

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.**

(44) Ring File Edit V			
ss _Ø	Tennessee State University	> Q Search	 (+
ą	Phone		New message
Message	Calls (3) Voicemail (39) Recordings HUD		Start a video meeting
Video	Q Search calls ALL MISSED V	My caller IE 2	Schedule a video meeting
Phone			Start a conference call
O Text	R R		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**.

New fax 3			
To 615963			
Fax from (615) 963-2			*
Cover page None 5 *maximum file size: 50 MB - 725.5 KB			
▶ How to Login to MyTSU.pdf ×			6
	Cancel	Send later	Send now

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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.

