

RingCentral Office



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

Cloud-based Business Phone Systems

At one time companies turned to hardware-based systems for basic telephone services, such as call forwarding or call conferencing—because there was no other option. But for today's small businesses, on-premise PBXs simply aren't practical. They're expensive and difficult to maintain. With a traditional PBX, for example, you must hire a professional to perform simple tasks, such as adding or removing lines. PBXs are also designed for centralized offices, so they can't integrate home or mobile phones.

A cloud-based business phone system, on the other hand, uses the Internet to deliver all the features of an on-premise PBX—minus the costly setup and 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™?

Get a complete cloud-based VoIP business phone system that eliminates expensive on-premise equipment, includes ready-to-use phones, and provides enterprise-class functionality with RingCentral Office.

No setup fees. No contracts required. Instant activation.

Use RingCentral Office as your business phone system and:

- Set up your phone system to work the way you do.
- Get the business phone system, voice and fax features you need.
- Integrate office, mobile, and distributed employees under one phone system.
- Manage calls, voicemail, and faxes from your mobile phone.
- Eliminate setup costs and complex installation.
- Significantly reduce ongoing operating costs.
- Add users and phones any time.

How do I purchase RingCentral Office?

Order a RingCentral Office starter plan online, or contact sales to customize a package tailored to your business' needs. You'll get a low monthly rate and instant activation—no setup fees, no contracts required.

Build your system based on the number of users or lines:

- One user – \$49.99/mo per user
- Four users – \$24.99/mo per user
- Ten users – \$22.99/mo per user
- Twenty or more users - \$19.99/mo per user with 24 month contract
- Add users for only \$24.99/mo

Each RingCentral Office plan include:

- All business phone system features
- Unlimited calling and faxing anywhere in the US and Canada
- Unlimited calls and faxes to your local numbers
- BONUS 1000 toll-free minutes/mo
- 1 local or toll-free main company number
- 1 local or toll-free fax number
- 1 local number per user
- Free 24/7 customer support
- Account advisors that help setup your phone system, at no cost

Complete Business Phone System

Business phone system

Auto-receptionist

Use your Auto-receptionist to greet callers and route them to any employee, any department, or any phone in the world.

Customize the Auto-receptionist for your company, Press 1 for sales, press 2 for customer support, press 3 for shipping information...

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.

Dial-by-name directory

Provide a list of auto-generated departments and employees to callers, accessible by first or last name.

Employee and department extensions

Accommodate local and satellite offices and employees—wherever they are—with a flexible extension structure. Accept faxes and use answering rules to block, screen, and route calls through an easy-to-use interface.

Music + Messages on hold

Reinforce your brand by playing music and messages to callers on hold.

Voicemail with email notifications

Take voicemails with advanced features like 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.

Visual Voicemail

Manage your RingCentral voice and fax messages with Visual Voicemail in your online account, the Call Controller desktop application, or the RingCentral app for mobile devices. Return calls, delete messages, and more—all with a single click.

Call and fax management

Answering rules

Configure the way callers reach individual extensions. Direct callers to voicemail, extensions, and alternate phone numbers based on date and time, date range and callers' phone numbers, as well as the number they dial (if you have more than one).

Departments (Call queues)

Create virtual departments with a group of extensions. Calls to that department will automatically be placed on hold until one of your pre-designated agents can take the call. Call queues make it easy for you to specify queue priority (if you've set up multiple queues), and to customize the in-queue experience, including maximum hold time.

Call forwarding

Forward calls from your RingCentral number to your mobile, home or office phones. You can also use call forwarding to direct calls to employees, partners, and departments around the country.

Conference calling

Conference up to three callers on any phone or connect up to 10 with RingCentral Call Controller with Softphone.

Caller ID

Record calls from any device used to take or make calls on your RingCentral system, even your mobile phone.

Press *9 to start and stop.

Extension dialing

Dial extension numbers to connect with coworkers quickly, no matter where they're located.

