

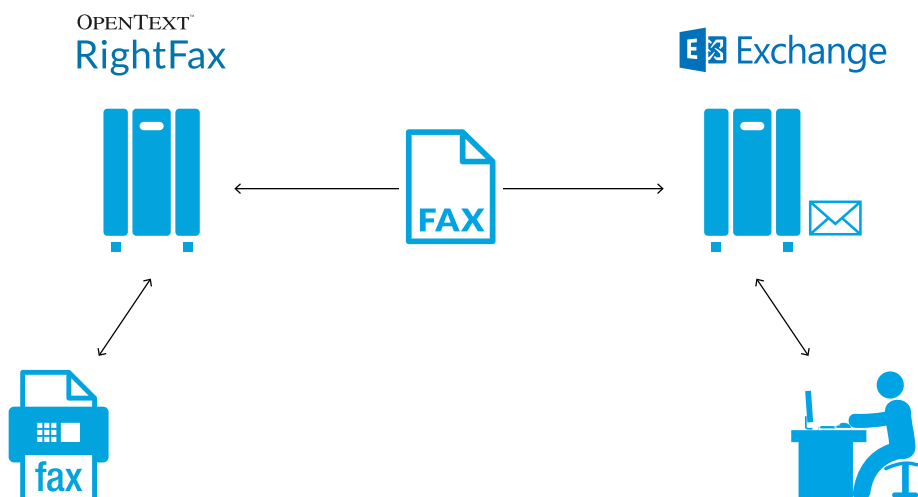
Desktop Faxing with OpenText™ RightFax™ and Microsoft® Exchange

The most widely used and secure way to send information isn't by email, postal mail, or courier. It's by fax. And, hopefully, it's done in 30 seconds or less. Without ever leaving your desk. Without touching paper. Without paper jams. Without low toner notifications.

In the time that it takes you to send an email with an attachment, you can also send a fax — from that same email application. Faxes can be sent, as a fax, from within any email application to any fax machine around the world, without the risk of hackers, viruses, or malicious spyware. Faxes can be sent securely and quickly, and as easily as lifting a single finger.

OpenText RightFax and Microsoft Exchange

OpenText RightFax provides all the tools needed to fax-enable desktop and business applications. The OpenText RightFax Connector for Microsoft Exchange is an add-on module for RightFax, acting as a communication link between the RightFax and Exchange servers to send, receive and manage faxes within email.



BENEFITS

- *Get rid of fax machines. Fax machines are inefficient, frustrating and a time-consuming way to send documents.*
- *Increase employee productivity. Integration of OpenText RightFax and Microsoft Outlook provides a centralized, universal inbox for both fax and email communications. No more trips to the fax machine, lost productivity by manually delivering paper faxes, or poor customer service due to lost paper faxes.*
- *Make it even easier to send faxes. The OpenText RightFax Connector for Microsoft Exchange includes a built-in fax button on the user's Outlook toolbar, making sending a fax a snap.*
- *Easily search for faxes. Searching for faxes is easy - by sender, recipient or cover sheet notes. No more searching for lost papers and file folders.*

The RightFax Connector for Microsoft Exchange allows users to conveniently send, receive and organize fax documents directly within Microsoft Outlook. Outbound fax messages from Outlook are identified by the Exchange Server and passed to RightFax to be transmitted as a fax. Incoming faxes can be automatically routed from RightFax to an individual or group email mailbox, and can be delivered as a TIF, graphical PDF, searchable PDF or enhanced TIF image.

The RightFax server and a connector on the Exchange server work together to provide a rich, powerful integration with the Microsoft Active Directory. Administrators can save a lot of time by automatically creating and synchronizing user accounts from Active Directory.

