

## Getting started

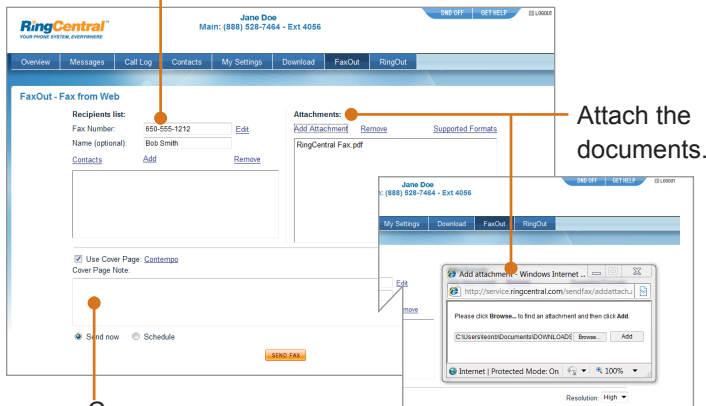
### Activate your RingCentral Internet Fax™ service.

Click the activation link in your welcome email and complete the activation wizard. Download the **RingCentral Call Controller™** application to manage all your incoming faxes right from your desktop. Download Call Controller from the wizard, or after logging into your RingCentral account and clicking the **Download** tab.

## Send a fax four ways

### 1 Send a fax using FaxOut.

Enter one or more destination fax numbers in the three step panel.



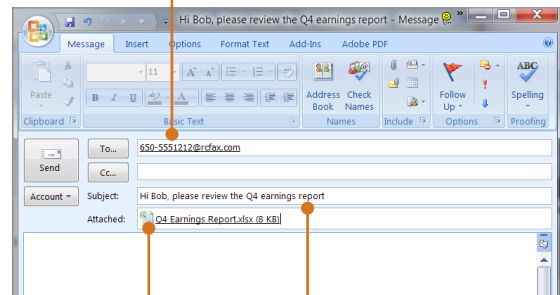
Attach the documents.

Compose your cover page and click the **Send Fax** button.

That's it! Your fax is on its way.

### 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 coversheet.

Attach the documents and click **Send**.

### 3 Send a fax using Call Controller.

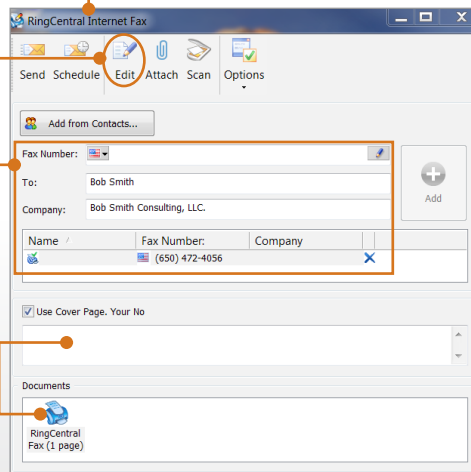
Bring up the fax composition panel by clicking the fax icon, or by simply dragging and dropping a document into the **Call Controller** box.

Edit and sign faxes electronically.

Enter the fax number and optional name once you've accessed the panel.

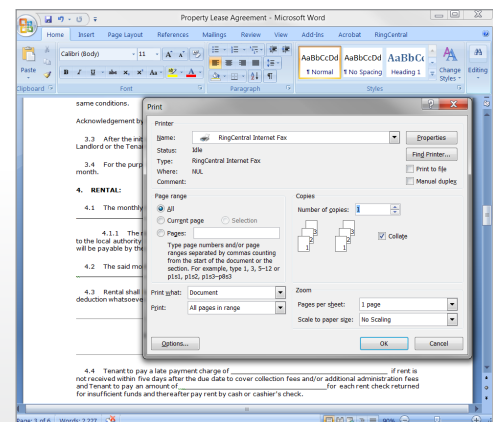
Add your documents and compose a cover letter.

Click **Send**.



### 4 Send a fax from Microsoft® applications.

Click the RingCentral fax icon found in **Microsoft® applications**, or print the document to the **RingCentral Internet Fax printer**.



## Once you've sent a fax:

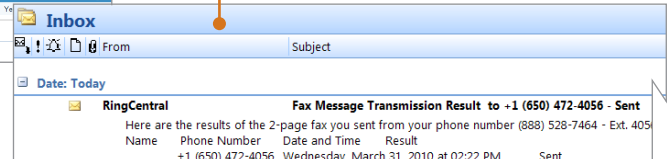
Find the status of your outgoing fax in the messages tab of your online account.

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

The fax record appears in the **Outbox** folder while RingCentral processes your fax.



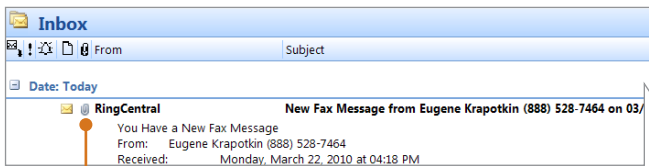
You'll receive a confirmation email showing the results of your fax.



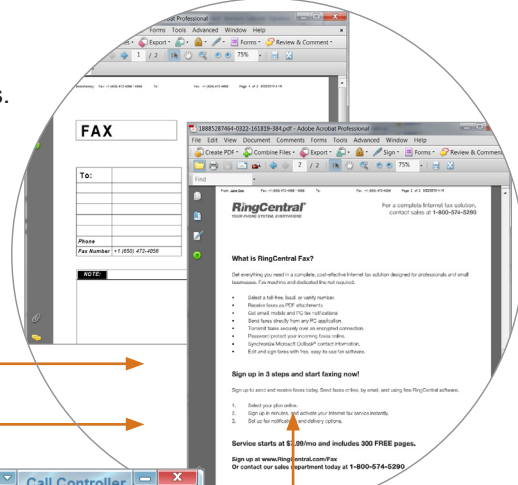
## Receive faxes three ways

### 1 In your email:

RingCentral delivers incoming faxes as PDFs to your email address.

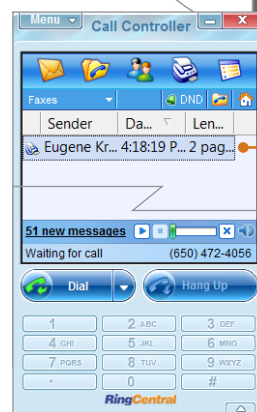
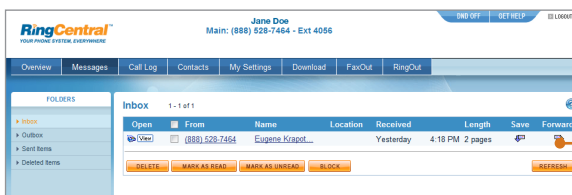


Click the attachment to view your fax.



### 2 From your online account:

You can also get your faxes by logging in to your online account. RingCentral stores up to 200 fax messages for one year.



### 3 Using your Call Controller:

View a fax by selecting any message next to a fax icon in the Call Controller window.

## Use your fax machine as a virtual scanner

Fax important documents directly to your RingCentral account 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.