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GlobalScan NX RightFax Plug-in

User's Guide

This guide explains how to install and configure GlobalScan NX RightFax Plug-in (also called "RightFax Plug-in").

"RightFax" is the name of an application created by Captaris for sending faxes and e-mail. It provides a highly usable, manageable, and reliable fax and e-mail sending solution that can be integrated seamlessly with virtually any business application in an enterprise.

"RightFax Plug-in" is a plug-in for GlobalScan NX (GSNX). It enables Send to RightFax functionality through the control panel of any compatible MFP. This plug-in provides a cost-effective, speedy, and reliable method of sending documents. Use of this plug-in will result in time and cost savings (paper, postage, etc).

To allow you to specify public or private destinations for faxes and e-mails, the RightFax Plug-in utilizes the Phonebook stored on your network's RightFax server.

You can also register destinations in the RightFax server's Phonebook directly, using the control panel of an MFP.
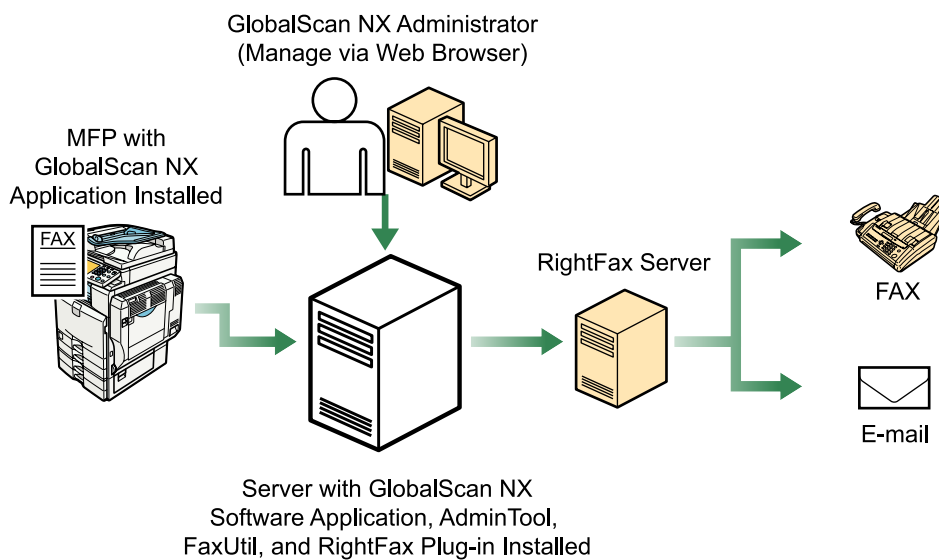
Fig. 1: RightFax Plug-in Workflow

⬇ Note

- This reference provides a brief overview of basic procedures. For details about how to use GSNX, refer to *GSNX User's Guide*.

Introduction

This manual contains detailed instructions and notes on the operation and use of this product. For your safety and benefit, read this manual carefully before using the product. Keep this manual in a handy place for quick reference.

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- Do not remove or insert any disk while operating this software.
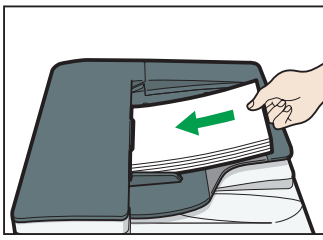
Abbreviations

The following abbreviations are used in this guide to shorten content.

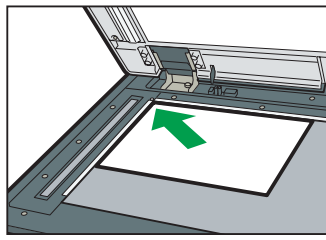| Product / Name	Abbreviation
GlobalScan NX RightFax Plug-in	RightFax Plug-in
GlobalScan NX	GSNX
Multifunctional Device	MFP, Device

\<When using the Standard Operation Panel\>

Step 1: Placing Document

Place document face up on the Automatic Document Feeder (ADF) or face down on the exposure glass.
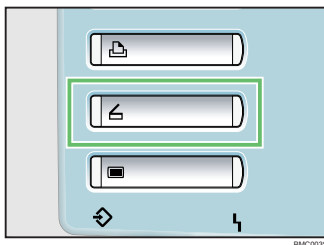

Fig. 2: ADF **Fig. 3:** Exposure Glass

Step 2: Opening Group/Project Screen

1. Press [**Scanner**] on MFP control panel (once or twice).

Fig. 4: Control Panel

🔽 Note

- A key other than [**Scanner**] may access GSNX. Check with your Administrator.
- The appearance of the GSNX user interface varies based on MFP model and Administrator settings.

2. Select the desired [**Group**] tab.
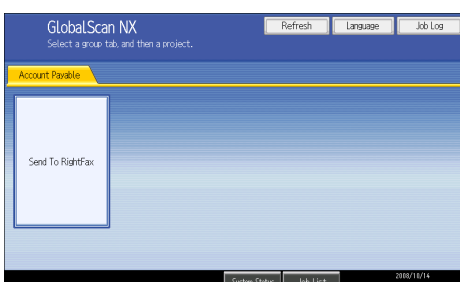
3. Select the desired Project button.

Fig. 5: Group/Project Screen

Step 3: Logging In

If Login is required, **Fig. 6** displays. If login is not required, go to **Step 4**.
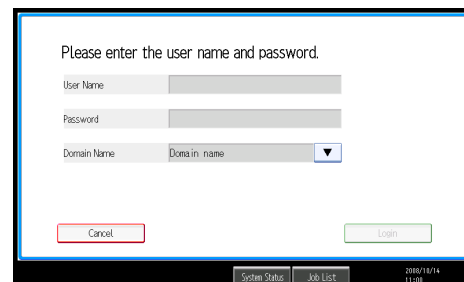

Fig. 6: Login Screen

1. Press [**User Name**], enter your User Name.

2. Press [**OK**].

3. Press [**Password**], if necessary, enter your Password.

4. Press [**OK**].

5. Select/enter Domain Name, if needed.

6. Press [**Login**].

🔽 Note

- If login fails, press [**OK**] and enter valid account credentials.