WOW! Call flip

On the phone but have to leave the office? Transfer the call to your mobile phone and take it with you for even greater flexibility.

Call screening and blocking

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.

Call recording

Conference up to three callers on any phone or connect up to 10 with RingCentral Call Controller with Softphone.

Call transfer

Transfer calls to any extension in your company, or to any 10-digit number outside your business phone system.

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.

Return calls with *69

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

Internet fax

Send and receive without a fax machine

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

Get faxes by email

Receive faxes as PDF email attachments.

Sign and edit faxes electronically

You can preview and print faxes, design customer cover sheets, annotate and sign your faxes electronically.

Send faxes using a fax machine with the analog adapter

Connect your existing fax machine to your RingCentral service with an analog adapter.

Reliable phone service

International calling

Get low, competitive international long distance rates and do business globally.

Smart numbers for voice and fax

- Use just one number for voice and fax communication.
- Choose Toll-free or local numbers with the area code of your choice.
- Use vanity numbers to enhance your company image (1-800-Your-Biz)

Toll-free, local or vanity numbers

Choose a toll-free number that's right for you—a standard toll-free number (866, 877, and 888), or a true 1-800 number. RingCentral Office also includes one dedicated toll-free number you can use for Internet fax. Add additional toll-free numbers for just \$4.99 per month.

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

WOW! RingMe click-to-call me

Drive more traffic with RingMe, an embedded button for your website and email signatures. It lets visitors reach your business with a single click. Take advantage of RingMe as part of your subscription plan at no additional cost.

WOW! RingOut click-to-call out

Highlight a number from the web or Call Controller™ and click—RingCentral will connect the party to your phone.

Virtual calling card

Forget plastic cards or lengthy PINs—make calls with RingCentral. Simply dial your company's RingCentral number, log in, and dial out—it's convenient and cost-effective. You also display your company name and number as your Caller ID.

WOW! RingCentral for iPhone

Download the RingCentral app for iPhone FREE—it's the perfect companion to your RingCentral service. Take complete control of your cloud-based phone system directly from your iPhone, and manage your calls, voice messages, and faxes—anywhere.



- Show your RingCentral business number as your Caller ID when you make calls.*
- Make VoIP calls over Wi-Fi without using your carrier minutes.
- Use VoIP calling to make local calls to the US while traveling internationally.
- Keep all your business voicemails and faxes separate from your personal messages.
- See who left a message, forward messages, and tap to return calls with Visual Voicemail.
- Receive, view, and forward Internet faxes.
- View call time, date, and duration, and return calls directly from your RingCentral call logs.
- Receive push notifications for incoming messages.
- Access your company extensions as a contact group.

WOW! Call Controller

The RingCentral Call Controller makes it easy for you to manage all your incoming phone calls from your computer.



- Manage calls, faxes, and your entire account from any PC.
- Screen calls with visual caller ID.
- Answer or route calls on the fly, on your PC.
- Respond to callers with text-to-speech messages in real-time (I'll call you in 5 minutes)
- Listen to messages or interrupt callers while the message is being left.
- Initiate conference calls with multiple.
- Record calls.
- Send and receive faxes.
- Even make outbound calls when assigned to a VoIP line (Call Controller with Softphone).
- Versions for Mac and PC—Mac version does not include conference calling or message storage.

Microsoft Outlook® integration

- Easily access RingCentral features directly from Microsoft Office® and Microsoft Outlook by installing Call Controller™.
- Call or fax your Outlook contacts instantly using RingOut (Click-to-call).
- Send faxes from any Microsoft Windows® application (PowerPoint, Word).
- Automatically identify callers as Outlook contacts.

Full-Featured Business-Class IP Phones

Purchase competitively priced IP phones designed specifically for cloud-based business phone systems. Polycom IP phones arrive preconfigured with phone numbers and extensions—simply plug your phones into your router and make calls instantly.

