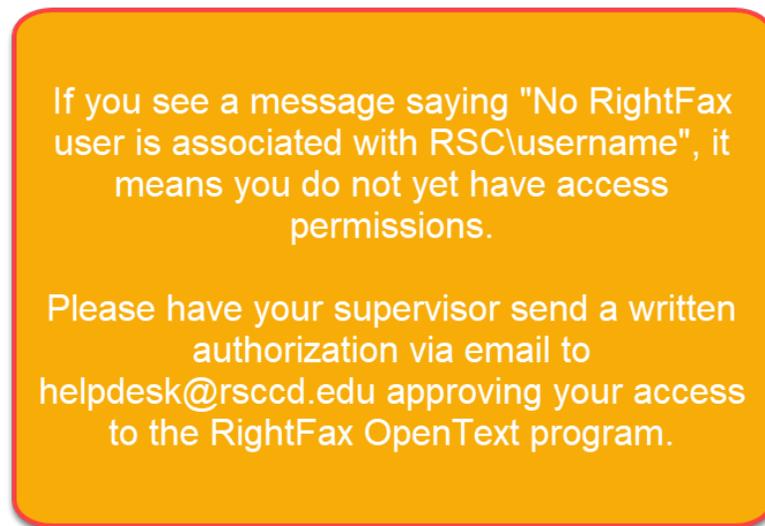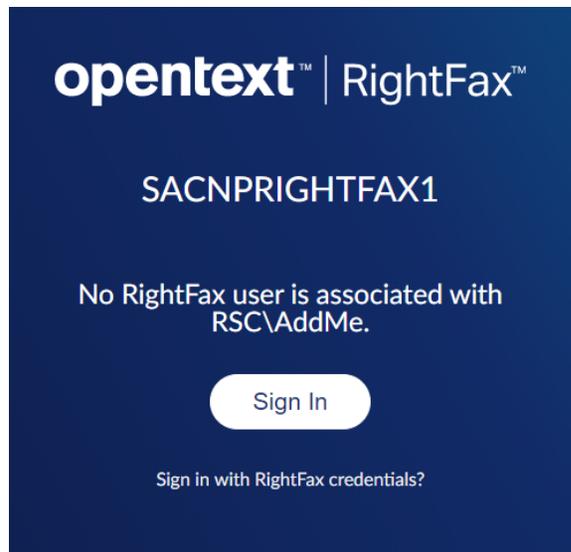
Step 2

