

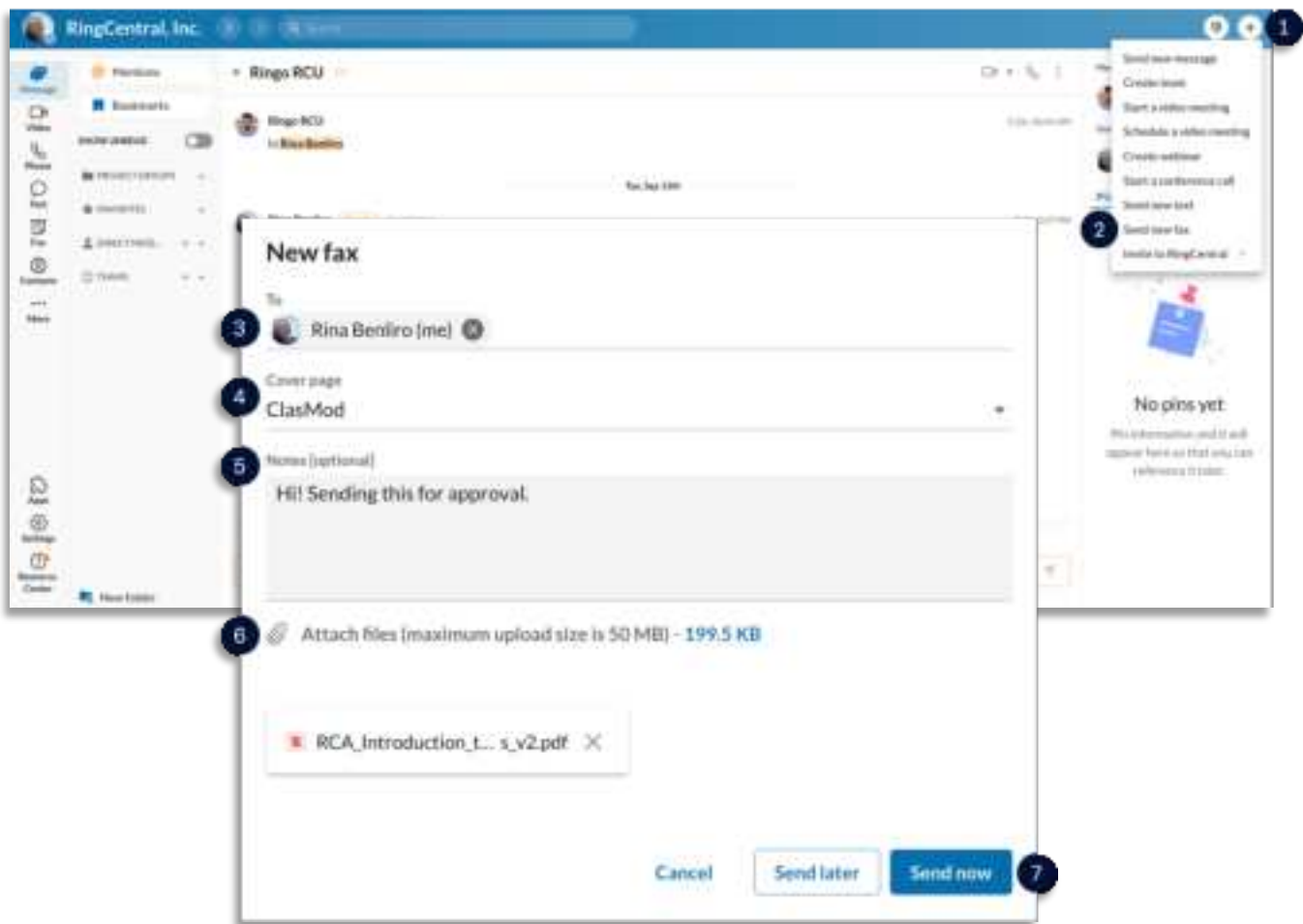
# RINGCENTRAL APP: SENDING FAXES

Stay organized and eliminate the need to print out documents to send faxes. This Quick Guide shows you how to set up, customize, and conveniently send faxes using the RingCentral app.

## SEND A FAX

During an active video meeting on your computer, follow these steps to switch to your smartphone:

- 1 Click **New Actions**.  
**Note:** Users can also click the **Phone Fax Text** tab then **New fax**.
- 2 Click **Send new fax**.
- 3 Enter the recipient's contact name or fax number.
- 4 Select your preferred **Cover page**, you can choose **None**, if you don't want to include a cover page.
- 5 Include a **Cover page note** (optional).
- 6 Attach the document you want to fax.  
**Note:** The file should not exceed the 50 MB limit.
- 7 Click **Send now**.



## SCHEDULE A FAX

The RingCentral app allows you to schedule when you want your fax to be sent. After you have entered the recipient details and attached the file you want to fax, follow the steps below to schedule a fax.

1. Click **Send later**.
2. Select a **Due date**.
3. Select a **Due time**.
4. Click **Schedule**.

**New fax**

To: Rina Benlirio (me)

Cover page  
ClasMod

Notes [optional]  
Hi! Sending this for approval.

Attach files (maximum upload size is 50 MB) - 199.5 KB

RCA\_Introduction\_t... s\_v2.pdf

**Pick date and time**

**2** Due date  
09/23/2022

**3** Due time  
12:00 PM