

# RingCentral for Desktop

Advanced desktop phone system—with voice, fax, text, conferencing, and online meetings.<sup>1</sup>



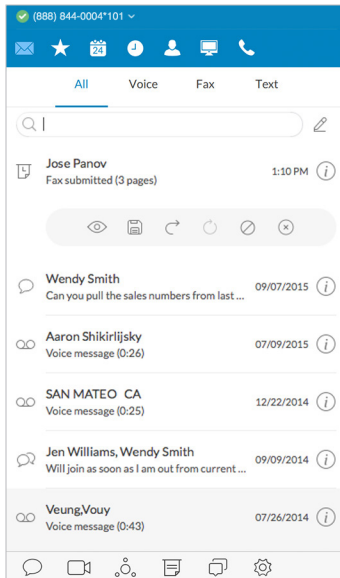
RingCentral for Desktop is a comprehensive communications solution on your desktop PC or Macintosh®, with advanced call-management functions and an intuitive interface.

Initiate a call, text, or conference call, host an online meeting, or send a fax from your desktop computer with the click of a mouse. Answer, screen, or forward calls, review and forward voicemail messages, and get notifications of voice and fax activity. Integrates with your company directory, making it easy to view your colleagues' phone availability and reach them with options.

## Features and benefits

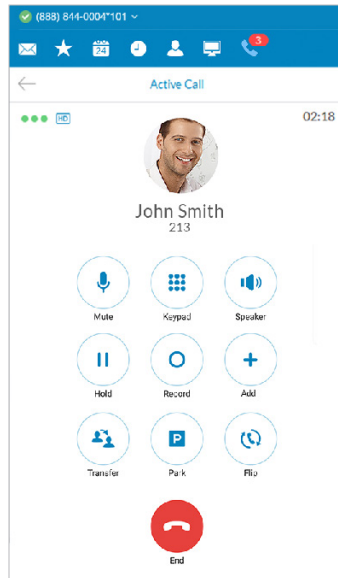
- Great productivity with one desktop app for call, fax, text, conferencing, and online meetings.
- HD voice quality for clearer sound.
- Advanced call management includes mute, hold, call park, call flip, call switch, call transfer, and recordings.
- Access your company directory within the app to reach your colleagues for a quick chat or call.
- Unified authentication lets you log in from a single point of entry using your corporate email, Gmail™, G Suite, SSO, or RingCentral user credentials.
- Easy multi-way calling; add up to six callers to an existing call and split calls anytime.
- Empower supervisors to train staff with options to listen in on calls, whisper to staff, and join conversations.
- Easily click to start a conference call with a unique bridge number and access code. Send an invitation globally with local dial-in numbers.
- Send/receive texts directly from your desktop/laptop with an option to select a caller ID for better corporate branding.
- Send and receive Business SMS and MMS messages to any number or contact.
- Messages, Favorites, and call logs synchronize with the cloud and your mobile devices.
- Integrated with RingCentral Meetings™; host or join an online meeting directly from RingCentral for Desktop.
- Connect with Google Calendar™, iCal®, and Microsoft Outlook® to view upcoming events in Join Now. Simply click to join a video meeting or dial in to an audio conference.
- Seamless integrated with Microsoft Outlook—make calls, send texts and faxes to your contacts from within Outlook.<sup>2</sup>
- Screen calls by viewing callers' numbers and names. Choose to ignore calls, send callers to voicemail, or reply with a message that will be played back to the caller in real time.
- Receive and send faxes directly from your desktop with options to save, forward, resend, and more.
- Automatically start a RingCentral conference from a conversation thread to invite all conversation participants.
- Through push notifications, users are notified of missed calls without having to open up the app.

# How it works



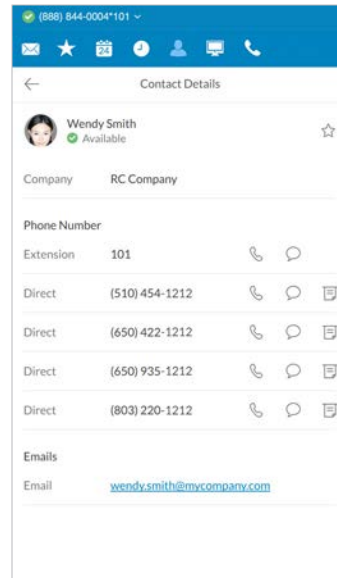
### View faxes, listen to voicemail, and more

Save messages, call back, send a text, mark a message as unread, delete a message, or block the number.



