

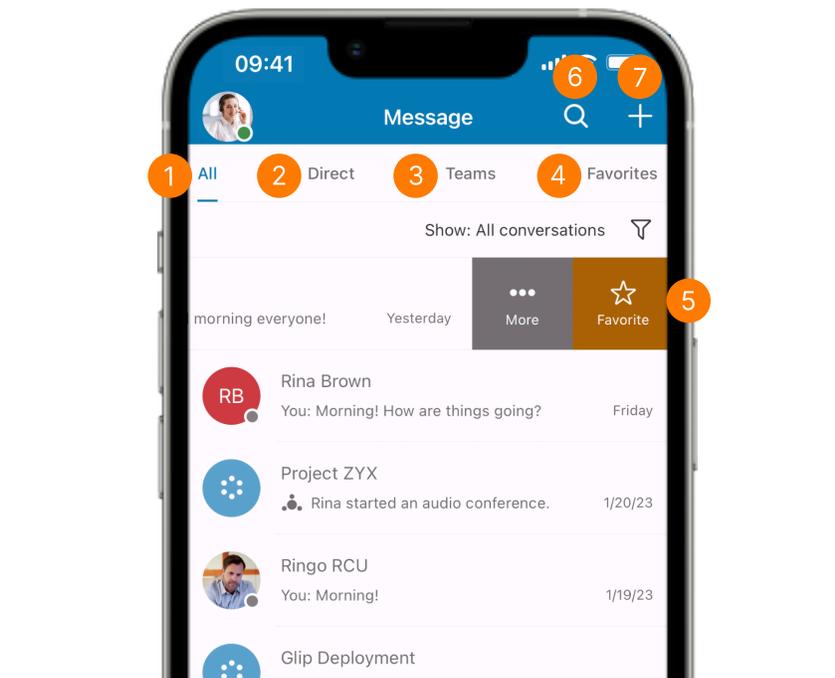
RINGCENTRAL APP FOR IOS: MOBILE BASICS

RingCentral app for mobile provides a feature-rich user experience. It keeps you connected anytime, anywhere. It allows you to always be on top of the conversation and be productive even when you're on-the-go.

MESSAGE

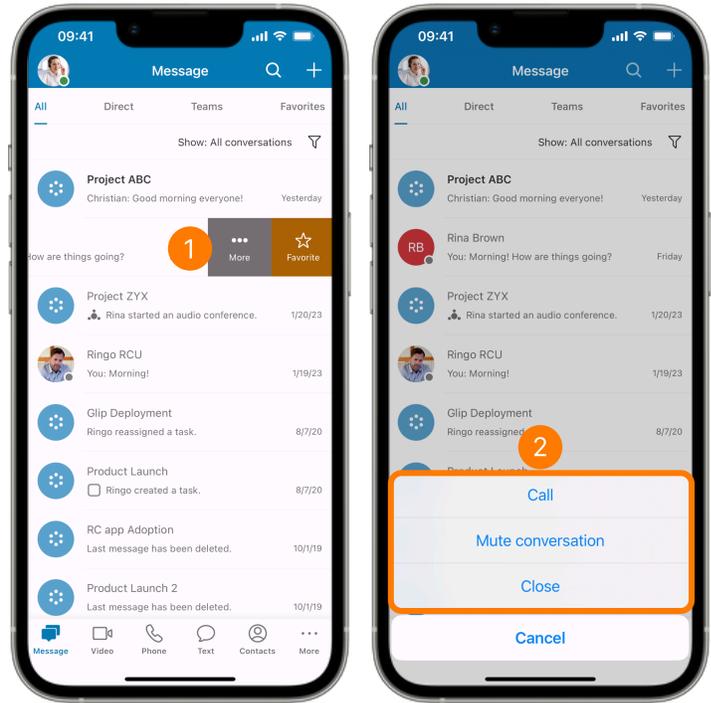
Message shows all messages from individuals, groups, or teams.

1. **All** shows all active conversations.
2. **Direct** filters messages from individuals and groups.
3. **Teams** shows messages from teams you created or are a member.
4. **Favorites** shows conversations tagged as favorite.
5. To add an individual or a team to your favorites, swipe left on a conversation and tap  **Favorite**.
6. Tap the  **Search** icon to look up a message or a contact.
7. Tap the  **Plus** icon to create new messages or teams.

