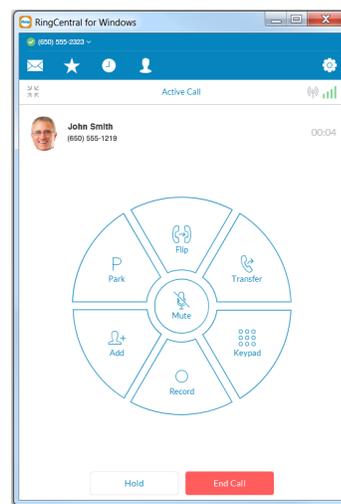
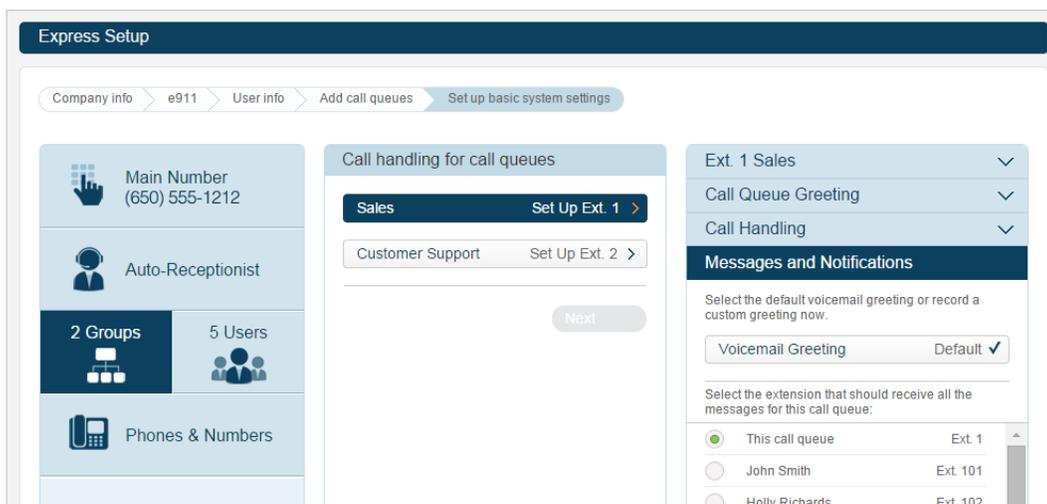


Office QuickStart Guide

STEP 1: ACTIVATE

- Click the activation link in your **Welcome** email and follow the setup wizard.
- Create your **account password** and select a **security question** and **answer**.
- Start the **Express Setup** wizard and enter your **Company info**, **e911 service address**, **Time Zone**, and **User and Extension info**.
- Add **call queue groups** and assign **members** and **extensions**.
- Set up the **Auto-Receptionist** and **call handling** rules.
- Select the **default greeting** or load your **custom greeting**.
- Download the **RingCentral for Desktop** application to control your calls from your computer, where you can make/answer/manage calls, initial/receive texts, send/view faxes, start a conference call or an online meeting.
- Download **Mobile Apps** to your iOS or Android smartphones and tablets to take your RingCentral service on the go.



Your RingCentral Service is activated and operational...in just minutes.

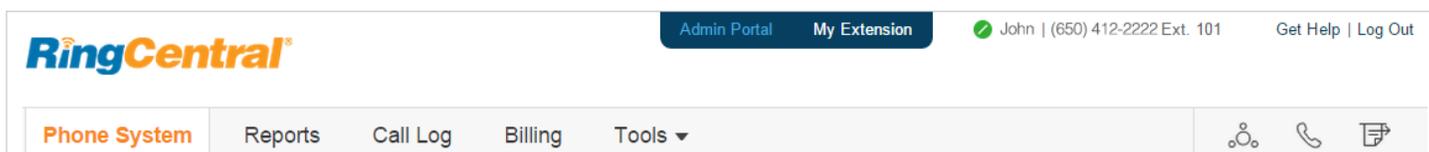
STEP 2: SET UP YOUR IP PHONES



- Attach your handset to your phone base using the coiled cord provided, if applicable.
- If you are not using POE (Power Over Ethernet), connect your phone to the A/C adapter device.
- Plug the Ethernet cable into the WAN port on your phone. Plug the other end of the Ethernet cable into your router or Internet jack in the wall.
- If you don't have a router or available Internet jack, connect the LAN port on your IP phone to your PC (applicable for 2-port phones only).

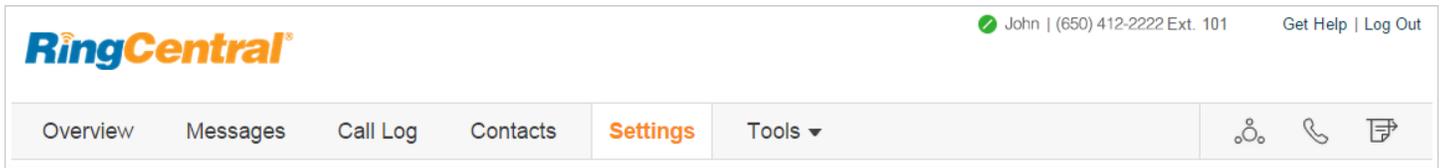
STEP 3: CUSTOMIZE YOUR RINGCENTRAL PHONE SYSTEM

Primary users (account owners) and administrators can access Admin Portal to configure the phone system settings, add services, run call reports, and assign users. Assigned users may change their voicemail greeting and call handling rules for their extension. Updating settings in your RingCentral phone system is as simple as point-click-n-type. Built-in short video tutorials guide you along.



STEP 4: EDIT YOUR PERSONAL PHONE SETTINGS

a. Log in to your online account with your phone number and password and click **Settings** from the top navigation.



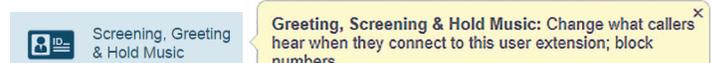
b. Click your extension number in the left menu panel. Update **Name, Contact Phone, Email, User Password, and User Hours**.



c. Add or change direct numbers; manage user phones and **Presence** settings in the interactive fields.



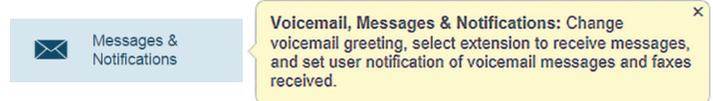
d. Change what callers hear when they connect to this extension. Turn **greeting** and **hold music** on or off, and **block numbers**.



e. Change the **call handling** and **call forwarding** rules for this extension. Calls can be forwarded to any phone number or extension.



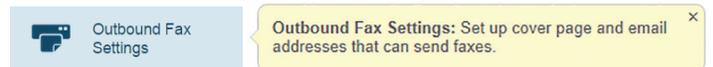
f. Select or create the **greeting** callers will hear and the **call routing options** for this extension.



g. Set the **outbound caller ID** details for each assigned phone number.



h. Set up a **fax cover page** and the **email addresses** that can send faxes.



For more information go to customer support success.ringcentral.com