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.

Billing	Tools •	₽					
		Announcements					
Time	Length	Win - Drone When You Defer Businesses					
12:01 AM	1 page	to RingCentral					
11:31 AM	2 pages	Refer businesses to RingCentral and earn up to \$2500 Plus you'll be entered in a drawing to win a					
2:42 PM	3 pages	cutting edge flying drone.					
2:41 PM	8 pages	Relet nows					
2:36 PM	6 pages						
2:29 PM	2 pages						
		Resources					
Time	Length	K Forum K Blog ErFeedback					
12:14 AM	0:05:19						
12:06 AM	0:04:03						
12:00 AM	0:00:58						
12:00 AM	0:00:50						
11:58 PM	0:03:35						

Send a Fax $ imes$	
Recipient's Fax Number(s)	
7135551212 Contacts	Enter one or more destination fax numbers.
 I want a cover page 	
Select a cover	
Contempo V Preview	
Cover Page Notes	
Hi Jenny, Here is the contract. please sign and fax back to me asap.	Compose your cover page.
Thank you! Dave	
Attach File(s) (1) Supported formats	
Coogle Dropbox box Google Drive	Attach up to 20 MB of attachments from your
Contract odf	computer of non-cloud storage.
Contract.poi	
	Send your fax immediately or schedule a
Schedule 🕈	specific date and time in the future
Send Now Schedule	specifie date and time in the ratare.

2 Send a fax by email.



RingCentral[®]

⊘ (209) 379-4001 ~ ∞			← Fax a Document Sen	d
X Send Fax		Enter the fax number or select the fax	To: John Smith	
To: 16505551212	•	number and optional		
Include Cover Page	<u>~</u>	name from your	Cover Page: Contempo	
Cover Page	○ English >	contacts.	Documents to Fax	Cancel Cover Page
Recipient Details				Cover Page: Contempo
Jenny Brown	\odot		Contract.pdf	Hi Jenny. Attached is the contract. Please sign it and fax back to me by
Rapid Transportation	0	Add your documents		Friday.
Hi Jenny, Attached is the contract. Please sign it a	nd fax back to me by this Friday.	and compose a cover		
Thank you, Dave Richard		page. Click Send.		FAX [Defe: [[Defe]] [Pages including cover sheet:] f
Schedule	>			To: (Recipient Name) From: (Sender Name) (Recipient Company) (Sender Company)
Attachments	0.0	Attach files from a	Attach a file from	(Recipient Steer) (Ender Address) (Recipient City) (Sender City) (Encipient Die (Recipient Z
Contract.Pdf	0	computer or a scanner.	documents or cloud	Phone (Perceptor Fricing) Fas Number (Ancipent Fas) Fas Number (Sender Fas)
			storage, like Box	i soer
Send			and Dropbox™.	
Le Contra				

5 Send a fax from Microsoft[®] applications.

0	"7 ₹	- 45	- 25-14			Contacts	s - wen	
File	Но	me	Send / Rec	eive	Folder View	RingCentral for Windows		
Ring Open	Dial	Send Fax	Send Message	Jenn Browr	y n -			
	Act	ions		2	Business: +1 (800)	555-1222		
🛋 My C	ontacts			•	Message to Busine	ss: +1 (800) 555-1222		
8	Contac	ts		0	Mobile: +1 (650) 5	55-2212		
Suggested Contacts				•	Message to Mobile: +1 (650) 555-2212			
				E	Business Fax: +1 (8	00) 555-1212		
						Accounting Manager 18005551222 Work		

Integration with Microsoft Outlook is only available for Windows.

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File	Home	Insert	Page Layout	References	Mailings	Review	View	RingCentral
as Fax RingCentral	E	• 1 • •		<u></u>	· · <u>1</u> · ·	+ 1 + +	• 2 •	2 - 1 - 1 - 2 - 1
				Rapid	Tra	n/po	rtat	ion
-				Company	Name: Jo	hnsons	Supplie	s, Inc.

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

Once you've sent a fax:

RingCentral[®]

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

ling	Central®					
Overview	Messages	Call Log	Contacts	Settings	Billing	Tools v
ecent Mess	ages - 3 new and 3 sav	ed messages				
ecent Mess	ages - 3 new and 3 sav From	ed messages Name		Date	Time	Length
ecent Mess	ages - 3 new and 3 sav From (209) 379-4001	ed messages Name Charlie Lee		Date Tue 03/03/2015	Time 12:01 AM	Length 1 page
ecent Mess	ages - 3 new and 3 sav From (209) 379-4001 (864) 412-3366	ed messages Name Charlie Lee		Date Tue 03/03/2015 Mon 09/08/2014	Time 12:01 AM 11:31 AM	Length 1 page 2 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.



Thank you for using RingCentral.

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.

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Sent: Sat 3/7/2015