Step 4: Selecting Service

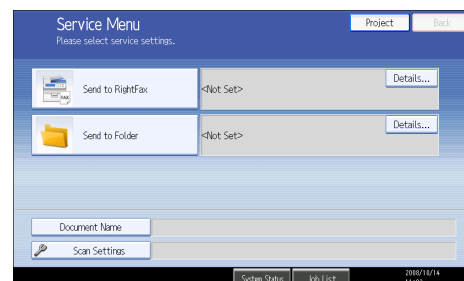The Service Menu for the Project selected in **Step 2** displays.

Fig. 7: Service Menu

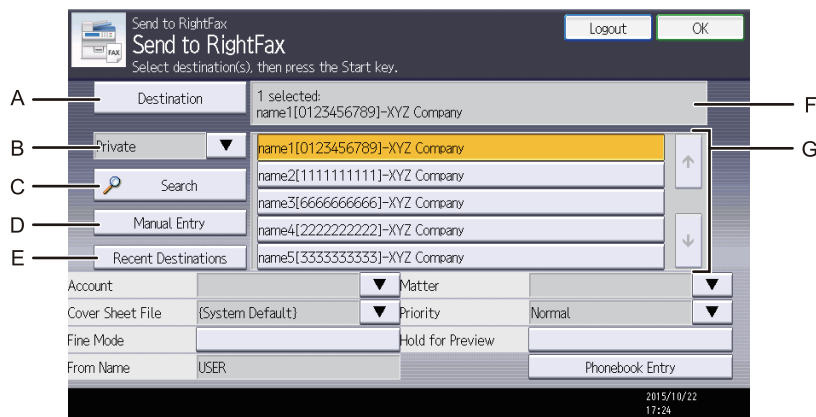🔽 Note

- If only one Service exists, the Destination Selection screen displays.

1. Press [**Send to RightFax**].

   Destination Selection Screen displays.

Step 5: Specifying a Destination

Destination Selection Overview

Fig. 8: Destination Selection Screen

A. Destination

Displays a list of currently selected. To remove a destination from the list, simply press it. Press [**Reset All**] to clear all selected fax destinations.

B. Private/Public

Select [**Private**] or [**Public**] as the Phonebook to search within.

C. Search

Press this to search the Phonebook. When you press this button, a soft keyboard will appear. Use the keyboard to enter the keyword(s) you want to search by, and then press [**OK**]. Searching will then begin.

The keyword can contain up to 256 characters.

⬇ Note

- Search items are specified by the Administrator. For details about the search items that are available, check with the Administrator.
- If you press [**OK**] without entering a keyword, the search will retrieve every address in the Phonebook.
- If 100 or more entries match the specified keyword, a message appears and no search result appears. Narrow your search criteria and search again.
- If this button is grayed out, the Administrator has disabled the function. For details, check with the Administrator.

D. Manual Entry

Press this to manually specify a fax number or e-mail address. The fax number or e-mail address that you enter will then be added to the destination list

Fax numbers and e-mail addresses can contain up to 256 characters.

⬇ Note

- Fax numbers can contain hyphens, parentheses, and spaces, but can also be entered without spaces or separator characters.
- If this button is grayed out, the Administrator has disabled the function. For details, check with the Administrator.

E. Recent Destinations

Displays a list of the ten most recent fax destinations.

The list is displayed in the searched list area.

⬇ Note

- Recent destinations are stored for each User ID.
- If this button is grayed out, the Administrator has disabled the function. For details, check with the Administrator.

F. Selected Items Area

Displays the number of selected addresses, along with addresses that have been entered/selected.

Step 5 Cont.

G. Searched List Area

Displays the entries retrieved by the search as a list of buttons. To select a destination, simply press the corresponding button. The list displays up to 100 addresses.

⊕ Note

- The items displayed in the Searched list area are selected by the Administrator. For details, check with the Administrator.
- Group addresses in the Phonebook will not be displayed.

Destination Selection Instructions

1. Select destination addresses.

   - **Search**

     a. Press [**Search**], and then enter search string.

     > **Examples**
     > The following are examples of using the wildcard character, "*".
     >
     > - A search for "***les***" matches:
     >   - char**les** smith
     >   - **les**ter frank
     >   - Lorraine **Les**ter
     >   - Steven Mora**les**
     >
     >   The search string ("les") can appear anywhere in the name.
     >
     > - A search for "**les***" matches:
     >   - **les**ter frank
     >   - **Les**ter, lorraine
     >
     >   The search string ("les") may only appear at the beginning of the name.
     >
     > - A search for "***les**" matches:
     >   - Smith, char**les**
     >   - steven mora**les**
     >
     >   The search string ("les") may only appear at the end of the name.

     ⊕ Note

     - To display all available addresses, do not enter a search string.

     b. Press [**OK**].

        Search results are displayed.

     c. Select (highlight) the addresses.

        To remove highlight, press address again.

     d. If necessary, repeat a - d to search/select addresses.

     e. Go to 2.

   - **Manual Entry**

     a. Press [**Manual Entry**].

     b. Enter fax number or e-mail address.

     c. Press [**OK**].

     d. If necessary, repeat a - c.

     e. Go to 2.

   - **Recent Destinations**

     a. Press [**Recent Destinations**].

     b. Select the addresses.

     c. Go to 2.

2. Go to **Step 6**.

Remove Destination(s)

To remove a selected address from the Destination List, press the address again, removing highlight. To remove a selected address from the Selected Destinations List, press [**Destination**], and then the address, removing highlight; to cancel all selections, press [**Reset All**]. Press [**Destination**] again to return to Address List.

