



# OneBox Fax – RightFax System Administration

## Description

This 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. The 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.

## Prerequisites

- A good skill in computer literacy
- An active role or an interest in telecommunications management.
- Knowledge of switchboard operation

## Training Technique

- Verbal instruction
- Demonstrations and Practical exercises
- Discussion and questions and answers

## Who Should Attend

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

## 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 Overlay
- Creating Signatures
- Creating Cover Sheets
- Billing Codes
- Phone Books
- User facilities/FaxUtil
- Reports
- Error Logs
- Installing FaxUtil on workstations

## Duration

2 days

## Max Delegates

4