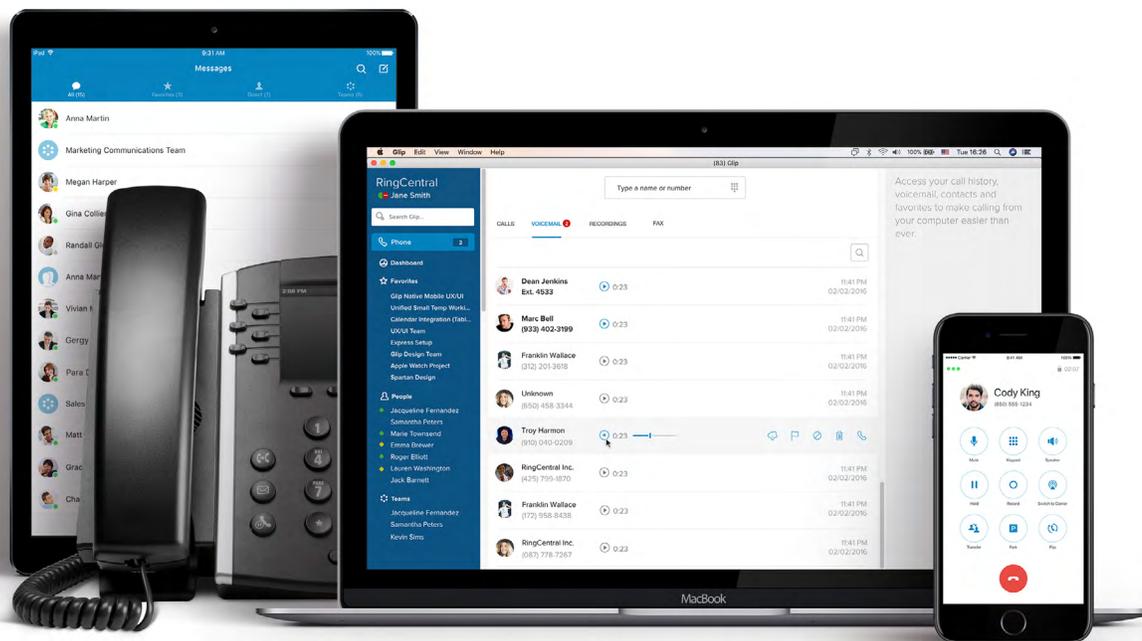


# RingCentral Office® Essentials™ Edition

Unlike traditional on-premises systems, RingCentral delivers flexible and scalable business communications and collaboration solutions to meet your company's ever-evolving needs, regardless of your size, locations, devices, or budget. Empower your business to communicate, collaborate, and connect via voice, team messaging and collaboration, and video conferencing, from any location and on any device.



Use RingCentral Office Essentials edition as your unified communications and collaboration solution and enjoy:

- Streamlined communications through a rich set of capabilities
- An open platform that integrates with today's leading business applications
- Simplified provisioning, activation, and communications management
- Unparalleled ease of use
- Ultimate mobility and access
- Cost-effective, subscription-based pricing
- 100 toll-free minutes
- State-of-the-art Plug & Ring® ready phones
- Enterprise-class security and reliability

## Seamless transition

By eliminating the need for complex hardware, lengthy installation, and technical expertise, RingCentral gets you set up and running within minutes, not weeks. We provide comprehensive onboarding, training, and 24/7 support services to ensure a worry-free transition for all your end users.

## Powerful phone system

RingCentral's cloud-based phone system runs on your high-speed internet and enables your employees to efficiently communicate with their internal and external partners. Easily configure and manage your Auto-Receptionist, dial-by-name corporate directory, employee and department extensions, and much more.

## Team collaboration

Use RingCentral Meetings™ to hold high-definition video conferences with up to four participants, utilizing advanced collaboration features including screen sharing, web sharing, file annotation, and more. RingCentral Glip® provides a single, unified team workspace that allows your employees to share conversations, files, tasks, and calendars. Bring internal and external teams together with real-time text, voice, and video conferencing and keep projects on track by setting action items and timelines.

## Mobile integration

RingCentral Mobile® empowers your workforce to make and receive calls on iPhone®, iPad®, and Android™ devices with their RingCentral business numbers, send and receive text messages, host and join online meetings, get notifications of voice activity, and much more.

