

# Using RightFax from your Desktop

1. Log into <https://opentextfax.mitchellhamline.edu/rightfax/user/> with your MHSL email address and password.
2. Click **New Fax**. The Name, Destination Type and Destination are the only required fields (see sample below).

The screenshot shows the 'Create/Edit Fax' interface. At the top, there are buttons for 'Send', 'More Options', and 'Cancel'. The form is titled 'Create/Edit Fax' and has a 'To' section with the following fields: 'Name' (with a placeholder 'Eg. Person'), 'Destination Type' (set to 'Fax Number'), 'Destination' (91800875309), 'Voice Number' (91888888), 'Seven Eights', and 'Phonebook' (with a 'Phonebook' button). Below this is the 'Cover Sheet' section with a checked 'Use cover sheet' checkbox, a 'Cover sheet file' dropdown (set to 'No.pdf'), and a checked 'Use the note' checkbox. A 'Notes' text area is provided. The 'Attachments' section contains a table with columns for Type, Description, Native, Pages, and Control. One attachment is listed: 'No More Faxes.pdf' (Native, 200 KB). Below the table are buttons for 'Attach Library Document' and 'Attach File'. The 'Conversion Bias' section has a 'Use Server Default' dropdown. The 'Billing Information' section has fields for 'Account' and 'Meter'.

- **Name** – Enter the name of the fax recipient
- **Destination Type** – Make sure it is set to Fax Number (default)
- **Destination** – Enter the entire fax number. Note: You must enter a preceding 9 as you would for any outgoing call or fax, and a 1 if the fax is long distance. Example – if the fax number is 888-867-5309, you must enter the number as 918888675309.
- **Voice number** (optional) – the voice phone number of the recipient
- **Company and City/State** (optional)
- **Phonebook** (button) – Your phone book will initially be empty, but if you have recipients that you fax to regularly, you may want to add them to your phone book to make it more convenient.
- **Cover Sheet** (optional) – Keep the box checked if you would like to use the default cover sheet. If you have one of your own you can un-click the box and add yours as an attachment using the **Attachments** button (see below).
- **Notes** (optional) – Any notes that you type will be displayed on the cover sheet.
- **Attachments** (optional) – Attach whatever you wish to fax here. Click **Attach File** and **Browse** to navigate to the document location on your computer or network drive. **Note:** In spite of the list of accepted file types, XML format files are not currently allowed and will not be sent (.docx, .xlsx, .pptx, etc.). Please use the “save as” function to convert XML format attachments as either Office97-2003 compatible documents or as PDFs.
- Leave the conversion bias and billing as default.

When you are finished entering information, click **Send**, which will bring you back to the home screen, where you can check the status of the fax. Click the F5 key to refresh the page as the status will change as the fax process completes.