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SecureDocs Guide

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Edition

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Chapter 1

Introduction

The RightFax SecureDocs Module is used to send documents:

- For certified delivery.
- For certified delivery as 128-bit encrypted Adobe® Acrobat® portable document format (PDF) files.
- To e-mail addresses as encrypted PDF files.

The SecureDocs Module can be used with RightFax desktop applications (such as FaxUtil or RightFax Web Access) or with the RightFax Integration Module.



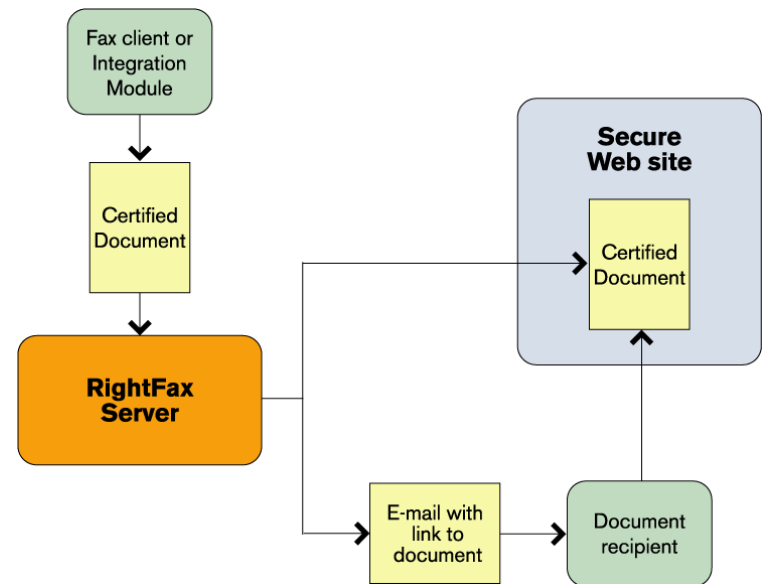
Note RightFax supports 128-bit encryption as of version 9.3 Feature Pack 1b with Hotfix 2 . All previous versions of RightFax Secure Docs support 40-bit encryption.

Sending Documents via Certified Delivery

When a document is sent for certified delivery, the document is not sent directly to the recipient. Instead, it is sent to your organization's SecureDocs certified delivery Web site. The recipient receives an e-mail message indicating that a certified document is available. The message includes a link to the

SecureDocs certified delivery Web site. The recipient uses the link to connect to the Web site. The recipient must log on in order to view all waiting documents.

Figure 1.1 Certified Delivery Document Flow



A recipient who receives a document via certified delivery for the first time must create a password upon accessing the SecureDocs Web site. At each subsequent visit, the user must supply the password. The recipient can change the password, and he or she can request to receive the password in e-mail if it is forgotten.

RightFax stores the history of each certified document so the user can track it, including when the document is sent, when it is retrieved by the user (or if it is not retrieved), and when each attachment to the certified document is viewed.

Sending Encrypted Documents

When an encrypted PDF document is sent, the document is password-protected. The recipient must provide the password in order to open and view the document.

Encrypted PDF documents can be sent via certified delivery, or they can be attached to an e-mail message. Cover sheets are not encrypted.

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Chapter 2

Creating the Certified Delivery Website

To use the Certified Delivery feature, the RightFax Certified Delivery Web site must be installed on a Microsoft Internet Information Server (IIS). From this Web site, recipients can view sent documents.

IIS server requirements

Most of the software requirements for Certified Delivery are provided on RightFax Product Suite DVD. During Setup, a wizard will perform a system check for required third-party components (shown below) and if necessary, will install them. Some components, such as Microsoft service packs and Microsoft Internet Information Services are not provided.

- Microsoft .NET Framework 2.0 or later*
- Microsoft Data Access Components 2.8*
- Microsoft Internet Explorer 6 SP1 or later
- Microsoft Internet Information Services (IIS) 6.0 SP2 or later
- Microsoft Visual C++ 2005 runtime components*
- Microsoft Windows Installer 3.1*
**Installed during RightFax setup*

Additional IIS server requirements and information

During the installation of Certified Delivery, Setup provides the

option to configure Web (IIS) settings. A complete list of these settings is provided below.



