

Five Powerful Tools for RingCentral Office® Users



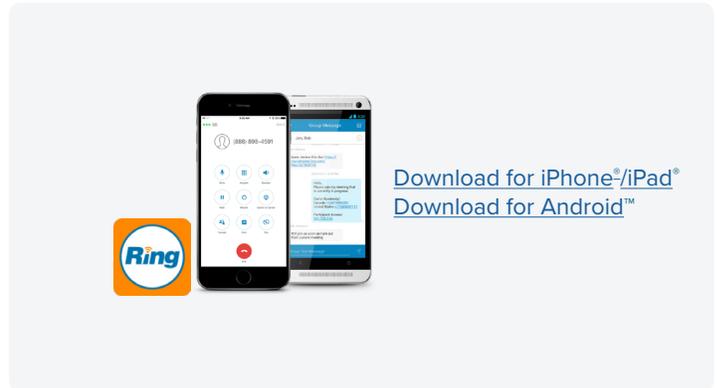
Desk phones | RingCentral Phone™ for mobile | RingCentral Phone for desktop
RingCentral Meetings™ | RingCentral Glip™

Five Powerful Tools for RingCentral Office Users



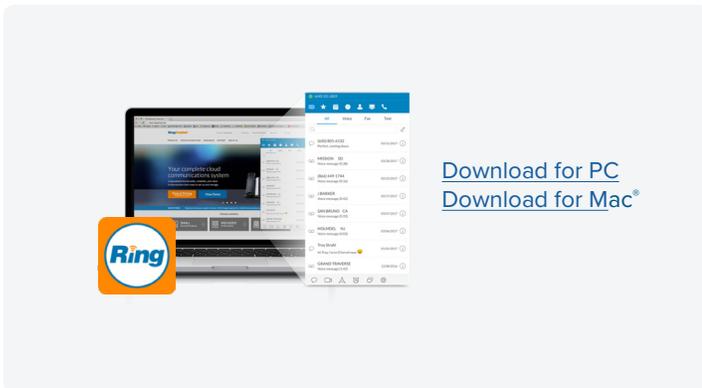
RingCentral desk phone

Quality business phones featuring HD voice and powerful features that optimize productivity.



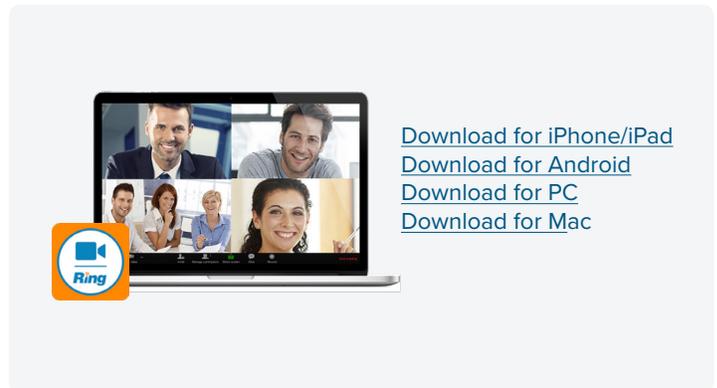
RingCentral Phone for mobile

Take HD voice, fax, text, online meetings, conferencing, and more with you anywhere on your smart devices.



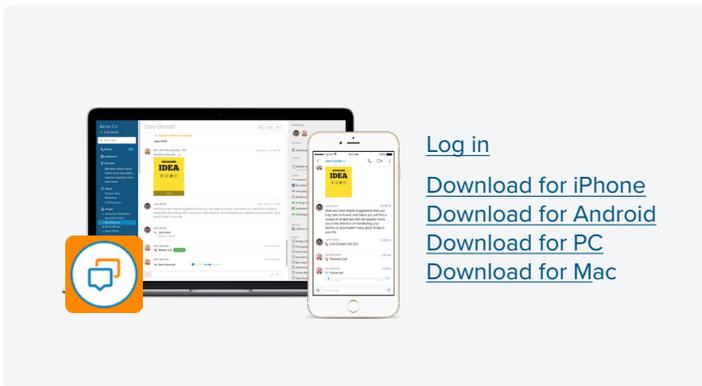
RingCentral Phone for desktop

Initiate a call, send a text, start a conference, or send a fax from your desktop computer with the click of a mouse.



RingCentral Meetings

Connect, meet, and share with anyone, anywhere, with any device.



