



Sending Scheduled Faxes Using RingCentral Softphone

Summary How do I send scheduled faxes using RingCentral Softphone?

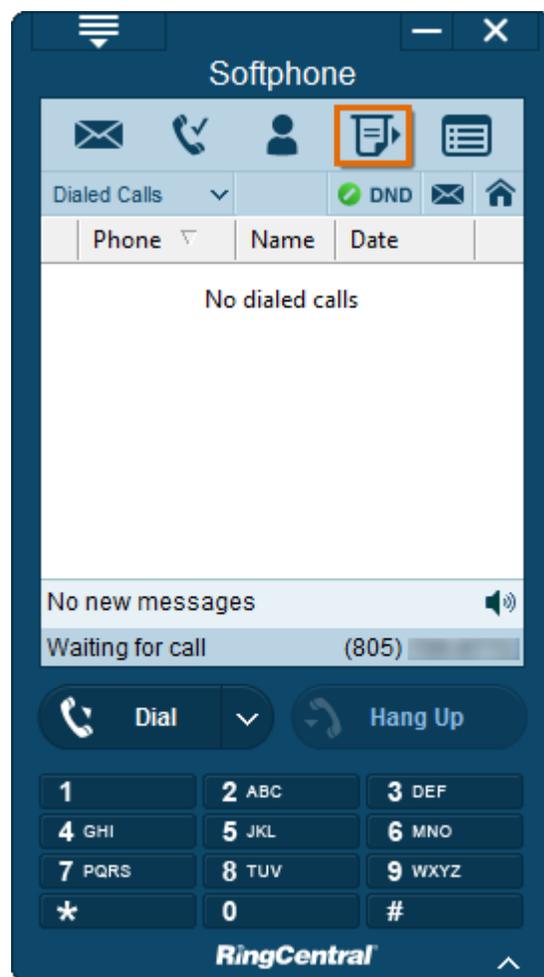
You can set the RingCentral Softphone to send faxes at a later time. To do this, follow the steps below:

Step 1:

Launch your RingCentral Softphone.

Step 2:

Click the **Fax** icon.



Details

Step 3:

Enter the fax number of the recipient.



RingCentral Internet Fax

Send Schedule Edit Attach Scan Options

Add from Contacts...

Fax Number:

To:

Company:

Name	Fax Number	Company
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Step 4:

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



RingCentral Internet Fax

Send Schedule Edit Attach Scan Options

Add from Contacts...

Fax Number: 253

To:

Company:

