

HOW TO USE ZOOM PHONE E-FAX

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Note: You will only be able to use the Fax function if your supervisor has requested access for you.

- 1. Open the Zoom App
- 2. Click the "More" at the top of the page

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4. Click the "+" button next to "Zoom Fax"

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5. Enter the fax number of the recipient

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(209) 227-3836		~
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Create a nev Fo Select a contact or (209) 227-3836 Attachment Supported file type is P	r enter a fax number DF. The max file number is 5 and Drag and drop file hre, or Cho	d the max overall size is 50 MB.

7. Double-click the file you want to fax, or single-click the file then click "Open" Note: the file must be in PDF format. You can add multiple files to the fax.

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Once the fax is sent you will see if it was received or if the fax failed. If the fax failed, check the number of the recipient to ensure the number is correct.

