

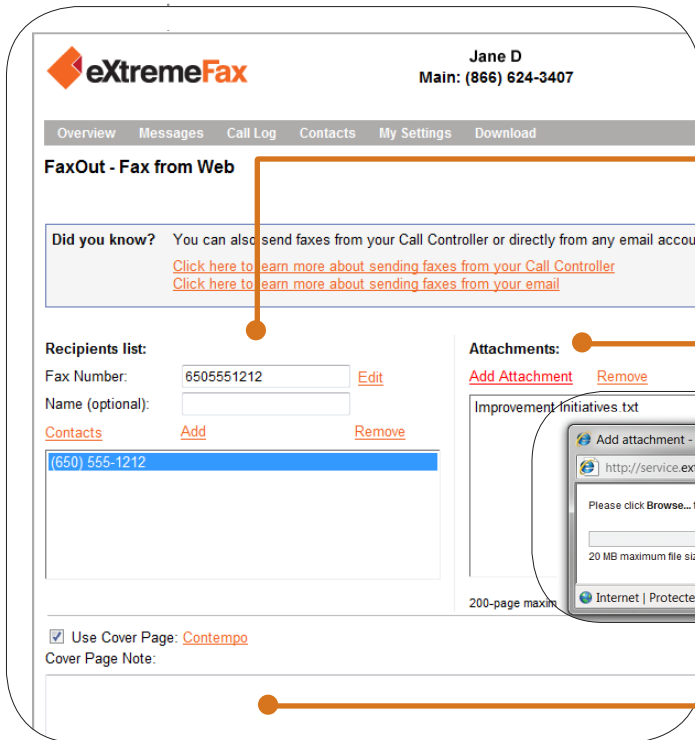
# Getting started

## Activate your extremeFax™ service.

Click the activation link in your welcome email and complete the activation wizard. Manage all your incoming faxes right from your desktop with eXtremeFax Call Controller™. Download Call Controller from the wizard, or click the **Download** tab in your online account.

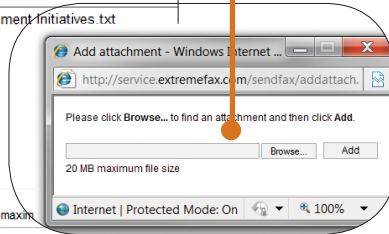
## 4 ways to send faxes

### 1 FaxOut from the web



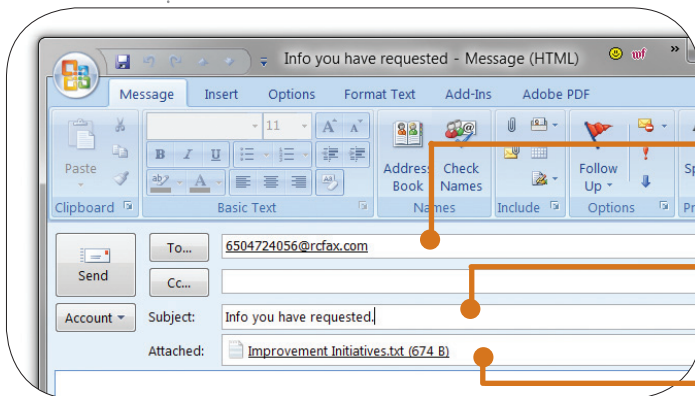
Enter a fax number. Click **Add** to enter additional fax numbers.

Attach the documents.



Compose your cover page and click the **Send Fax** button. That's it! Your fax is on its way.

### 2 Fax via Email



Open a new message in your email program. Enter the recipient's 10-digit fax number followed by @rcfax.com.

Use the subject line to create text for the cover sheet.

Attach the documents and click **Send**.

**Tip:** You can add multiple trusted email addresses, so employees can send faxes from their own email accounts. Go to **My Settings > Fax Settings**.

