

# QuickStart Guide for RingCentral Fax

## Getting started

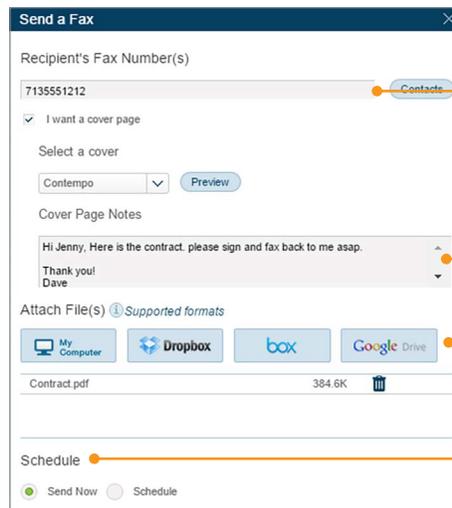
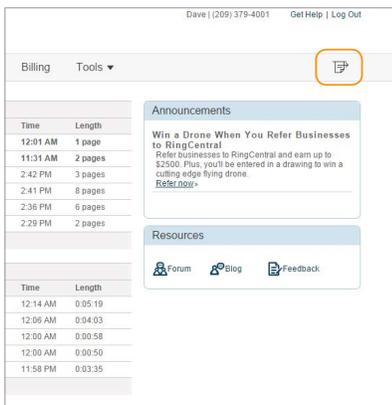
### Activate your RingCentral Fax service.

Click the activation link in your welcome email and complete the activation wizard. You can also manage all of your incoming faxes from your desktop and from your mobile devices. Download RingCentral apps by logging in to your RingCentral account and click on Tools.



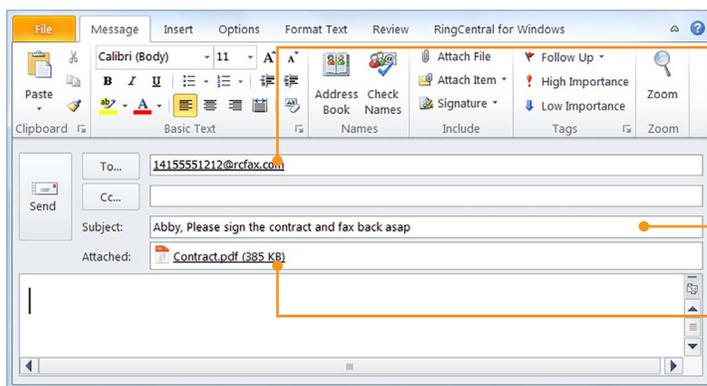
## 5 ways to send a fax

### 1 Send a fax online.



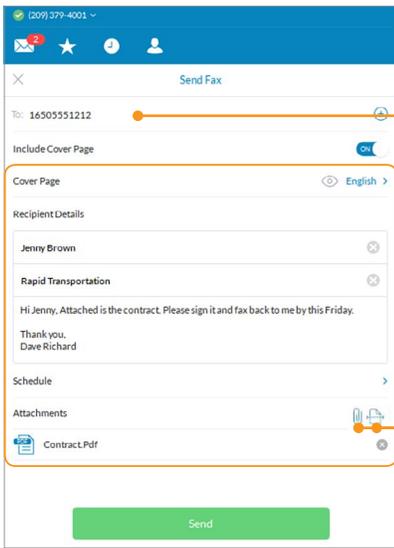
- Enter one or more destination fax numbers.
- Compose your cover page.
- Attach up to 20 MB of attachments from your computer or from cloud storage.
- Send your fax immediately or schedule a specific date and time in the future.

### 2 Send a fax by email.



- Open your email client and enter the fax machine's 10-digit phone number followed by @rcfax.com.
- Use the subject line for text you'd like to appear on the cover page.
- Attach the documents and click Send.