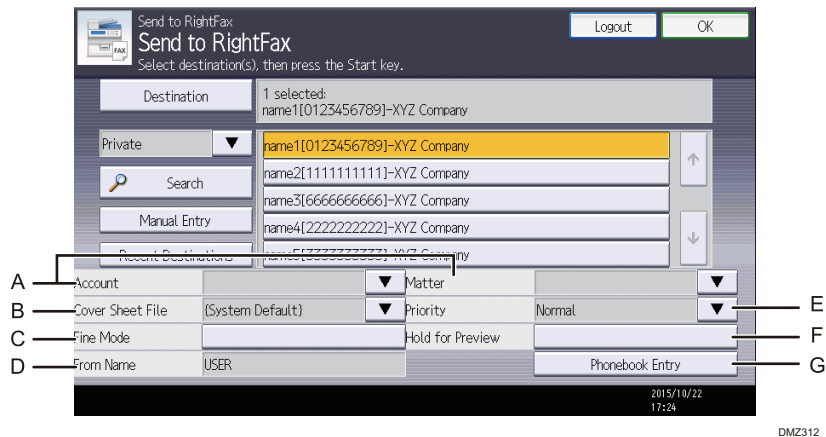# Step 6: Specifying Additional Settings

Additional Settings Overview

Fig. 9: Destination Selection Screen (2)

> ⬇ **Note**

- For details about RightFax functions, see the RightFax manuals.

A. Account

Specify (or enter) a billing code based on your login credentials.

Matter

Specify (or enter) a second billing code based on your login credentials. This setting is dependent on Account settings, and is only enabled after Account is specified.

> ⬇ **Note**

- The setting name of Account and Matter is dependent on the configuration of the RightFax Server. For details, check with the Administrator.

B. Cover Sheet File

Select the cover sheet file used for sent faxes. If you select **"System Default"**, the cover sheet file will be *FCS.pcl*.

> ⬇ **Note**

- The availability of this setting depends on the configuration of AdminTool and the RightFax Server. For details, check with the Administrator.

C. Fine Mode

Use this to enable or disable the Fine Mode.

Fine Mode supports 200 x 200 dpi. Deselecting this option enables Standard resolution at 100 x 100 dpi.

D. From Name

Specify the sender's name that will be printed on the fax cover sheet.

The From Name can contain up to 59 characters.

> ⬇ **Note**

- The availability of this setting depends on the configuration of AdminTool. For details, check with the Administrator.

E. Priority

Select a priority level.

> ⬇ **Note**

- The availability of this setting depends on the configuration of AdminTool. For details, check with the Administrator.

F. Hold for Preview

Use this to specify whether or not to apply Hold for Preview.

G. Phonebook Entry

Press this button to display the Options Screen. For details about how to add fax numbers and e-mail addresses to the Phonebook, see "Appendix 1: Adding to Phonebook".

> ⬇ **Note**

- If this button is grayed out, the Administrator has disabled the function. For details, check with the Administrator.

Step 6 Cont.

Additional Settings Instructions

1. Configure the following settings as necessary.

   - **Account, Matter**

     a. Press the [**Account**] text box and manually enter a code; alternatively, press [▼] and select an entry.

     b. If necessary, press the [**Matter**] text box and enter a code manually; alternatively, press [▼] and select an entry.

   ⬇ Note

     - If the billing code is preset, so no selection/entry is required.
     - If a manually entered billing code is invalid, a message informing you of this will appear. Press [**OK**], and then enter a valid code.

   - **Cover Sheet File**

     a. Press [▼] and select a cover sheet file.

   - **Fine Mode**

     a. Press [**Fine Mode**].

   - **From Name**

     a. Press the [**From Name**] text box and manually enter a name.

     b. Press [**OK**].

   - **Priority**

     a. Press [▼] and select a priority level.

   - **Hold for Preview**

     a. Press [**Hold for Preview**].

Step 7: Specifying Other Settings

The following settings are optional. If you do not need to make any of these settings, proceed to Step **8**.

Document Name

The specified name identifies the file.
From Service Menu (**Fig. 7**), proceed as follows:

1. Press [**Document Name**].

2. Enter name, and then press [**OK**].

   The Document Name field is automatically populated.

Specifying Scan Settings/Scan Size

You can configure the scan settings according to the original you are scanning.
From Service Menu (**Fig. 7**), proceed as follows:

1. Press [**Scan Settings**].

2. Press [**Scan Settings**] tab or [**Scan Size**] tab.

3. Select the desired setting(s), and then press [**OK**].

⬇ Note

- The Scan Settings and Scan Size screens can be customized by the Administrator, thus selections may vary.
- For details about Scan Settings, see "Appendix 2: About Scan Settings".

Step 8: Start Scan

1. Confirm that the destinations are correct. If necessary, open the Service Menu screen, and then press [**Details**]. Press [**Summary**] to exit the [**Details**] screen.

2. Confirm that the control panel [**Start**] key is green. If not, check that all required settings are selected/entered, and that a document is placed on the ADF or exposure glass.

3. Press [**Start**].
   The document is scanned and distributed.

Step 9: Exit Project

Once the scanning process is complete, press the [**Project**] button (see **Fig. 10**). The Group/Project screen (**Fig. 5**) displays.
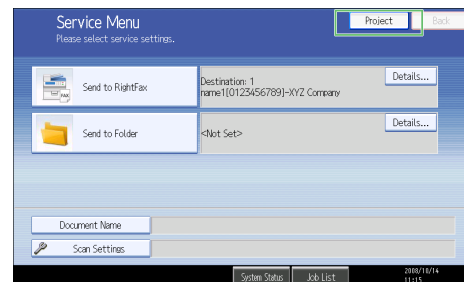

Fig. 10: Service Menu

Step 10: Confirming Job Status

⭐ Important

- **The status of jobs sent to RightFax can be checked using the RightFax utility only. Use the following procedure to check the status of jobs sent to RightFax.**

1. Open the FaxUtil and log in.

2. Select your account from the account list.

3. Select [**All**].

4. Check the status of the job you have sent.

⬇ Note

- If two or more destinations are specified for sending the original, the RightFax server generates a separate job for each of the destinations. In the same way, FaxUtil also generates separate job status information for each destination. If you are sending the original to two or more destinations, check the job status information for each destination.

Appendix 1: Adding to Phonebook

The [**Phonebook Entry**] button allows you to add a new fax number entry made within the Fax Service to your Private and Public Phonebook based on your login credentials.