RingCentral Glip

Collaborate with your teams through all-in-one messaging, file sharing, calendar, tasks, integrations, and more.

How to use your RingCentral desk phone

Softkeys and hardkeys for most Polycom® and Cisco® models

● Polycom keys | ● Cisco keys | ● Number keys



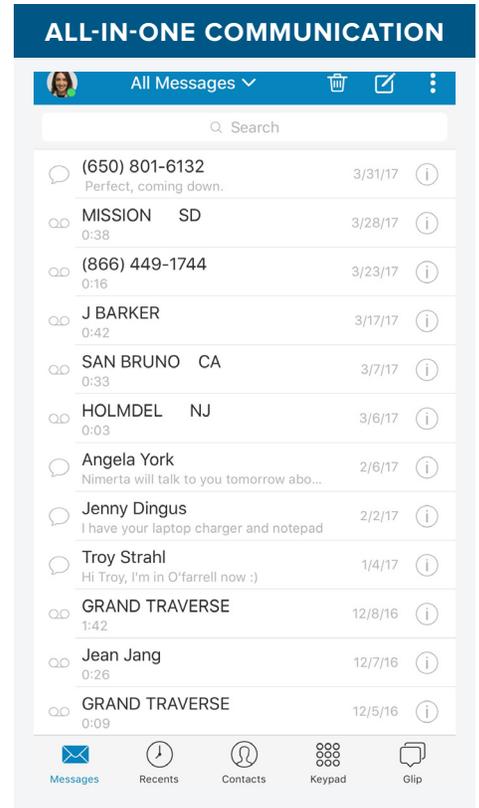
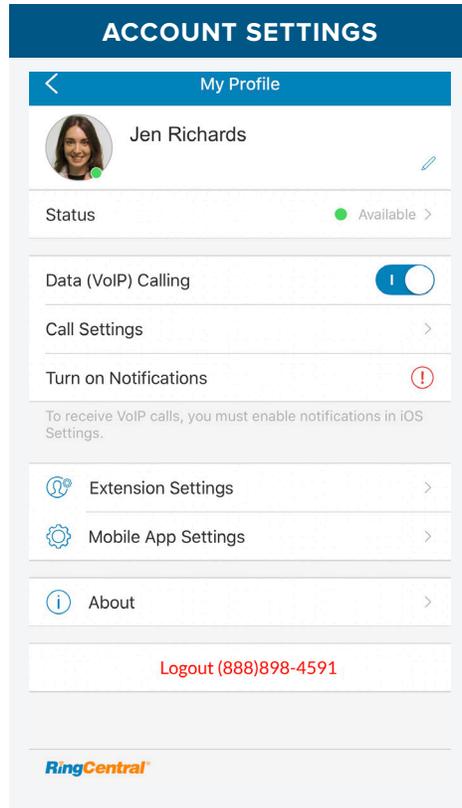
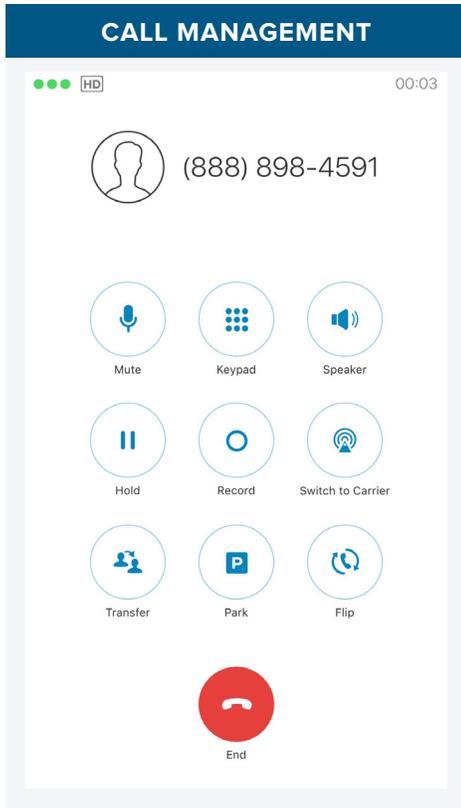
DIAL	HOLD	VOICEMAIL
<p>Lift handset and dial number (Do not dial 1 before the area code)</p> <hr/> <p>FLIP</p> <p>* > assigned Call Flip number</p>	<p>While on a call:</p> <p>Polycom hardkeys/softkey Hold or Hold</p> <hr/> <p>Cisco hardkeys </p> <hr/> <p>Number keys * * to place on hold * to end hold</p>	<p>Lift handset:</p> <p>Polycom hardkeys Messages or > after prompt, enter PIN</p> <hr/> <p>Cisco hardkeys > after prompt, enter PIN</p> <hr/> <p>Number keys * 8 6 > after prompt, enter PIN</p>
TRANSFER	CONFERENCE	PAGE [§]
<p>While on a call:</p> <p>Polycom softkeys Transfer > dial second number or extension and wait for response</p> <hr/> <p>Cisco softkeys Transfer > dial second number