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OpenText RightFax 16 EP6

SharePoint Gateway Module

Administrator Guide

Edition

OpenText RightFax 16 Enhancement Pack 6 SharePoint Gateway Module

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Chapter 1: Installing the RightFax SharePoint Gateway Module

The RightFaxSharePoint Gateway Module adds RightFax capabilities to SharePoint 2013 and 2016 sites. Users can fax documents that are stored in SharePoint libraries. And received faxes can be imported into SharePoint automatically.

The SharePoint Gateway Module consists of two components: the SharePoint Gateway Module Service installed on the RightFax server, and the RightFax Connector App which is added to the SharePoint site. You can use the RightFax Connector App with on-premise SharePoint or SharePoint on Office 365.

Web pages and sites generated from SharePoint Gateway Module templates can be viewed in these languages in addition to English:

- French - France
- French - Canadian
- German
- Italian
- Japanese
- Portuguese - Brazil
- Simplified Chinese
- Spanish - Modern Sort

These instructions assume the RightFax server is already installed. For detailed RightFax server installation instructions, see the *RightFax Installation Guide*.

For on-premise SharePoint, make sure the SharePoint environment is configured for app deployment. See http://technet.microsoft.com/en-us/library/fp161232%28v=office.15%29.aspx.

Installing the SharePoint Gateway Module on the RightFax server

1. Run the RightFax setup program.

2. On the **Select a typical feature set or create your own** page, click **Typical Server**, and then click **Next**.

3. Complete the installation wizard by following the prompts.

   The app file is stored at RightFax\SharePointApp\RightFaxSharePointConnector.app and the RightFaxSharePoint Gateway Module Service is installed as a Windows service.

Adding the RightFax Connector App to the SharePoint App Catalog

Perform these steps each time a new version of the RightFax Connector App is available.

1. In SharePoint 2013 Server, go to the Apps for SharePoint page.

2. Add the RightFax Connector App by browsing to the app file where it was installed on the RightFax server. The app will

appear in the SharePoint App Catalog.

3. You can add the app to a new or existing SharePoint site.

4. After the app is added to the site the App URL will be available. Use the App URL to associate the app with the RightFax server.

Configuring the SharePoint Connector App

You can set up and configure the SharePoint Connector App from Enterprise Fax Manager.

1. In Enterprise Fax Manager, right-click the **RightFax SharePoint Connector App** service and then click **Configure Service**. The **RightFax SharePoint Connector App Configuration** dialog box appears.

2. In the **App Name** box, enter a descriptive name for the connector app.

3. In the **App URL** box, enter the URL where the app is installed on the SharePoint server.

4. If you use SharePoint on Office 365 instead of a locally-installed server, select the **Office 365** check box, and in the **Domain** box, enter the subdomain of your organization's Office 365 environment, leaving out the onmicrosoft.com portion of the domain name.

5. Enter the **SharePoint User Name**, **Password**, and **Domain** of a SharePoint user who can add apps to SharePoint.

6. To import faxes from the RightFax server to the Connector App, select the **Import Faxes** check box, and then select **PDF** or **TIF**. The faxes will appear in SharePoint in the selected format. Faxes in PDF format can be previewed without having to be opened, those in TIF format cannot.

7. In the RightFax Settings section, do one of the following:

- To use RightFax user credentials, enter the User Name and Password of a user account through which SharePoint faxes are routed.

- To use Integrated Windows Authentication, select the **Use NT Authentication** check box and enter the User ID as *domain name\user name*.

8. In the **Event LogLevel** box, select at which level to log information in the Application Event Log under the service name "RightFax Connector App for Sharepoint."

- **None** No information.

- **Terse** Critical errors only.

- **Normal** Errors and major events only.

- **Verbose** All significant events. Use temporarily to track and resolve problems.

    > **Caution** Leaving the verbose log level for long periods of time can fill up the Event Log and may prevent new events from being logged.

9. Click **Add**.

10. To add additional SharePoint Connector Apps, repeat these steps. Each app appears in the list on the left side of the dialog box.

Chapter 2: Using the RightFax Connector App for SharePoint

After the RightFax Connector App has been added to a SharePoint site, you can use it to view the fax list and send faxes from the site. The app home page displays a list of sent and received faxes.

> **Note** You can upload and attempt to fax files that cannot be faxed using the RightFax Connector App. For a list of document types, see .

Sending a fax

1. To send a fax from SharePoint, click the ellipsis (**...**) next to the document, and then click **RightFax**.

2. On the fax addressing page, enter the **To Name** and **Fax Number** of the recipient.

3. Enter any cover sheet notes in the **Notes** box, and then click **Send**.

Appendix A: File formats that convert to fax format

RightFax checks the file Whitelist.txt in RightFax/Config to determine whether to convert an attachment to fax format. While by default this file contains all supported file types, it may not contain every file extension used by each file type. For example, files with the extension JPEG do not convert with the default whitelist.txt file. To make sure they do, add JPEG to the list, without modifying the entry for JPG.

> **Note** The Whitelist.txt file does not control conversions handled through PCL.

To prevent the built-in conversion engine from converting a file type

- Open RightFax/Config/Whitelist.txt, and do one of the following:
  - Delete the file type from the file.
  - Convert the file type into a comment by preceding it with a comma.

The following table lists the types of documents that the RightFax conversion engine can convert to fax format.

> **Important** Conversion of PDF attachments and Postscript requires the RightFax PDF module.

Application or file format	Supported versions	Common Extension
Ami Pro	All versions	.SAM
ANSI text (7 & 8 bit)	All versions	.TXT
ASCII text (7 & 8 bit)	All versions	.TXT
Bitmap	Windows versions	.BMP
Multi-page PCX	Microsoft Fax	.DCX
EPS	If TIFF image is embedded	.EPS
G3	All versions	.G3 .BG3
GIF	All versions	.GIF
HTML	Versions through 4.0	.HTM .HTML
JPEG	All versions	.JPG .JPEG .EXIF
Lotus 1-2-3	All versions	.123
Lotus Wordpro	All versions	.LWP

Application or file format	Supported versions	Common Extension
Microsoft Excel	Versions 2000 - 2019	.XLS .XLSX .XLSM
Microsoft Outlook	All versions	.MSG
Microsoft PowerPoint	Versions 2000 - 2019	.PPT .PPTX .PPTM
Microsoft Rich Text Format	All versions	.RTF
Microsoft Visio	2000 - 2019	.VSD
Microsoft Word	2000 - 2019	.DOC .DOCX .DOCM
Microsoft WordPad	All versions	.TXT .WPC
Microsoft Works	Versions through 8.0	.WPS
Microsoft XML Paper specification	All versions	.XPS
MIME	All versions	.MHTML
PCX bitmap	All versions	.PCX
Portable Document Format	All versions	.PDF
Portable Network Graphic	All versions	.PNG
Post Script	All versions	.PS .EPS

Application or file format	Supported versions	Common Extension
Text-based configuration files	Varies by product	.FTP .FRM .WPC
TIFF CCITT Group 3 & 4	All versions	.TIFF
Unicode Text	MSWord with encoding	.UNI .UTF8 .UTF8e
UUEncode	No specific version	.TXT
vCard	All versions	.VCF
Visio	All versions	.VSD
XML	All versions	.XML