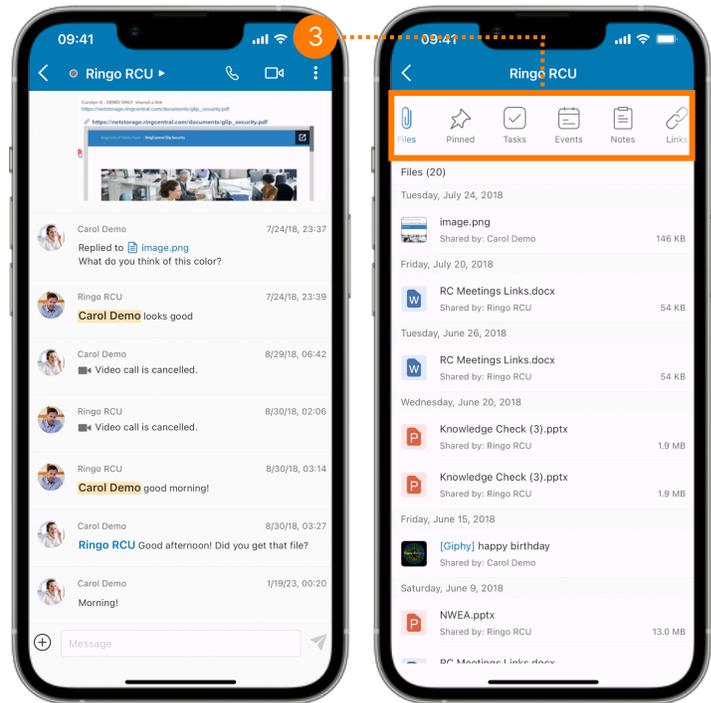


MESSAGE TIPS

1. Swipe left on a conversation and tap **More**.
2. The following options appear:
 - a. **Call** – call the contact.
 - b. **Mute conversation** – disable notifications from the conversation.
 - c. **Close** – hide the contact from the active messages list.

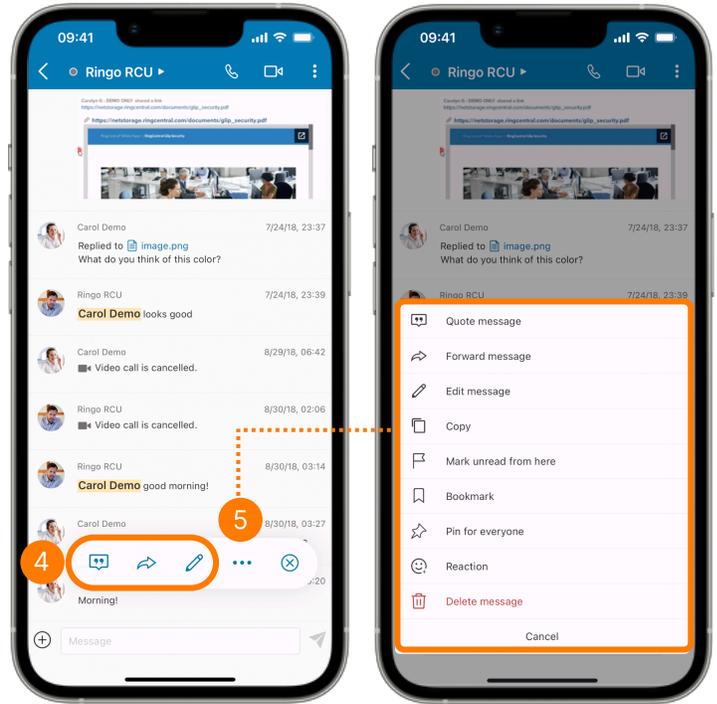


3. When in a conversation, tap the **More** icon to see the following:
 - a. Shared files
 - b. Pinned messages
 - c. List of tasks
 - d. Scheduled events
 - e. Shared notes
 - f. Shared links



