

# Use RingCentral by Phone

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

- if you have extensions, dial the extension (0 for company level) then the star (\*) key then enter your password and press pound (#) or
- if you don't have extensions, simply press the star (\*) key, enter your password and press pound (#).

## Listen to Your Messages

Press **1** to Listen to Messages

Listen to your message, then:

- Press **1** to Repeat the message
- Press **2** to Save the message
- Press **3** to Erase the message
- Press **4** to Return the call
- Press **5** to Forward the message\*
- Press **\*** to exit messages review

\*Please note that the "Forward" option is available only if you have set up your RingCentral extensions, because it allows you to forward messages to other extensions in your RingCentral account.

## Place a Call

Press **3** to Place a Call

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

- Hang up, press \*\*\*
- Transfer to an extension, dial (#) plus the extension
- Put a caller on hold, dial \*0 (to resume the call, dial \*0 again).

## Change Your Account Settings

Press **2** to Account Administration Options

Change your **Greeting, Password, Call Forwarding, and Do Not Disturb options.**

Press **1** to record your **Name**  
Press **\*** to return to main menu

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

Press **2** to record your **Greeting**  
Press **\*** to return to main menu

Press **1** record greeting for **extension\*\***  
Press **2** record greeting for **company menu**

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

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

Press **9** company greeting

Press **3** to change **Password**  
Press **\*** to return to main menu

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

Press **4** to change **Call Forwarding** option  
Press **\*** to return to main menu

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

or

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

Press **5** to turn **Do Not Disturb on/off**  
Press **\*** 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.