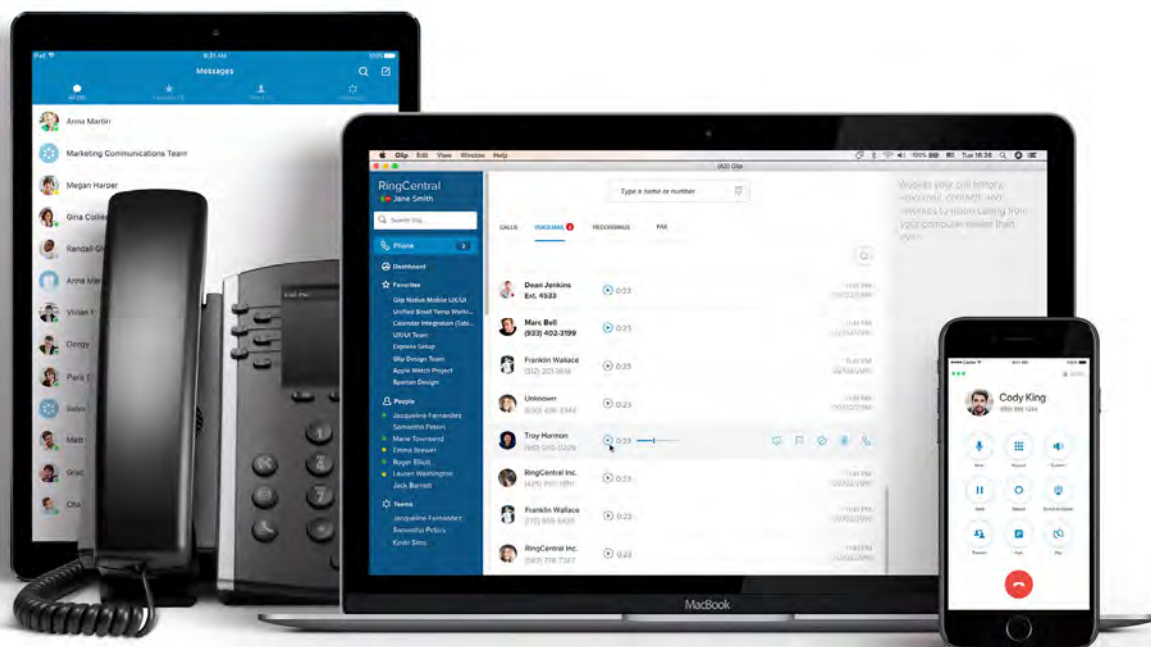


# RingCentral Office® Standard™ Edition

Empower your business to communicate, collaborate, and connect via voice, team messaging and collaboration, audio and video conferencing, and fax from any location and on any device. RingCentral Office provides a complete business communications and collaboration solution that is flexible and completely scalable, so it can grow and adapt to meet your company's ever-evolving needs.



Use RingCentral Office Standard 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 management of global solutions
- Streamlined management across locations
- Unparalleled ease of use
- Ultimate mobility and access
- Cost-effective, subscription-based pricing
- 1,000 toll-free minutes
- State-of-the-art Plug & Ring® ready phones
- Enterprise-class security and reliability

## Powerful phone system

RingCentral Office Standard edition provides a complete cloud-based phone system that 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.

## Simplified administration

RingCentral's centralized web-based dashboard empowers you to manage all your users and locations—anytime, anywhere, on any device. Robust reporting and management tools provide a holistic overview of all your business communications.

## 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 and faxes, host and join online meetings, get notifications of voice and fax activity, and much more.

## Included features:

### Business phone system:

- Cloud-based PBX
- Auto-Receptionist
- Multi-level IVR (Multi-level auto-attendant)
- Role-based access controls
- Dial-by-name directory
- Employee and department extensions
- Visual IVR editor
- 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
- Intercom
- Paging
- Inbound caller ID number
- Outbound caller ID (phone, text, fax)

- Return calls with \*69
- Presence across multiple devices
- Historical call reports
- User templates
- Text-to-conference quick start
- Missed-call notifications
- Company number labeling

### Audio conferencing

- Unlimited, easy access across devices
- Own unique bridge number and access codes
- Host controls plus invite with international dial-in
- Local dial-in numbers in over 40 countries

### Video conference and online meetings

- Host HD video conferences (up to four people per meeting)
- Mobile enablement (PC, Mac®, iOS®, Android)

## Video conference and online meetings (cont.)

- 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)
- 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®
- Support for RingCentral Rooms™ (additional license fee applied)
- RingCentral Room Connector™ (additional license fee applied)
- Live webinars (additional license fee applied)
- Integration with marketing automation tools (Webinar™ feature)

## 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, fax
- Mobile, web, desktop apps (Windows, Mac, iOS, and Android apps)
- Data retention and backup
- HIPAA-Compliant Conduit
- Auto-provisioning with RingCentral Office
- Integrated with company directory
- Shortcuts for frequently used features

## Internet fax

- Send and receive without a fax machine
- Receive faxes as email
- Sign and edit faxes electronically
- Send faxes using a fax machine with an analog adapter
- Send and receive faxes from RingCentral mobile and desktop apps
- Send and receive faxes from Microsoft Office®
- Online fax archiving
- Third-party integrations

## Phone services

- Unlimited US and Canada calling
- 1,000 toll-free minutes
- International calling
- Smart numbers for voice and fax
- Directory listings
- Phone numbers: toll free, local, vanity, international
- International calling minutes bundles
- 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, fax, and text
- Pre-call and active call management
- Auto call handoff (Wi-Fi <-> 3G/4G)
- Conferencing
- 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
- Reports dashboard (admin only)
- 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 and view faxes directly from app
- View incoming caller's number and extension
- Call screening

**RingCentral for Desktop (cont.)**

- Integrated with company directory
- Contacts and favorites synced to RingCentral cloud
- Head-up display (HUD)
- View colleagues' phone presence status
- Conferencing
- 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
- Integration with Microsoft Outlook/Office (Windows only)
- Integrated with Mac Address Book/Mac Photo support (Mac Only)
- Option to print incoming faxes automatically (Windows only)
- Click-to-call

- Click-to-fax
- Support RingCentral Global Office login and dial plans
- VoIP country blocking (US only)

**Analytics**

- RingCentral Reports: historical data on call history and activities

**Integrations**

- RingCentral internet fax
- Microsoft Office and Outlook
- RingCentral for Google (Chrome™/Drive/Gmail™/Docs™)
- RingCentral for Office 365™ (Mail)
- RingCentral for Skype™ for Business
- RingCentral for Oracle® Sales Cloud
- RingCentral for ServiceNow®
- RingCentral for Dropbox (message backup)
- Integration with Box, Dropbox, and Google (via FaxOut)
- 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