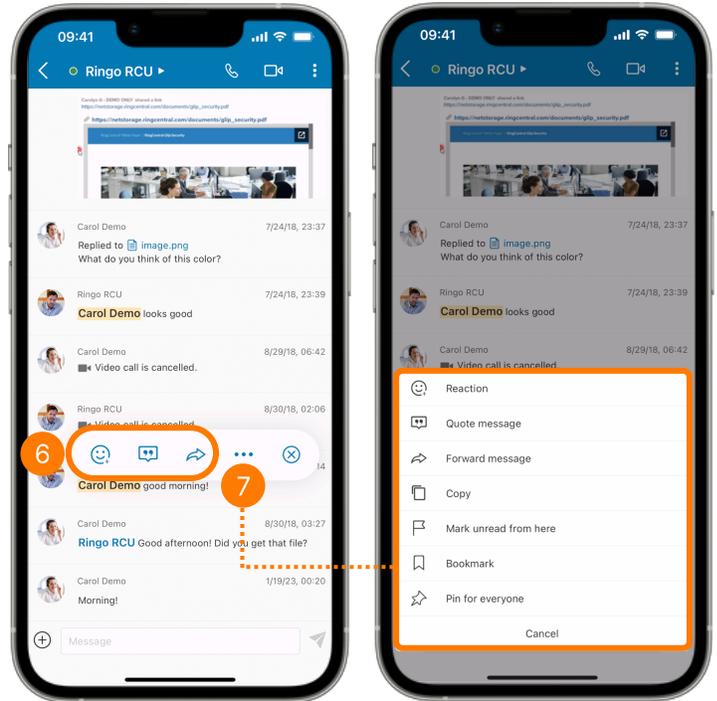
4. Tap on a message you sent.
The following options appear:
 - a. Quote message
 - b. Forward message
 - c. Edit message

5. Tap the **More** icon to show more options:
 - a. Copy
 - b. Mark unread from here
 - c. Bookmark
 - d. Pin for everyone
 - e. Reaction
 - f. Delete message



6. Tap on a received message to display the following options:
 - a. Reaction
 - b. Quote Message
 - c. Forward message

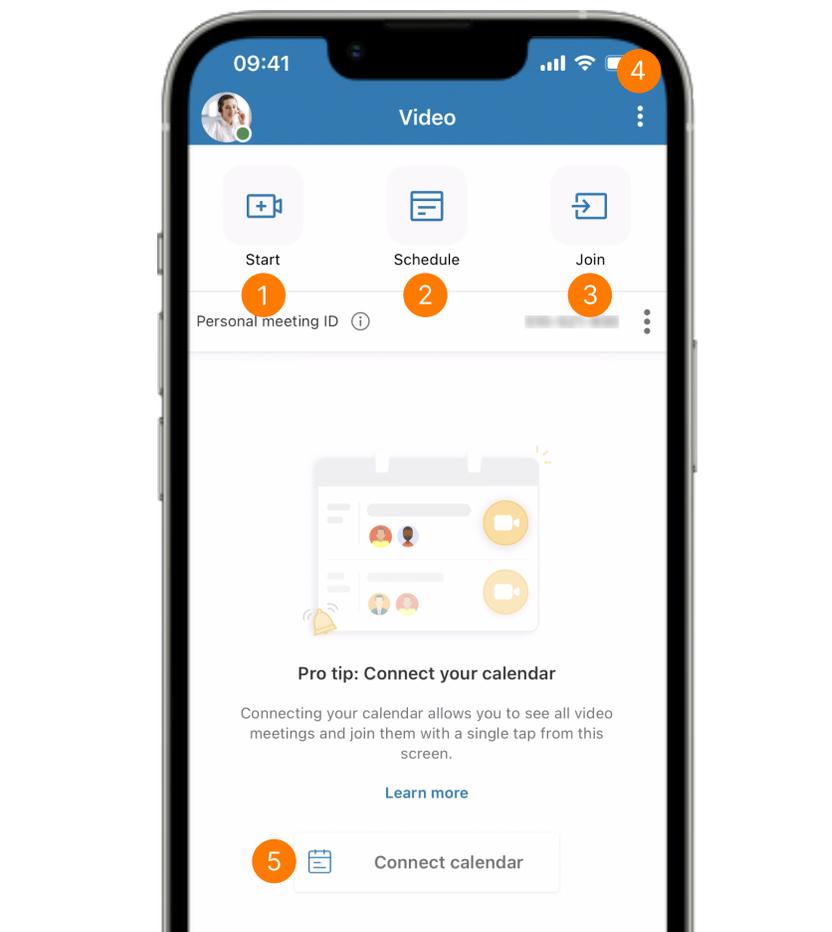
7. Tap the **More** icon to show more options:
 - a. Copy
 - b. Mark unread from here
 - c. Bookmark
 - d. Pin for everyone



