

Use RingCentral by Phone

To reach the main menu, dial your main or local number then

- a) With extensions, dial the extension. then star (*) then your password and press (#) or
- b) if you don't have extensions, simply press star (*), enter your password and press (#)

Listen to Your Messages

Press **1** to listen to Messages

- Listen to your message, then:
- 1** to Repeat the message
 - 2** to Save the message
 - 3** to Erase the message
 - 4** to Return the call
 - 5** to Forward the message*
 - 6** to Skip the message (keeping it new)
 - *** to exit messages review

Place a Call

Press **3** then

Enter the phone number of the person you'd like to reach and press **#**

Press ****** at any time to cancel the current call and return to the Calling Card menu

In-Call Hold and Transfer Options

- * 4** Quick Dial (example. *** 4** transfers to quick dial 4)
- # #** To **Transfer** the call or put it on **Hold**

Top Level

- ▶** Transfer this call to an extension (**Dial the extension number**)
- #** To **Return to the Call**
- *** For More **Options**

1 To **Transfer this call to another number**

*** *** To **Cancel** and return to top level

▶ Please **Enter** the **Phone Number** or **Quick Dial Number** and then **Press #** (Your call is now being connected. Hang up at any time to complete the transfer.)

*** *** To **Cancel** and return to top level

Change Your Account Settings

Press **2** to Account Administration Options

Change your Greeting, Password, Options, Call Forwarding and Do not Disturb

- 1** to record your **Name**
- *** to return to main menu

- 2** to listen to your name
- 3** to change it

- 2** to record your
- *** to return to main menu

- 1** record greeting for **extension****
- 2** record greeting for **company menu**

- 1** select a rule ...
- 2** to go to the next rule

- 1** introductory ***
- 2** voicemail ***
- 3** unavailable***
- 4** announcement***
- 5** hold prompt***

- 9** company greeting

- 3** to change **Password**
- *** to return to main menu

Enter current password and press **#**
Then enter new password and press **#**

- 4** to change **Call Forwarding** option
- *** to return to main menu

Your follow-me forwarding is currently **off**
1 to enable follow-me forwarding
Enter your follow-me number and then press **#**

or

Your follow-me forwarding is currently **on**
1 to disable follow-me forwarding
2 to change the number
Follow-me is currently forwarding to <number>

- 5** to turn **Do Not Disturb on/off**
- *** to return to main menu

Do Not Disturb is **on**
Or Do Not Disturb is **off**

**Note: if you are an extension user and not an administrator, then you will hear only option one.

***Note: Greeting selections correspond with your rule configurations.