

## How to Setup Fax System:

1. Download & Install the Ring Central Program from NB Agent Resources :



2. Installation Instructions:



This will take several minutes . . . . Complete the installation; there are some images to guide you through the process as follows.

## Phone/PBX/Fax System Setup Instructions













Contraction of the second	Congratulations!
	RingCentral Call Controller is installed and ready for use.

Your Installation is now complete and we just need to configure the FAX system.



Once the program launches it will look like one of the following:





## Instructions to configure the Ring Central Call Controller:

Click on the Menu and then Options:

Menu	📽 RingCentral Call Controller Options 🛛 👔
Image: Send Fax     Image: Send Fax	Account Information Forwarding Numbers Dialing Calls Account Phone Number or User ID: +1 (800) 503-6140 Phone Number or User ID: Faxes Faxes Faxes Faxes Hot This is our main
Optimes     Help       Gebines     Help       Sign Out     Sign Out       East     Dial       Dial     Control       Hang Up     1       2 ABC     3 Der       4 GH     5 JRL       6 MNO     7 Pans       8 TUV     9 wwwz       0     #	Aur login number Address Book Address Book General Ceneral Concert Co

Make sure that the User ID is set to: +1 (800) 503-6140 Then type your extension number and password.



Click on forwarding numbers, and type the phone number where you want your extension to ring.





FAX Setup: Click on Faxes in the left menu and then click on Personal information: Complete the information as described.

😵 RingCentral Call Controll	er Options 🔹 🤶 🔀	Personal Inform	ation Setup	
Account Information Forwarding Numbers Dialing Calls Messages Faxes KingOut Hotkeys Synchronize Audio Microsoft Integration Address Book Appearance Ceneral	Faxes     Send options     Transmit directly via Internet     Send via Email as attachment     Scanning     Invert Scanned Image     Printing     Automatically print incoming faxes to:     Brother MFC-8220 USB     Do not print PDF documents     Personal Information     OK		Please enter y This informatio Prefix: First Name: Last Name: Middle Initial: Company: E-Mail: Phone: Fax: Click "Next" to	our personal information below.     n will be shown on your fax cover page.     Mr.     Your First Name     Your Last Name     Your Last Name     National Best     your nbbn e-mail address     +1 (800) 503-6140 x Your Ext Num     your dedicated fax number     ocontinue.

If you don't have a dedicated FAX number use your Agency Owner's dedicated fax number

Personal Information	Setup	Personal Information	Setup 🔀
	Please, type your address: Address: Your Office Address City: Your City State: Province Zip: Postal Country: Canada +1 Province Zip: Postal Click ''Next'' to continue. < Back Next > Cancel		Specify a Fax Station Identifier below which is used to form a header that will appear on the top left hand corner of every fax that you send from your computer. It purpose is to tell the recipient of the fax where the fax came from. Its customary for the Fax Station Identifier be the Phone number or the sending Fax but you can also create your own custom Identifier like: Joe's Auto Body Shop: 800-555-1212. Enter your Fax Station Indentifier: your dedicated fax number Click "Next" to continue. <a href="https://www.custom.custom.custom"></a> Click "Next" to continue.

Complete all the personal information in this section . . . . and then click Finish then OK



To Send a Fax from your Computer: Click on the Fax icon on the controller:

Menu V Call Controller	🔀 RingCentra	al Internet Fax	
All Messages Create and send a fax	Send Schedu	Edit Attach Scan Options	Company
No new messages 🕨 💷 💌 📢	Use Cover f	Page. Your Note:	
Waiting for call (800) 503-6140			
1     2 ABC     3 DEF       4 GHI     5 JKL     6 MNO       7 PARS     8 TUV     9 WXYZ       *     0     #       RingCentral	Documents		

Type the fax number, Name of the person (optional) and Company (optional), & then click Add Click on attach to add the documents (files) to Fax.