brightfax

brightfax
addressing utility guide

CHARLES RIVER
CONSULTANTS

E - S Y N C networks

CRC Managed Companies

Table of Contents

# About the brightfax Addressing Utility

The **brightfax** Addressing Utility is designed to work with Microsoft Outlook to assist **brightfax** users in getting the most out of sending fax messages. Through this simple yet powerful plug in, a variety of customizable options can be included to your faxes, saving your time and ensuring accuracy with every electronic fax.

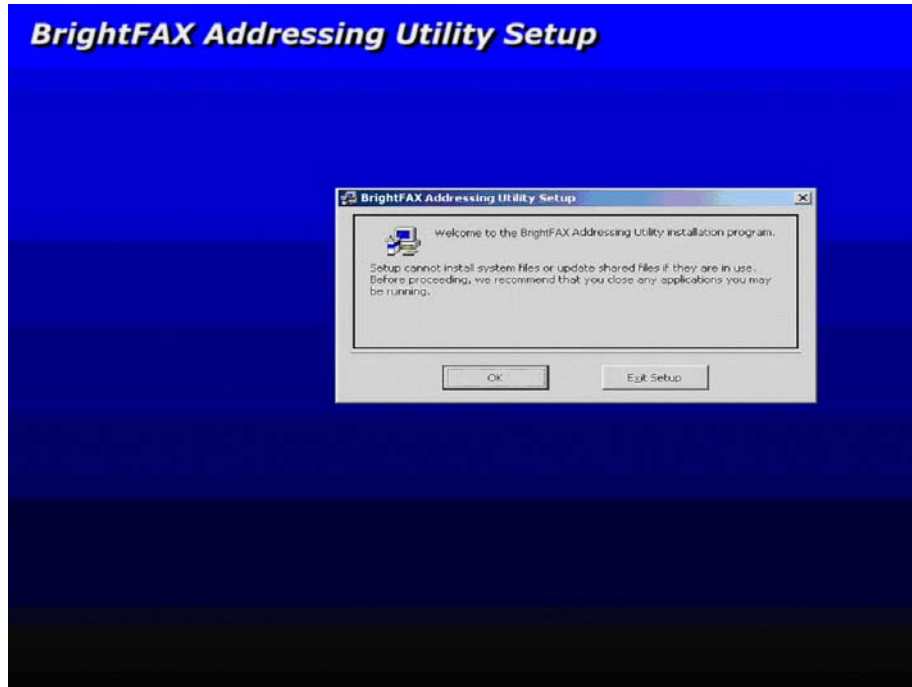# Installing the brightfax Addressing Utility

To use the **brightfax** Addressing Utility, it first must be installed on your computer.

