



# RingCentral Office™



Learn what a cloud-based phone system can do for your business.

**RingCentral**<sup>®</sup>  
YOUR PHONE SYSTEM, EVERYWHERE

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## Cloud-based Business Phone Systems

Companies have traditionally turned to legacy hardware-based systems for basic telephone services, such as call forwarding or call conferencing. But for today's small businesses, on-premise PBXs are simply not practical. They're expensive and difficult to maintain. With a traditional PBX, for example, you have to hire a professional every time you want to perform simple tasks like adding or removing lines. PBXs are also bound to a physical location, so they don't integrate home or mobile phones.

A cloud-based business phone system, on the other hand, which delivers feature-rich business telephony over the Internet, delivers all the features of an on-premise PBX minus the costly setup or the bulky hardware. And since the Internet isn't bound to a specific location, a cloud-based PBX seamlessly integrates multiple locations and remote employees. It also works with your existing phones and mobile devices, so you can work from your office or take your office with you wherever you work.

## What is RingCentral Office?

RingCentral Office is the leading cloud-based phone system for businesses. Backed by a robust, cloud-based PBX and rock-solid dependability, RingCentral Office gives your business everything you need to:

- **Set up your phone system to work the way you do**
- **Connect your office, mobile and distributed employees with one system**
- **Integrate mobile devices with your office phone system**
- **Manage your calls, voicemail and faxes from your mobile phone**
- **Eliminate setup costs and complex installation**
- **Significantly reduce ongoing operating costs**

What's more, RingCentral Office scales to fit your needs, so it's easy add users and phones as your business grows. In short, RingCentral Office is a complete integrated solution for your business.

# Complete Business Phone System

## eCentrex<sup>sm</sup> Virtual PBX and Extensions

<b>eCentrex Virtual PBX</b>	RingCentral delivers professional, full-featured business phone services without the need to install or maintain an on-site PBX. We manage your eCentrex virtual PBX, so you won't need IT assistance or technical contractors to configure your phone system.
<b>Multiple extensions</b>	A flexible extension structure accommodates local and satellite offices and employees, wherever they are. You can configure answering rules for each individual extension with a wide range of blocking, screening, fax and routing options through an easy-to-use interface.
<b>Auto-Receptionist</b>	<p><i>"Welcome to my company. Push 1 for sales, 2 for service, 3 for company directory..."</i></p> <p>The auto-receptionist finds you or members on your team anywhere they are based on extensions, departments, business hours and other user-defined routing criteria. Use a standard greeting or create custom or professionally recorded interactive voice response (IVR) menus. When a customer calls, play an announcement, take a voicemail, or ring office, mobile or home phone numbers in any order—the choice is yours.</p>
<b>Dial-by-Name Directory</b>	Provide a list of auto-generated departments and employees to callers, accessible by first or last name.

## Business Voicemail

<b>Voicemail with Email Delivery</b>	Each extension includes advanced voicemail features complete with professional greetings, multiple delivery options and alerts. Retrieve voice messages online or have them delivered to you by email. Play them on your PC speakers or listen to them over the phone.
<b>Professional Recordings</b>	Use professional voice talent to record your greetings and announcements, reinforce your brand and project a professional image. An online wizard guides you through the process. Visit <a href="http://www.ringcentral.com">www.ringcentral.com</a> for more details.
<b>Music and Messages On-Hold</b>	Reinforce your brand through music and service announcements played to callers on hold.

# Complete Business Phone System [CONTINUED]

## Advanced Call Management and Answering Rules

<b>Hunt Groups</b>	A hunt group ensures that calls never go unanswered, connecting callers by “hunting” through a defined set of phone numbers. There is no limit to the number of phone numbers you can have in a hunt group, and you can have extensions hunted in sequential, random, simultaneous, longest waiting or skill-based order.
<b>Call Queues (Departments)</b>	Create virtual departments with a group of extensions, so that calls to that department will automatically be placed on hold until one of your pre-designated agents can take the call. With call queues you can specify queue priority if users are included in multiple queues and customize in-queue experience, including maximum hold time.
<b>Routing and Answering Rules</b>	Configure when and where you’d like individual users to be reached. Direct callers to voicemail, extensions and alternate phone numbers based on date and time, date range and callers’ phone number as well as the number they dial (if you have more than one).
<b>Call Screening and Blocking</b>	Have your RingCentral auto-receptionist announce incoming callers’ names with the option to accept, reject or send them to voicemail. You can also block callers and view blocked caller IDs.
<b>Click-to-Call Out</b>	Highlight a number from the Web or Call Controller and click—we’ll connect the party to your phone.
<b>Click-to-Call Me</b>	Drive more traffic with RingMe, an embedded button for your Web site and email signatures. Visitors can reach your business with the click of a mouse. RingMe is available to all plan subscribers at no additional cost.

