

RIGHTFAX SENDING A FAX FROM YOUR COMPUTER

To send a fax directly from your computer, open the document file that you want to fax, then:

1. Select **FILE**.
2. Select **PRINT**.
3. Change printer to **RIGHTFAX FAX PRINTER**.
4. Select **PRINT** again. **Fax Information Dialog Box** will appear.
 - a. **MAIN Tab**: Enter **fax recipient's name** and **fax number** you are sending the fax to (**required**). The remaining information isn't necessary to complete and cannot be seen on the RightFax log.
 - b. **COVER SHEET NOTE Tab**: N/A (not using auto-coversheet feature, though you may include your own unit's coversheet within your document file or as an attachment).
 - c. **ATTACHMENT Tab**: You can add one or more attachments to the document file that you want to fax, such as your unit's own fax coversheet or another file you'd like to attach to send along with the main document file you're faxing. **To add an attachment to the file you are faxing:**
 - Select **Folder icon** and browse for the file you want to attach to your fax. Once desired file is located, **click to select the file and drag** the desired file to the **Selected Attachments section** of the dialog box. Or, you can also select desired file, making sure your cursor is resting on the filename so it's *highlighted*, then select **OPEN** to add attachment. If you have more than one attachment listed, you can change/rearrange the order the attachment appears as needed, by selecting and *highlighting* the attachment filename with your cursor, then selecting the **arrow keys** on the right to reposition the order the selected attachment appears. For example, if Cover sheet file attachment is listed below main document, use arrow keys to position Cover sheet file to appear above the main document and it will appear as the *first page*, or *Page 1*, of your fax once sent.
 - d. **MORE OPTIONS Tab**: N/A (not using feature at this time).

Faxes Sent Via Computer are Confidential

Faxes sent using a computer cannot be seen on the general RightFax log for your unit/department. This makes faxing from a computer ideal for sending confidential material, since all faxes sent via RightFax from a computer can *only* be viewed from your computer's RightFax log associated with *your* login credentials. For example, if the FWE Charge Nurse is logged-in to a Nurse Station computer using their own login credentials (jd1234), and that Charge Nurse sends a fax from that computer, the fax cannot be viewed/opened from the unit's main RightFax log (RightFax/Fax-FWE). The fax sent by the Charge Nurse from the computer is accessible only to the Charge Nurse from the RightFax log associated with their own credentials (RightFax/nwkidney/jd1234). A fax sent by computer can only be seen by the sender who is logged-in to the computer.

Faxes sent manually using the fax scanner are not confidential will be shown on the unit's general RightFax log and can be viewed or opened by anyone with access to the RightFax log (usually all unit/department staff members).

RightFax Log Icons

-  Outgoing faxes from NKC.
-  Incoming faxes to NKC.
-  Fax printed-out to printer.
-  Fax opened/viewed from RightFax log.
-  OK (fax successfully sent).
-  FAIL (fax transmission failed).
-  Fax line busy.
-  Fax transmission in progress (sending).

5/29/18