	Polycom® SoundPoint IP® 321	Polycom® SoundPoint IP® 335	Polycom® SoundPoint IP® 550	Polycom® SoundStation® IP 6000
				
Number of simultaneous calls	2	2	4	1
Display	258x128	258x128 backlit	320x160 backlit	102x33
Audio features	<ul style="list-style-type: none"> Dedicated 2.5-mm headset port compatible with most monaural mobile phone headsets Full-duplex hands-free speakerphone Acoustic Clarity™ technology Individual volume settings Voice activity detection Comfort noise fill Low-delay audio packet transmission Adaptive jitter buffers Packet loss concealment Acoustic echo cancellation Background noise suppression 	<ul style="list-style-type: none"> Dedicated RJ-9 headset port Dedicated 2.5-mm headset port compatible with most monaural mobile phone headsets Full-duplex hands-free speakerphone Acoustic Clarity technology Individual volume settings Voice activity detection Comfort noise fill Low-delay audio packet transmission Adaptive jitter buffers Packet loss concealment Acoustic echo cancellation Background noise suppression 	<ul style="list-style-type: none"> Full-duplex hands-free speakerphone Acoustic Clarity technology Individual volume settings Voice activity detection Comfort noise fill Low-delay audio packet transmission Adaptive jitter buffers Packet loss concealment Acoustic echo cancellation Background noise suppression 	<ul style="list-style-type: none"> 12-foot microphone pickup Two RJ-9 mic ports Loudspeaker Acoustic Clarity technology Individual volume settings Voice activity detection Comfort noise fill Low-delay audio packet transmission Adaptive jitter buffers Packet loss concealment Acoustic echo cancellation Background noise suppression
Additional features	<ul style="list-style-type: none"> Integrated Power over Ethernet Local feature-rich GUI Time and date display 	<ul style="list-style-type: none"> Integrated Power over Ethernet Local feature-rich GUI Time and date display 	<ul style="list-style-type: none"> Integrated Power over Ethernet Local feature-rich GUI Time and date display 	<ul style="list-style-type: none"> Resists interference from wireless devices Software upgradable Integrated Power over Ethernet Local feature-rich GUI Time and date display
Network and provisioning	<ul style="list-style-type: none"> Single 10/100 Mbps Ethernet port 	<ul style="list-style-type: none"> Two 10/100 Mbps Ethernet ports 	<ul style="list-style-type: none"> Two-port 10/100 Mbps Ethernet switch 	<ul style="list-style-type: none"> Ethernet 10/100 Base-T 2.5mm connection port
Polycom HD Voice	No	Yes	Yes	Yes
Warranty	One year	One year	One year	One year
Dimensions	6.7 in x 5.7 in x 6.9 in	6.7 in x 5.7 in x 6.9 in	10.5 in x 6 in x 7.5 in	14.5 x 12.25 x 2.5 in
RingCentral list price	\$139	\$169	\$269	\$649
RingCentral price with service	\$99	\$129	\$229	\$599
You save	29%	24%	15%	8%

Full-Featured Business-Class IP Phones

Linksys SPA-2102 (ATA)



Promotional price: \$49.99
List price: \$89.99
You save: \$40.00 (44%)

The Linksys ATA Phone Adapter provides high-quality, feature-rich Internet telephone service using your existing analog phones. Plug your phone into the adapter telephone jack, and your adapter to your router using a standard Ethernet jack for clear telephone reception every time. You can even use the adapter with your existing fax machine; simply plug in a fax machine instead an analog phone and send faxes—no additional setup required.



RingCentral Call Controller

The RingCentral Call Controller makes it easy for you to 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. The Call Controller also enables direct faxing and click-to-call from within Microsoft Outlook, Office, and Internet Explorer® applications.

RingCentral Call Controller with Softphone

When you add a VoIP line to your RingCentral Call Controller, you get RingCentral Call Controller with softphone. This softphone solution adds to all the features of Call Controller plus the ability to make outbound calls directly from your PC—all you need is headset.

The RingCentral Call Controller with Softphone is recommended for use as a secondary device when you're traveling, or when you're away from your desk.