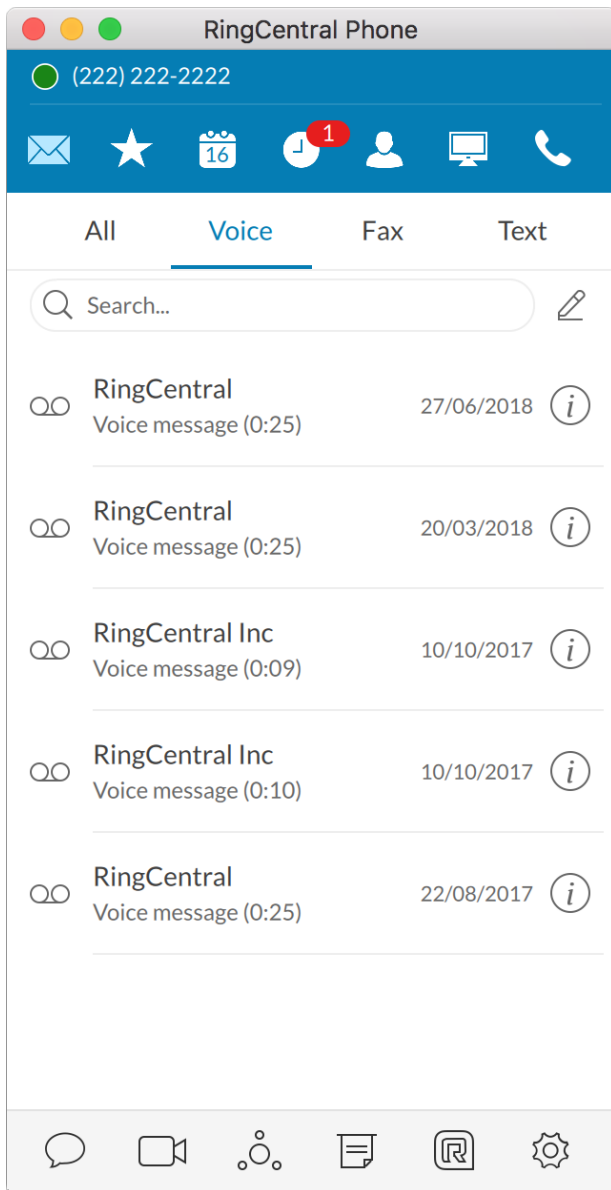


# RingCentral Phone Quick Reference Guide



## Messages

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



## Favorites

Add any person you contact often. See your colleagues' presence status and contact them directly from this screen.



## Join now

View a list of upcoming events associated with Google Calendar™, Mac iCal®, and Microsoft Outlook®. Click to join a call or meeting.



## Call log

Review all call activity on your account



## Contacts

Your personal and company contacts synced with RingCentral Phone make it easy to find the right person



## Head-up display

Manage multiple incoming calls with the ability to transfer, pick up, and join calls with ease.



## Dial pad

Dial a phone number to make calls from this screen.



## Business SMS & MMS

Send text and multimedia messages to your business contacts.



## Online meeting

Launch RingCentral Meetings™ to collaborate and share screens with remote colleagues or clients.



## Audio conference

Hold instant conference calls and easily invite participants.



## Fax

Easily set your custom outbound fax ID, send faxes, schedule faxes, and select cover pages




## RingCentral app

Launch RingCentral app to start team collaboration with shared tasks, conversations, files, and calendars.



## Settings

Set your app preferences, check for updates, or log out of the app.

 (222) 222-2222

## Your account presence

Set your availability status.