

### Sending Scheduled Faxes Using RingCentral Softphone

Summary How do I send scheduled faxes using RingCentral Softphone?

You can set the RingCentral Softphone to send faxes at a later time. To do this, follow the steps below:

#### Step 1:

Launch your RingCentral Softphone.

Step 2:

Details

Click the Fax icon.

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	Softpho	ne	
🖂 🔇		₽ 🗉	
Dialed Calls	~	🕗 DND 💌	â
Phone $\nabla$	Name	Date	
	No dialed c	alls	
No new mess	ages		
Waiting for cal	1	(805)	۱
reading for our		(000)	40
		(000)	•
C Dial		Hang Up	<b>₹</b> ®
C Dial		Hang Up	•
C Dial	✓  2 ABC	Hang Up	
Dial           1           4 GHI	2 ABC 5 JKL	Hang Up	
Dial           1           4 GHI           7 PQRS	2 ABC 5 JKL 8 TUV	Hang Up 3 DEF 6 MNO 9 WXYZ	
Dial           1           4 GHI           7 PQRS           *	2 ABC 5 JKL 8 TUV 0	Hang Up 3 DEF 6 MNO 9 WXYZ #	

#### Step 3:

Enter the fax number of the recipient.



缝 RingCentral Internet Fax			- • <b>×</b>
Send Schedule	ttach Scan Options		
Add from Contacts		1	
To: Company:			Add
Name 🛆	Fax Number:	Company	

# Step 4:

Click Add to include the number to the recipient's list.

실 RingCentral	Internet Fax				- 0 <b>- X</b> -
Send Sched	lule Edit Af	ttach Scan O	ptions		
🙁 Add fron	n Contacts				
Fax Number: To: Company:	253				Add
Name 🛆		Fax Number:		Company	
Use Cover F	Page. Your Note:				
					*
Documents					

NOTE: You can click the X icon to remove a phone number from the recipient's list.

🤯 RingCentral	Internet Fax	
Send Sched	P D D Options	
Add from	n Contacts	
Fax Number:		
To:		
Company:		Add
Name 🛆	Fax Number: Company	
1 de la companya de l	(253)	X
Use Cover I	'age. Your Note:	
		_
Documents		
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# Step 5:

You can also click Add from Contacts to select recipients from your Contacts list.

RingCentral Internet Fax			- 0 <b>X</b>
Send Schedule Edit At	0 Scan Options		
Add from Contacts			
Fax Number:		9	
To:			<b>U</b>
Company:			Add
Name 🛆	Fax Number:	Company	
Use Cover Page. Your Note:			
			-
Documents			

# Step 6:

You can enter a note on the space provided which will be included on the Cover Page.

🧏 RingCentral Internet	Fax		
Send Schedule E	dit Attach Scan Options		
Add from Contact	ts		
Fax Number:		1	
To:			Add
company.			
Name 🛆	Fax Number:	Company	
ай.	(253) 555-5555		×
Use Cover Page. You	ur Note:		
Let us meet a	t 2 PM		
Documents			
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NOTE: The Use Cover Page box must be checked.

### Step 7:

Click Attach to include documents in your fax message.

KingCentral	Internet Fax			
Send Sched	ule Edit At	tach Scan Options		
😤 Add from	n Contacts			
Fax Number:	-		6	
To: Company:				Add
Name 🛆		Fax Number:	Company	
	2ace Your Note			
	uge, rournote.			*
Documents				



Click Schedule.

🖋 RingCentral Internet	Fax		
Send Schedule	it Attach Scan		
Add from Contact	s		
Fax Number:			
To: Company:		Add	
Name 🛆	Fax Number:	Company	
Use Cover Page. You	r Note:		
		*	
Documents			

# Step 9:

Enter the date and time you want the fax message to be sent.



Fax Schedu	ıler 🗾 🔀
<b>N</b>	Schedule Date: Saturday , December 29, 2012
	Time: 7:42:14 AM
	OK Cancel



Click OK.

You are now able to schedule your faxes to be sent.

### See Also:

Sending Fax Messages Using RingCentral Mobile App Sending Fax Messages Using RingCentral Online Account Sending Fax Messages Using Email

Ranking 100