

## **Getting started**

### Activate your RingCentral Internet Fax<sup>™</sup> service.

Click the activation link in your welcome email and complete the activation wizard. Download the **RingCentral Call Controller**<sup>™</sup> 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<sup>®</sup> applications.

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

Cm 🖬 🤊 - ೮) =	Property Lease Agreement - Micro	soft Word	X
Home Insert Page Layout	References Mailings Review View	Add-Ins Acrobat RingCentral	
Calibri (Body) - 1	- A x ⊗ = = = = = =	AaBbCcDd AaBbCcDd AaBbCc 🗧 🗛	<b>8</b> 3
Paste 🥑 B Z 🛄 - als x, x'	A · 👻 · 🛆 · 💁 · 🖽 · 😢 🖷	TNormal TNo Spacing Heading 1 + Change Styles +	diting
Clipboard 🦻 Font	5 Paragraph G	Styles 5	
same conditions.	Print	? <mark>×</mark>	8
Acknowledgement by	Printer		1
3.3 After the init Landiord or the Tena	Name: RingCentral Internet Fax Status: Mile	Properties	
3.4 For the purp month.	Type: RingCentral Internet Fax Where: NUL	Fing Printer	
4. RENTAL:	Comment: Page range	Copies	
4.1 The monthly	All Current page Selection	Number of gopies: 1 ≑	R
4.1.1 The r to the local authority will be payable by the	Peges: Type page numbers and/or page ranges separated by commas counting		
4.2 The said mo	section. For example, type 1, 3, 5–12 or p1s1, p1s2, p1s3–p8s3		
4.3 Rental shall	Print what: Document	Zoom	
deduction whatsoeve	Print: All pages in range	Pages per sheet: 1 page	
		Scale to paper size: No Scaling	
	Qptions	OK Cencel	
4.4 Tenant to pa not received within fr and Tenant to pay an for insufficient funds	y a late payment charge of re days after the due date to cover collection fe amount of and thereafter pay rent by cash or cashier's ch	es and/or additional administration fees for each rent check returned eck.	* • •
Page: 3 of 6 Words: 2,227 🥸	н		•



### Once you've sent a fax:

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



Click the attachment to view your fax.

Monday, March 22, 2010 at 04:18 PM

## 2 From your online account:

You Have a New Fax Message From: Eugene Krapotkin (888) 528-7464

From: I Received:

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.