3

### Call Controller

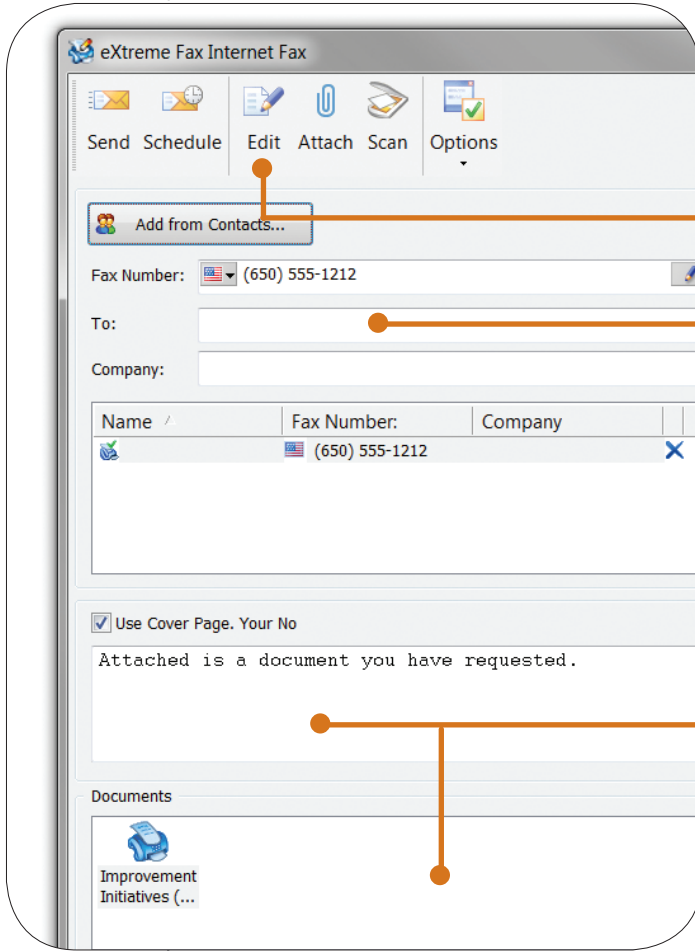
Click the fax icon or simply drag and drop a document into the Call Controller box.

Edit and sign faxes electronically.

Enter the fax number and optional name and company.

Add your documents and compose a cover letter.

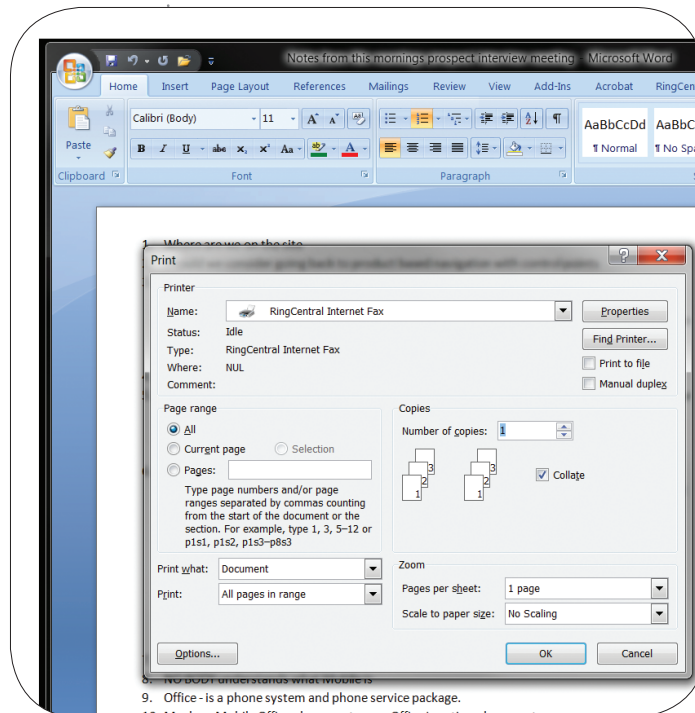
Click **Send**.



4

### Send a fax from Microsoft® applications.

Click the RingCentral fax icon found in **Microsoft® applications**, or print the document to the **RingCentral Internet Fax printer**.

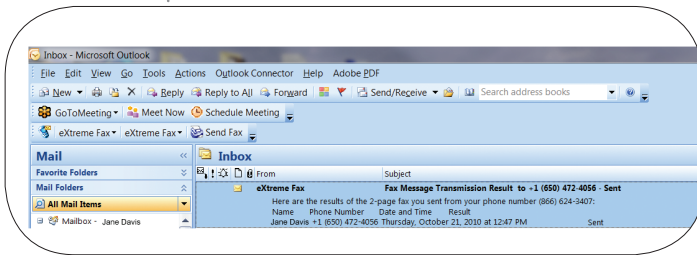
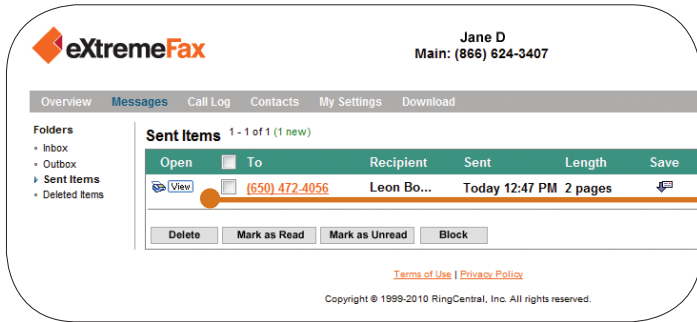


## Once you've sent a fax

Check the status of your outgoing fax in the Messages tab of your online account.