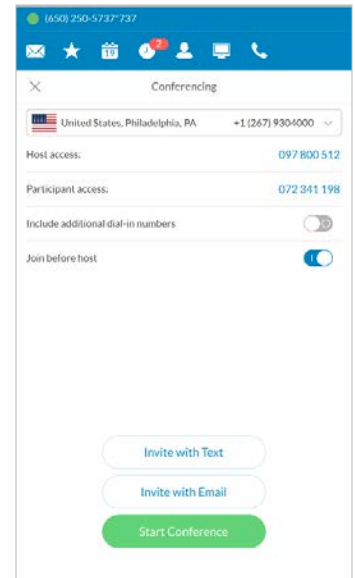
### Advanced call management

Easily manage your current call with advanced functionalities—call park, call transfer, call flip, call switch, call recording, and more.



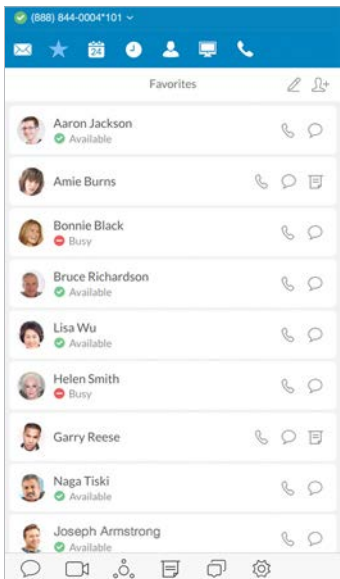
### Integrates with your company directory

Easily reach a colleague with a call, text, or fax.



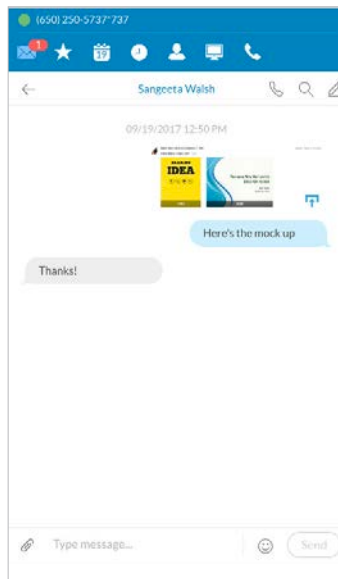
### Conference calling

One click to start a conference. Send out invitations via text or email instantly, and include international dial-in numbers.



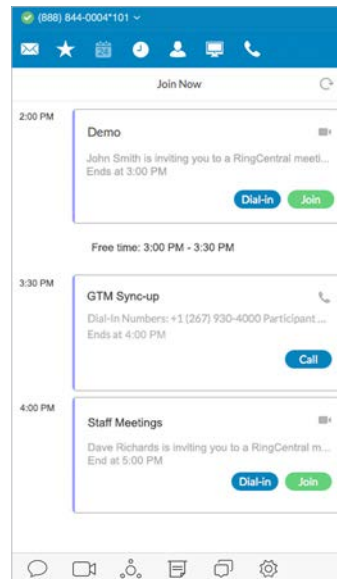
### Telephony presence

Add your frequently contacted colleagues into your Favorites list and view their real-time phone presence status. Set your own presence status so colleagues will know when you are busy.



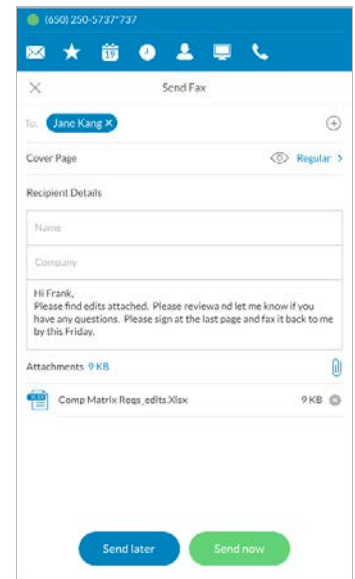
### Business SMS and MMS

Send and receive unlimited Business SMS and MMS messages from your RingCentral app. Send images, receive videos, and view in-line previews in your message thread.



### Join Now

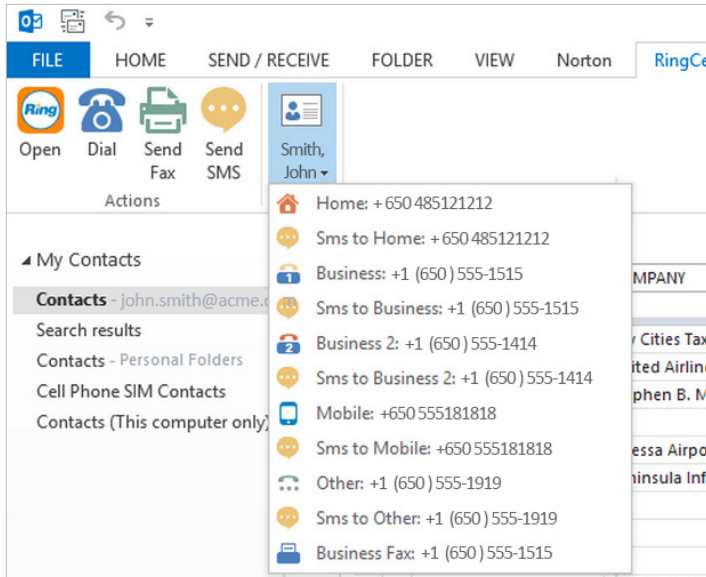
View upcoming events synced from your calendar. Simply click to dial in to a conference call or join an HD online meeting without entering an access code or meeting ID. Works with Google Calendar, iCal, and Microsoft Outlook.