VIDEO

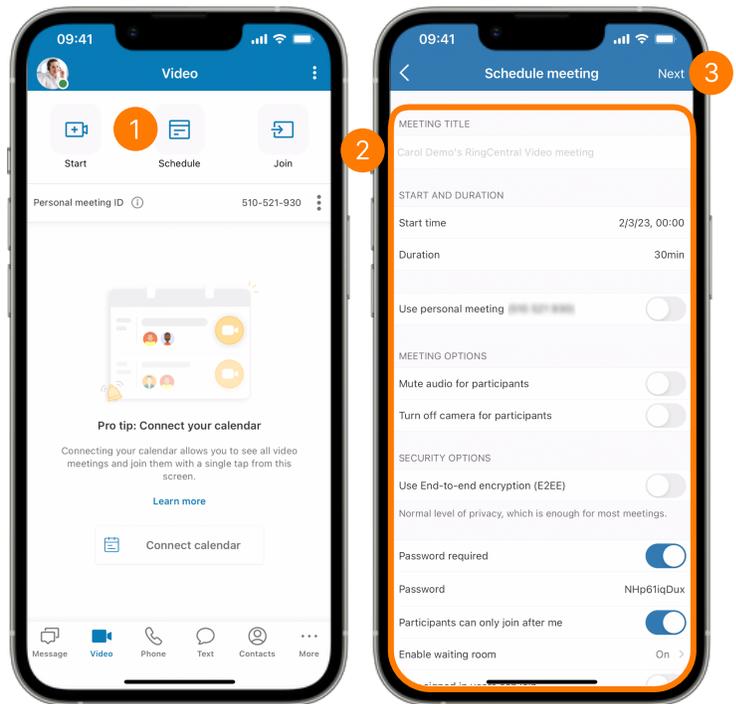
Start, join, and schedule a meeting under the Video tab.

1. **Start** instantly connects you to a meeting.
2. **Schedule** allows you to set up a meeting.
3. Tap **Join** and enter a meeting ID or link to connect to a meeting.
4. Tap the **More** icon to view additional options, including recordings and video meeting settings.
5. Connect your Microsoft, Exchange, Google, or device calendar to your RingCentral account.