**3 Send a fax using RingCentral for Desktop.**

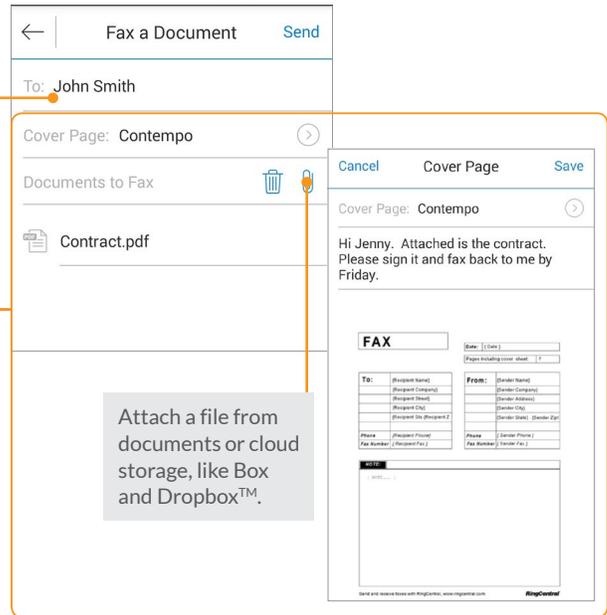


Enter the fax number or select the fax number and optional name from your contacts.

Add your documents and compose a cover page. Click Send.

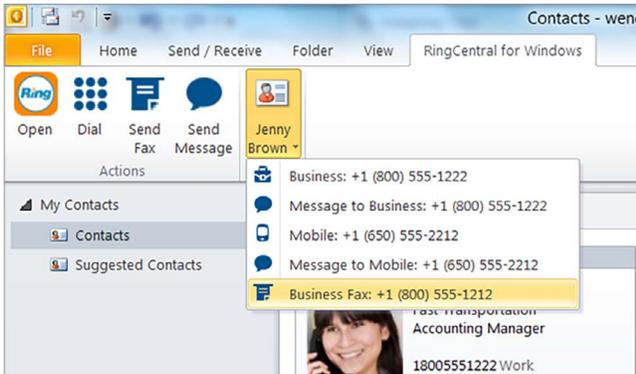
Attach files from a computer or a scanner.

**4 Send a fax using the RingCentral mobile app.**

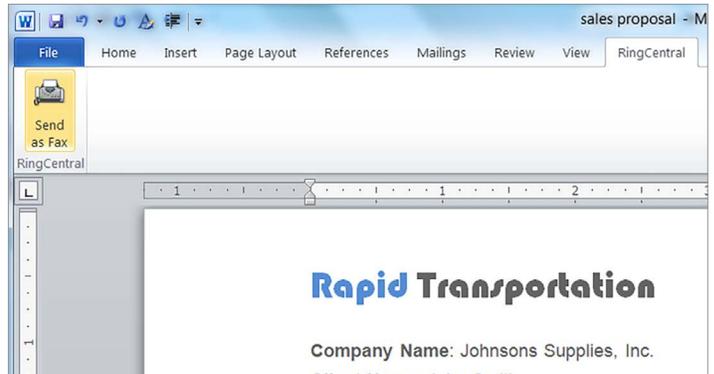


Attach a file from documents or cloud storage, like Box and Dropbox™.

**5 Send a fax from Microsoft® applications.**



Integration with Microsoft Outlook is only available for Windows.



Send your current document as a fax within a Microsoft Office application.

**Once you've sent a fax:**

Find the status of your outgoing fax in the messages tab of your online account.

