RightFax is a paperless faxing application that uses a computer to send and receive fax transmissions rather than a standard fax machine.

* The RightFax service is free to users at UCSF for sending and receiving faxes from their desktop computer via the RightFax FaxUtil application.
* **The setup and installation of this RightFax FaxUtil application can be requested via Service Now.  Just provide the users name, email address, office location and workstation ID.**
* Inbound faxes are configured to be received in a departmental group Inbox or in a group folder on a shared drive.  This too can be requested via Service Now by providing the inbound fax number and where they’d like the inbound faxes delivered (usually a departmental share or group email address).
* A standard telephone line is required to receive inbound faxes (typical Telecom line charges would apply).
* RightFax accounts to individuals are discouraged due to lack of available IT resources to manage a high volume of accounts.

Reach out to the UCSF ITS team for more information and to answer any questions you may have.