## Calling Features

<b>Advanced Call Forwarding</b>	Have calls to your RingCentral number forwarded to your mobile, home or office phones. You can also use call forwarding to direct calls to employees, partners and departments around the country.
<b>Call Anywhere in the U.S. and Canada</b>	Make unlimited* long distance calls to all 50 US states and Canada, and get unlimited inbound calling to your line.
<b>Unlimited Inbound Calls to Local Numbers</b>	Receive unlimited inbound calls when answered on your local RingCentral Office number.
<b>Multi-Way Calling and Call Conferencing</b>	Connect as many callers as needed in a single conference call using RingCentral Call Controller with SoftPhone, or up to three callers on any other phone.

\*Fair usage limits apply to unlimited minutes. Prices may vary and are subject to change without notice.

# Complete Business Phone System [CONTINUED]

**Inbound and Outbound Caller ID** View caller ID information on incoming calls and choose a caller ID name and number to be displayed when making calls from your DigitalLine. You can choose a RingCentral number or any of your phones including your home, office or mobile number.

**Call Transferring** On the phone, but have to leave the office? Transfer the call to your mobile phone and take it with you. Advanced call transferring gives you even greater mobility.

**Extension Dialing** Connect with your team members quickly by dialing their extension numbers.

**Quick Access to Voicemail** Listen to your messages by dialing \*86, or view them directly on Call Controller.

**Speed Dial** Dial up to 10 numbers with single-digit dialing

**Call Return** Press \*69 to quickly return your most recent incoming call (the caller ID number of your most recent incoming caller must be available for this feature to work).

**Call Logs** A record of your calls and faxes is stored in your Web-based account. You'll see who called, the phone number they called from, the time and date they called and the duration of the call.

## Internet Fax

**Internet Fax with Email Delivery** Send and receive faxes by email, online, and even from Microsoft Office and your mobile device. RingCentral Office includes free fax software to electronically sign and edit faxes. No fax machine or dedicated fax line required.

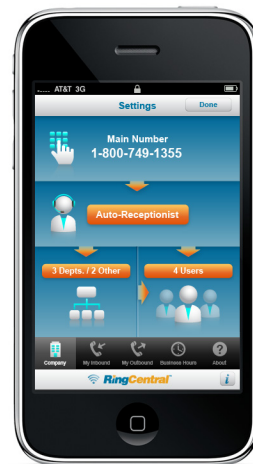
**Dedicated Fax** Every RingCentral number can be used for phone calls and fax. But if you need an additional toll-free or local phone number for sending and receiving faxes, you can use your dedicated fax number, included free with RingCentral Office.

**Message Alerts** Text messages alerts sent to your cell phone or PDA let you know when you receive a new fax or voice message, so you'll never have to worry about missing an important message or fax.

# Complete Business Phone System [CONTINUED]

## Mobile Application (iPhone)

Want to send and receive faxes on the go? What about making calls using your RingCentral caller ID from your mobile device? No problem. RingCentral lets you take complete control of your business phone system directly from your smart phone, so you can manage your calls and messages wherever you are. It also enhances your system with push notifications, visual voicemail, and the ability make with a single tap.



## Online Management

Easily customize and update your phone system settings from your online account. Grow your system with more users or numbers anytime without having to speak with sales. See your call activity, voicemails and faxes any time, from any computer. Update your company directory, auto-receptionist and greetings instantly. You won't have to wait or shell out the big bucks for a technician.

## Application Integration and Support

### Microsoft® Office® and Outlook® Integration

RingCentral integrates with Microsoft Outlook, so you can place calls directly from Outlook with RingOut click-to-call dialing, receive faxes in your Outlook inbox and use fax numbers stored in Outlook Contacts to send a fax. You can also fax directly from Microsoft Office® applications such as Microsoft Word®, Excel® and PowerPoint®.

### Setup and Support

Customers love the fast and efficient service they get from our friendly customer service representatives. Our representatives are standing by 24/7.