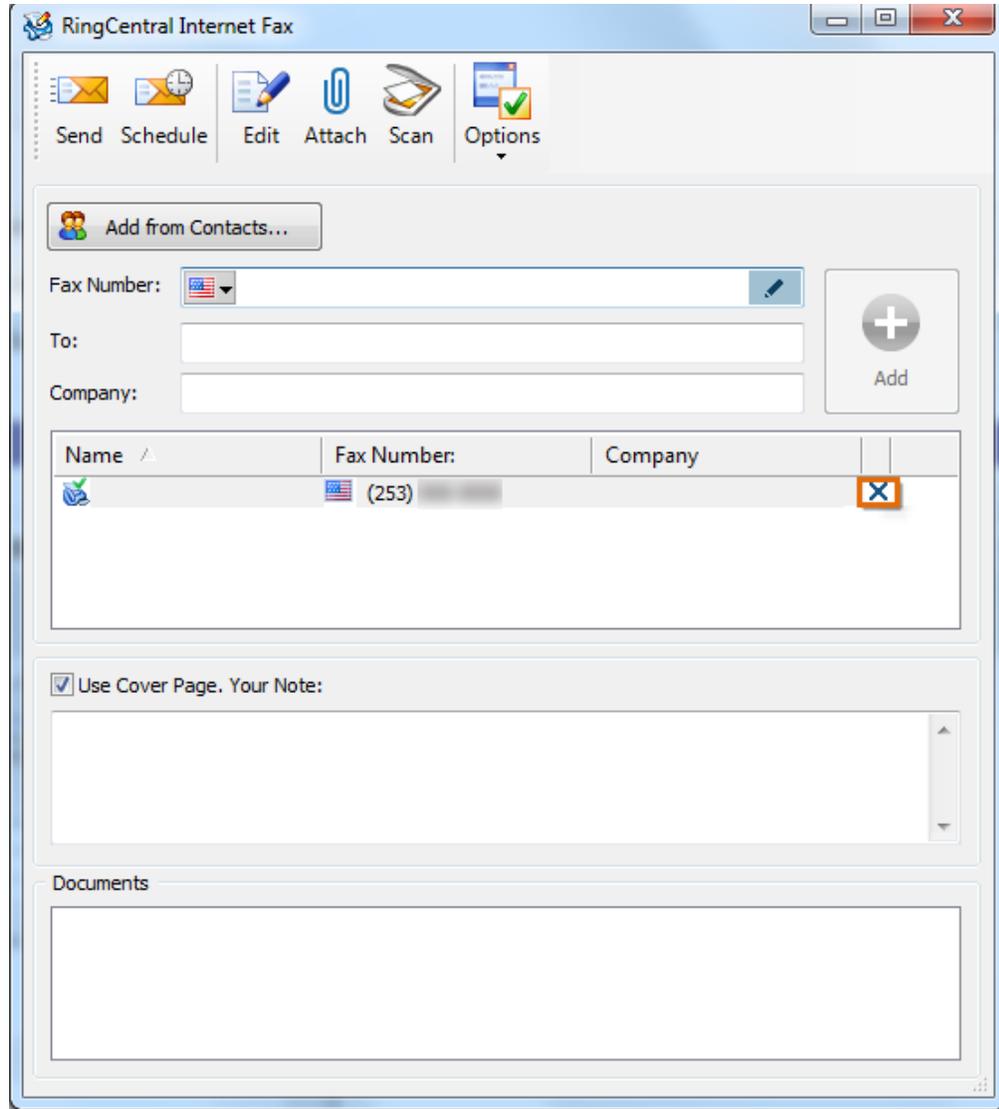
Add

Name	Fax Number	Company

Use Cover Page. Your Note:

Documents

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



Step 5:

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



RingCentral Internet Fax

Send Schedule Edit Attach Scan Options

Add from Contacts...

Fax Number:  

To:

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 Edit Attach Scan Options

Add from Contacts...

Fax Number:

To:

Company:

Name	Fax Number	Company
	(253) 555-5555	

Use Cover Page. Your Note:

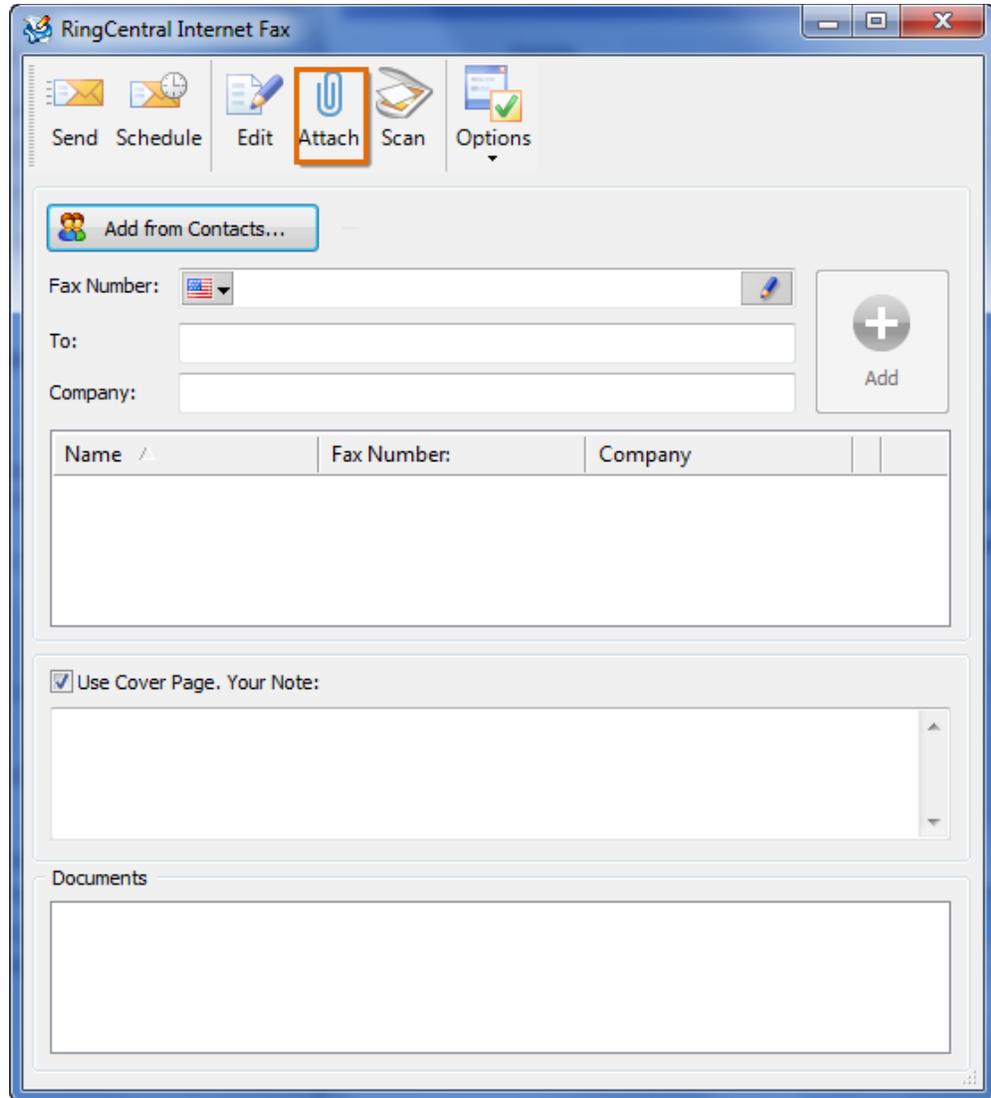
Let us meet at 2 PM

Documents

NOTE: The **Use Cover Page** box must be checked.