Important If you do not allow Setup to configure RightFax Web settings, you must make these changes yourself. For information on advanced, manual configuration of IIS settings, see [“Manual setup of the Certified Delivery Web site”](#) on page 8.

- An IIS virtual directory (SecureDocs) is added under the IIS Default Web Site.
- The Certified Delivery Web site is set to anonymous authentication.
- **ASP.NET** is registered as Web service extension.
- **Active Server Pages, ASP.NET, and ISAPI Extensions** are enabled. In IIS 6, this is a global change. In IIS 7, this is a per-site setting. If using IIS 7, Setup will enable these options only at the virtual directory level.
- In IIS 6 environments, Parent Paths are enabled at the default SecureDocs virtual directory which appears after the installation of Certified Delivery.
- IIS directory permissions for each virtual directory are set to **Scripts and Executables, Read and Execute and Browse**.
- The Certified Delivery virtual directory is set to use ASP.NET 2.0 or later.

Running the Certified Delivery Install

To ensure that your installation goes smoothly and to avoid unnecessary delays, it is important to perform each step in the installation completely and correctly before proceeding to the next step.

1. Log on to an IIS server using a Windows account that is a member of the domain and local Administrators group.
2. Insert the RightFax Product Suite DVD. If AutoRun is enabled, a menu of install options appears. If AutoRun is not enabled, browse the DVD and run **Setup.exe**. The RightFax Product Suite Setup wizard opens.
3. Certified Delivery requires Microsoft .NET Framework 2.0 or later and Windows Installer 3.1. If this software is not installed on your system, Setup will prompt you to install it. To install, click **OK**. To cancel Setup and install .NET Framework 2.0 and Windows Installer 3.1 yourself, click **Cancel**.
4. Review the welcome screen and click **Next**.
5. Carefully read and accept the license agreement and click **Next**.
6. Setup can check for RightFax updates and other late-breaking information. To check for updates, verify you have an active HTTP connection and click **Check for Updates**. If updates are found, follow the instructions in the **Result** section. To skip the update check and continue with Setup, check the box next to **Do not check for updates** and click **Next**.
7. Click **Custom** followed by **Next**.
8. Click plus sign next to **Web Applications** and place a checkmark into the box next to Certified Delivery. When finished, click **Next**.
9. The **Preview Requirements** step lists third-party software required by Certified Delivery and also lists the status of setup operations. Software that must be installed will have a status of *Must Install*. To continue, click **Next**.

10. To apply your settings and install required third-party software, click **Apply**. This may take several minutes. When finished, click **Next**.
11. Choose your RightFax installation folder and click **Next**.
12. To begin installing RightFax software, click **Apply**. This may take several minutes.
13. The third and final phase of Setup guides you through the configuration of RightFax settings. To continue, click **Next**.
14. Setup can configure Microsoft Internet Information Server settings associated with Certified Delivery. These settings include the creation of virtual directories, enabling web service extensions, and setting access permissions. Alternatively, you may skip this step and perform this advanced configuration yourself. Choose your setup option and click **Next**.
15. Type the name of your RightFax server and click **Next**.
16. To complete Setup, click **Apply** followed by **Finish**.



Note If Setup fails to apply IIS settings, you must configure Web application settings in IIS. For more information, see the next section.

Manual setup of the Certified Delivery Web site

This section outlines advanced configuration of IIS settings required by Certified Delivery and assumes you have a working knowledge of Microsoft Internet Information Server.

1. Install RightFax Web applications using the instructions on [page 8](#). At step 13, choose **Do Not Configure Web Settings**.
2. Register **ASP.NET** as a Web Service Extension. To do this, click **Start > Run**. Type **cmd** and press **Enter**. Type the following at the command prompt, and press Enter:

```
C:\Windows\Microsoft.NET\Framework\v2*\aspnet_regiis -i
```

where *v2** is the most recent version of .NET Framework 2.x on your server.