Note: Setup cannot install system files or update shared files if they are in use. Before proceeding, it is recommended that you close any applications you may be running.
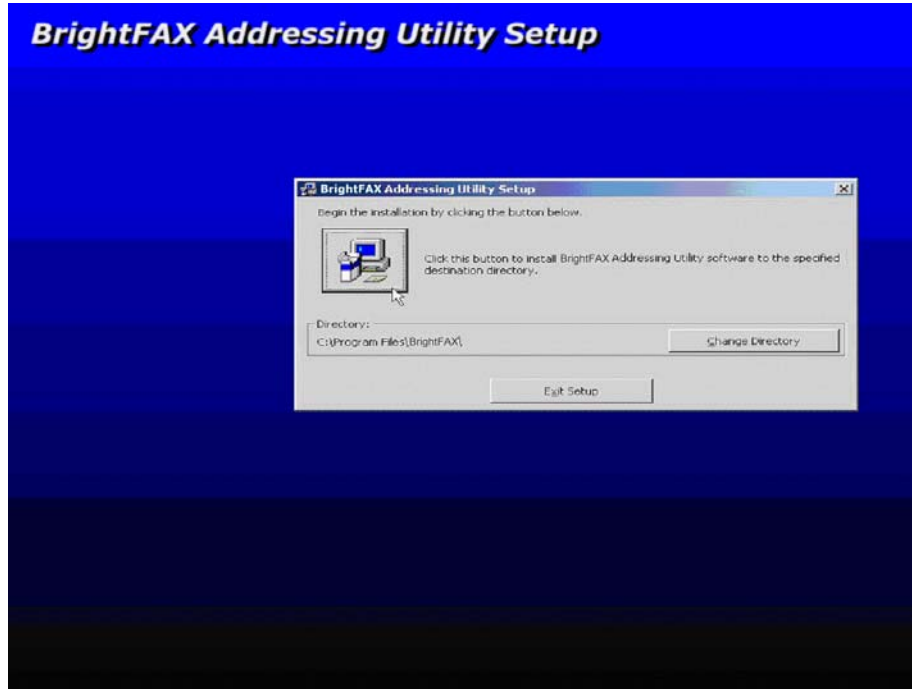
1. Run the **brightfax** Addressing Utility setup zip file. A screen similar to the following will appear displaying the contents of the zip file:
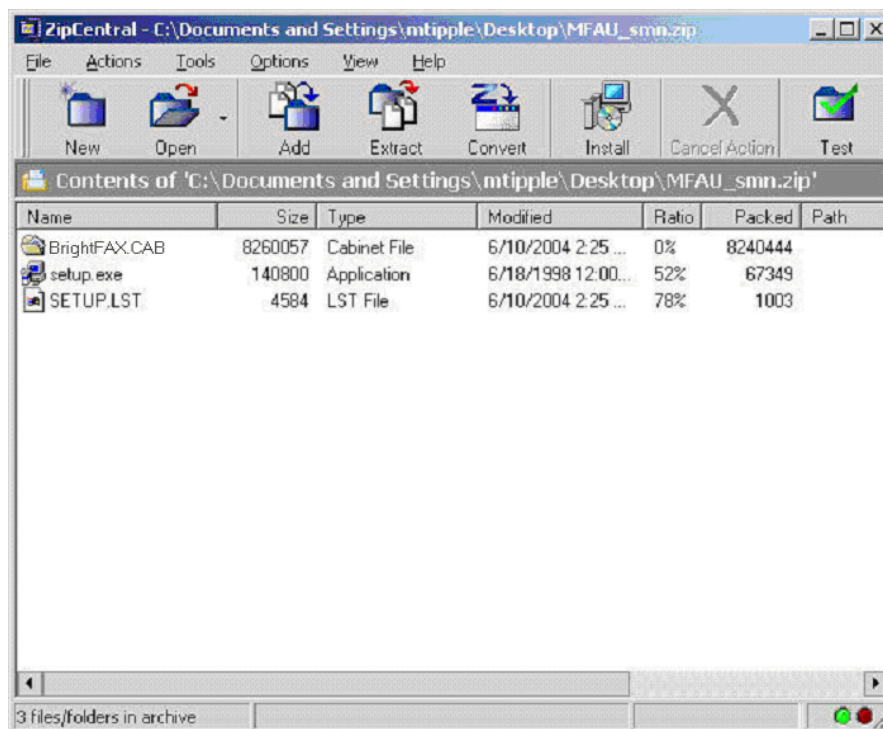
2. Double-click the '**setup.exe**' file to begin the installation process. The following screen will appear:


3. Verify that no other applications are currently running on your system. Press **OK** to proceed to the next screen:

4. Press the computer button to install **brightfax** Addressing Utility to the specified destination directory. It is recommended that you do not change the destination directory from C:\Program Files**brightfax**\.