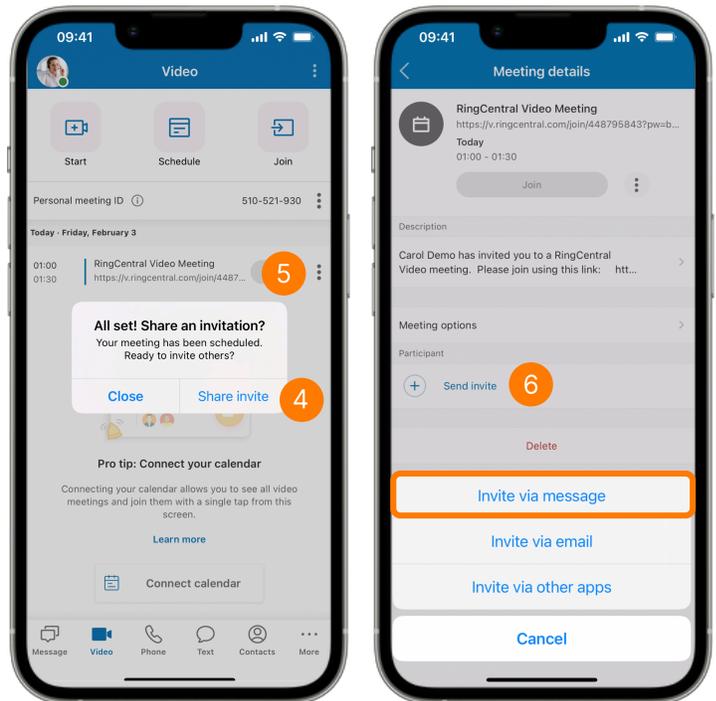


VIDEO – SCHEDULING A MEETING

1. To schedule a video meeting, tap **Schedule**.
2. Set the meeting options as necessary.
3. Tap **Next**.

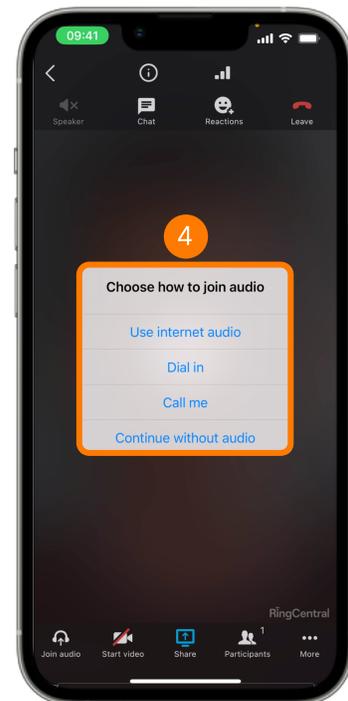
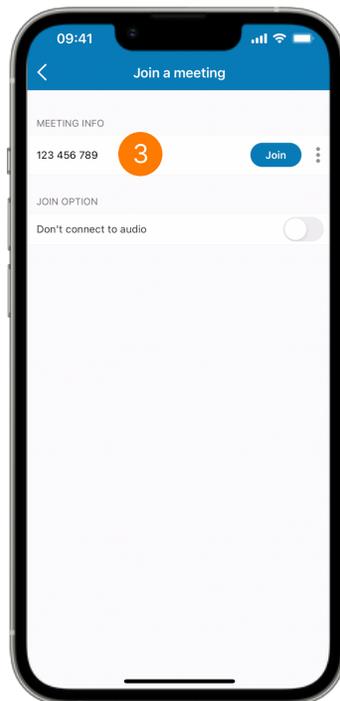
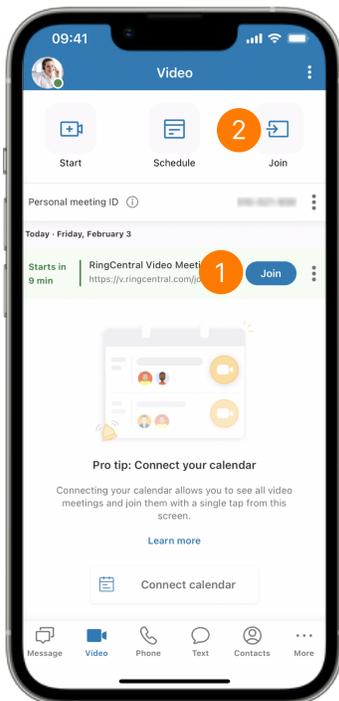


4. To share the meeting details via your device's sharing options, such as email and other apps, tap **Share invite**.
5. To share the invite through Message, tap anywhere to close the popup message, then tap the **More** button next to the meeting information.
6. Tap **Send invite**; then, select **Invite via message**.



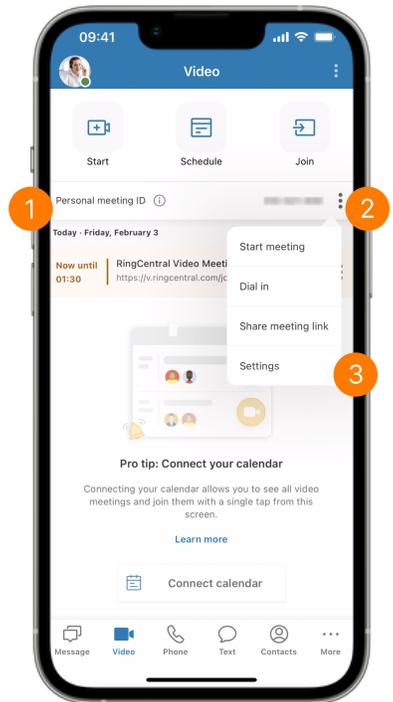
VIDEO – JOINING A MEETING

1. To join a scheduled meeting, tap **Join** next to the meeting details.
2. To join a meeting using a link or the meeting ID, use the **Join** button.
3. Add the meeting ID or meeting link and tap **Join**.
4. Choose how you want to join audio.

