Voicemail is an essential tool for staying connected during the hectic pace of the modern workday. With RingCentral service, voicemail is available on every RingCentral-enabled device and app so you can access and respond to your voicemail messages anytime, no matter where you are. RingCentral also provides multiple voicemail formats and greeting options, giving you the flexibility and convenience to respond to messages any way you prefer.

**Key features**

- **Visual Voicemail:** Access and respond to messages based on the priorities of your day. Visual Voicemail displays messages in a list on your screen so you can browse the list to find the message you want to hear, no matter where it falls in the list.

- **Voicemail Preview:** Get your messages even when it’s inconvenient to listen to them. With Voicemail Preview*, your messages are transcribed into text and shown on your messages screen so you can read the message instead.

- **Voicemail-to-Email:** Have your messages sent to your email. You will get notifications every time you receive a new message and, optionally, get the message itself attached to the email as an MP3 file.

- **Personalized greetings:** Voicemail greetings are a good opportunity to reinforce your business image. With RingCentral, you can use different greetings for different occasions, such as one for work hours and one for special events. You can use a RingCentral default greeting, create your own custom greeting, or upload a professionally recorded greeting.

**Benefits of voicemail**

- Convenient and flexible access to messages on many devices: desk phones, email, RingCentral for Desktop, and the RingCentral mobile app.

- Messages are synchronized, so you can be confident that you’re responding to the latest messages.

- Response options are easily available, often on the same screen as the message, so you can respond quickly.

- Messages can be stored in your online account indefinitely.
How it works

Set up your voicemail greeting from your online account.

Set up Voicemail Preview* from your online account.

Use the default greeting or record your custom greeting.

Turn on Voicemail Preview to have your messages automatically transcribed into text and added to your messages screen.

Set your voicemail notifications from your online account.

Access voicemail from your desk phone.

You can get notifications by email and text. Never miss an important message.

Press the messages button on your phone and follow the prompts to hear your message.

*Voicemail Preview is available to RingCentral Office® Enterprise customers only.
Access voicemail from RingCentral apps.

Hi John. This is David. Just faxed you the contract. Please send it back by Friday.
Call me if you have questions. Thank you.

From: DAVID RICHARDS
Received: 3/20/15, 4:12 PM
To: Me

Hi John. This is David. Just faxed you the contract. Please send it back by Friday. Call me if you have questions. Thank you.

Charlie Lee
I will call by later.

PC
Fax received (7 pages)

Abby Brown
Sorry please ignore my earlier note.

From the RingCentral mobile app
From RingCentral for Desktop
From your email