or extension and wait for response</p> <hr/> <p>Number keys # # > dial extension # # * > dial number</p>	<p>While on a call:</p> <p>Polycom softkeys Conf. > dial second number > Conf.</p> <hr/> <p>Cisco softkeys Conf. > dial second number > wait until other person picks up Conf.</p>	<p>Polycom softkeys Page > follow prompt or Page > Page > follow prompt</p> <hr/> <p>Cisco softkeys > Page > follow prompt</p> <hr/> <p>Number keys * 8 4 > follow prompt</p>
INTERCOM [§]	PARK/PICK UP	RECORD [†]
<p>Lift handset:</p> <p>Polycom softkeys Intercom > dial extension</p> <hr/> <p>Cisco softkeys Intercom > follow prompt or > Intercom > follow prompt or > Intercom > follow prompt</p> <hr/> <p>Number keys * 8 4 > follow prompt</p>	<p>While on a call:</p> <p>Polycom softkeys Park or More > Park and note park location (* 8 - -)</p> <hr/> <p>Cisco softkeys > Park and note park location (* 8 - -)</p> <hr/> <p>Number keys # # * 3 and note park location (* 8 - -)</p>	<p>While on a call:</p> <p>Number keys * 9 to start * 9 to end</p> <p>Recordings available online: Login > Messages > Recordings</p>