## Available Numbers

### Toll-Free Numbers

Choose a toll-free number that's right for you: a standard toll-free number (866, 877, etc.), or a true 1-800 number. RingCentral Office also includes one dedicated toll-free number that can also be used as your Internet fax number. Add additional toll-free numbers for just \$4.99 per month.

### Local Numbers

Each line includes one direct local number. Choose one or multiple area codes that make sense for your business. All calls and faxes to your local numbers are unlimited. Add additional local numbers for just \$4.99 per month.

## Full-Featured Business-Class IP Phones

Stylish and functional in design, our selection of Linksys IP phones is perfect for your small business and tailor-made for a cloud-based phone system. Your Linksys IP phones are subsidized by RingCentral for an unbeatable value, and arrive fully-configured with their own phone numbers or extensions—just plug them in and start making calls.

### Linksys SPA-941

4-line IP phone



**List price:** \$129.99  
**Promotional price:** \$89.99  
**You save:** \$40.00 (30%)

Four lines of Internet telephony at your fingertips. The SPA-941 IP Phone arrives pre-configured to carry a unique phone number and extensions for each of its lines. A high-resolution graphical display makes for easy menu- and web-based configuration. Additional features include:

- Speakerphone, caller ID, call hold, transfer, and call conferencing
- Easy installation
- 2.5 mm headset port
- Features such as easy station moves, presence, and shared line appearances
- Standard encryption protocols that provide secure remote provisioning and software upgrades
- Detailed performance measurement and troubleshooting features that help RingCentral deliver high-quality support

### Linksys SPA-942

4-line IP phone with dual Ethernet port



**Promotional price:** \$109.99  
**List price:** \$149.99  
**You save:** \$40.00 (30%)

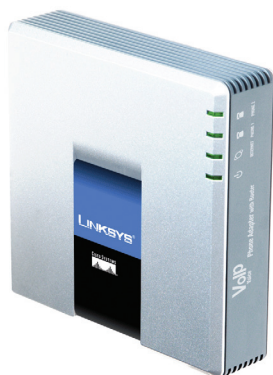
Four active lines and dual switched Ethernet ports offers incredible flexibility. The SPA-942 IP Phone arrives pre-configured to carry a unique phone number and extensions for each of its lines. The Linksys SPA-942 includes all the features of the Linksys SPA-941 plus:

- Dual Ethernet ports that allow you to provide an Internet connection through the phone to another device, such as your laptop
- Power over Ethernet (PoE) to power your phone directly from the Internet without a power adapter (requires a PoE enabled router)

## Full-Featured Business-Class IP Phones [CONTINUED]

### Linksys SPA-2102 (ATA)

DigitalLine to analog adapter



**Promotional price:** \$49.99  
**List price:** \$89.99  
**You save:** \$40.00 (30%)

The Linksys ATA Phone Adapter enables high-quality, feature-rich Internet telephone service using your existing analog phones. Just plug the ATA adapter into your router or gateway and use standard telephone jacks to connect your existing phone for clear telephone reception every time. It's even compatible with your existing fax machine; simply plug in your fax machine and send faxes—no additional setup required.

### RingCentral Call Controller™



RingCentral Call Controller lets you manage all your incoming phone calls from your PC. Screen calls as they come in, catch a caller while they're leaving you a message, and leave text-to-voice messages even if you're on the other line. Call Controller also enables direct faxing and click-to-call from within Microsoft Outlook, Office and Internet Explorer® applications.

### RingCentral Call Controller™ with SoftPhone

Turn your PC into a complete softphone solution by adding a DigitalLine to your RingCentral Call Controller. RingCentral Call Controller with SoftPhone adds to all the features of Call Controller with the ability to make outbound calls directly from your PC—all you need is a PC microphone and speakers.

Call Controller with SoftPhone is best used as a secondary device when you're traveling or when you're away from your desk.

## How do I purchase RingCentral Office™?

Purchase RingCentral Office online to get instant activation. Once your IP phones arrive, just plug them in, and you can start making calls instantly.

There are three RingCentral Office plans, each with a low, fixed monthly cost—no contracts, no surprises:

- One-line plan \$49.99/mo
- Four-line plan \$99.99/mo
- Eight-line plan \$179.99/mo
- Add additional lines for only \$24.99/line

### Each RingCentral Office plan comes with:

- A business phone system
- Unlimited\* calling and faxing anywhere in the US and Canada
- Unlimited\* calls and faxes to your local numbers
- 1 toll-free or local main company number
- 1 toll-free or local fax number
- 1 local number per user
- 24/7 customer support

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