Phonebook Entry Overview

Fig. 11: Options Screen

A. ID

Enter an ID for the entry.

If the user does not enter an ID before pressing [**Add**], the text entered in the "Name" field will appear in this field.

The ID can contain up to 17 characters.

B. Name

Enter a name for the entry.

"**Name**" can contain up to 59 characters.

C. Company

Enter a company for the entry.

"**Company**" can contain up to 59 characters.

D. Address

Enter an address for the entry.

"**Address**" can contain up to 59 characters.

E. City/State

Enter a city/state for the entry.

"**City/State**" can contain up to 59 characters.

F. Destination

Select [**Fax**] or [**Email**] as the destination type for this entry.

G. Fax Number 1, Fax Number 2

Enter a primary and secondary fax number for the entry.

If you select [**Fax**] for [**Destination**], faxing will be enabled and [**Fax Number 1**] must be entered.

"**Fax Number 1**" and "**Fax Number 2**" name can contain up to 17 characters.

H. Email Address

Enter an e-mail address for the entry.

If you select [**Email**] for [**Destination**], this will be enabled and an e-mail address must be entered.

E-mail addresses can contain up to 62 characters.

I. Voice Number 1, Voice Number 2

Enter a primary and secondary voice number for the entry.

"**Voice Number 1**" and "**Voice Number 2**" name can contain up to 17 characters.

J. Result

Display the results of the address entry when you press [**Add**].

Appendix 1 Cont.

K. Clear

Clear entered destination and result, and then items are returned to default value.

L. Published

Select whether or not this entry will be published.

M. Read Only

Select whether or not this will be read only.

N. Add

Add entered destination to the Phonebook.

Phonebook Entry Instructions

Open the Destination Selection screen (**Fig. 9**), and then use the following procedure to add a fax number or an e-mail address.

1. Press [**Phonebook Entry**].

2. Press the [**Name**] text box.

3. Enter the name, and then press [**OK**].

4. Select [**Fax**] or [**Email**].

5. Press the [**Fax Number 1**] or the [**Email address**] text box.

6. Enter the fax number or e-mail address, and then press [**OK**].

7. Configure any other necessary settings, and then press [Add].

Appendix 2: About Scan Settings

The Scan Settings screen enables you to select settings that determine the way GSNX processes the scanned document, such as Resolution, File Format, Density, etc.

⬇ Note

- This setting depends on the RightFax server settings and AdminTool settings. For details, check with the Administrator.
- The values not supported by the MFP are not available regardless of settings applied by the Administrator.
- For details about how to specify Scan Settings, see *GSNX User's Guide*.
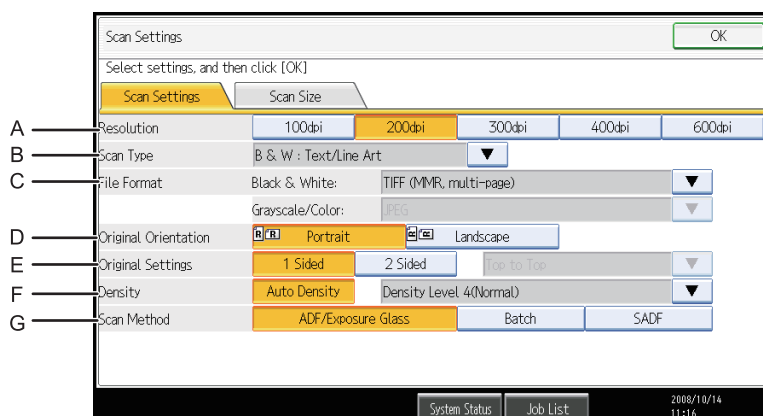
Scan Settings Overview

Fig. 12: Scan Settings

A. Resolution

Specify the default resolution to display as the default on the MFP display panel.

⬇ Note

- Specify 200 dpi for most applications. The higher the resolution, the sharper the image. The higher the resolution, the larger the file size, so care should be taken when you specify resolution.

Appendix 2 Cont.

B. Scan Type

Select the Scan Type. Only one mode (Black & White, Gray Scale, or Full Color) can be applied to each document.

C. File Format

Note that the Administrator sets the File Format selections, thus the display panel may show all or limited settings.

D. Original Orientation

When using the ADF, specify the document orientation.

E. Original Settings

Select the type of original.

When using the ADF, this setting ensures accurate image capture and later viewing of the scanned file.

⬇ Note

- If [**2 Sided**] is selected, you must specify text orientation, [**Top to Top**] or [**Top to Bottom**], from the adjacent drop-down list. [**Top to Top**] means that text reads like pages in a book. [**Top to Bottom**] means that text reads like pages bound at the top.
- If selecting [**1 Sided**], or if [**1 Sided**] is the only available setting, it is not necessary to select [**Top to Top**] or [**Top to Bottom**].

F. Density

Selecting [**Auto Density**] corrects scanning density to improve resolution of paper types such as non-white paper like newspaper or transparent originals.

To adjust image density, select the following Density Levels from the drop-down list next to [**Auto Density**].

G. Scan Method

Specify the default Scan Method.

- [**ADF/Exposure Glass**]

  Normal scan operation from the Automatic Document Feeder or exposure glass.

- [**Batch**]

  Scans multiple page originals as a single job. If [**Batch**] is selected, scanning starts after you place the additional originals and press the [**Start**] key. When all the originals have been scanned, press the [**#**] key. Regardless of the default settings, MFP waits until additional originals are placed.

- [**SADF**] (Semi-automatic Document Feeder)

  Scans multiple page originals as a single job as described above for [**Batch**] scan. If [**SADF**] is selected, scanning starts as soon as you place additional originals in the ADF, i.e. you don't need to press the [**Start**] key like Batch scan, but need to place additions within 60 seconds. When all the originals have been scanned, press the [**#**] key. Regardless of the default settings, MFP waits until additional originals are placed.

  ⬇ Note

  - If the maximum document volume exceeds the MFP's internal memory capacity, the documents are not sent.