§ Paging and Intercom features are only available if your administrator has enabled them. | † When activated

If you change the physical location of this phone, you must register that new location in order to properly route calls to emergency services—such as 911 (US and Can.) or 999/112 (UK). Log in to service.ringcentral.com (US and Can.) or service.ringcentral.co.uk (UK).

How to use your RingCentral Phone for mobile

Take HD voice, fax, text, online meetings, conferencing, and more with you anywhere on your smart devices.



Active Call Control

When you're on an active call:

- Mute** the call.
- Use **Keypad**.
- Put the call on **Hold**.
- Record** the call.
- Add person** to the call.
- Transfer** the call.
- Park** the call.
- Flip** the call to another phone.

Tap on the photo to access profile and phone configuration settings.

- Status:** Indicates if you're available, already on a call, holding, or have a call ringing.
- Data (VoIP) calling:** Toggle on or off your ability to place a call using Wi-Fi or mobile data connection.
- Call settings:** Advanced data (VoIP) call setup options.
- Phone extension:** User phone configuration.
- Mobile app settings:** RingCentral Phone mobile app configuration.

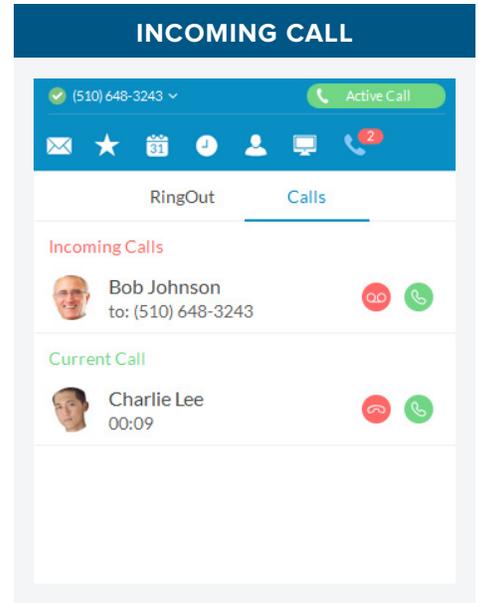
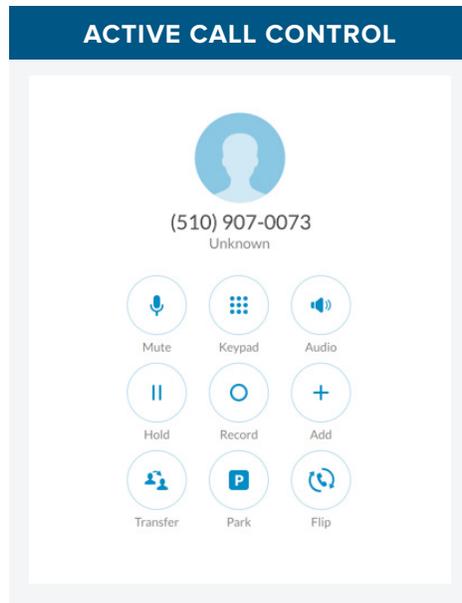
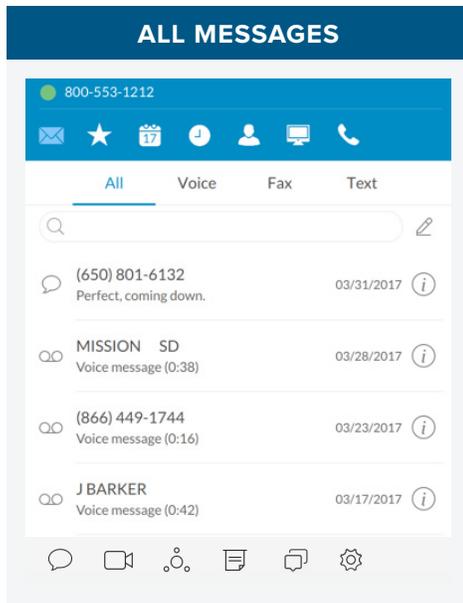
- Messages
- Recents
- Contacts
- Keypad
- Glip

- Tap the three dots for additional options.
- Join now:** One tap to join a conference meeting in your calendar.
- Conferencing:** Start an audio conference call.
- Meetings:** Start, join, or schedule an online meeting.
- Documents:** View documents stored on your device.

Download the RingCentral Phone mobile app from ringcentral.com/office/features/rcmobile/overview

How to use your RingCentral Phone for desktop

Initiate a call, send a text, start a conference, or send a fax from your desktop computer with the click of a mouse.



(800) 553 1212

Your account presence

Set your availability status.

Messages

View all your messages in one place. Messages are always current and synced from your other devices.

Favorites

Add your frequent contacts in Favorites. Make call directly from this screen.

Join Now

Keep track of your daily events. Join meetings quickly. Get notifications for your meetings.

Call Log

Review all call activity on your account.

Contacts

Separate Personal and Company directories make it easy to quickly find the right person.

HUD

Ideal for receptionists and executive assistants; manage multiple incoming calls with the ability to transfer, park, pick up, and join calls with ease.

Dial Pad

Dial a phone number to make calls from this screen.

ACTIVE CALL CONTROL

When you're on an active call:

- Mute** the call.
- Use **Keypad**.
- Put the call on **Hold**.
- Record** the call.
- Add** person to the call.
- Transfer** the call.
- Park** the call.
- Flip** the call to another phone.

SMS and MMS

Send text and picture messages to one person or a group.

Online meeting

Launch RingCentral Meetings to collaborate and share your screen with remote colleagues or clients.

Audio conference

Hold instant conference calls and easily invite participants.

INCOMING CALL

Single screen to view multiple calls

- Call Recording** *9 (toggle on/off)
- Call Flip** * + assigned Call Flip no.
- Call Transfer** ## + extension or ##* + phone number
- Call Park** ##*3
- Paging** *84 + follow prompt
- Intercom** **85 + follow prompt

Fax

Send faxes, schedule faxes, and select cover pages from this screen.

Glip

Collaborate with contacts, including online chat, project management, file sharing, events, and more.

