

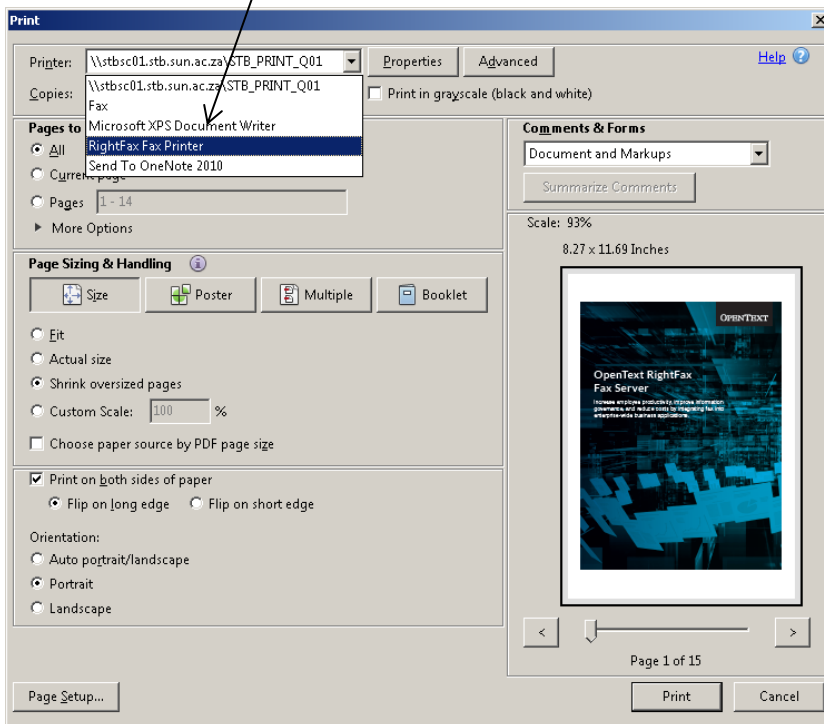


## Sending a pdf using the RightFax Fax printer

1. Open the pdf document that you would like to fax
2. Click on Print from the File menu



3. Select the RightFax Fax printer from the printer menu and click print





4. The following screen should appear

5. Enter the Name and Fax Number (these fields are required)

The Fax number should take the following format:

Zero for an external line + area code + phone number e.g. 00218089797

6. Click Send
7. In order to check on the status of your sent faxes, refer to the RightFax FaxUtil guide

**For all telephone related problems and enquiries please contact:**

- The IT Service Desk at 021 8084367 or email Telecom at [telecom@sun.ac.za](mailto:telecom@sun.ac.za)