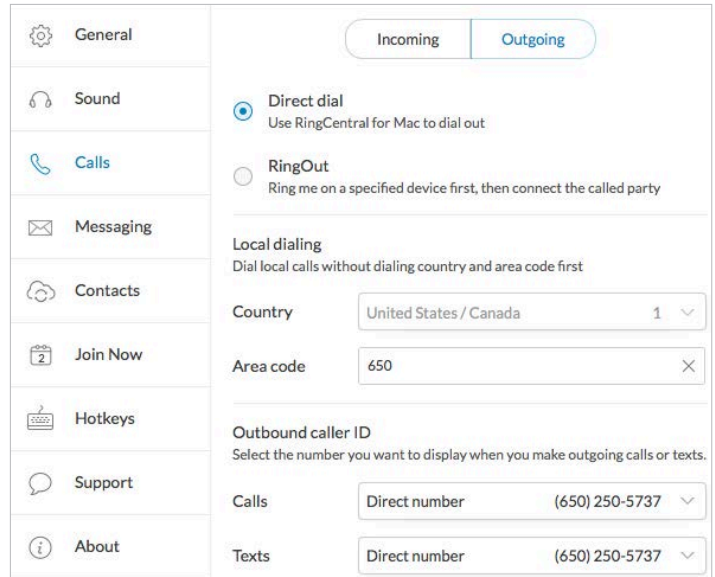
### Fax without a fax machine

Send a fax right from the app. Send faxes to multiple recipients at once, customize your cover page, set schedules, attach files from your computer or a scanner.<sup>3</sup>

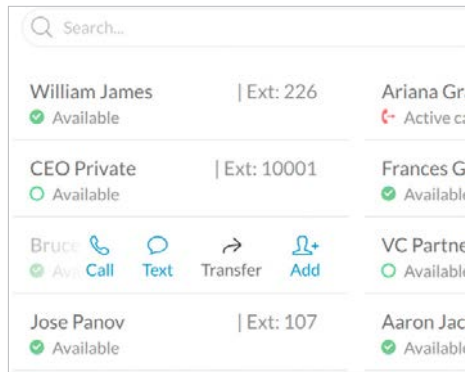
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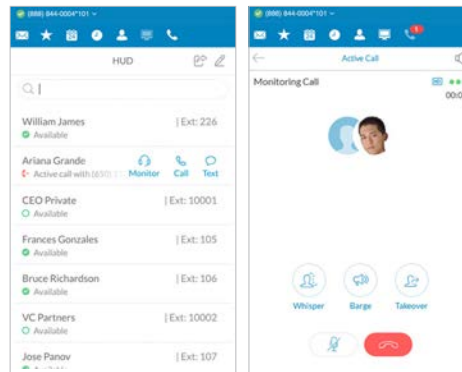
**Integration with Microsoft Outlook<sup>2</sup>**  
 Make calls, send texts and faxes to your contacts directly from within Outlook.



**Advanced settings**  
 Optimize RingCentral for Desktop as your day-to-day communications hub for calls, texts, faxing, conferencing, and online meetings. Easily set your outbound caller ID for both your outbound calls and faxes.



**Head-up display (HUD)**  
 View your colleagues' real-time availability. Answer and transfer an incoming call, add a colleague to a current call, or chat with a colleague directly. Pick up a call on behalf of your colleagues with permission.



**Call monitoring**  
 Monitor calls in real time, whisper to your employees, enter into conversations, and even take over calls.

## System requirements

### Windows:

- Windows® 7 or later operating system
- PC with a 2 GHz processor (32/64 bit)
- Minimum of 1 GB of RAM
- 300 MB of hard drive space

### Macintosh:

- Mac OS X® 10.8 or later
- System with Intel® processor
- Minimum of 1 GB of RAM
- 300 MB of hard drive space

<sup>1</sup> Business SMS (text), conferencing, and online meetings are available with RingCentral Office® only.

<sup>2</sup> Available for RingCentral for Windows only (requires Microsoft Outlook 2010 or later).

<sup>3</sup> Scan to fax is available for Windows only.