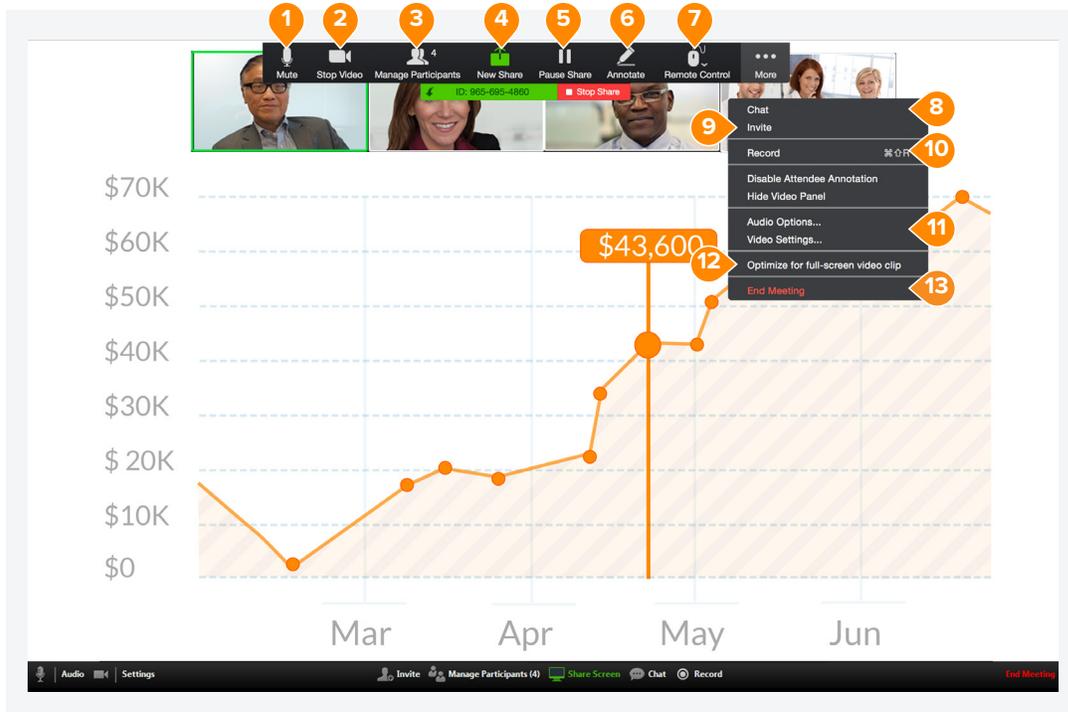
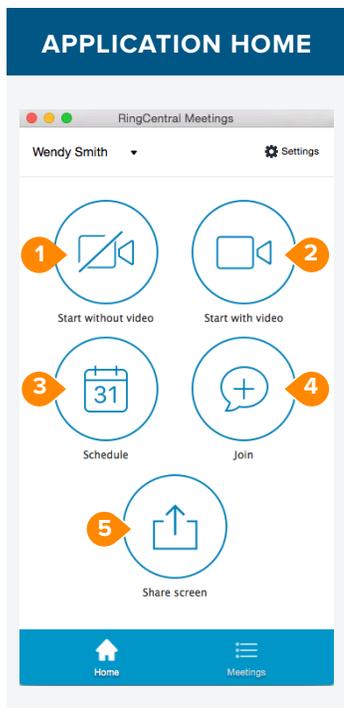
Settings

Set your app preferences.

Download the RingCentral Phone desktop app from ringcentral.com/office/features/desktop-apps/overview

How to use your RingCentral Meetings

Host unlimited video conferences and screen sharing from your favorite devices. Enjoy reliable online meeting experiences with HD video and crystal audio.