## Included features:

### Business phone system:

- Cloud-based PBX
- Auto-Receptionist
- Role-based access controls
- Dial-by-name directory
- Employee and department extensions
- Music and messages on hold
- Visual voicemail
- Voicemail with email notification
- RingCentral Global Office™ (international branch office support)
- Corporate directory

### Business SMS and MMS

- Unlimited texts up to 1,000 characters
- Direct access from mobile apps and desktop apps
- Group texting
- Detect numbers and URLs
- Multimedia messaging
- In-feed previews

### Call management

- Answering rules
- Call queues
- Call forwarding
- Caller ID
- Extension dialing
- Call screening and blocking
- On-demand call recording
- Shared lines
- Call logs
- Call flip
- Call transfer
- Call park
- Park locations
- Inbound caller ID number
- Outbound caller ID (phone, text)
- Return calls with \*69
- Presence across multiple devices
- Missed-call notifications
- Company number labeling

### Video conference and online meetings

- Host HD video conferences (up to four people per meeting)
- Mobile enablement (PC, Mac®, iOS®, Android)
- Host large meetings (additional license fee applied)
- Web sharing with advanced annotation features
- Send invitations via text or email
- One-click/tap to connect
- Meeting recording
- Chat capability
- Active speaker spotlight for all participants
- Intuitive host controls (mute/unmute, record, annotation, etc.)
- Remote control access for attendees
- Screen sharing on iPhone/iPad app from desktop (via AirPlay®)
- Whiteboard sharing (Windows®, Mac, and iPad®)

### Video conference and online meetings (cont.)

- File sharing from cloud storage (Box, Dropbox™, and Google Drive™)
- Intelligent echo cancellation
- Accessibility support for attendees with disabilities
- Global office support
- Microsoft Outlook® Plugin
- Integration with Outlook, Google Calendar™, and iCal®
- Supports RingCentral Rooms™ (additional license fee applied)
- Room Connector™ (additional license fee applied)
- Live webinars (additional license fee applied)

### Collaboration

- Team messaging with internal and external contacts
- File sharing
- Screen sharing
- Video conferencing
- Task management
- Image annotation
- In-app document previews
- Unified message history
- Content retrieval and search
- Team calendars and events
- Third-party integrations
- Open platform/APIs
- Full telephony calling capability
- Voicemail, SMS
- Mobile, web, desktop apps (Windows, Mac, iOS, and Android apps)
- Data retention and backup
- Auto-provisioning with RingCentral Office
- Integrated with company directory
- Shortcuts for frequently used features

### Phone services

- Unlimited US and Canada calling
- 100 toll-free minutes
- International calling
- Smart numbers for voice
- Directory listings
- Phone numbers: local, vanity, and international
- HD voice
- RingMe® click-to-call-me
- RingOut® click-to-call-out
- Log in with corporate email credentials

### RingCentral Mobile

- Supports iPhone, iPad, and Android smartphones and tablets
- Supports Apple Watch® (iOS)
- HD voice enabled
- Unified number for phone and text
- Pre-call and active call management
- Auto call handoff (Wi-Fi <-> 3G/4G)
- Contacts and favorites synced to RingCentral cloud
- Host RingCentral Meetings from mobile devices
- Join RingCentral Meetings as a participant
- Join now
- Business SMS and MMS
- Call switch
- Send text to 911
- View colleagues' phone presence across devices
- Call screening
- Supports RingCentral Global Office login and dial plans
- Roles and permissions support
- Interactive notifications with quick response options
- Quick swipe for actions
- Supports Spotlight search (iOS only)
- Supports 3D touch (iOS only)
- Display caller ID on "To" field
- VoIP country blocking (US only)

### RingCentral for Desktop

- Supports Windows and Mac
- Answer calls directly from the desktop app
- Make outbound calls from the desktop app (with direct dial)
- Supports Plantronics headsets with call control
- Active call management
- Single view of current call, incoming calls, calls on hold
- Access voicemail directly from app
- View incoming caller's number and extension
- Call screening
- Integrated with company directory
- Contacts and favorites synced to RingCentral cloud
- Head-up display (HUD)
- View colleagues' phone presence status
- Access to RingCentral Meetings
- Join now
- Business SMS and MMS
- Call switch
- Send and receive texts with emoji support
- HD voice enabled
- Set outbound caller IDs for calls and texts
- Integrated with Microsoft Outlook/Office (Windows only)
- Integrated with Mac Address Book/Mac Photo support (Mac Only)
- Click-to-call
- Supports RingCentral Global Office login and dial plans
- VoIP country blocking (US only)

## Integrations

- Microsoft Office and Outlook
- RingCentral for Google (Chrome™/Drive/Gmail™/Docs™)
- RingCentral for Office 365™ (mail)
- RingCentral for Skype™ for Business
- Log in with Gmail

## HD voice-enabled devices

- Polycom® IP phones
  - VVX 101
  - VVX 201
  - VVX 311
  - VVX 411
  - VVX 501
  - VVX 601
  - IP5000 conference
  - IP6000 conference
  - RealPresence Trio 8800
- Cisco®
  - SPA 303
  - SPA 508
  - SPA 514G
  - SPA 525G2
  - SPA 122 (ATA)
- Yealink
  - T46S
  - T42S
  - W56P cordless phone