Login with your username and single sign-on password.
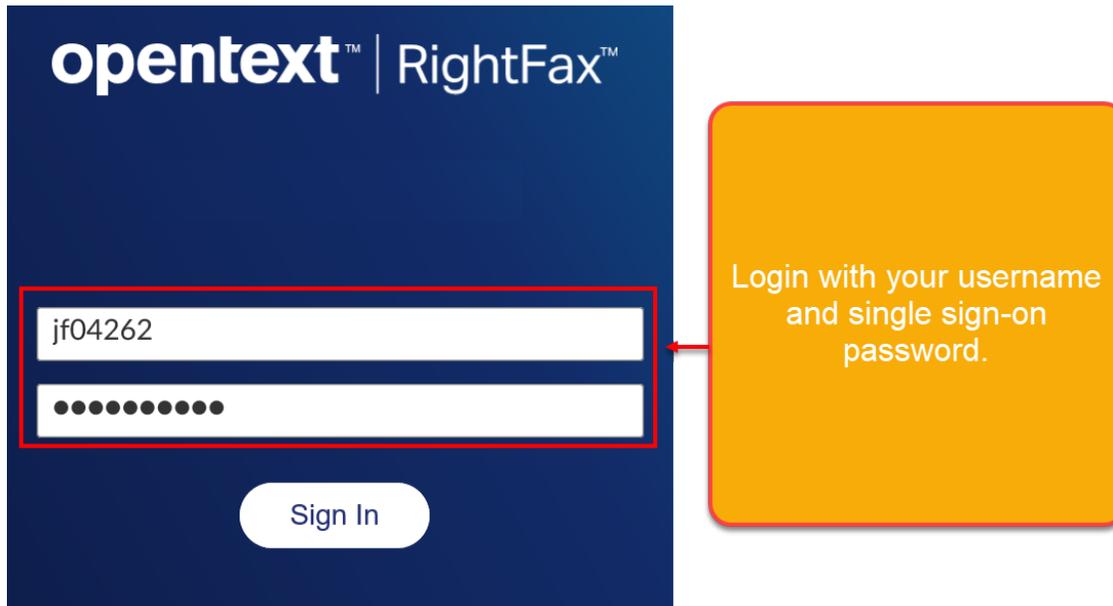
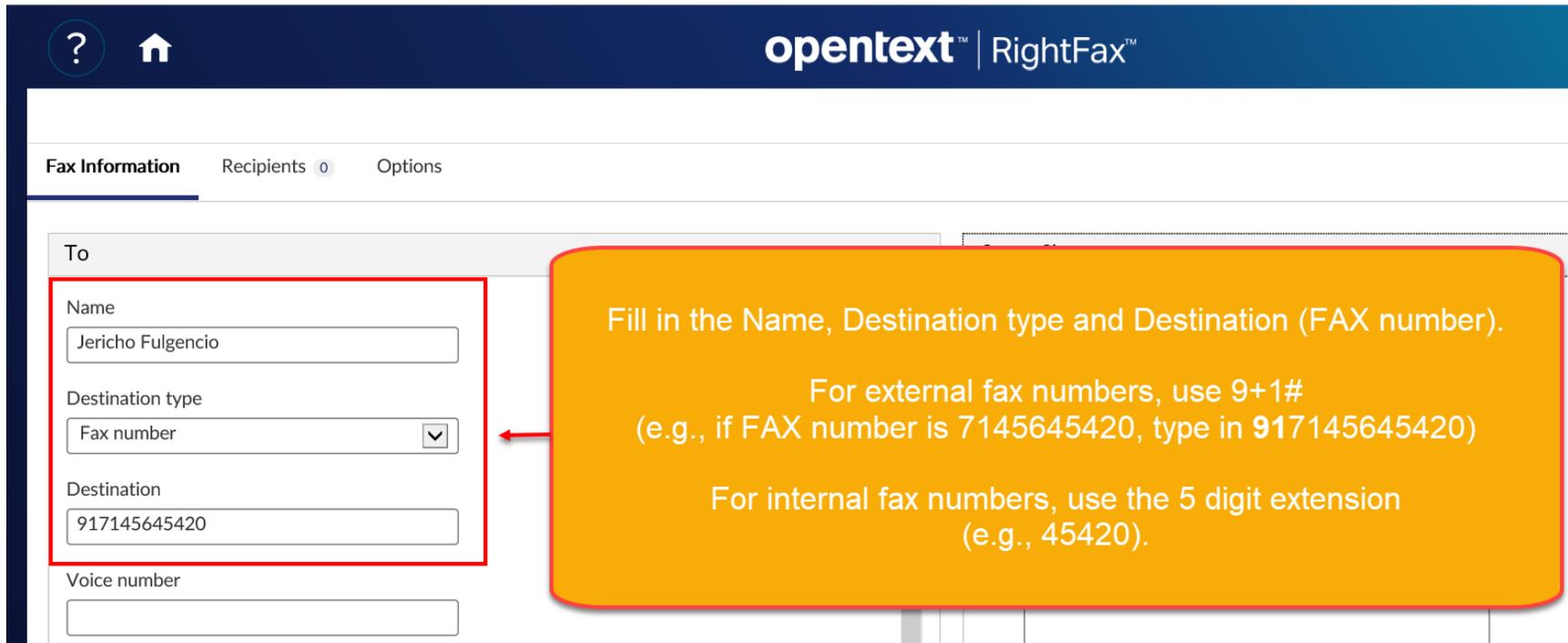**Step 3**