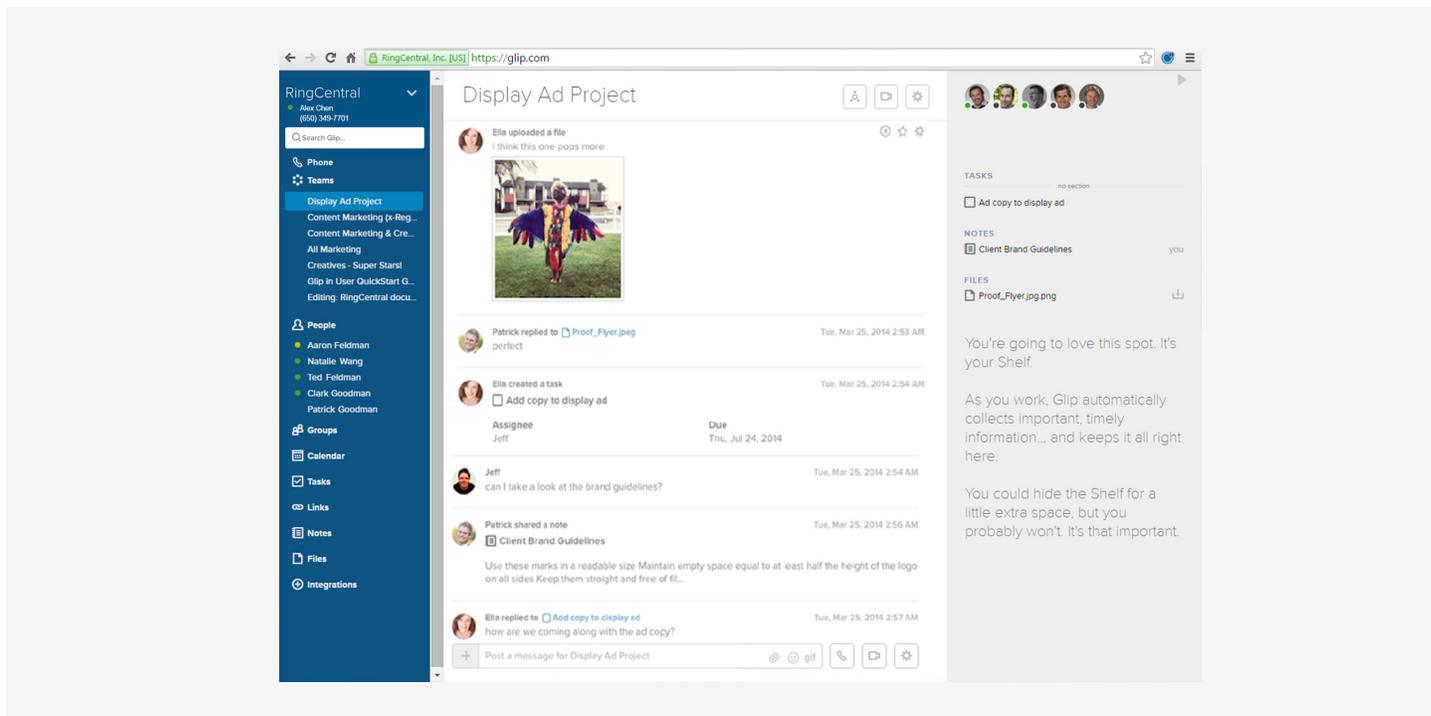


- 1. Start without video.**
Start a meeting without camera on (ideal for a screen-sharing meeting).
- 2. Start with video.**
Start video chat meeting.
- 3. Schedule.**
Schedule a meeting with preferred settings and calendar.
- 4. Join.**
Join a meeting by entering a meeting ID.
- 5. Share screen.**
Share screen instantly (desktop only).
- 1. Mute/unmute your audio.**
- 2. Start/stop your video capability (camera).**
- 3. View participants.**
- 4. Share a new window.**
- 5. Pause or resume screen sharing.**
- 6. Annotate content with tools to highlight or mark up shared content during the meeting.**
- 7. Grant remote control on keyboard and mouse.**
- 8. Chat with an individual or group.**
- 9. Send a meeting invitation via email.**
- 10. Start recording the meeting.**
- 11. Access settings to configure audio, video, microphone, and more.**
- 12. Optimize screen sharing for video.**
- 13. End the meeting.**

Download RingCentral Meetings from ringcentral.com/downloads

How to use your RingCentral Glip

Collaborate with your teams through all-in-one messaging, calling, video screen sharing, file sharing, tasks, integrations, and more.



Left pane:



People

Active one-on-one conversations.



Teams

Active team conversations for projects you're working on.



Groups

Ad hoc conversations between three or more people.



Files

Manage tasks across all projects.



Links

View and share links.



Notes

View and create rich-text notes.



Tasks

Manage individual and shared tasks across projects and teams.



Calendar

Manage team projects in calendar.



Integrations

Use content from external applications and services.



Settings

View dashboard or set app preferences.

Conversation pane:

Schedule a calendar event, assign tasks, share links, compose a note, or share files.

Make and receive calls with any of your coworkers or guests.

Start a video chat from any conversation on Glip by clicking the Video Chat button.

Right pane:

Access recently posted and important items in the current conversation.

Log in to RingCentral Glip at glip.com

Download RingCentral Glip from ringcentral.com/downloads

For more information, please contact a sales representative. Visit ringcentral.com or call 855-774-2510.

RingCentral, Inc. (NYSE:RNG) is a leading provider of global enterprise cloud communications and collaboration solutions. More flexible and cost-effective than legacy on-premises systems, RingCentral empowers today's mobile and distributed workforce to communicate, collaborate, and connect from anywhere, on any device. RingCentral unifies voice, video, team messaging and collaboration, conferencing, online meetings, and integrated contact center solutions. RingCentral's open platform integrates with leading business apps and enables customers to easily customize business workflows. RingCentral is headquartered in Belmont, California, and has offices around the world.