3. Create a new Certified Delivery virtual directory. Configure each site with the following attributes:
 - Create a unique site alias. Captaris recommends using the default *SecureDocs*.
 - The path to all RightFax Web content is installed during Setup to the *\RightFax\WebApps* folder. Each application is represented by its own folder, e.g., Certified Delivery.
 - Set directory permissions to: **Read, Run Scripts, Execute, and Browse**.
4. Enable **Active Server Pages, ASP.NET, and ISAPI Extensions** for all RightFax Web sites.
5. Set the ASP.NET version for each RightFax virtual directory to version 2.0 or later.
6. If using Certified Delivery, **Parent Paths** must be enabled either for the Default Web Site as a whole, or for the SecureDocs virtual directory which appears after the installation of Certified Delivery.
7. Restart the Default Web Site.

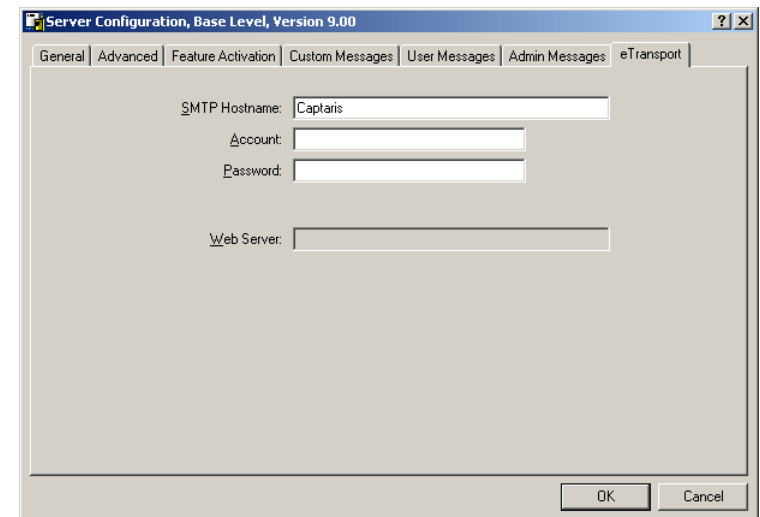
Configuring SecureDocs

After the SecureDocs Module is installed, you can use Enterprise Fax Manager to change the Web server name, the Web site name, and the SMTP mail host that will send messages to notify recipients that a document can be viewed at the certified delivery Web site.

1. On the RightFax server, on the **Start** menu, select **Programs > RightFax > Enterprise Fax Manager**. The **Enterprise Fax Manager** window opens.
2. In the **Fax Servers** list, select the server where the SecureDocs Module is installed.

3. In the **Service Name** list, double-click **RightFax Server Module**. The **Server Configuration** window opens.
4. On the **eTransport** tab, in the **SMTP Hostname** box, enter the name of the mail host that will send messages to notify recipients that a document can be viewed at the certified delivery Web site. This message is sent from the SecureDocs Module on the RightFax server.

Figure 2.1 The eTransport tab



5. In the **Web Server** box, the domain name of the IIS server where the certified delivery Web site is installed appears.

Configuring the Certified Delivery Web site

After the Web site is installed, you can edit the web.config file in the **Program Files > RightFax > WebApps > CertifiedDelivery** directory.

To set an administrator for Certified Delivery

Open the web.config file in Notepad, or another program that allows you to modify code. Find the AdminAccounts key, and follow the detailed instructions in the web.config file to set an administrator for Certified Delivery.

To change the default user

Open the web.config file in Notepad, or another program that allows you to modify code. Find the RightFaxServers key, and follow the detailed instructions in the web.config file to change the default user.

Modifying the SecureDocs Web Pages

You can personalize the appearance of the SecureDocs certified delivery Web site. For example, you may want to add your company name, logo, or messages to the site.

You can change the appearance of the Web site by modifying the HTML code for the Master page.

The customizable Master page is located in the Program Files > RightFax > WebApps > CertifiedDelivery directory. The file is called certifieddelivery.master.

Creating a Message to Notify a Recipient of a Certified Delivery

You can specify the appearance of the e-mail message that notifies users when they have documents waiting for them at the SecureDocs certified delivery Web site.

When the certified delivery notification is sent, SecureDocs refers to the Windows registry for the source of the message text. If the message files do not exist, then the default notification is sent. The default notification is shown in the following example.

