RINGCENTRAL APP: RECEIVING FAXES

When someone sends you a fax, it appears in the Received page under the Fax section on the Phone menu. Received faxes appear as unread until you navigate to the Received page to view the fax.

Your received faxes can also be accessed in your RingCentral Online Account (<u>https://service.ringcentral.com</u>) or your email inbox, if you have the extension configured.

To view your received faxes, follow these steps:

- 1. Click Fax.
- 2. Select **Received**.
- 3. Hover your mouse over your preferred fax message to display a series of icons you can select to perform:
 - A. Add Contact: Allows you to add an unknown number or contact.
 - B. View: Preview of the fax.
 - C. **Download**: Downloads the fax message to your local storage.
 - D. **Forward**: Allows you to forward the fax to another contact. This opens the **New fax** window, where you can select your preferred options before forwarding the fax.
 - E. Select the **More** button to reveal a list of additional options.
 - i. Mark as unread: Marks the fax message as unread.
 - ii. Block number: Blocks the phone number of the person who sent the fax.
 - iii. **Delete**: Deletes the fax.

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	☐¶ Video	Sent Received 2 Failed			RingCentral Inc. ①	2. 0 1 2		
	Phone				FN FLORAL PARK NY (1) (516) 589-8732	EK Received	FI, 7/29/20 Delete FI, 2/18/20 Starter FI, 2/18/20 Starter FI, 2/18/20 Starter FI, 2/18/20 Starter FI, 2/28/20 Starter	d
1	Text Fax				RingCentral Inc. ① (888) 528-7464	El K Received		
	Ontacts				RINGCENTRAL ① (650) 399-0018	El Received	Wed, 8/11/2021 12:48 AM	
	More				Unknown (605) 705-5051	Ext Received	Thu, 7/29/2021 2:51 AM	
					SN STATEN IS NY (1) (347) 620-7946	El Received	Thu, 8/13/2020 5:20 AM	
					RINGCENTRAL ① (650) 399-0018	El Received	Fri, 5/24/2019 6:52 AM	
	Apps Apps Settings Resource Center				R RINGCENTRAL ① (650) 399-0018	El< Received 3 pages	Tue, 5/21/2019 3:02 AM	
					RINGCENTRAL ① (650) 399-0018	EX Received 2 pages	Tue, 4/2/2019 6:17 AM	
Re					RingCentral Inc ① (888) 528-7464	Ex Received 2 pages	Wed, 9/19/2018 12:02 AM	