<When using the Smart Operation Panel>

Step 1: Placing Document

Place document face up on the Automatic Document Feeder (ADF) or face down on the exposure glass.
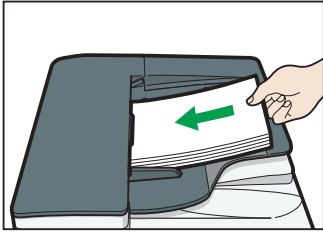
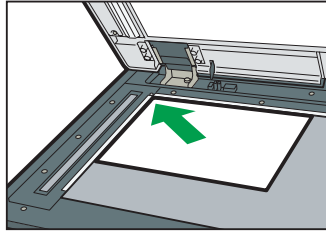

Fig. 13: ADF   **Fig. 14:** Exposure Glass

Step 2: Opening Group/Project Screen

1. Press [**Home**], and then press [**GlobalScan**].

    ⬇ **Note**

    - The appearance of the GSNX user interface varies based on MFP model and Administrator settings.

2. Press the Group Selection button and select a Group.
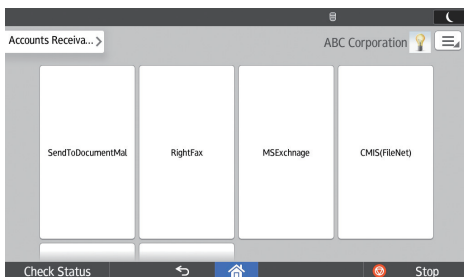
3. Select the desired Project button.

Fig. 15: Group/Project Screen

Step 3: Logging In

If Login is required, **Fig. 16** displays. If login is not required, go to **Step 4**.
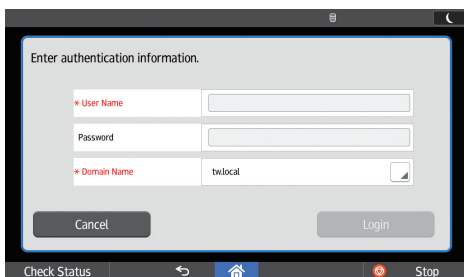

Fig. 16: Login Screen

1. Press [**User Name**], enter your User Name.

2. Press [**OK**].

3. If necessary, enter your Password.

4. Press [**OK**].

5. Select/enter Domain Name, if needed.

6. Press [**Login**].

    ⬇ **Note**

    - If login fails, press [**OK**] and enter valid account credentials.

Step 4: Selecting Service

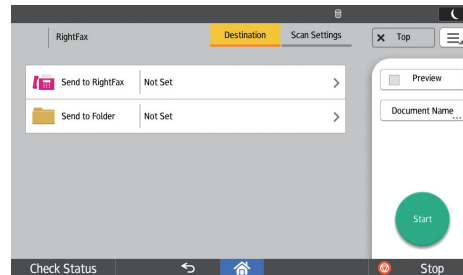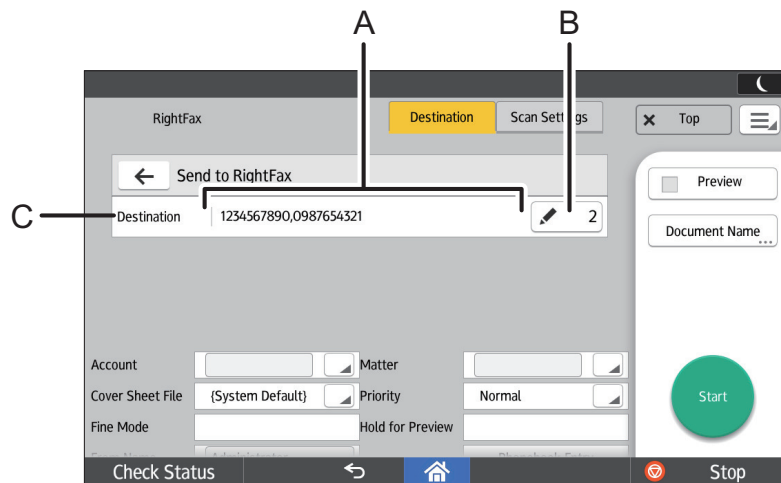The Service Menu for the Project selected in **Step 2** displays.

Fig. 17: Service Menu

⬇ **Note**

- If only one Service exists, the Destination Selection screen displays.

1. Press [**Send to RightFax**].
    Destination Selection Screen displays.

Step 5: Specifying a Destination

Destination Selection Overview

Fig. 18: Destination Selection Screen

A. Selected Destinations Area

Displays the destinations that have been entered/selected. Pressing this area displays the add destination screen.

B. Number of selected destinations/Edit

Displays the number of selected destinations.

Pressing this button displays a list of currently selected destinations. To remove a destination from the list, clear the check box of the destination, and then press [**OK**].

C. Destination

Displays the add destination screen.
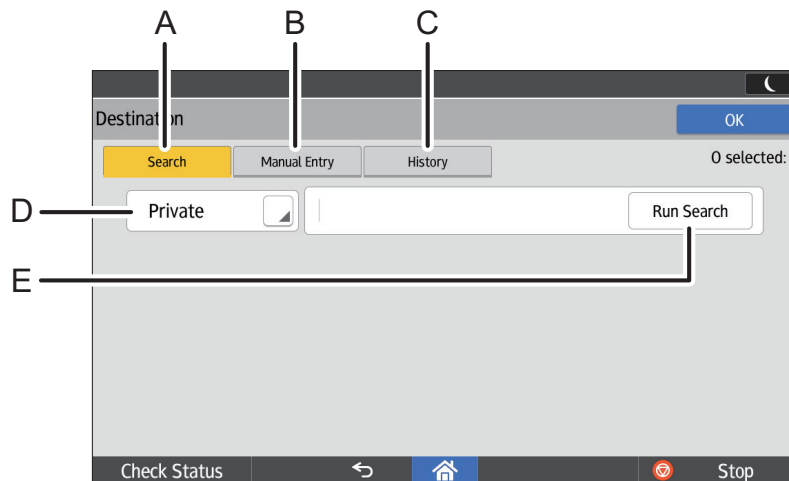
Fig. 19: Add Destination Screen

A. Search

Press this to search the Phonebook. When you press this button, the letter keys screen will appear. Use the keyboard to enter the keyword(s) you want to search by, and then press [**Run Search**]. Searching will then begin.