To create the message

1. Create two identical files, one in HTML format and one in text format. (The recipient's e-mail application will determine which message can appear.)
2. In each file, insert the variable `^CERTIFIEDURL^`, which represents the URL to the document on the SecureDocs certified delivery Web site.

3. Edit the Windows registry key `HKEY_LOCAL_MACHINE\Software\RightFax\Production\INL`. Create the registry values `AltMimeHTML` and `AltMimeText` with the data type `REG_SZ`. In the string editor, enter the path to the corresponding message file (for example, `D:\RightFax\Message.htm`).

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Chapter 3

Sending Documents for Certified Delivery with the Integration Module

When you send a certified document, the document is sent to your SecureDocs certified delivery Web site, and the recipient receives a notification that he or she can retrieve the document. This chapter explains how to send certified documents via the RightFax Integration Module. To e-mail a document, you must license the InternetLink Module.

Understanding Certified Delivery Documents Created with FCL

Like other documents that the Integration Module processes, certified documents are comprised of FCL commands and document data from a host application. In addition to the standard FCL commands that are used to create a document, a document for certified delivery must include the `{{type certified}}` command and InternetLink FCL commands to address and send an e-mail message.

Thus, to send a document for certified delivery, use three types of FCL commands. The following table describes these commands.

Table 3a Types of FCL Commands for Certified Delivery

Command	Description
<code>{{type certified}}</code>	This command identifies that the document should be sent for certified delivery.
Standard FCL commands, such as <code>{{begin}}</code> and <code>{{end}}</code>	These commands can specify a wide range of options. Some are required, and some are optional. For a complete list, see the <i>RightFax Integration Module Guide</i> .

Creating Certified Documents with FCL

Creating a certified document with FCL is similar to creating an InternetLink document, except that you use the `{{type certified}}` command. Certified documents require four FCL commands.

The following table lists the required commands.

Table 3b Required FCL Commands for Certified Delivery

Command	Description
<code>{{begin}}</code>	Indicates the beginning of a document.
<code>{{end}}</code>	Indicates the end of a document.
<code>{{to}}</code>	The recipient's e-mail address.
<code>{{type certified}}</code>	Specifies that the document will be sent via certified delivery. The document will be sent to the SecureDocs certified delivery Web site, and the recipient will receive a notification that the document is available.

While not required, the `{{from}}` and `{{subject}}` commands are recommended. If you do not use these commands, then the default from address is "admin@<domain name>" and the default subject is "E-document." Any information that does not fall between the `{{begin}}` and `{{end}}` commands is ignored.

You can use any of the other InternetLink FCL commands in the FCL you use to create a certified document. This includes the `{{from}}` and `{{subject}}` commands, which override the settings that you created with the SecureDocs Configuration program.

Selecting an Image Type

A document's *image type* refers to the type of image file that is created and sent for certified document delivery. Your choices are PDF and TIF for the body of the document. If you use a cover page, the cover and body will be TIF. To choose an image type, use the `{{imagetype}}` command.

PDF is the most universal image type, and Captaris recommends that you use it for certified documents. The default format for certified documents is Group 4 TIFF. The examples in this chapter use the `{{imagetype}}` command.

Understanding the `{{imagetype}}` Command

When used with the `{{type certified}}` command, `{{imagetype}}` selects the file format for the document.

Syntax `{{imagetype pdf|group3|group4}}`

Example `{{imagetype pdf}}`

The example specifies PDF as the file format for a certified document.

Attaching Documents

Attachments to the document will be converted with the same rules for attachments as InternetLink documents:

- With the `{{attach}}` command, the attached document and the main document are merged into one graphic file (as specified with the `{{imagetype}}` command), with the attachment starting a new page after the last page of the main document.
- With the `{{attach native}}` command, the main document is converted to the file type specified with `{{imagetype}}` command. The attached document is left in its native format. The attachment will be a separate file that the recipient can download from the SecureDocs Web site.
- With the `{{beginnative}}` command, an attachment is created. You specify the file name and file type in the command. The content of the document is the data between the `{{beginnative}}` and `{{endnative}}` commands. The attachment will be a separate file that the recipient can download from the SecureDocs Web site.