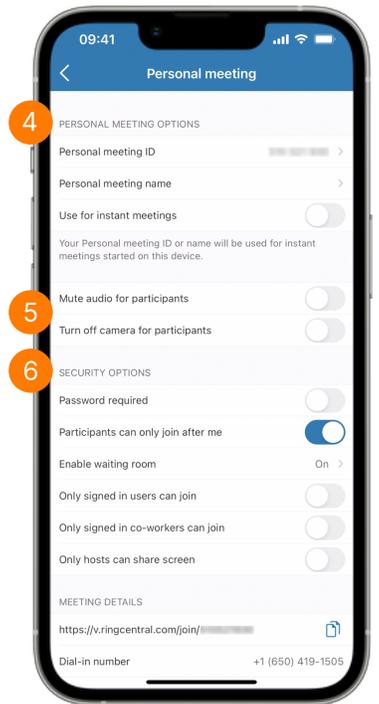


VIDEO TIPS

1. RingCentral users are assigned a **Personal meeting ID** that lets them have their own virtual room that people can join at any time.
2. Tap the **More** button (three dots) beside the system-generated Personal meeting ID to see the following options:
 - a. Start meeting
 - b. Dial in
 - c. Share meeting link
 - d. Settings
3. Select **Settings** to configure your Personal meeting ID.



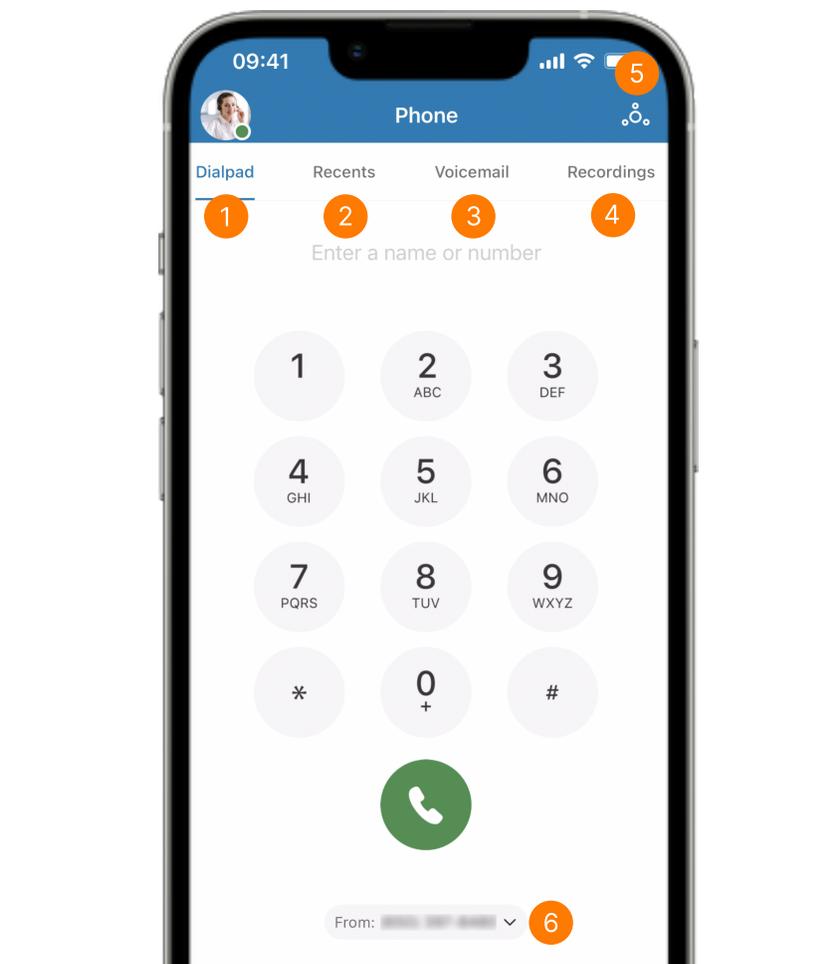
4. Under **PERSONAL MEETING OPTIONS**, you can modify your meeting ID or name to your liking, making it easy to remember.
5. Select if you want to mute the audio or turn off the camera for your participants when they join your virtual room.
6. Configure your meeting security options as you see fit. It is recommended to set a password or enable the waiting room to keep your room secure.



