

## ONEBOX FAX - RIGHTFAX FAXUTIL USER TRAINING



The OneBox Fax - RightFax FaxUtil User course is specifically designed to familiarise delegates with the features and functionality of the OneBox Fax - RightFax FaxUtil Graphical User Interface (GUI), which enables them to manage their faxes, resend abandoned faxes, send Broadcast faxes, create Phonebooks, Auto Print Faxes, Auto Forward Faxes and add their own settings to outgoing faxes, and generally customise their preferences.

This course can be carried out on Customers own sites, where the Instructor will help the Users configure their FaxUtil GUI's to their own requirements.

### Course Content

- ❖ Introduction
- ❖ FaxUtil
- ❖ Viewing Faxes/Sorting Faxes
- ❖ Using Folders
- ❖ Forwarding/Routing Faxes to other users
- ❖ Printing a Fax
- ❖ Creating and Sending new Faxes
- ❖ Splitting/Combining Faxes
- ❖ Using your Address Book
- ❖ Adding Cover Sheet Notes
- ❖ Adding Library Documents
- ❖ Adding Attachments to Faxes
- ❖ Adding Forms and Overlays
- ❖ Adding Signatures to Faxes
- ❖ Adding/Changing Cover Sheets
- ❖ Creating Groups
- ❖ Broadcast Faxing
- ❖ Using Billing Codes
- ❖ Phone Books
- ❖ Permissions / Switching Mailboxes
- ❖ OCR (Optional Module)

### Training Technique

This training consists of explanations, demonstrations and practical exercises to ensure each delegate is confident and proficient in using all the functions that their new system has to offer.

### Course Prerequisites

Delegates should be familiar with the Windows Applications system.

- ❖ A good skill in computer literacy
- ❖ An active role in Fax usage

### Who Should Attend?

This course has been designed for any new personnel who will be using the OneBox FaxUtil application to manage their Faxes.

### Course Duration

1 hr User Sessions or 2½ hr Train the Trainer

### Max Delegates

4

### Room Setup

1 x PC for each Delegate  
1 x Fax Machine  
PC & Projector if 4 Delegates  
Whiteboard / Flipchart