The fax record appears in the Outbox folder while eXtremeFax processes your fax.

When the fax has been delivered, the log will move to the Sent Items folder. You can store up to 200 faxes for an unlimited time.



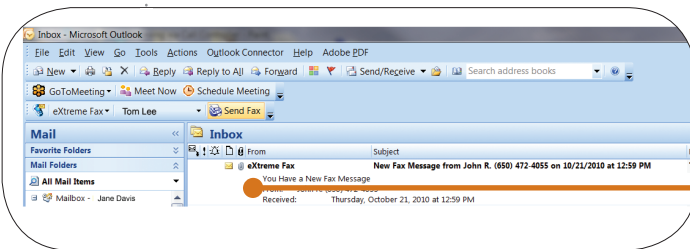
You'll receive a confirmation email showing the results of your fax.

## 3 ways to receive faxes

1

### Email

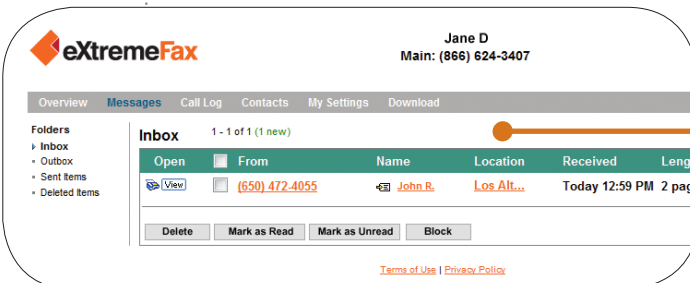
eXtremeFax delivers incoming faxes to your email inbox. Click the PDF attachment to view your fax.

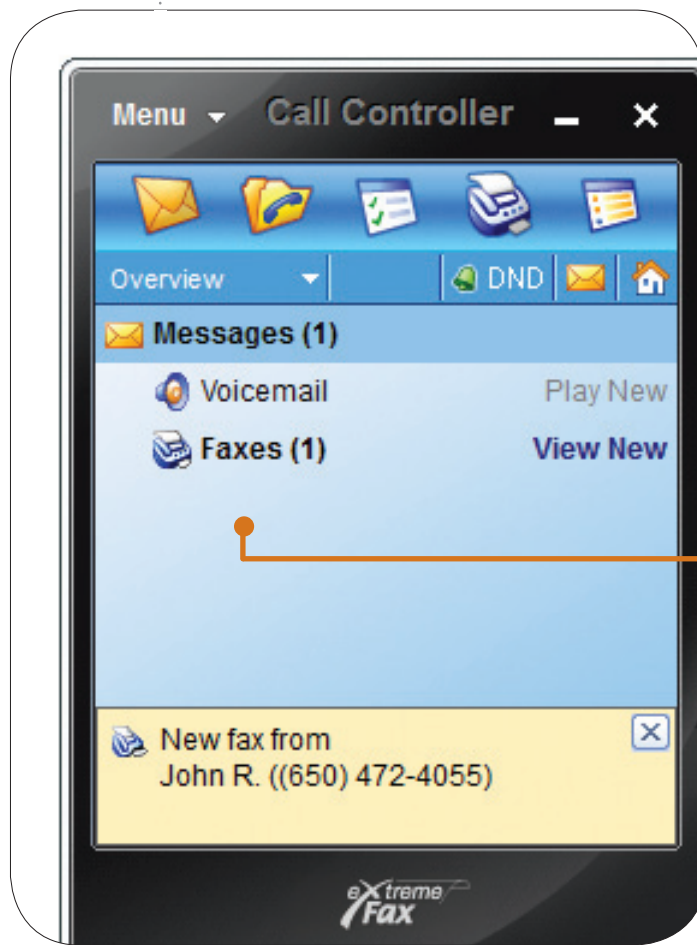


2

### Online account

Log in to your online account, and click the Messages tab. eXtremeFax stores up to 200 faxes for an unlimited time.





3

## Call Controller

Click on any message that has a fax icon next to it in the Call Controller window.

### Use your fax machine as a virtual scanner.

Fax important documents directly to your eXtremeFax account to create a copy in PDF format. eXtremeFax will automatically store your documents online or you can download and archive them on any computer—for safe and easy access.