PHONE

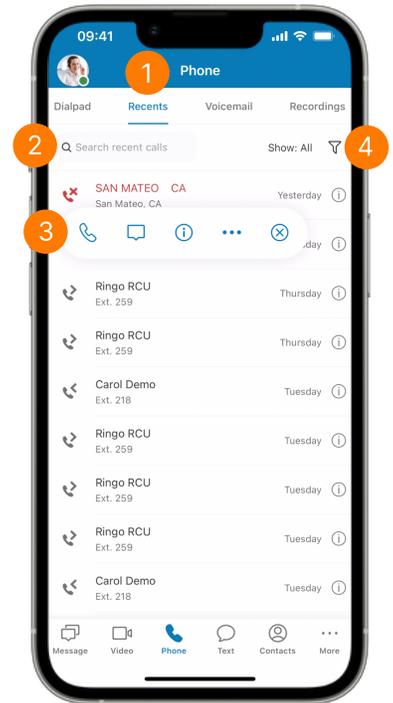
Access your call log, voicemail, and start conference calls in the Phone tab.

1. **Dialpad** allows for manual dialing of numbers or searching for contacts.
2. The **Recents** tab shows your call log.
3. **Voicemail** shows all voicemail messages.
4. Access all your call recordings in the **Recordings** tab.
5. Schedule or start a conference call using the **Conferencing** button.
6. Tap the **From** dropdown menu to select the caller ID you want to use for an outgoing call, then dial the number.

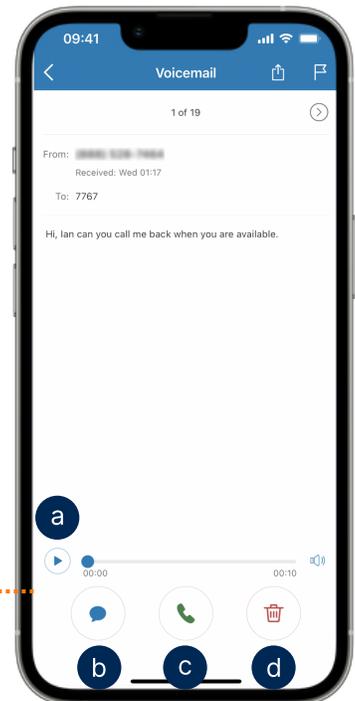
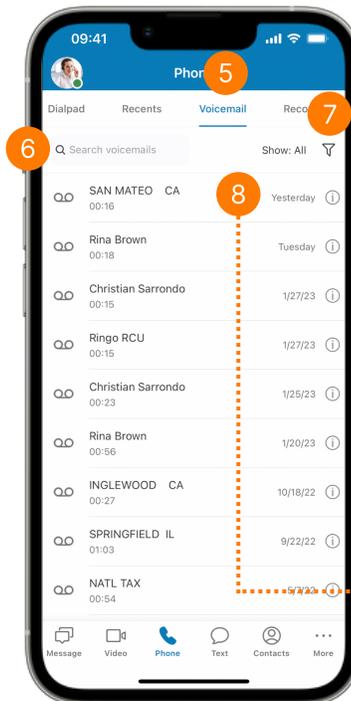


PHONE TIPS

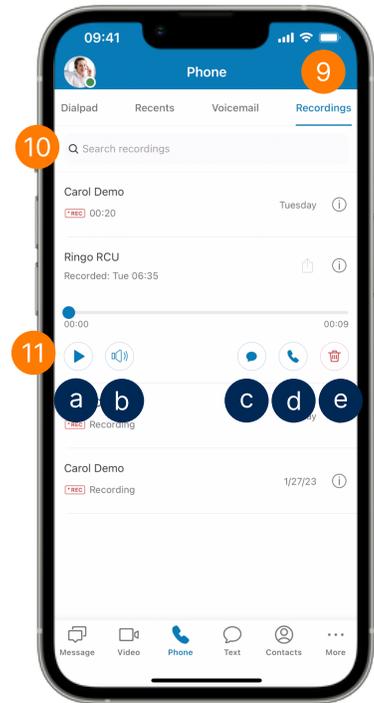
1. Access the **Recents** tab to view your call log.
2. Search for a number or contact name using the search box.
3. Tap on a call log entry. You can choose to call, send a message, view the call details, or select **More** for additional actions, including start a video meeting and delete an entry.
4. Tap the **Filter** icon to show your missed calls or all calls.