You would attach a document in its native format when you want the recipient to be able to alter the document or when the file must be used in its native format rather than in a graphic format (as with an audio file, whose content could not be represented graphically). For more information on attachments, on the `{{attach}}` command, and on the `{{beginnative}}` command, see the *RightFax Integration Module Guide*.

Example FCL for Certified Documents That Have Attachments

In the following example, the data generated by a host application (“Here are last week’s programs.”) is converted to PDF and becomes the first document listed on the SecureDocs Web site for the recipient. The attached document (Programs.xls) is sent in its native format (a Microsoft Excel file) through the use of the `{{attach native}}` command. It becomes the second file listed on the Web site.

```
{{begin}}
{{type certified}}
{{imagetype pdf}}
Here are last week's programs.
{{attach "c:\IST Files\Programs.xls" native}}
{{to las@oswego.com}}
{{subject Weekly programs}}
{{from css@oswego.com}}
{{end}}
```

In the following example, the host document data (“Here are last week’s programs.”) is converted to PDF and becomes page 1 of the document that is stored on the SecureDocs Web site. The attachment, Programs.xls, is converted to PDF and becomes page 2 of the document.

```
{{begin}}
{{type certified}}
{{imagetype pdf}}
Here are last week's programs.
{{attach "c:\IST Files\Programs.xls"}}
{{to lss@oswego.com}}
{{subject Weekly programs}}
{{from css@oswego.com}}
{{end}}
```

■ ■ ■

Chapter 4

Sending Documents for Certified Delivery from the RightFax Desktop

When you send a document via certified delivery, the document is sent to your organization's SecureDocs certified delivery Web site where it can be opened and viewed by the recipient. When the document has been viewed, the Web server sends notification back to the RightFax server. Confirmation that any part of the document has been viewed is saved in the fax history. (For information on viewing the fax history, see your RightFax client documentation.)

This chapter explains how to send certified documents using the RightFax desktop applications and RightFax Web Access.

Sending from the RightFax Desktop

The option to send a document for certified delivery is located on the **Fax Information** dialog box. This dialog box can be opened from any of the RightFax desktop applications including FaxUtil, the Quick Fax/Broadcast function on the RightFax tray icon shortcut menu, and the Send to Fax Destination via RightFax function on the Windows Explorer shortcut menu. For information on opening the **Fax Information** dialog box from any of these applications, see the *RightFax Administrator's Guide*.

When you send a document for certified delivery from the RightFax desktop, you must specify an e-mail address for your recipient rather than a fax number. This is because the recipient will be sent an e-mail message that includes a link to the document on your SecureDocs certified delivery Web site.

To send a document for certified delivery

1. From one of the RightFax desktop applications, open the **Fax Information** dialog box.
2. Under **To**, click the arrow next to **Fax Number** and select **E-mail Address** from the shortcut menu.
3. Enter the recipient's e-mail address.
4. Select the **Use certified delivery** check box.
5. Complete the **Fax Information** dialog box, and then click **Send** to send the document.

Sending From RightFax Web Access

When you send a document for certified delivery from the RightFax Web Access, you must specify an e-mail address for your recipient rather than a fax number. This is because the recipient will be sent an e-mail message that includes a link to the document on your SecureDocs certified delivery Web site.

For information on running RightFax Web Access, refer to the *RightFax Installation Guide* and RightFax Web Access online help.

Sending From Microsoft Outlook



Note *The RightFax Form for Outlook currently supports sending via Certified Delivery only. Sending via SecureDocs will be supported in future versions. The Outlook form includes a SecureDocs options button which opens a dialog box containing sending options for SecureDocs. These options are currently unused and will not affect how documents are sent with Certified Delivery.*

To send a document via Certified Delivery, the user must specify an e-mail address for the recipient instead of a fax number. The e-mail address can be entered in the **Fax Number/E-mail Address** box on the **Quick Fax Addressing** dialog box, or it can be entered in Outlook's **To:** or **Cc:** boxes.

In the **Quick Fax Addressing** dialog box, the user only needs to specify the recipient's name and e-mail address. After a name and e-mail address have been specified, the user must open the Advanced Outlook form and select the **Convert SMTP Addresses To SecureDocs Recipients** option. When this option is selected, the e-mail address specified in the **Quick Fax Addressing** dialog box will be converted to the proper format for sending via Certified Delivery.

