Sending a Fax from Ricoh Devices via RightFax

VERSION: 1.0

Friday January 29, 2021

Purpose:

This document provides instructions on how to send a fax from a Ricoh device using RightFax. There are 2 methods: Simple (sending a fax to one destination) or Advanced (sending a fax to multiple destinations). These instructions assume you have already added the **RicohColour on PRD-PRT01** printer to your list of printers and you have registered your access card.
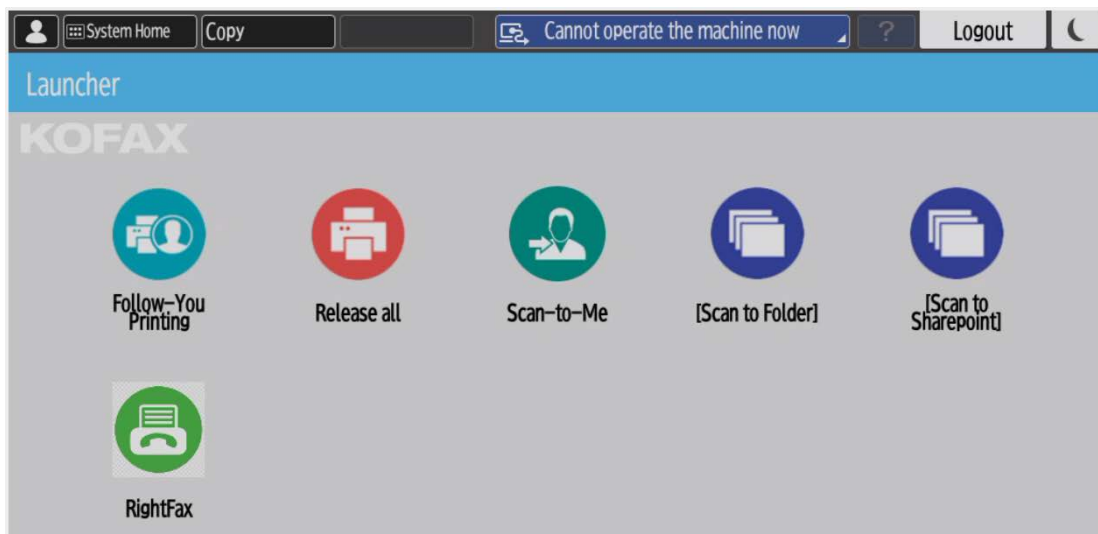
- [How to register your access card](#)
- [How to add the RicohColour printer](#)

Procedure:

1. Locate the card reader to the right of the interface screen. Tap your access card. You should hear a "beep" which indicates the card was read.
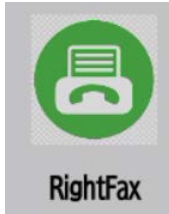

2. You will then see Kofax Launcher on the screen.

3. Load the document you wish to fax in the top paper feeder. Include a cover page if required.

Simple Method (send a fax to a single destination)

1. Tap **RightFax**

RightFax

2. Enter the destination **Name** (required) and **Fax Number** (required).
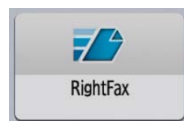   *Do **not** prefix the fax number with a '9'. This is no longer required.**

3. Tap **Scan.**

4. A confirmation will be sent to your email to let you know if the fax failed or succeeded.

5. Load another document and repeat steps 1-3 if you want to send another fax. Otherwise, tap your card to logout.

Advanced Method (multiple destinations)

1. Load the document you wish to fax in the top paper feeder. Include a cover page if required.

2. Tap the **Home** icon at the bottom of the screen
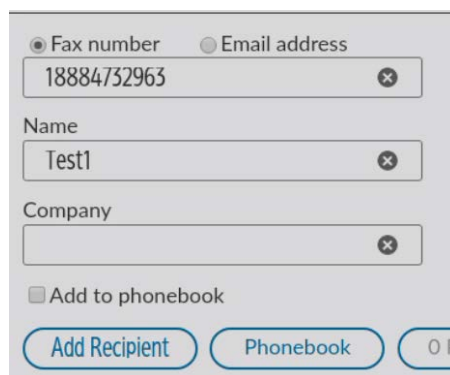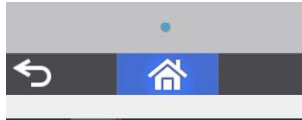

3. At the home screen, tap the **RightFax** applet.

4. Tap the **More** button in the RightFax applet

5. Enter the first recipient's name and number.
   *__Do not__ prefix the fax number with a '9'. This is no longer required.**

6. Tap **Add Recipient** to add another fax recipient. Enter the next recipient's name and fax number. Repeat until you have added all the recipients. You will see the number or recipients increase in the recipient counter. You can also tap this button to remove recipients.
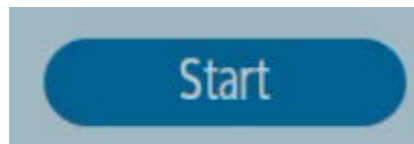
7. Optional step: Add notification email. If you wish to receive your confirmation page via email, follow the steps below. Otherwise skip to step 8.
    a. Tap the **Notifications** button on the right.

    b. Tap **Email** to place a checkmark and enter your email address.
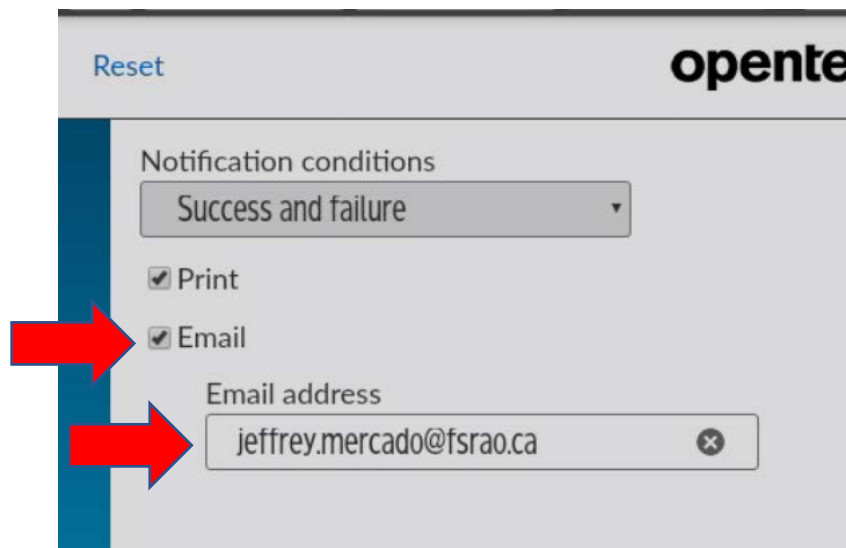
8. Tap **Start** at the bottom left to begin the scan and fax.

9. If you selected the option to send the confirmation notification to your email, it will be sent to your email inbox. Otherwise, a confirmation page will be printed with the fax send results.