# RINGCENTRAL APP FOR DESKTOP: SENDING FAXES

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

SEND A FAX

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.**
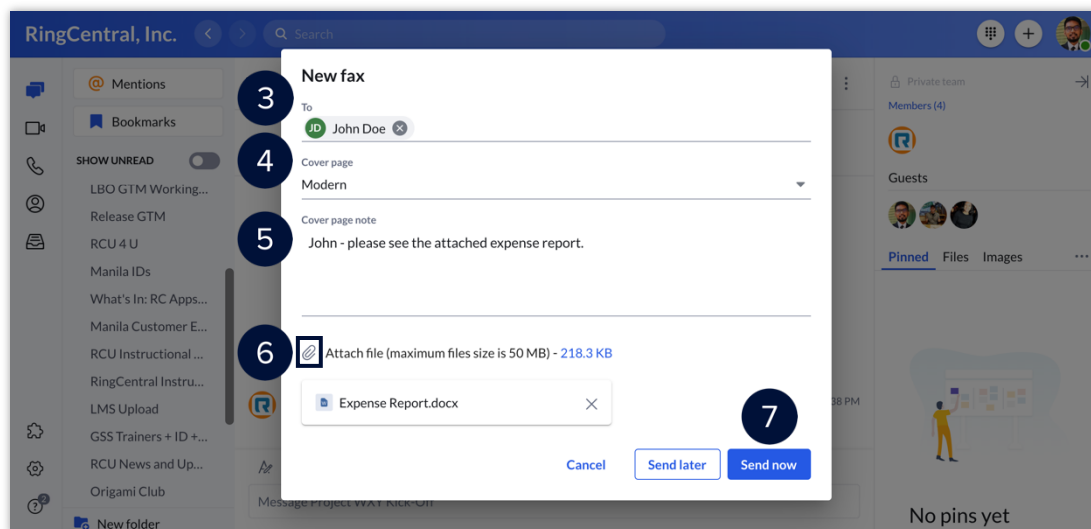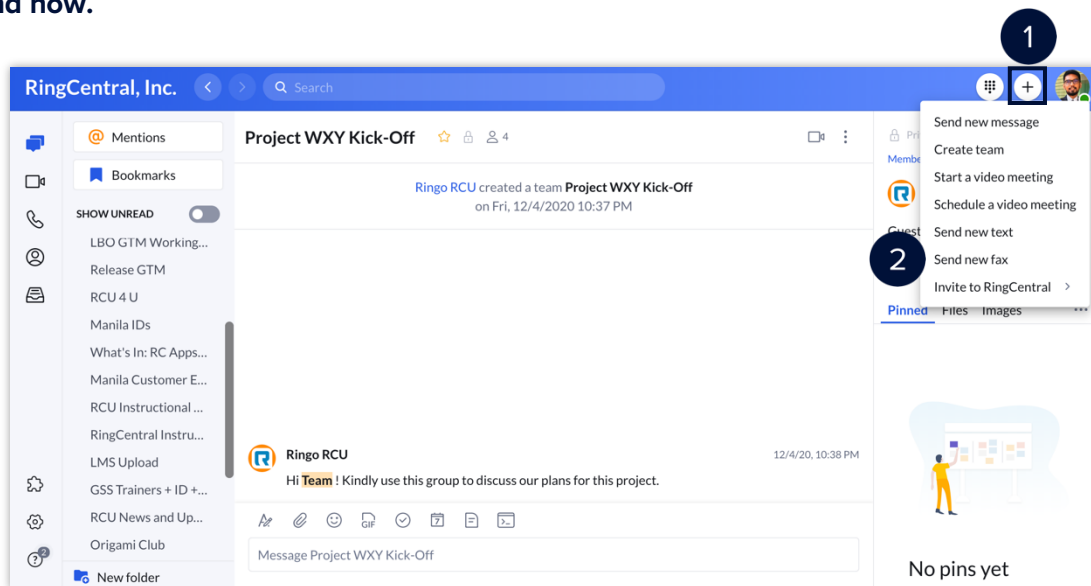
SCHEDULE A FAX

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.**