If the user is not using the **Quick Fax Addressing** dialog box, the recipient's name and e-mail address must be entered in Outlook's **To:** or **Cc:** boxes using the following syntax:

[RFAX:Name@/SMTP=EmailAddress/SD]

Where *Name* is the recipient's display name and *EmailAddress* is the destination e-mail address. For example, to send a fax via Certified Delivery from Outlook to JaneDoe@Company.com, enter this address in the **To:** field:

[RFAX:Jane Doe@/SMTP=JaneDoe@Company.com/SD]

Documents sent to addresses formatted this way in Outlook will automatically be sent via Certified Delivery and the Advanced Outlook form is not required.

Deleting Documents

When a document is deleted from FaxUtil or from RightFax Web Access, it will be deleted from the certified delivery Web site. If the recipient has not picked up the document, it will not be available after it has been deleted.

Similarly, documents that are deleted by the fax aging or another cleanup process will delete certified delivery documents from the certified delivery Web site.

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Chapter 5

Viewing Documents at the Certified Delivery Web Site

When you send a document for certified delivery, the document is sent to the SecureDocs certified delivery Web site, and the recipient receives an e-mail message that he or she can view the document. This chapter explains what users must do to view certified documents.

To view a certified document at the SecureDocs certified delivery Web site, complete the following steps:

1. Click the link in the certified delivery notification e-mail or type the URL in your Internet browser. The logon page opens in your browser.

Figure 5.1 The Certified Delivery Logon Page

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Certified Document Delivery for las@oswego.com

Have an Account?

Password:
(6-10 Characters)

[Click here to continue](#)
If you already have a password, type it in above and click this button to continue.

[Tell me my password](#)
If you forgot your password, click this button and it will be emailed to you.

No Password?

[Create account](#)
If you don't have a password, click this button to setup your account.

Change Password?

[Change password](#)
If you already have a password and would like to change it, click this button.

Copyright © 2001 Captaris, Inc.
Thursday, July 19, 2001
12:20:21 PM

2. Select a logon option:
 - If you are a first-time user of the certified delivery Web site, click **Create Account**, and follow the prompts on the screen.
 - If you already have a password, enter it in the **Password** box, and click **Click here to continue**.
 - If you already have a password but have forgotten it, click **Tell me my password**, and follow the prompts on the screen. The RightFax SecureDocs Module will e-mail your password to you.
3. The Inbox appears.

4. Click the link to the document in the **Document Number** list, and follow the prompts to download the document.
5. To delete a document from the inbox, select the **Delete** check box, and click **Delete selected documents**.


■ ■ ■

Figure 5.2 The Inbox

Captaris
RightFax

Inbox for las@oswego.com

Click on a document number to see more detailed information. To keep a copy of a document, print it or download it to your local computer. Documents may be deleted without notice.

 Indicates the currently active document.

Read	Document Number	Delete	Sender	Subject	Transmission Time
	PROD1578	<input type="checkbox"/>			Thu Jul 19 05:12:35 2001
✓	PROD1575	<input type="checkbox"/>			Thu Jul 19 05:05:07 2001

Displaying documents 1 through 2 Total Documents 2

Current Page: **1**

Copyright © 2001 Captaris, Inc
Thursday, Jul 19, 2001
12:22:54 PM

Chapter 6

Sending Encrypted Documents

Encrypted documents are password-protected portable document format (PDF) files. Password protection ensures that your document can only be viewed by recipients to whom you have provided the required passwords.

To further protect the document, you can assign permissions to the PDF file. The following permissions can be assigned:

- Printing the document.
- Editing the content of the document.
- Copying or extracting the contents of the document.
- Annotating the document in Adobe Acrobat.
- Saving the document with a new file name.

You can send encrypted documents and assign permissions from a RightFax desktop application (such as FaxUtil) or via the Integration Module with FCL.

Sending Encrypted Documents via the Integration Module

To send an encrypted PDF file using the Integration Module, use the `{{pdfuser}}` FCL command. The following table lists the required commands for sending an encrypted PDF.