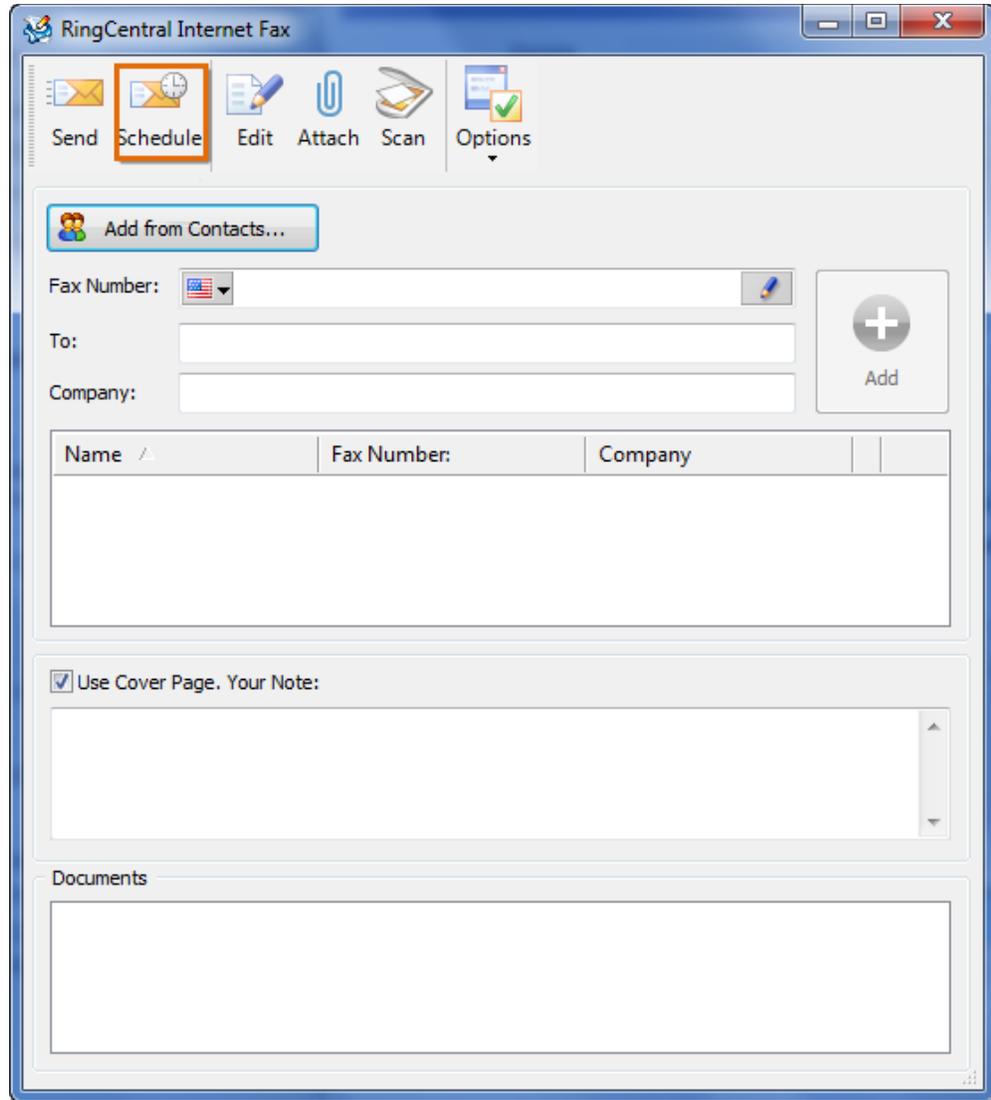
Step 7:

Click **Attach** to include documents in your fax message.



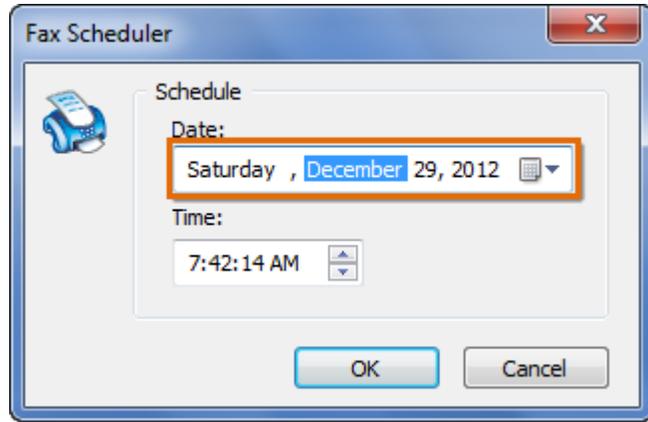
Step 8:

Click **Schedule**.



Step 9:

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



Step 10:

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