The keyword can contain up to 256 characters.

⬇ **Note**

• Search items are specified by the Administrator. For details about the search items that are available, check with the Administrator.

- If you press [**Run Search**] without entering a keyword, the search will retrieve every address in the Phonebook.
- If 100 or more entries match the specified keyword, a message appears and no search result appears. Narrow your search criteria and search again.
- If this button is disabled, the Administrator has disabled the function. For details, check with the Administrator.

B. Manual Entry

Press this to manually specify a fax number or e-mail address. The fax number or e-mail address that you enter will then be added to the destination list

Fax numbers and e-mail addresses can contain up to 256 characters.

⬇ Note

- Fax numbers can contain hyphens, parentheses, and spaces, but can also be entered without spaces or separator characters.
- If this button is disabled, the Administrator has disabled the function. For details, check with the Administrator.

C. History

Displays a list of the ten most recent fax destinations.

The list is displayed in the searched list area.

⬇ Note

- Recent destinations are stored for each User ID.
- If this button is disabled, the Administrator has disabled the function. For details, check with the Administrator.
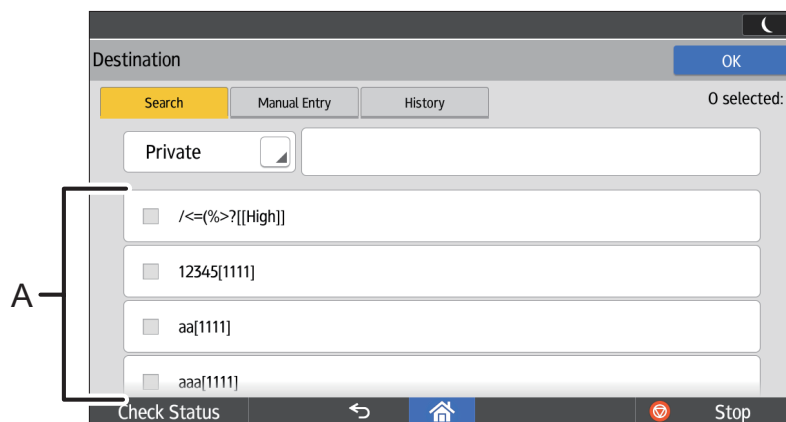
D. Phonebook Selection button

Press [◢] to select [**Private**] or [**Public**] as the Phonebook to search within.

E. Run Search

Enter a search string in the text box and press this button to search destinations in the Phonebook.

Step 5 Cont.

Fig. 20: Search Result Screen

A. Searched List Area

Displays the entries retrieved by the search as a list of buttons. To select a destination, select the check box of the destination to be added.

The list displays up to 100 addresses.

⬇ Note

- The items displayed in the Searched list area are selected by the Administrator. For details, check with the Administrator.
- Group addresses in the Phonebook will not be displayed.

Destination Selection Instructions

1. Select destination addresses.

   - **Search**

   a. Press the Selected Destinations Area of the Destination Selection Screen (Fig. 18).

   b. Press [**Search**].

   c. Enter the search string.

   Examples

   The following are examples of using the wildcard character, "*".

   - A search for "***les***" matches:
     - char**les** smith
     - **les**ter frank
     - Lorraine **Les**ter
     - Steven Mora**les**

     The search string ("les") can appear anywhere in the name.

   - A search for "**les***" matches:
     - **les**ter frank
     - **Les**ter, lorraine

     The search string ("les") may only appear at the beginning of the name.

   - A search for "***les**" matches:
     - Smith, char**les**
     - steven mora**les**

     The search string ("les") may only appear at the end of the name.

   🔽 **Note**

   - To display all available addresses, do not enter a search string.

   d. Press [**Run Search**].
      Search results are displayed.

   e. Select the check box of destination to be added.
      To cancel selection, clear the check box.

   f. To perform another search, press [×] in the text input area, and repeat c to e.

   g. Press [**OK**].

   h. Go to 2.

   - **Manual Entry**

   a. Press the Selected Destinations Area of the Destination Selection Screen (Fig. 18).

   b. Press [**Manual Entry**].

   c. Press the text input area, and then enter fax number or e-mail address.

   d. Press [**OK**].

   e. If necessary, repeat c - d.

   f. Go to 2.

   - **Recent Destinations**

   a. Press the Selected Destinations Area of the Destination Selection Screen (Fig. 18).

   b. Press [**History**]

   c. Select the addresses.

   d. Go to 2.

2. Go to **Step 6**.

Remove Destination(s)

1. Press [✎ 1].
   The selected destinations are displayed.

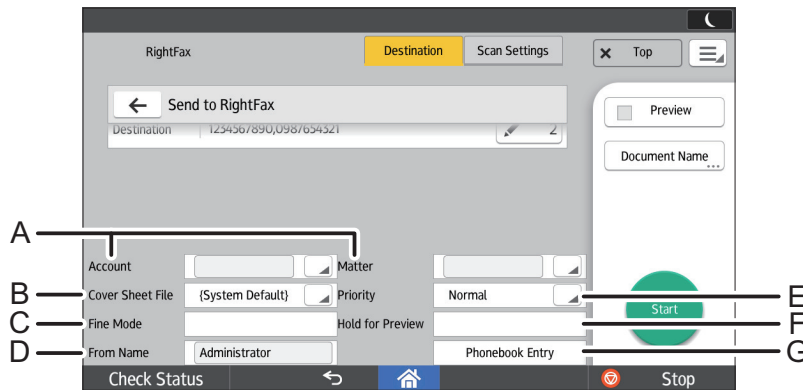2. Clear the check box of the destination to be deleted.

   🔽 **Note**

   You can edit the destination you have entered manually. Press [✎] of the destination address or number you want to edit, edit it, and then press [**OK**].

