

Open Text Fax Server Administrator Course

Get the most out of your Fax Server investment

Open Text Fax and Document Distribution Group
February 2010

Overview

The market leading Open Text Fax Server, RightFax Edition is a robust and powerful solution that enables our customers to :

- ✓ Reduce the costs associated with standalone fax machines
- ✓ Integrate fax with a wide range applications and devices
- ✓ Securely deliver documents to facilitate compliance initiatives

To help our customers optimize their investment, the Open Text Fax and Document Distribution Group's Customer Enablement Team is offering a complimentary Fax Server Administrator course, which will provide you with much of the information required to properly administer your server. You will be shown how to complete administrative tasks via theoretical discussion and demonstrations.

By the end of the class you should be able to:

- Create and understand the properties associated with Users
- Define the three supported cover sheet types
- Create cover sheets
- Create and understand the properties associated with Groups
- Create printers on the Fax Server that can be used for automatic printing
- View reports from Enterprise Fax Reporter

This complimentary class is four hours long and delivered online via Webex. There are a limited number of seats available for each class so be sure to register as soon as possible. You will receive an email with instruction on how to log on to the Webex session approximately two working days prior to the class.



2010 Administrator Course Schedule

Date	Time	Register
February 15	8:30 AM to 12:30 PM MST (GMT -7)	Register
March 1	7:30 AM to 11:30 AM MST (GMT -7)	Register
April 12	8:30 AM to 12:30 PM MST (GMT -7)	Register
May 3	7:30 AM to 11:30 PM MST (GMT -7)	Register
June 7	8:30 AM to 12:30 PM MST (GMT -7)	Register
July 12	7:30 AM to 11:30 AM MST (GMT -7)	Register
August 2	8:30 AM to 12:30 PM MST (GMT -7)	Register
September 6	7:30 AM to 11:30 AM MST (GMT -7)	Register
October 4	8:30 AM to 12:30 PM MST (GMT -7)	Register
November 1	7:30 AM to 11:30 AM MST (GMT -7)	Register
December 6	8:30 AM to 12:30 PM MST (GMT -7)	Register

The Open Text Fax and Document Distribution Group's Customer Enablement Team offers a number of courses designed to meet the various needs of our customer base. For more information on available courses, self paced learning, and other resources please visit the Learning Services webpage at <http://faxsolutions.opentext.com/learning-services.aspx>.

<http://faxsolutions.opentext.com>

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