Table 6a Required FCL Commands for Encrypted PDFs

Command	Description
<code>{{begin}}</code>	Indicates the beginning of a document. The Integration Module will process all the data that appears between a <code>{{begin}}</code> and an <code>{{end}}</code> command as a discreet document. Data that does not appear between the <code>{{begin}}</code> and <code>{{end}}</code> commands is ignored. This command must appear as the first command in each FCL document. For more information on this command, see the <i>RightFax Integration Module Guide</i> .

Table 6a Required FCL Commands for Encrypted PDFs (Continued)

Command	Description
{{end}}	<p>Indicates the end of a document.</p> <p>The Integration Module will process all the data that appears between a {{begin}} and an {{end}} command as a discreet document. Data that does not appear between the {{begin}} and {{end}} commands is ignored.</p> <p>This command must appear as the last command in each FCL document. For more information on this command, see the <i>RightFax Integration Module Guide</i>.</p>
{{from}}	Specifies the sender. For more information on this command, see the <i>RightFax InternetLink Module Guide</i> .
{{pdfuser}}	Specifies the password and permission levels for the PDF.
{{subject}}	Specifies the <i>subject</i> line in the e-mail message that is sent. For more information on this command, see the <i>RightFax InternetLink Module Guide</i> .
{{to}}	Specifies the recipient's e-mail address. For more information on this command, see the <i>RightFax InternetLink Module Guide</i> .
{{type certified}} {{type mime}}	<p>With {{type certified}}, the document is sent to the SecureDocs Web site as an encrypted PDF.</p> <p>With {{type mime}}, the document is sent as an encrypted PDF that is attached to an empty e-mail message. It is not sent to the SecureDocs Web site.</p>

Understanding the {{PDF}} Commands

Syntax {{pdfuser "password" [permissions]>}}

Example {{pdfuser "#MNid4" 31}}

This command specifies a password and permissions for the user of the PDF. In the example, "#MNid4" is the user's password, and the user has full permissions.

Permission is an integer bit-wise value that grants certain permissions for the user. Multiple permissions can be granted, as described in the following table.

Table 6b Bit Values for PDF Permissions

Bit	Permission	Notes
1	Print	The user can print the PDF. Example: {{pdfuser "#MNid4" 1}}
2	Edit	The user can edit the PDF. Example: {{pdfuser "#MNid4" 3}} This example sets print and edit permissions.
4	Select	The user can select and copy text. Example: {{pdfuser "#MNid4" 7}} This example sets print, edit, and select permissions.
8	Annotate	The user can add annotations. Example: {{pdfuser "#MNid4" 15}} This example sets print, edit, select, and annotate permissions.
16	Save As	The user can save the PDF to a new file name. Example: {{pdfuser "#MNid4" 31}} This example sets print, edit, select, annotate, and save as permissions.

Example FCL for Encrypted PDF Documents

In the following example, the host data (“Your account number is 16328182-GRZ”) is converted to PDF and is sent to the SecureDocs Web site. The PDF has a password and grants full permissions to the user.

```
{{begin}}
Your account number is 16328182-GRZ
{{type certified}}
{{to las@oswego.com}}
{{subject Weekly programs}}
{{from css@oswego.com}}
{{pdfuser "#MNid4" 31}}
{{end}}
```

In the following example, the host data (“Your account number is 16328182-GRZ”) is converted to PDF and sent as an attachment to an e-mail message. The PDF has a password that grants user permissions for printing only.

```
{{begin}}
Your account number is 16328182-GRZ
{{type mime}}
{{to las@oswego.com}}
{{subject Weekly programs}}
{{from css@oswego.com}}
{{pdfuser "#MNid4" 1}}
{{end}}
```

Sending Encrypted Documents from the RightFax Desktop

The options to create an encrypted PDF file are located in the **Fax Information** dialog box. This dialog box can be opened from any of the RightFax desktop applications including FaxUtil, the Quick Fax/Broadcast function on the RightFax tray icon shortcut menu, and the Send to Fax Destination via RightFax function on the