The installation program will install the appropriate files to your computer. When complete, the following screen will appear:
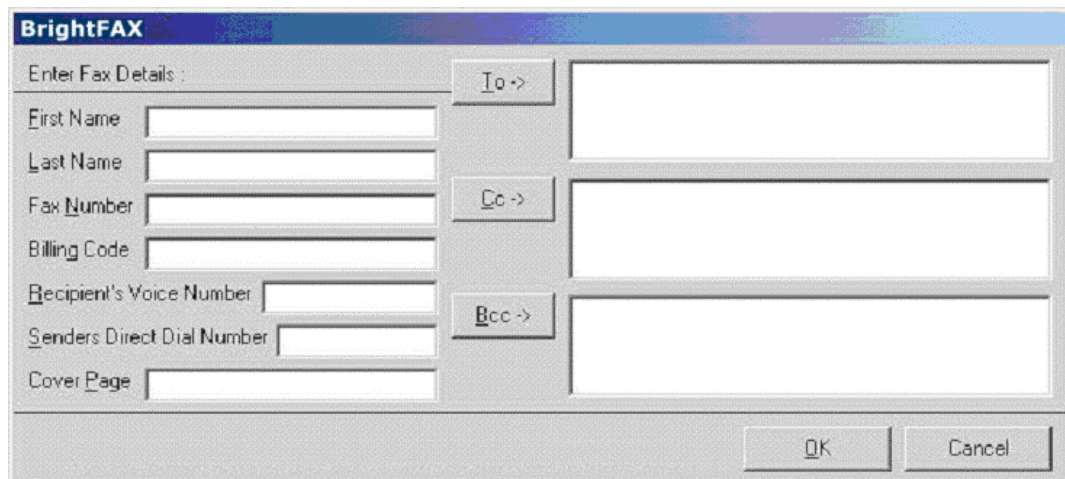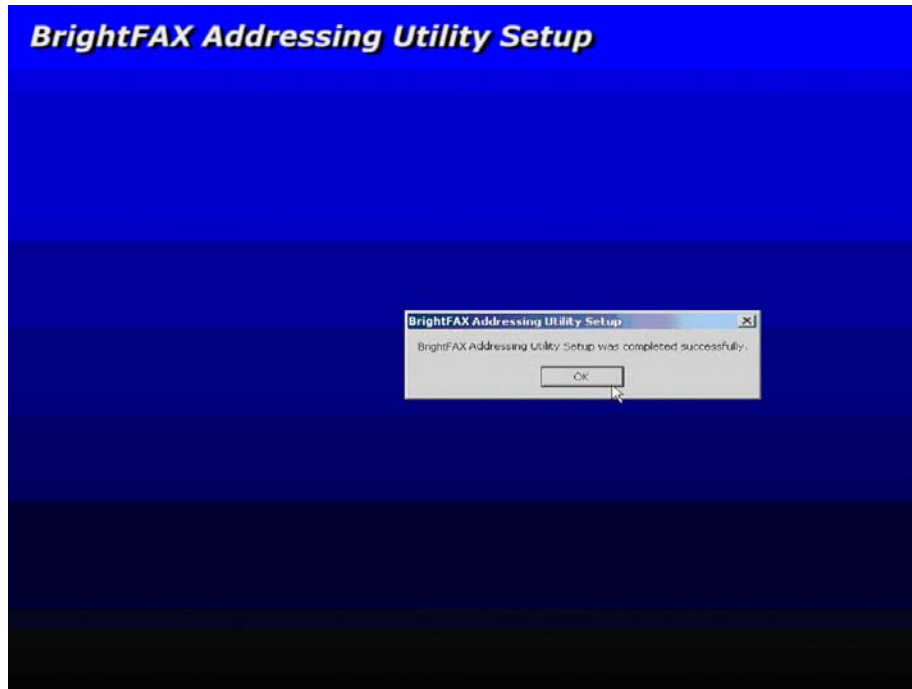
5. Press 'Ok' to complete the installation process. The Addressing Utility is now available when using Microsoft Outlook.

