



Warner Communications, Ltd.

Linking Technology of Tomorrow with the Needs of Today



RingCentral Fax Quick Start Guide

Getting started

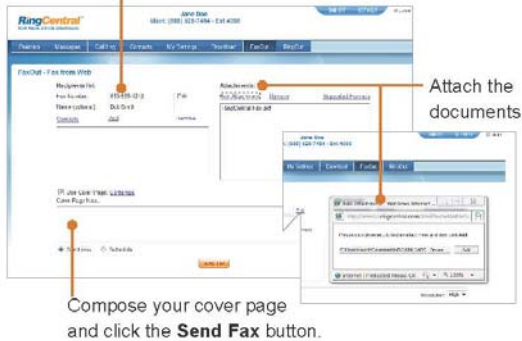
Activate your RingCentral Internet Fax™ service.

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.

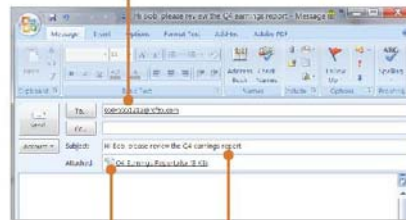


Compose your cover page and click the **Send Fax** button.

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.

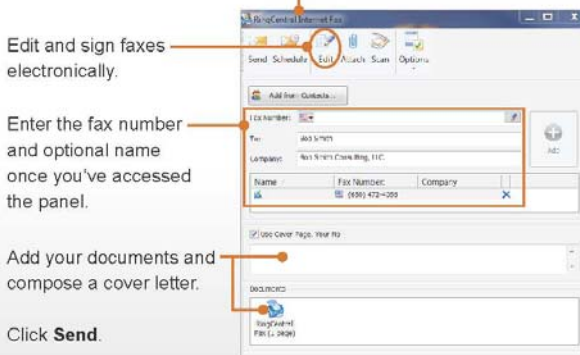


Use the subject line for text you'd like to appear on the coversheet.

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.

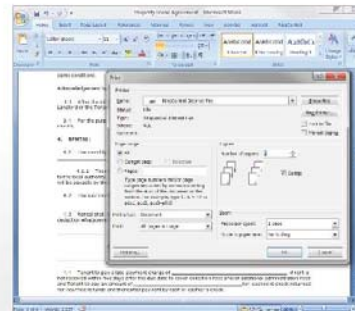
Enter the fax number and optional name once you've accessed the panel.

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**.





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RingCentral
YOUR PHONE SYSTEM, EVERYWHERE

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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.

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.

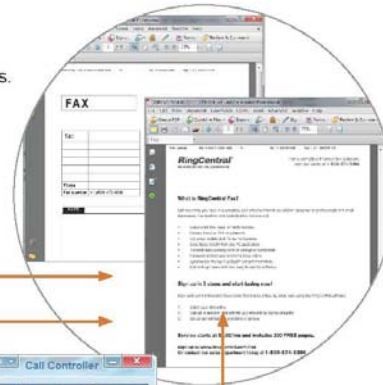
Receive faxes three ways

1 In your email:

RingCentral delivers incoming faxes as PDFs to your email address.

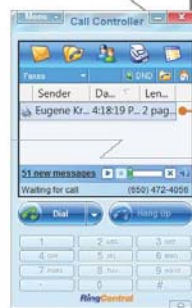


Click the attachment to view your fax.



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.

RingCentral, Inc. | US and Canada Customer Support: 1-888-898-4591 | United Kingdom Customer Support: 0800 032 5308

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