

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 Send a fax using FaxOut.

Enter one or more destination fax numbers in the three step panel. Jane Doe Main: (888) 528-7464 - Ext 4056 **RingCentral** ax from Web ients list: Attach the 650-555-1212 Fax Number Supported Formats Edit Add Attachment Bob Smith documents. Remov Jane Doe Use Cover Page: Cor n 💮 🔹 💐 100% 🔹 Resolution: High -Compose your cover page

and click the Send Fax button.

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

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**.



2 Send a fax by email.

Open your email client and enter the fax machine's 10-digit phone number followed by @rcfax.com.



Attach the documents and click Send.

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**.

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Once you've sent a fax:

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



Call Controller 22

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51 new messages 下 🗉

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You Have a New Fax Message From: Eugene Krapotkin (888) 528-7464 From: Received: Monday, March 22, 2010 at 04:18 PM

Click the attachment to view your fax.

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.