



MERCED
COLLEGE

HOW TO USE ZOOM PHONE E-FAX

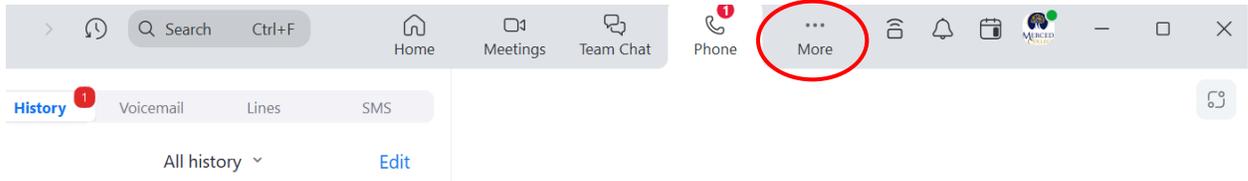
Contents

How to use E-Fax 3

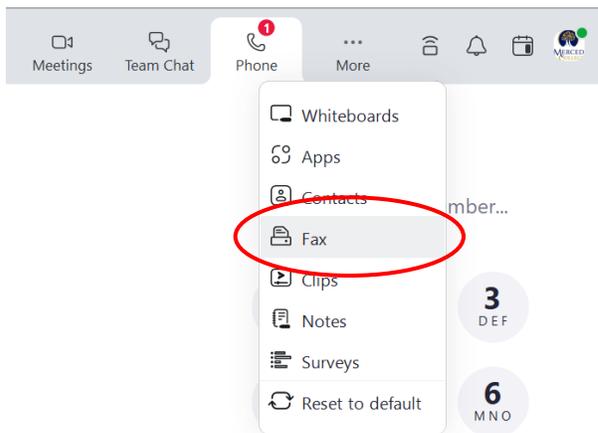
How to use E-Fax

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

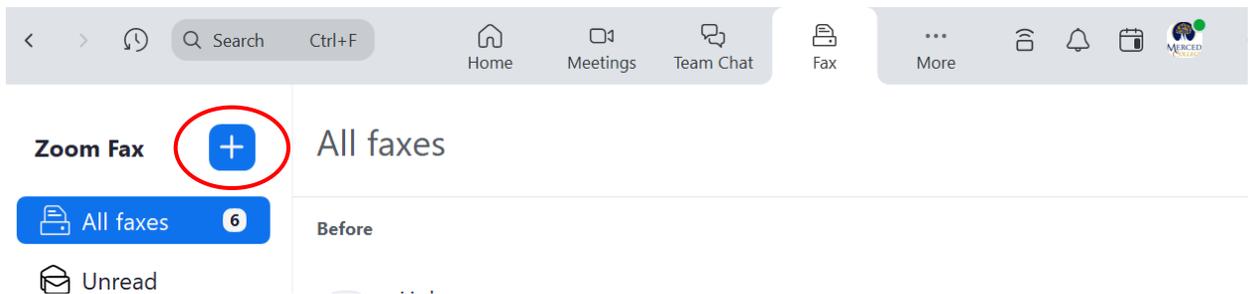
1. Open the Zoom App
2. Click the "More" at the top of the page



3. Click "Fax"



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



5. Enter the fax number of the recipient

z7m New fax ×

Create a new fax

To

Select a contact or enter a fax number

From

(209) 227-3836 ▼

Attachment

Supported file type is PDF. The max file number is 5 and the max overall size is 50 MB.

Drag and drop file here, or [Choose a file](#)

Send Cancel

6. Click "Choose a File"

z7m New fax ×

Create a new fax

To

Select a contact or enter a fax number

From

(209) 227-3836 ▼

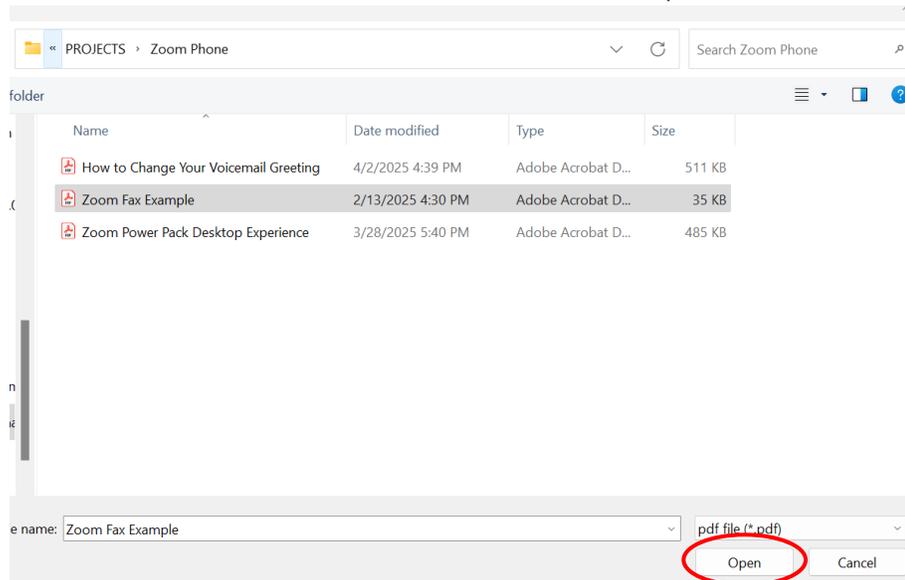
Attachment

Supported file type is PDF. The max file number is 5 and the max overall size is 50 MB.

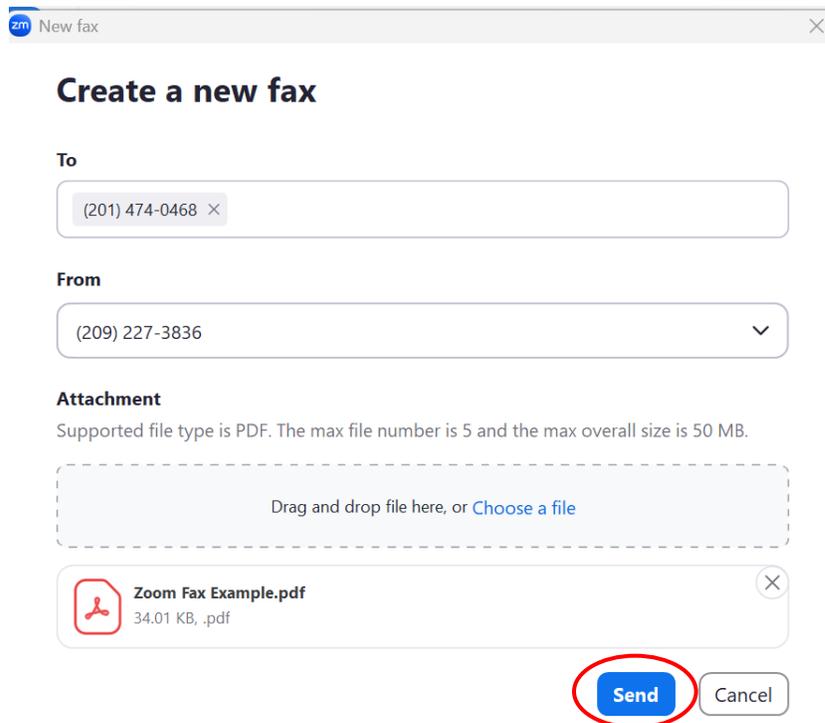
Drag and drop file here, or [Choose a file](#)

Send Cancel

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.



8. Click “Send”



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.



MERCED COLLEGE
(209) 384-6339

Received



(209) 381-6379
(209) 381-6379

Failed