3. Press [**OK**].
   The selection is canceled.

Step 6: Specifying Additional Settings

Additional Settings Overview

Fig. 21: Destination Selection Screen (2)

> **Note**
> ● For details about RightFax functions, see the RightFax manuals.

A. Account

Specify (or enter) a billing code based on your login credentials.

Matter

Specify (or enter) a second billing code based on your login credentials. This setting is dependent on Account settings, and is only enabled after Account is specified.

> **Note**
> ● The setting name of Account and Matter is dependent on the configuration of the RightFax Server. For details, check with the Administrator.

B. Cover Sheet File

Select the cover sheet file used for sent faxes. If you select "**System Default**", the cover sheet file will be *FCS.pcl*.

> **Note**
> ● The availability of this setting depends on the configuration of AdminTool and the RightFax Server. For details, check with the Administrator.

C. Fine Mode

Use this to enable or disable the Fine Mode.

Fine Mode supports 200 x 200 dpi. Deselecting this option enables Standard resolution at 100 x 100 dpi.

D. From Name

Specify the sender's name that will be printed on the fax cover sheet.

The From Name can contain up to 59 characters.

> **Note**
> ● The availability of this setting depends on the configuration of AdminTool. For details, check with the Administrator.

E. Priority

Select a priority level.

> **Note**
> ● The availability of this setting depends on the configuration of AdminTool. For details, check with the Administrator.

F. Hold for Preview

Use this to specify whether or not to apply Hold for Preview.

G. Phonebook Entry

Press this button to display the Options Screen. For details about how to add fax numbers and e-mail addresses to the Phonebook, see "Appendix 1: Adding to Phonebook".

> **Note**
> ● If this button is disabled, the Administrator has disabled the function. For details, check with the Administrator.

Step 6 Cont.

Additional Settings Instructions

1. Configure the following settings as necessary.

   - **Account, Matter**

     a. Press the [**Account**] text box and manually enter a code; alternatively, press [▱] and select an entry. Press [**OK**].

     b. If necessary, press the [**Matter**] text box and enter a code manually; alternatively, press [▱] and select an entry. Press [**OK**].

     ⬇ Note
     - If the billing code is preset, no selection/entry is required.
     - If a manually entered billing code is invalid, a message informing you of this will appear. Press [**OK**], and then enter a valid code.

   - **Cover Sheet File**

     a. Press [▱] and select a cover sheet file.

   - **Fine Mode**

     a. Press [**Fine Mode**].

   - **From Name**

     a. Press the [**From Name**] text box and manually enter a name.

     b. Press [**OK**].

   - **Priority**

     a. Press [▱] and select a priority level.

   - **Hold for Preview**

     a. Press [**Hold for Preview**].

Step 7: Specifying Other Settings

The following settings are optional. If you do not need to make any of these settings, proceed to Step **8**.

Document Name

The specified name identifies the file.
Proceed as follows:

1. Press [**Document Name**].

2. Enter name, and then press [**OK**].

Specifying Scan Settings

You can configure the scan settings according to the original you are scanning.
Proceed as follows:

1. Press [**Scan Settings**].

2. To change the setting, press it, change the parameters, and then press [**OK**].

⬇ Note
- The Scan Settings screen can be customized by the Administrator, thus selections may vary.
- For details about Scan Settings, see "Appendix 2: About Scan Settings".

Step 8: Start Scan

1. Confirm that the destinations are correct. If necessary, press [Destination] to open the Service Menu screen, and then press [❯].

   ⬇ Note
   - To see more details, press [✎ 1].

2. Press [**Start**].

⬇ Note
- If an error message is displayed after you press [Start], check that the document is placed on the ADF or exposure glass and any required Distribution Parameters are selected and/or entered. An asterisk (*) indicates that the setting is required.

3. Press [**OK**] to close the confirmation message.

Step 9: Exit Project

Once the scanning process is complete, press [**Top**]. The Group/Project screen displays.

Step 10: Confirming Job Status

⭐ Important
- **The status of jobs sent to RightFax can be checked using the RightFax utility only. Use the following procedure to check the status of jobs sent to RightFax.**

1. Open the FaxUtil and log in.

2. Select your account from the account list.

3. Select [**All**].

4. Check the status of the job you have sent.

⬇ Note
- If two or more destinations are specified for sending the original, the RightFax server generates a separate job for each of the destinations. In the same way, FaxUtil also generates separate job status information for each destination. If you are sending the original to two or more destinations, check the job status information for each destination.

Appendix 1: Adding to Phonebook

The [**Phonebook Entry**] button allows you to add a new fax number entry made within the Fax Service to your Private and Public Phonebook based on your login credentials.
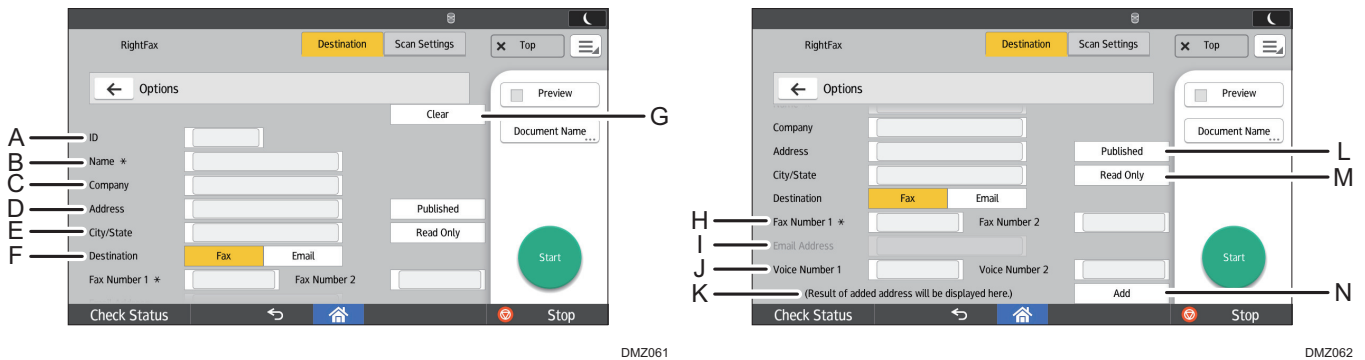
Phonebook Entry Overview

Fig. 22: Options Screen

A. ID

Enter an ID for the entry.

