

# Encrypted and Certified Delivery

## Support Compliance and Enhance Confidentiality with Secure Email Delivery

With the heightened concern for protecting information privacy, preventing fraud, and meeting tightened regulatory compliance guidelines, having secure and confirmed delivery options for sensitive information is vital to conducting business.

Open Text Fax Server, RightFax Edition brings together the best of fax and email to provide a centralized and secure fax and electronic document delivery solution that safeguards the transmission of your business documents from both the desktop and back-office applications. The Open Text Fax Server, RightFax Enterprise Suite and Open Text Fax Server Integration Module offer SecureDocs encrypted and certified options that enable documents to be sent as certified email or encrypted PDF files using digital encryption technology. It also provides enhanced notifications that use a certified delivery process.

### How it works

Using the SecureDocs encrypted and certified delivery options available with the RightFax Enterprise Suite, users can send documents from their Microsoft Windows desktop using the Fax Server FaxUtil client, Web Access Module, Microsoft Outlook, IBM Lotus Notes, or Xerox MFPs. In addition, using the Integration Module, documents generated from accounting, mainframe, ERP or host systems can

be automatically sent using encrypted or certified delivery options.

Documents are digitally encrypted and password protected so they can be delivered electronically without worry of tampering. In addition, SecureDocs features can also provide certified delivery, which ensures notification of the document's receipt. Using certified delivery, the documents are delivered as a message to the recipient's mailbox and posted on the sender's server. The recipient can retrieve the password-protected document on the website using a web browser. A confirmation with the date and time the document was opened is sent back to the sender as a "read" receipt, completing the certified delivery cycle.

### Benefits

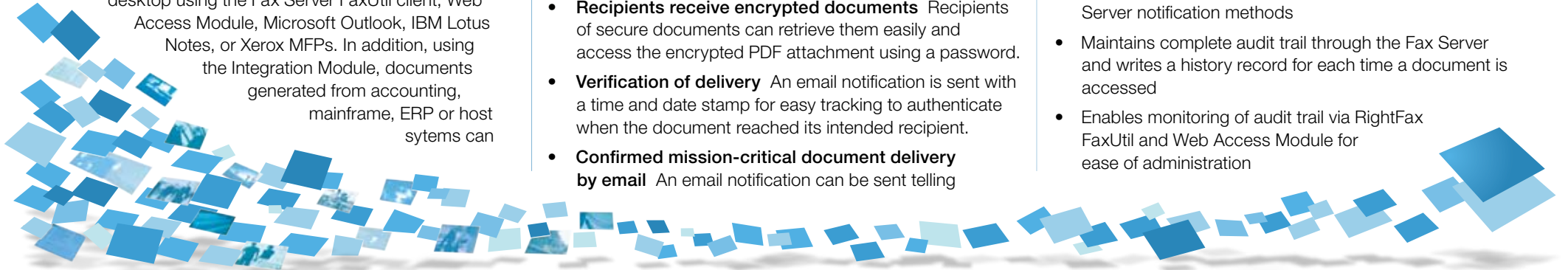
- **Confirmed, secure email delivery** Users can create and send secure, confirmed email messages with document attachments from desktop applications, Fax Server FaxUtil, Web Access Module, Microsoft Outlook, IBM Lotus Notes, MFPs, or from host-based applications including CRM or ERP systems.
- **Recipients receive encrypted documents** Recipients of secure documents can retrieve them easily and access the encrypted PDF attachment using a password.
- **Verification of delivery** An email notification is sent with a time and date stamp for easy tracking to authenticate when the document reached its intended recipient.
- **Confirmed mission-critical document delivery by email** An email notification can be sent telling

the document's originator that the document was successfully delivered and opened.

- **Secure delivery of application-generated documents** Application-generated documents can be delivered by secure email to further safeguard business transactions.
- **Easy administration and auditing** Notification features enable you to track and monitor when important documents were delivered and read.
- **Support for high-resolution and color documents** Support for rich PDF format provides the option to deliver higher resolution or color documents.

### Features

- Provides digital document encryption to ensure confidential and secure delivery by email
- Formats documents as HTML so they can be viewed from standard web browsers
- Provides confirmation of delivery when documents are opened
- Provides notification of delivery using standard Fax Server notification methods
- Maintains complete audit trail through the Fax Server and writes a history record for each time a document is accessed
- Enables monitoring of audit trail via RightFax FaxUtil and Web Access Module for ease of administration



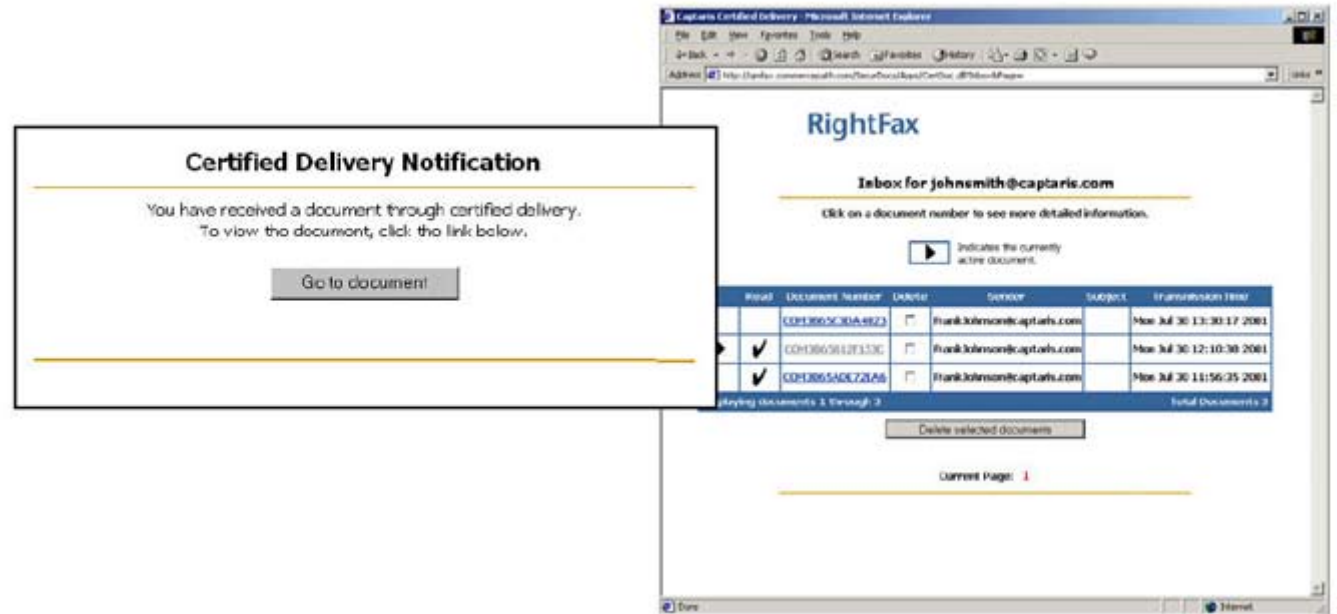
- Time-stamps documents each time they are accessed to track authenticity
- Allows the administrator to set various security parameters on outbound documents
- Enables companies to customize retrieval web pages with company logos, tag lines, and graphics

### Requirements

- Open Text Fax Server, RightFax Enterprise Suite version 9.3 or later, or Open Text Fax Server Integration Module
- Microsoft Internet Information Server (IIS)

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*Certified Delivery: The recipient receives a personalized hyperlink that allows them to manage their own inbox.*