Features

Users

- One simple button included in the Outlook tool bar to easily create and send faxes directly within Outlook – send a fax as easily as sending an email
- RightFax and Outlook integration provides a single location to send, receive and manage fax transmissions
- View real-time fax status updates within Outlook, including notifications of sent and received fax statuses
- Access RightFax databases, including phone books, coversheets and library documents within Outlook

Administrators

- Support multiple RightFax servers with a single Exchange Server
- Take advantage of automated redundancy and load balancing in multi-server environments
- No need to create Exchange user accounts for faxing – Active Directory will sync RightFax and your Exchange server

How it works

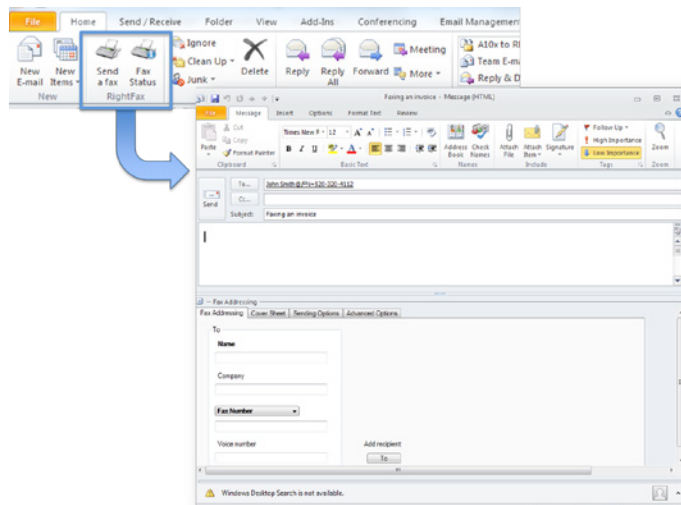
With the RightFax Connector for Microsoft Exchange, users send and receive faxes directly within Outlook. It's simple to use and easy to manage your faxes and email from a single location.

With Connector for Microsoft Exchange, users create faxes directly in Outlook as they would create emails. Faxes can be addressed to one or more destinations automatically using the Outlook Contacts folder, or addressed manually using a simple dialog. The module includes ways for the user to customize fax cover sheets, attach electronic documents, assign billing codes, and more.

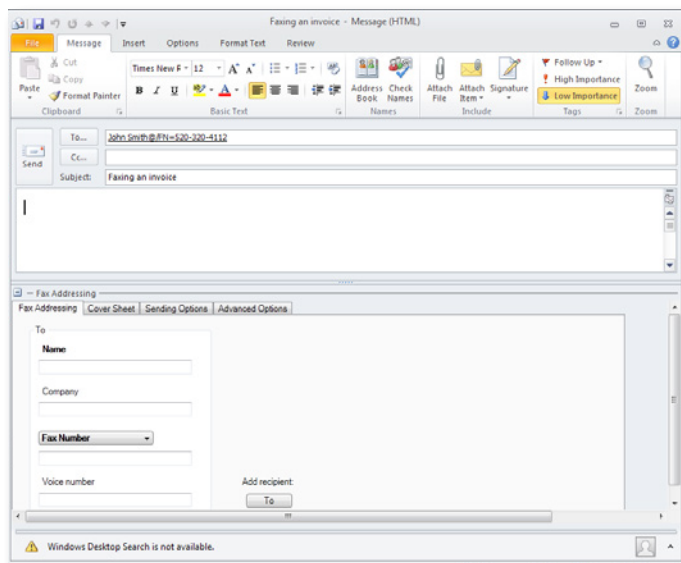
When a user faxes a document from Outlook, the module delivers the document to RightFax. RightFax renders the document to a fax format, adds a cover sheet and/or any specified attachments then transmits the document as a fax transmission. The RightFax Connector for Microsoft Exchange also automatically routes incoming faxes to the user's Outlook mailbox. Custom icons allow users to easily identify fax messages in their mailboxes. The fax image itself is saved in the user's mail message as a file attachment.

Sending a fax from Outlook

1. Click on the **“Send a Fax – RightFax”** button on the Outlook tool bar.



2. In the **Fax Addressing** tab, on the bottom of the form, fill in the required (bold) fields and click the **“To”** button to add a recipient.



3. Add cover sheet notes, attach documents and hit **Send**. It's that easy.

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NORTH AMERICA +1 800 304 2727 • EUROPE & AFRICA +31 (0)23 565 2333 • MIDDLE EAST +971 4 390 0281
JAPAN +81-3-4560-7810 • SINGAPORE +65 6594 2388 • HONG KONG +852 2884 6088 • AUSTRALIA +61 2 9026 3400