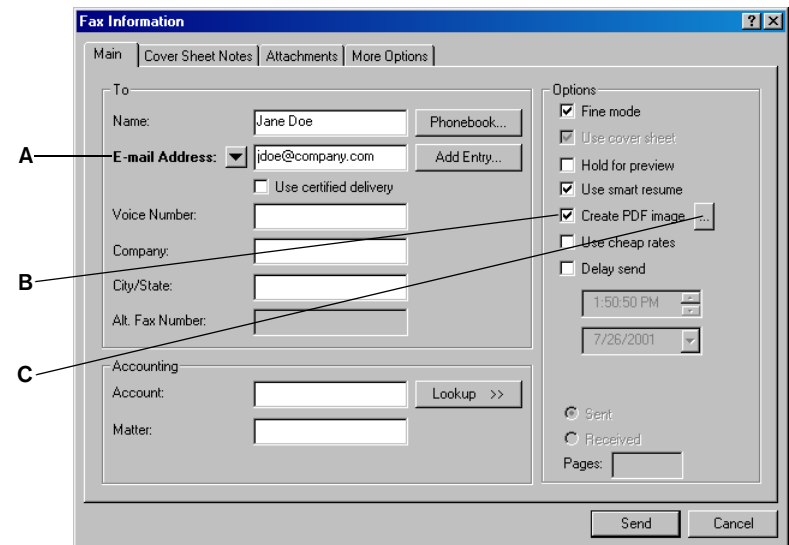
Explorer shortcut menu. For information on opening the **Fax Information** dialog box from any of these applications, see the *RightFax Administrator's Guide*.

When you send a document from the RightFax desktop as an encrypted PDF file, you must specify an e-mail address for your recipient rather than a fax number. The encrypted PDF file will be formatted in color (if applicable).

To send an encrypted PDF

1. From one of the RightFax desktop applications, open the **Fax Information** dialog box.

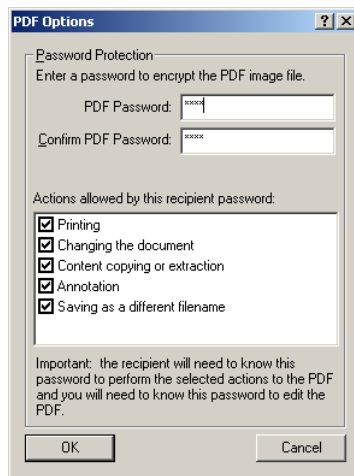
Figure 6.1 Selecting the PDF Option in the Fax Information Dialog Box



- A. Enter an e-mail address for your recipient.
- B. Select the **Create PDF image** option.
- C. Click this button to open the **PDF Options** dialog box.

2. Under **To**, click the arrow next to **Fax Number** and select **E-mail Address** from the shortcut menu.
3. Enter the recipient's e-mail address.
4. Select the **Create PDF image** check box.
5. Click the [...] button next to **Create PDF image**. This opens the **PDF Options** dialog box.

Figure 6.2 Assigning Permissions to an Encrypted PDF File



6. In the **PDF Password** and **Confirm PDF Password** boxes, type the password. Adobe Acrobat, the program used to view PDF files, will prompt the recipient for this password each time the file is opened.
7. Under **Actions allowed by this recipient password**, select the permissions for the PDF file:
 - Printing the document.
 - Editing the content of the document.
 - Copying or extracting the contents of the document.
 - Annotating the document in Adobe Acrobat.
 - Saving the document with a new file name.

8. Click **OK** to close the **PDF Options** dialog box.
9. Complete the **Fax Information** dialog box, and then click **Send** to send the document.

Receiving Encrypted Documents

For a recipient to open any PDF file (whether the file is sent with FCL via the Integration Module or from FaxUtil or RightFax Web Access), he or she must have Adobe Acrobat Reader installed on his or her computer. This application is available for free at the Adobe Web site.

For encrypted PDF files sent via certified delivery, the recipient must log on to the SecureDocs Web site and then download the file. The recipient must enter a password for the PDF file to gain the permissions that you established for the PDF file.

For encrypted PDF files sent via e-mail, the recipient receives the PDF as an attachment to an e-mail message. The recipient must enter a password for the PDF file to gain the permissions that you established for the PDF file.

In either scenario, you need to communicate the password for the PDF file to the recipient. If you do not, he or she will not be able to open the file.

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