Click on "New"
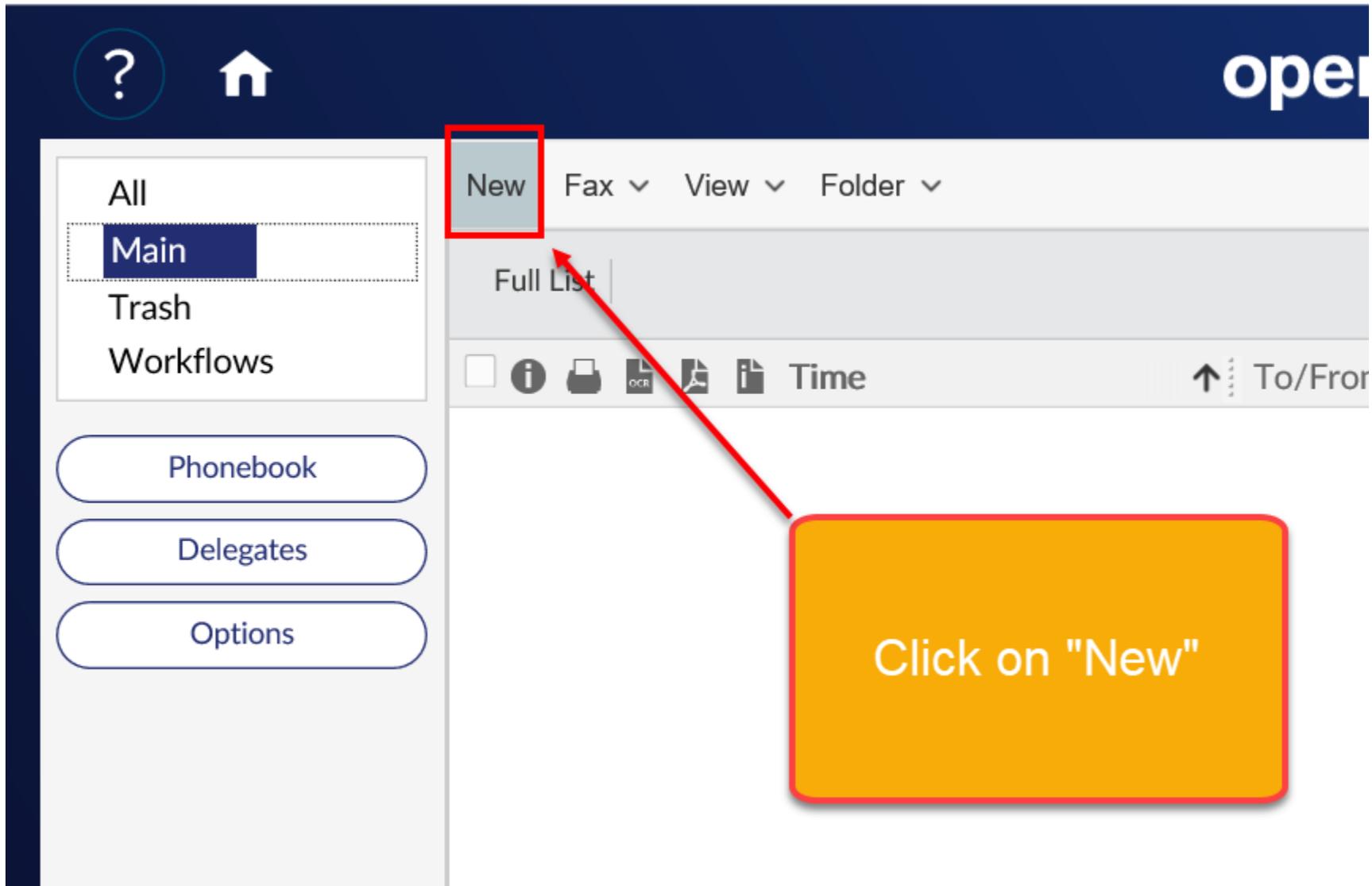
Step 4

Fill in the Name, Destination type and Destination (FAX number).

For external fax numbers, use 9+1# (e.g., if FAX number is 7145625420, type in **9**17145645420).

For internal fax numbers, use the 5-digit extension (e.g., 45420).

Step 5

To attach a document to the FAX, click the header for "Attachments" and then click "File".

Browse for the file under the "Choose the File to Upload" window.

Step 6

After you have attached your file(s), click "Send" to send the FAX.

Step 7

To check the status of your FAX, click the "Home" button, go to "All" and view the Status column.