If the user does not enter an ID before pressing [**Add**], the text entered in the "Name" field will appear in this field.

The ID can contain up to 17 characters.

B. Name

Enter a name for the entry.

"**Name**" can contain up to 59 characters.

C. Company

Enter a company for the entry.

"**Company**" can contain up to 59 characters.

D. Address

Enter an address for the entry.

"**Address**" can contain up to 59 characters.

E. City/State

Enter a city/state for the entry.

"**City/State**" can contain up to 59 characters.

F. Destination

Select [**Fax**] or [**Email**] as the destination type for this entry.

G. Clear

Clear entered destination and result, and then items are returned to default value.

H. Fax Number 1, Fax Number 2

Enter a primary and secondary fax number for the entry.

If you select [**Fax**] for [**Destination**], faxing will be enabled and [**Fax Number 1**] must be entered.

"**Fax Number 1**" and "**Fax Number 2**" name can contain up to 17 characters.

I. Email Address

Enter an e-mail address for the entry.

If you select [**Email**] for [**Destination**], this will be enabled and an e-mail address must be entered.

E-mail addresses can contain up to 62 characters.

J. Voice Number 1, Voice Number 2

Enter a primary and secondary voice number for the entry.

"**Voice Number 1**" and "**Voice Number 2**" name can contain up to 17 characters.

K. Result

Display the results of the address entry when you press [**Add**].

Appendix 1 Cont.

L. Published

Select whether or not this entry will be published.

M. Read Only

Select whether or not this will be read only.

N. Add

Add entered destination to the Phonebook.

Phonebook Entry Instructions

Open the Destination Selection screen (2) (**Fig. 21**), and then use the following procedure to add a fax number or an e-mail address.

1. Press [**Phonebook Entry**].

2. Press the [**Name**] text box.

3. Enter the name, and then press [**OK**].

4. Select [**Fax**] or [**Email**].

5. Press the [**Fax Number 1**] or the [**Email address**] text box.

6. Enter the fax number or e-mail address, and then press [**OK**].

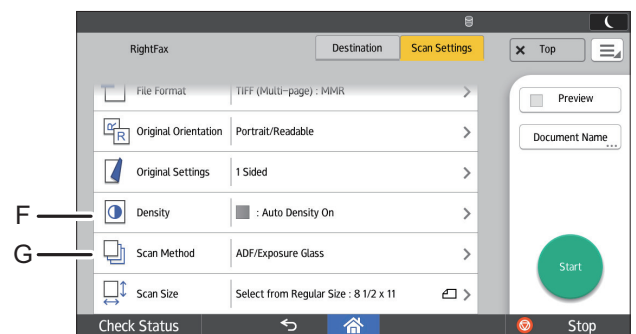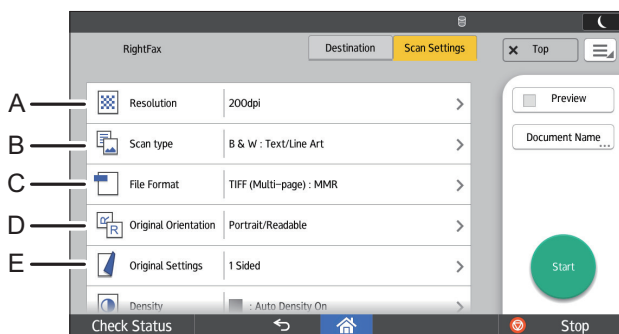7. Configure any other necessary settings, and then press [Add].

Appendix 2: About Scan Settings

The Scan Settings screen enables you to select settings that determine the way GSNX processes the scanned document, such as Resolution, File Format, Density, etc.

⬇ **Note**

- This setting depends on the RightFax server settings and AdminTool settings. For details, check with the Administrator.
- The values not supported by the MFP are not available regardless of settings applied by the Administrator.
- For details about how to specify Scan Settings, see *GSNX User's Guide*.

Scan Settings Overview

DMZ063   DMZ064

Fig. 23: Scan Settings Screen

A. Resolution

Specify the default resolution to display as the default on the MFP display panel.

⬇ **Note**

- Specify 200 dpi for most applications. The higher the resolution, the sharper the image. The higher the resolution, the larger the file size, so care should be taken when you specify resolution.

Appendix 2 Cont.

B. Scan Type

Select the Scan Type. Only one mode (Black & White, Gray Scale, or Full Color) can be applied to each document.

C. File Format

Note that the Administrator sets the File Format selections, thus the display panel may show all or limited settings.

D. Original Orientation

When using the ADF, specify the document orientation.

E. Original Settings

Select the type of original.

When using the ADF, this setting ensures accurate image capture and later viewing of the scanned file.

⬇ Note

• Top to Top means that text reads like pages in a book. Top to Bottom means that text reads like pages bound at the top.

F. Density

Selecting [**Auto Density On**] corrects scanning density to improve resolution of paper types such as non-white paper like newspaper or transparent originals.

G. Scan Method

Specify the default Scan Method.

- [**ADF/Exposure Glass**]

  Normal scan operation from the Automatic Document Feeder or exposure glass.

- [**Batch**]

  Scans multiple page originals as a single job. If [**Batch**] is selected, scanning starts after you place the additional originals and press [**Continue**]. When all the originals have been scanned, press [**Finish**]. Regardless of the default settings, MFP waits until additional originals are placed.

- [**SADF**] (Semi-automatic Document Feeder)

  Scans multiple page originals as a single job as described above for [**Batch**] scan. If [**SADF**] is selected, scanning starts as soon as you place additional originals in the ADF, i.e. you don't need to press [**Continue**] like Batch scan, but need to place additions within 60 seconds. When all the originals have been scanned, press [**Finish**]. Regardless of the default settings, MFP waits until additional originals are placed.

⬇ Note

• If the maximum document volume exceeds the MFP's internal memory capacity, the documents are not sent.

Notes

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