5. Check your voicemails in the **Voicemail** tab.
6. Search for a voicemail through the search box.
7. Use the **Filter** button to switch the view between all or unread voicemails.
8. Tap on an item to open the voicemail and view the transcript. The following options are also available:
 - a. Play the message
 - b. Send a message
 - c. Call the sender
 - d. Delete the voicemail



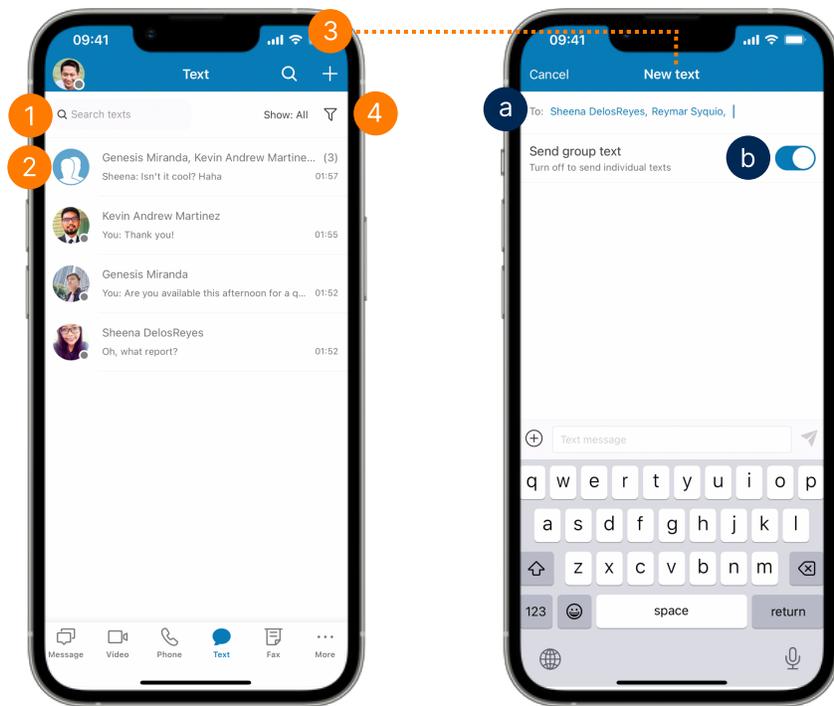
9. Access your call recordings in the **Recordings** tab.
10. Search for any recording using the search box.
11. Tap on an item to view the following options:
 - a. Play the recording
 - b. Switch the audio output from handset to speakerphone
 - c. Send a text or start a direct message
 - d. Start a call
 - e. Delete the recording



TEXT

Manage your text messages efficiently. Note that the availability of the Short Message Service (SMS) feature depends on your company account permissions.

1. Search for a text message using keywords or a contact's name or number in the search box.
2. Tap on any message to open it. Tap and hold on a message to select multiple messages to delete or mark them as read or unread.
3. Tap the **+ Plus** icon to start a new text.
 - a. Enter the name or phone number of your desired recipients.
 - b. You can choose to send individual or group text messages.
4. **Filter** your text messages to show all, unread only, drafts, or failed messages.



FAX

Send and receive faxes anytime, anywhere. Note that the availability of faxing depends on your account permissions.

1. Use the **Search** bar to search for a fax or a phone number from your fax messages.
2. Tap on an item to open the fax.
3. Tap the **Info** icon to view the details of the sender or recipient.
4. Tap the **Plus** icon to compose a fax.
 - a. Type the fax number or name of the person you wish to send a fax message to.
 - b. Select a **cover page**. You can choose from the available templates or upload your own custom cover page.
 - c. Add a note to your cover page if needed.
 - d. Tap **Add attachment** to attach files or photos.
 - e. You can choose to send the message at a later time. Tap **Send later** and set the date and time.
 - f. If you want to send it immediately, tap **Send**.
5. The fax message appears on the list of your fax messages while processing.
6. To remove a fax, swipe left on an item and tap **Delete**. Tap **More** to delete multiple fax messages or mark them as read or unread.