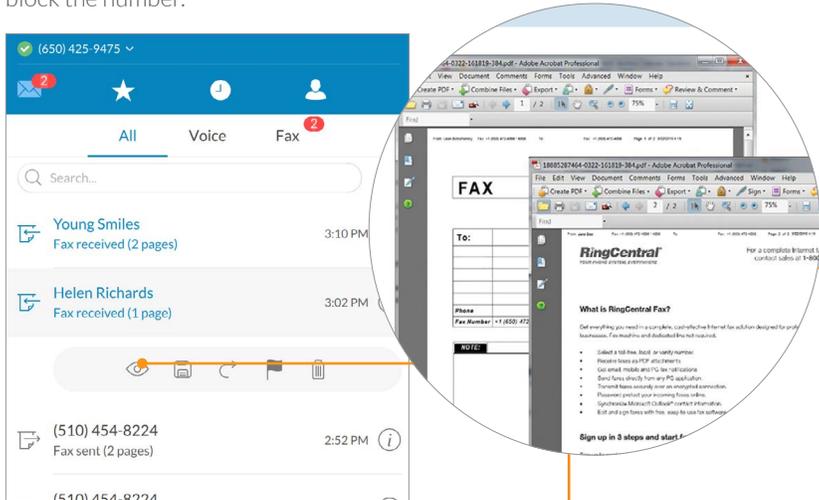
| RingCentral®                                 |                |                |                |          |         |       |
|--|----------------|----------------|----------------|----------|---------|-------|
| Overview                                     | Messages       | Call Log       | Contacts       | Settings | Billing | Tools |
| Recent Messages - 3 new and 3 saved messages |                |                |                |          |         |       |
|  | From           | Name           | Date           | Time     | Length  |       |
| <input type="checkbox"/>                     | (209) 379-4001 | Charlie Lee    | Tue 03/03/2015 | 12:01 AM | 1 page  |       |
| <input type="checkbox"/>                     | (864) 412-3366 |                | Mon 09/08/2014 | 11:31 AM | 2 pages |       |
| <input type="checkbox"/>                     | (510) 648-3522 | Helen Richards | Mon 03/10/2014 | 2:42 PM  | 3 pages |       |

When the fax has been delivered, the log will move to the Sent Items folder, where you can access archived faxes for one year.

# 4 ways to receive a fax

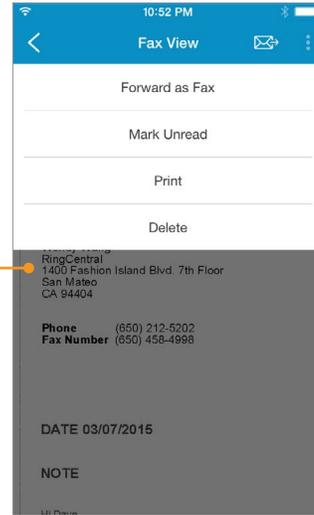
## 1 Using RingCentral for Desktop

Complete view of received, sent, and scheduled faxes with options to view, save, forward, resend, mark as read/unread, or block the number.

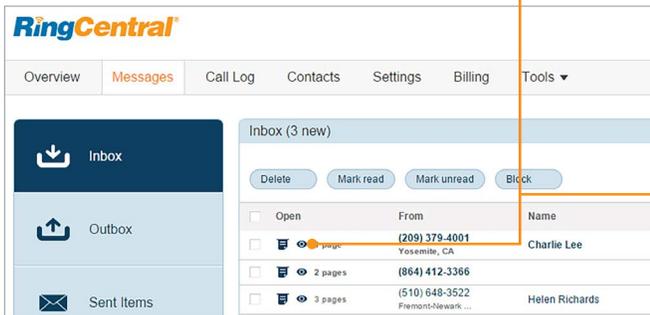


## 2 Using the RingCentral mobile app

Tap to view a received fax from your mobile app with option to forward, print, mark as read/unread, and delete.

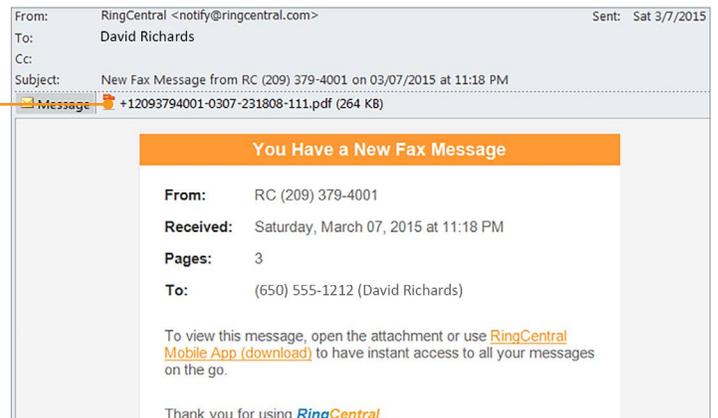


## 3 From your online account



## 4 In your email

Find the status of your outgoing fax in the messages tab of your online account.



## Use your fax machine as a virtual scanner.

Fax important documents directly to your RingCentral number to create a copy in PDF format. RingCentral will automatically store your documents online—or you can download and archive them on any computer—for safe and easy access.