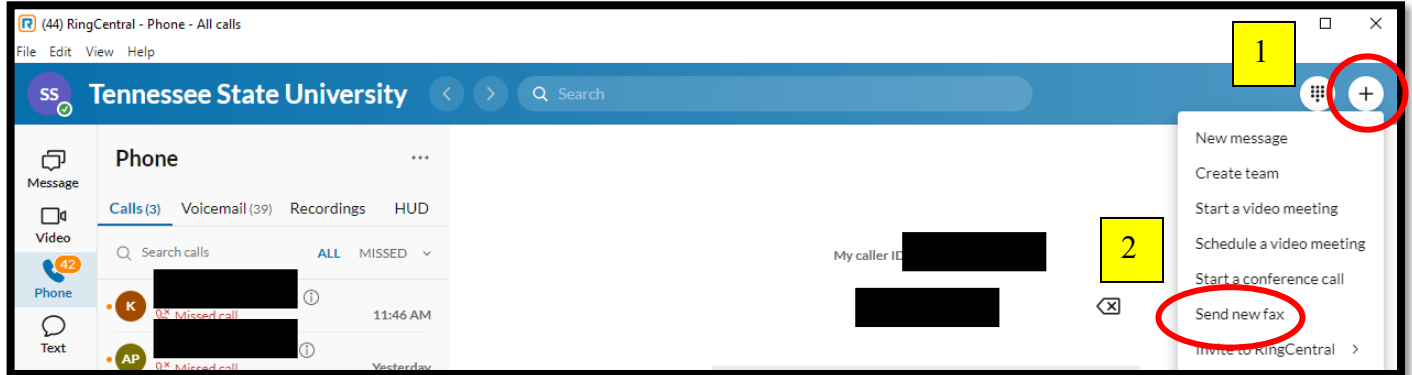
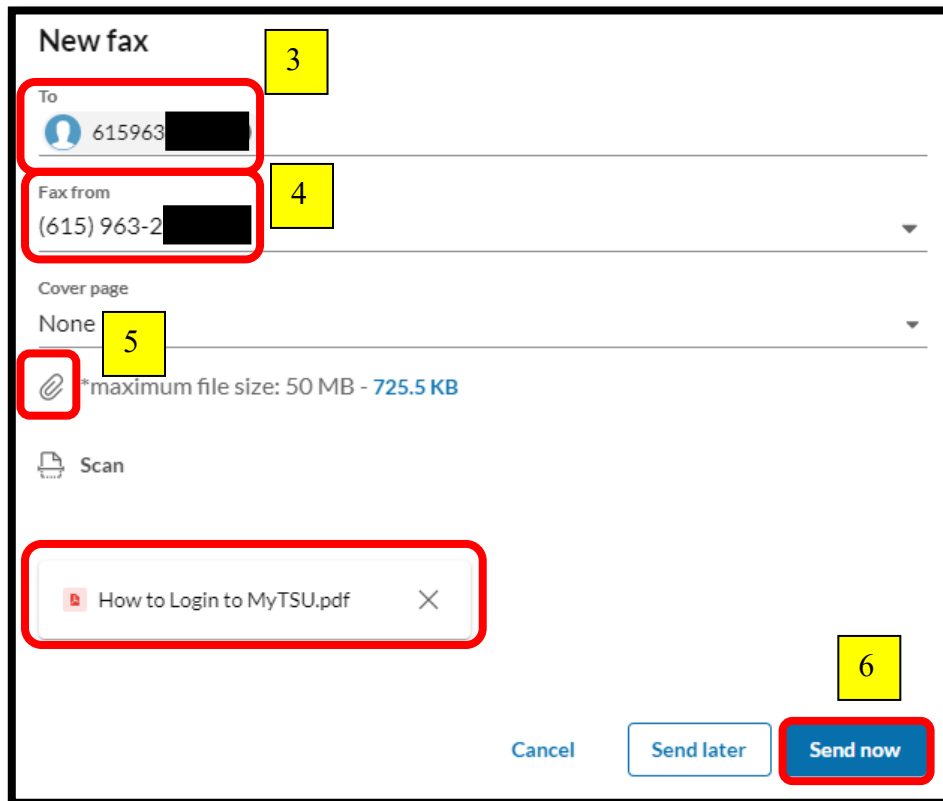


How to Send Fax via Ring Central

Step 1: On your office PC, open the **Ring Central** Application. Click the **+ sign** in the top right corner and select **Send New Fax**.



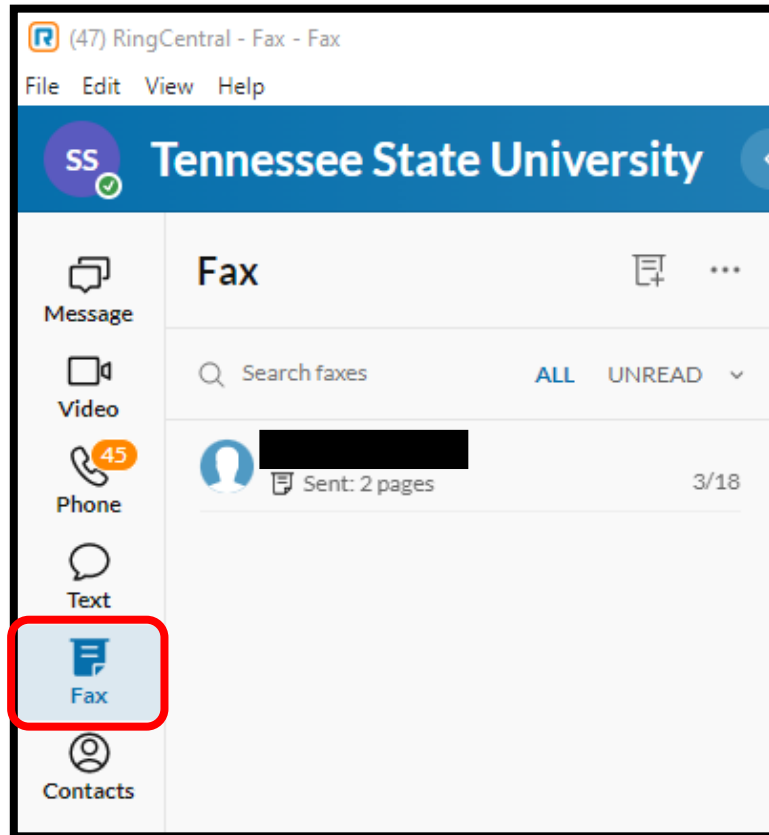
Step 2: The **New Fax** window will appear. Enter the designated fax number (without a 9 or 1 or dashes in between) along with setting your **office phone number** as the **Fax From** number. Adding a cover page is optional. Make sure to **click the paper clip** icon to add the file you'll like to send as a fax. The file(s) that will be sent will be listed below. In the example below, a fax with How to Login to MyTSU instructions will be sent. You can now click **Send Fax**.



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Step 3: You can check for any received faxes by opening your **Ring Central app** and clicking the **Fax** icon in the left navigation pane. It will display the list of faxes you've sent and received.



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