

ONEBOX FAX - RIGHTFAX SYSTEM ADMINISTRATION



The OneBox Fax - RightFax System Administration course is specifically designed to familiarise delegates with the programming principals of the OneBox Fax - RightFax system, enabling them to make changes to the system configuration as well as create/delete and customise Fax accounts as required. This course will enable delegates to change & create Company Cover Sheets, Library Documents, Overlays and create & store Signatures. It also looks at running System Reports and the FaxUtil mailbox for users.

This course can be carried out on Customers own sites, where the Instructor will help the Administrator configure the System to their own requirements.

Course Content

- ❖ Introduction
- ❖ Enterprise Fax Manager
- ❖ Board Server/ Services/Workservers
- ❖ Creating/Deleting/Editing Subscribers
- ❖ Permissions/Notification/Routing Options
- ❖ System Defaults
- ❖ OneBox Integration
- ❖ Creating Groups
- ❖ Broadcast Faxing
- ❖ Dialling Plans
- ❖ Least Cost Routing
- ❖ Creating Library Documents
- ❖ Creating Forms and Overlays
- ❖ Creating Signatures
- ❖ Creating Cover Sheets
- ❖ Billing Codes
- ❖ Phone Books
- ❖ User facilities/Fax Util
- ❖ Reports
- ❖ Error Logs
- ❖ Installing FaxUtil on workstations

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 Telecoms

Who Should Attend?

This course has been designed for Telecoms Managers, Support Engineers, IT Personnel, Systems Administrators and other personnel expected to manage the OneBox Fax System.

Course Duration

2 Days

Max Delegates

4

Room Setup

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