Using the brightfax Addressing Utility

1. Click **New** to compose a new message:

2. Press the **brightfax** Addressing Utility icon (indicated below), to enter addressing information:
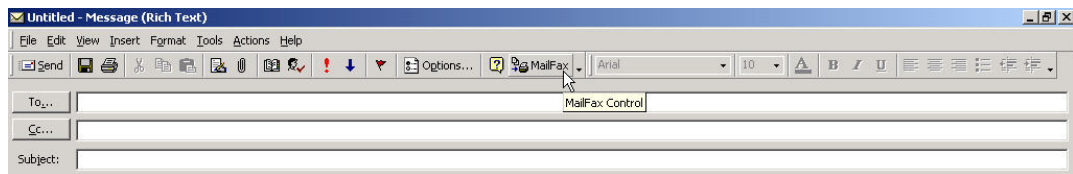
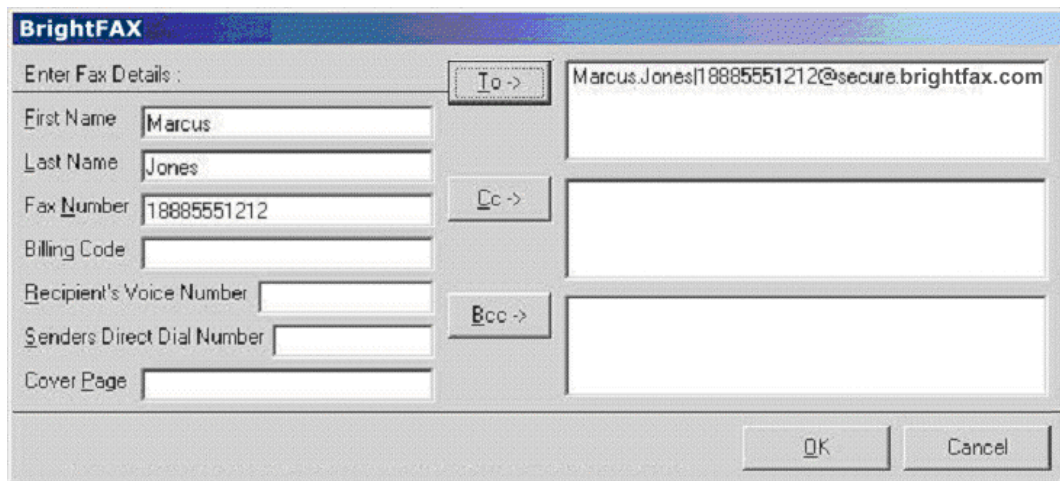The following popup screen will appear:

First Name: Enter the first name of the **brightfax** recipient

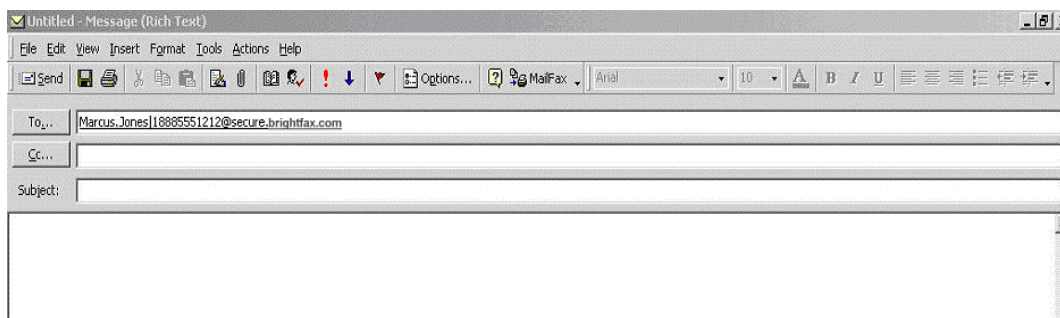**Last Name**:   Enter the last name of the **brightfax** recipient

Fax Number: Enter the fax number of the **brightfax** recipient

Billing Code: Enter in the appropriate billing code for you company/department

Recipient's Voice Number: Enter in the Voice number of the **brightfax** recipient (if applicable)

Sender's Direct Dial Number: Enter in the Direct Dial Number of the Fax Recipient (if applicable)

Cover Page: This field is used to enter customizable cover page options.

3.   Once the appropriate information has been entered, press OK to add the information to the 'To' line in the message composition.

CHARLES RIVER
CONSULTANTS

E - S Y N C networks

CRC Managed Companies

4. Continue by adding the subject, body information and attachments as you would with any other composition,.

5. Press **Send** to send the message to the recipient.

CHARLES RIVER
CONSULTANTS

E - S Y N C networks

CRC Managed Companies